



Kettle Creek Source Protection Authority
November 18, 2020

Agenda
11:00 a.m.

Audio/Video Recording Notice

"Board members, staff, guests and members of the public are reminded that the KCSPA Board/Committee meeting is being recorded, and will be posted to the Authority's web site along with the official written minutes. As such, comments and opinions expressed may be published and any comments expressed by individual Board members, guests and the general public are their own, and do not, represent the opinions or comments of the Source Protection Authority and/or the KCSPA Board of Directors.

The recorded video of the KCSP meeting is not considered the official record of that meeting. The official record of the Source Protection Authority meeting shall consist solely of the Minutes approved by the Source Protection Authority."

Introductions and Declarations of Pecuniary Interest

Delegations

Minutes of Meetings

a) Lake Erie Regional Management Committee Meeting Minutes

- i) April 23, 2020.....2
- ii) September 9, 20207

b) Lake Erie Source Protection Committee Meeting Minutes

- i) April 30, 202012
- ii) June 25, 202020

c) Kettle Creek Source Protection Authority May 20, 202025

Correspondence

New Business

- a) Proposed Amendments to Source Protection Committee Rules of Procedure29
- Recommendation:** THAT the Kettle Creek Source Protection Authority endorse the proposed amendments to the Lake Erie Source Protection Committee's Rules of Procedure, as outlined in the staff report.

Next Meeting

As required.



**LAKE ERIE SOURCE PROTECTION REGION
MANAGEMENT COMMITTEE MEETING MINUTES
OF April 23, 2020**

The following is a summary of the virtual Lake Erie Source Protection Region Management Committee Meeting held at 12:30p.m. on April 23, 2020.

Present: S. Lawson – Chair, M. Columbus, I. Feldmann, S. Harvey, M. Keller, J. Maxwell, E. VanHooren, W. Wright-Cascaden, C. Wilkinson

Regrets: R. Cerna, H. Jowett

1. Call to Order

The meeting was called to order at 2:06p.m.

2. Review and Approval of Agenda

Moved by: S. Harvey
Seconded by: M. Columbus

carried

THAT the meeting agenda for April 23, 2020 be approved as distributed.

3. Declarations of Pecuniary Interests

None

4. Review and Approval of Minutes of Previous Meeting February 24, 2020

Moved by: E. VanHooren
Seconded by: S. Harvey

carried

THAT the minutes of the previous meeting of February 24, 2020 be approved.

5. Correspondence

None

6. Source Protection Program Reports

a) Report 20-104-01 – Program Manager’s Update

M. Keller provided a COVID-19 update to the Lake Erie Region Management Committee (LERMC) members. The GRCA’s Administrative By-Law will be amended to allow for virtual meetings, as will the Lake Erie Region Source Protection Committee’s Rules of Procedure. All future LERMC meetings will take place virtually through Adobe Connect or similar platform.

The Canadian Environmental Law Association (CELA) has filed an Environmental Registry Application for review of the *Clean Water Act, 2006* (CWA) to extend source protection requirements to certain types of non-municipal drinking water systems, e.g., community systems. The Ministry has denied the request to carry out the review. CELA has requested an opportunity to meet with Ministry staff to further discuss the matter.

Lake Erie Region staff have uploaded the 2019 annual reporting results for Kettle Creek, Catfish Creek, Long Point Region and Grand River into the Electronic Annual Reporting (EAR) portal. Formal submission of the annual reports that require resolutions from the Lake Erie Region Source Protection Committee (SPC) and the local Source Protection Authorities (SPAs) will occur in April, May and June.

A Guelph-Guelph/Eramosa (GGET) Water Quantity Policy Development Study update will be presented to the SPC on April 30, 2020. The City of Guelph and the Ministry have different perspectives regarding the direction of the GGET policies.

The Centre Wellington Tier 3 technical study components are completed. Water quantity policy development is moving forward, and the water quantity policy development team is planning for a May Community Liaison Group (CLG) meeting held virtually.

A model management webinar was held in early April providing groundwater model training to GRCA and municipal staff.

The Implementation Working Group (IWG) continues to meet approximately every other month. Meetings will be held via teleconference moving forward. The next SPC meeting is scheduled for April 30, 2020. Agenda items will include annual reports, a GGET update and a S.34 Grand River Source Protection Plan amendment update.

Moved by: J. Maxwell
Seconded by: M. Columbus

carried

THAT the Lake Erie Source Protection Region Management Committee receives report 20-04-01 Program Manager’s Report – Status Update – for information.

b) Report 20-04-02 – Financial Update

M. Keller reported that Lake Erie Region staff will be submitting the final 2019/20 financial report to the Ministry by April 28, 2020. Staffing costs for the Program Manager, Program Assistant and Data Management are on track. Technical Support is underspent due to the pause in work on the Centre Wellington Tier 3 Study. Final expenses for General Managers is also underspent

primarily as a result of less time spent on S.36 workplan development for the Long Point Region Source Protection Area. Disbursements for travel are underspent as there were fewer face-to-face meetings. Source Protection Committee Maintenance and Operations is also underspent because the budget allowed for five meetings but only four were hosted. Other meeting costs, such as venue rental, are slightly underspent. The Centre Wellington Tier 3 Study and GGET policy development are underspent as a result of the delay in finalizing the 2019/20 funding agreement and the slow progress of GGET policy development.

The 2020/21 draft budget was developed in November 2019. Staff have engaged in budget negotiations with the Ministry since that time. Lake Erie Region received a draft revised 2020/21 agreement from the Ministry a few days ago but it is still unknown at this time when the final agreement will be ready to be signed. The Source Water Protection Programs Branch Director has assured program managers that the Source Protection Program is a top priority for the government. The final 2020/21 agreement will be circulated to the partner conservation authorities (CAs) when it is received, together with an amended Administrative Protocol.

Moved by: S. Harvey
Seconded by: E. VanHooren

carried

THAT the Lake Erie Source Protection Region Management Committee receives report 20-04-02 Financial Update – for information;

AND THAT the Lake Erie Source Protection Region Management Committee direct staff to finalize and submit the 2019/2020 final report to the Ministry of the Environment, Conservation and Parks.

c) Report 20-04-03 – Source Protection Committee Member Update

M. Keller shared that the Ontario Federation of Agriculture (OFA) has nominated a new economic (agricultural) member, Brian Whitwell, and re-nominated current member K. Hunsberger, for appointment to the SPC. R. Krueger's (economic seat representing ArcelorMittal Dofasco) term also recently expired and he expressed an interest in remaining on the committee. Lake Erie Region expect a letter from ArcelorMittal Dofasco nominating R. Krueger for re-appointment to the committee for another term. A letter of support for the re-appointment of A. Henry (public interest) has been received from the Elgin Area Primary Water Supply System. Lake Erie Region has received additional supportive information from Haldimand County in support of P. Wilson's nomination. A formal nomination letter is expected in the near future. Staff have also been in talks with Six Nations since early January 2020 to find a replacement for C. Hill's vacant seat.

Moved by: M. Columbus
Seconded by: C. Wilkinson

carried

THAT the Lake Erie Source Protection Region Management Committee receives report 20-04-03 Source Protection Committee Update – for information;

THAT Lake Erie Source Protection Region Management Committee recommend the Grand River Source Protection Authority appoint B. Whitwell as an economic (agricultural) representative to the Lake Erie Region Source Protection Committee for a four-year term of appointment;

THAT the Lake Erie Source Protection Region Management Committee recommend the Grand River Source Protection Authority re-appoint K. Hunsberger as an economic (agricultural) representative to the Lake Erie Region Source Protection Committee for a four-year term of appointment;

AND THAT the Lake Erie Source Protection Region Management Committee recommend the Grand River Source Protection Authority re-appoint A. Henry as a public interest representative representing the Elgin Area Primary Water Supply System to the Lake Erie Region Source Protection Committee for a four-year term of appointment.

7. Joint Advisory Committee Update

S. Lawson reported that there will be a new representative on the Joint Advisory Committee (JAC) to replace M. Walters. At their last meeting, JAC discussed the Ministry's cap on overhead, and were provided an update on changes to the Director's Technical Rules and the Climate Change Vulnerability Assessment Tool. There was some uncertainty at the JAC meeting if amendments to the *Conservation Authorities Act, 1990* would result in legislative changes along with regulatory changes. The Ministry also released a provincial flood strategy and emphasized that CAs are key flood regulators in Ontario.

8. Business Arising from Previous Meetings

None

9. Update from Conservation Authorities

Long Point Region Conservation Authority

J. Maxwell felt that the weekly calls among the CAs were very beneficial. LPRCA is planning a Source Protection Authority (SPA) meeting for June 3, 2020 to review the 2019 annual report.

Catfish Creek Conservation Authority

C. Wilkinson reiterated the value of continuing the weekly CA calls, and CCCA is planning to host a SPA meeting on May 14, 2020.

Kettle Creek Conservation Authority

E. VanHooren also felt the weekly CA calls were valuable and important.

Grand River Conservation Authority

S. Lawson agreed that the weekly CA calls were very helpful.

10. New Business

None

11. Date of Next Meeting

Next meeting date is still to be determined but will likely align with the finalized 2020/21 Grant Funding Agreement and other SPC member updates.

12. Adjourn

The meeting adjourned at 2:49p.m.

Moved by: E. VanHooren

THAT the Lake Erie Source Protection Region Management Committee meeting of April 23, 2020 be adjourned.



**LAKE ERIE SOURCE PROTECTION REGION
MANAGEMENT COMMITTEE MEETING MINUTES
OF September 9, 2020**

The following is a summary of the virtual Lake Erie Source Protection Region Management Committee Meeting held at 2p.m. on September 9, 2020.

Present: M. Columbus – Chair, I. Feldmann, S. Harvey, M. Keller, J. Maxwell, E. VanHooren, W. Wright-Cascaden, C. Wilkinson

Regrets: R. Cerna, H. Jowett, S. Lawson

1. Call to Order

The meeting was called to order at 2:12p.m.

2. Review and Approval of Agenda

Moved by: Stephen Harvey
Seconded by: Chris Wilkinson

carried

THAT the meeting agenda for September 9, 2020 be approved as distributed.

3. Declarations of Pecuniary Interests

None

4. Review and Approval of Minutes of Previous Meeting April 23, 2020

Moved by: Stephen Harvey
Seconded by: Chris Wilkinson

carried

THAT the minutes of the previous meeting of April 23, 2020 be approved.

5. Correspondence

None

6. Source Protection Program Reports

a) Report 20-09-01 – Program Manager’s Update

M. Keller reported that the planning and budgeting process for the 2021/22 fiscal has begun. The province’s proposed amendments to the Director’s Technical Rules will result in work for Lake Erie Region, but the questions remain who will do the work and who will fund it.

The Centre Wellington Tier 3 project team hosted its sixth and final Community Liaison Group (CLG) meeting on September 2, 2020. Water quantity policy development is underway and will be incorporated into a s.34 Grand River Source Protection Plan update. Pre-consultation for the plan update is scheduled to begin on October 5, 2020. M. Keller noted a mistake in the program manager’s report: the next Lake Erie Region Source Protection Committee (SPC) meeting is scheduled for October 1, 2020, not April 30, 2020.

W. Wright-Cascaden shared that the province has recently changed the way SPC chairs are reimbursed for their time. Chairs are required to report to the province the number of hours spent in order to calculate their per diem. M. Keller added that the SPC member appointment letters specify that members will receive a per diem of \$200 for a full-day (more than three hours) and \$125 for half-day (three hours or less). With no travel time for virtual meetings and fewer SPC presentations, members are spending less time attending meetings. M. Keller asked the Lake Erie Region Management Committee if SPC members should continue to be paid the full-day per diem or if they should be paid the half-day per diem. One option could be to ask SPC members to specify in the per diem report how many hours they spent preparing for and attending the meeting. S. Harvey agreed with M. Keller’s suggestion. W. Wright-Cascaden commented that it should be up to SPC members to advise Lake Erie Region staff how much time they are spending, i.e., whether it’s a half-day or full-day. S. Harvey suggested that I. Feldmann could assume that SPC members always spend a half -day unless informed otherwise by SPC members. M. Columbus agreed. C. Wilkinson asked if Lake Erie Region staff know in advance when a meeting is going to be particularly long, and supported asking members how much time they spend preparing for and attending each meeting. M. Keller added that Lake Erie Region has followed the GRCA’s protocol regarding per diems and that regulations under the *Clean Water Act, 2006* do not speak to the amount of the per diem. M. Keller commented that it would be good to get a decision and motion from the LERMC. Lake Erie Region will take the motion back to GRCA management for their support. The LERMC discussed the work involved in preparing and sending SPC per diem forms to members.

Moved by: Stephen Harvey
Seconded by: Elizabeth van Hooren

carried

THAT the Lake Erie Source Protection Region Management Committee receives report 20-09-01 Program Manager’s Report – Status Update – for information;

AND THAT, going forward, Lake Erie Region staff ask Lake Erie Region Source Protection Committee members to share how much time they spend preparing for and attending each meeting, and staff will allocate the appropriate per diem based on time spent.

b) Report 20-09-02 – Amended Source Protection Committee Rules of Procedures

M. Keller reported that the GRCA's administrative bylaw has been amended to allow for virtual meetings even if all emergency declarations have been lifted. Lake Erie Region is proposing to similarly amend the SPC rules of procedure to continue to allow for virtual (Zoom) meetings until face-to-face meetings can be resumed or other options become available. The recommended amendments follow the updates approved by the GRCA board.

J. Maxwell asked what was the authority to change the administrative bylaws. E. VanHooren commented that some conservation authorities are changing their bylaws based on ministerial direction. The concern now is that once the provincial emergency is lifted, boards would not be able to meet virtually. If a conservation authority does not amend their bylaw before the emergency order is lifted, then they would need ministerial direction to amend the bylaw. C. Wilkinson asked if the October 1 SPC meeting can be held under the current rules. M. Keller responded that the meeting today can be held virtually because the emergency order is still in place. C. Wilkson echoed E. VanHooren's earlier comments.

Moved by: Chris Wilkson
Seconded by: Stephen Harvey

carried

THAT the Lake Erie Source Protection Region Management Committee receives report 20-09-02 Amended Source Protection Committee Rules of Procedures – for information.

c) Report 20-09-03 – Source Protection Committee Member Update

M. Keller shared that there are three SPC members nominated for re-appointment, and three more re-appointments later in the fall. The three members currently nominated will be presented to the Grand River Source Protection Authority this September for re-appointment. Lake Erie Region staff continue to work with Six Nations to find a replacement for Carl Hill.

Moved by: Stephen Harvey
Seconded by: Judy Maxwell

carried

THAT the Lake Erie Source Protection Region Management Committee receives report 20-09-03 Source Protection Committee Update – for information;

THAT Lake Erie Source Protection Region Management Committee recommend the Grand River Source Protection Authority re-appoint P. Wilson as a public interest representative representing the Nanticoke Regional Water Supply System, to the Lake Erie Region Source Protection Committee for a four-year term of appointment;

THAT the Lake Erie Source Protection Region Management Committee recommend the Grand River Source Protection Authority re-appoint R. Krueger as an economic (business

and industry) representative to the Lake Erie Region Source Protection Committee for a four-year term of appointment;

AND THAT the Lake Erie Source Protection Region Management Committee recommend the Grand River Source Protection Authority re-appoint E. Hodgins as a municipal representative for municipal group #3, to the Lake Erie Region Source Protection Committee for a four-year term of appointment.

7. Joint Advisory Committee Update

No update

8. Business Arising from Previous Meetings

None

9. Update from Conservation Authorities

Long Point Region Conservation Authority

J. Maxwell shared that LPRCA submitted comments on proposed changes to Ontario's Water Quantity Management Framework and advised the board of directors, the main office continues to be closed to the public, staff are working on a plan for a possible second wave of COVID-19, parks are open for day-use by reservation, some overnight camping is available, and there has been an increase in seasonal campers at the parks.

Catfish Creek Conservation Authority

C. Wilkinson shared that CCCA staff are now working in main office, campgrounds are open, the office is open to public by appointment only, the internet is slow and a capital project to upgrade has been deferred.

Kettle Creek Conservation Authority

E. VanHooren commented that the KCCA office opened to the public on September 8 by appointment only, staff rotate working in the office, campgrounds have been open throughout the summer. S. Harvey added that KCCA staff have worked very well together through all the changes and challenges.

Grand River Conservation Authority

M. Keller commented that the GRCA will be opening its main office to the public on September 14, staff and the public are still encouraged to meet virtually, and management hope to have the office at 50% capacity at some point in the late fall.

10. New Business

None

11. Date of Next Meeting

Next meeting date will be in October 2020 to align with the 2020/21 Draft Interim Financial Progress Report and other SPC member updates.

12. Adjourn

The meeting adjourned at 2:56p.m.

Moved by: Stephen Harvey

THAT the Lake Erie Source Protection Region Management Committee meeting of September 9, 2020 be adjourned.

**LAKE ERIE REGION SOURCE PROTECTION
 COMMITTEE
 MEETING MINUTES**

Date: April 30, 2020
 Time: 1:00 pm
 Location: GRCA Virtual Meeting
 Zoom
 Site provided by email

Chair W. Wright-Cascaden
 Members Present B. Carberry, W. Bomberry, A. Dale, L. Dickson, P. Emerson, A. Henry, E. Hodgins, K. Hunsberger, C. Jamieson, J. Kirchin, R. Krueger, I. Macdonald, T. Nevills, L. Perrin, P. Rider, G. Schneider, J. Sepulis, B. Strauss, B. Ungar, M. Wales, P. Wilson
 Members Absent C. Banting, R. Taylor
 Liaisons T. Pesheva (Provincial Liaison)
 Proxy Representatives L. Perrin (R. Taylor), P. Rider (C. Banting)
 Staff I. Feldmann, E. Hayman, M. Keller, S. Strynatka

1. Call to Order

W. Wright-Cascaden called the meeting to order at 1:07pm.

2. Roll Call and Certification of Quorum – 17 Members Constitute a Quorum (2/3 of Members plus Chair)

The Recording Secretary called the roll and certified a quorum with 23 members present.

3. Chair’s Remarks

W. Wright-Cascaden shared that report SPC-20-04-07 will be presented before the review of the agenda. M. Keller reminded Source Protection Committee (SPC) members how to ask questions, move and second motions, and vote using the Zoom platform.

10. Reports

10.1 SPC-20-04-07 Proposed Amendments to the Rules of Procedure

M. Keller presented report SPC-20-04-07.

Res. No. 1-20
Moved By B. Strauss
Seconded By M. Wales

THAT the Lake Erie Region Source Protection Committee endorses the proposed amendments to the Committee's Rules of Procedures, as outlined in report SPC-20-04-07.

Carried

4. Review of Agenda

Res. No. 2-20
Moved By A. Henry
Seconded By L. Perrin

THAT the agenda of April 30, 2020 be approved as distributed.

Carried

5. Declarations of Pecuniary Interest

I. MacDonald had a conflict of interest with agenda item number 12a.

6. Minutes of the Previous Meeting

Res. No. 3-20
Moved By J. Kirchin
Seconded By T. Nevills

THAT the minutes of the previous meeting on December 12, 2019 be approved as circulated.

Carried

7. Hearing of Delegations

None

8. Presentations

8.1 Guelph-Guelph/Eramosa Water Quantity Policy Development Update

M. Keller presented the Guelph-Guelph/Eramosa Water Quantity Policy Development Update.

Res. No. 4-20
Moved By R. Krueger
Seconded By B. Ungar

THAT the Lake Erie Region Source Protection Committee receives presentation - Guelph-Guelph/Eramosa Water Quantity Policy Development Update - for information.

Carried

9. Correspondence

None

10. Reports

10.2 SPC-20-04-08 Source Protection Program Update

M. Keller presented report SPC-20-04-01.

Res. No. 5-20

Moved By A. Henry

Seconded By B. Strauss

THAT the Lake Erie Region Source Protection Committee receives report SPC-20-04-08 - Program Update - for information.

Carried

10.3 SPC-20-04-09 S.34 Revised Updated Grand River Assessment Report and Source Protection Plan for Wellington County and the County of Brant

M. Keller presented report SPC-20-04-09. J. Sepulis asked the SPC if Table 1, public comment #11, response #6, should be highlighted to elicit a separate response from the Ministry. M. Keller responded by first describing a Significant Groundwater Recharge Area (SGRA) and explained that the Ministry recently changed the Director's Technical Rules to remove vulnerable scoring from SGRA areas. Municipalities through their Official Plans can provide protection to SGRAs. M. Keller reiterated that all pre-consultation and public consultation comments and responses will be included in the plan submission package to the Ministry; however, Lake Erie Region could also highlight specific comments in the submission letter to the Ministry. J. Sepulis was supportive of M. Keller's suggestion. J. Sepulis put forward a new motion.

T. Pesheva wanted to confirm with M. Keller that Lake Erie Region will not be writing any SGRA policies. M. Keller's understanding was that the removal of vulnerable scoring from SGRAs would not allow for any policies. T. Pesheva responded that one could still write low and moderate policies but would confirm the rules with Ministry colleagues.

W. Wright- Cascaden suggested that Lake Erie Region highlight public comment response #6 regarding SGRAs, in the plan submission cover letter.

J. Sepulis also asked the SPC if Table 2, pre-consultation comment and response #6, should be highlighted to elicit a separate response from the Ministry. M. Keller commented that the addition of this new policy fills a gap for stormwater management facilities (SWMFs) that do not have an Environmental Compliance Approval (ECA). The response to the pre-consultation comment highlights the lack of consistency and clarity regarding which facilities require an ECA and which do not. M. Keller suggested that Lake Erie Region could highlight pre-consultation response #6 regarding SWMFs and ECAs, in the submission cover letter. J. Sepulis put forward a new motion.

Res. No. 6-20
Moved By J. Sepulis
Seconded By J. Kirchin

THAT the Lake Erie Region Source Protection Committee request MECP provide clarity regarding Significant Groundwater Recharge Areas (SGRAs) and how they can be addressed under the Clean Water Act, 2006 and within the Source Protection Plan framework.

Carried (one opposed)

Res. No. 7-20
Moved By J. Sepulis
Seconded By B. Ungar

THAT the Lake Erie Region Source Protection Committee request that the MECP provide clarity regarding Stormwater Management Facilities (SWMFs) and the conditions which would require Environmental Compliance Approvals (ECAs).

Carried

Res. No. 8-20
Moved By R. Krueger
Seconded By L. Perrin

THAT the Lake Erie Region Source Protection Committee receives report SPC-20-04-09 – S.34 Revised Updated Grand River Assessment Report and Source Protection Plan for Wellington County and the County of Brant – for information;

AND THAT the Lake Erie Region Source Protection Committee releases the revised Updated Grand River Assessment Report and Source Protection Plan for Wellington County and the County of Brant to the Grand River Source Protection Authority for submission to the Ministry of the Environment, Conservation and Parks, along with the municipal council resolutions received, and the comments as presented in this report.

Carried

10.4 SPC-20-04-10 2019 Catfish Creek Annual Progress Report

M. Keller presented report SPC-20-04-10.

Res. No. 9-20
Moved By J. Kirchin
Seconded By M. Wales

THAT the Lake Erie Region Source Protection Committee receives report SPC-20-04-10 – Catfish Creek Annual Progress Report – for information.

THAT in the opinion of the Lake Erie Region Source Protection Committee, implementation of the Catfish Creek Source Protection Plan has progressed well and is on target towards achieving the plan objectives.

AND THAT the Lake Erie Region Source Protection Committee direct staff to finalize the draft Catfish Creek Annual Progress Report and Supplemental Form and annual reporting objectives letter for release to the Catfish Creek Source Protection Authority for submission to the Ministry of the Environment, Conservation and Parks, in accordance with S.46 of the Clean Water Act, 2006 and any Director's instructions established under O. Reg. 287/07 S.52.

Carried

10.5 SPC-20-04-11 2019 Kettle Creek Annual Progress Report

M. Keller presented SPC-20-04-11.

Res. No. 10-20

Moved By B. Ungar

Seconded By A. Dale

THAT the Lake Erie Region Source Protection Committee receives report SPC-20-04-11 – Kettle Creek Annual Progress Report – for information.

THAT in the opinion of the Lake Erie Region Source Protection Committee, implementation of the Kettle Creek Source Protection Plan has progressed well and is on target towards achieving the plan objectives.

AND THAT the Lake Erie Region Source Protection Committee direct staff to finalize the draft Kettle Creek Annual Progress Report and Supplemental Form and annual reporting objectives letter for release to the Kettle Creek Source Protection Authority for submission to the Ministry of the Environment, Conservation and Parks, in accordance with S.46 of the Clean Water Act, 2006 and any Director's instructions established under O. Reg. 287/07 S.52.

Carried

10.6 SPC-20-04-12 2019 Long Point Region Annual Progress Report

M. Keller presented report SPC-20-04-12.

Res. No. 11-20

Moved By L. Perrin

Seconded By J. Kirchin

THAT the Lake Erie Region Source Protection Committee receives report SPC-20-04-12 – Long Point Region Annual Progress Report – for information.

THAT in the opinion of the Lake Erie Region Source Protection Committee, implementation of the Long Point Region Source Protection Plan has progressed well and is on target towards achieving the plan objectives.

AND THAT the Lake Erie Region Source Protection Committee direct staff to finalize the draft Long Point Region Annual Progress Report and Supplemental Form and annual reporting objectives letter for release to the Long Point Region Source Protection Authority for submission to the Ministry of the Environment, Conservation and Parks, in accordance with S.46 of the Clean Water Act, 2006 and any Director's instructions established under O. Reg. 287/07 S.52.

Carried

10.7 SPC-20-04-13 Grand River Annual Progress Report

M. Keller presented SPC-20-04-13.

Res. No. 12-20

Moved By B. Strauss

Seconded By J. Sepulis

THAT the Lake Erie Region Source Protection Committee receives report SPC-20-04-13 – Grand River Annual Progress Report – for information.

THAT in the opinion of the Lake Erie Region Source Protection Committee, implementation of the Grand River Source Protection Plan has progressed well and is on target towards achieving the plan objectives.

AND THAT the Lake Erie Region Source Protection Committee direct staff to finalize the draft Grand River Annual Progress Report and Supplemental Form and annual reporting objectives letter for release to the Grand River Source Protection Authority for submission to the Ministry of the Environment, Conservation and Parks, in accordance with S.46 of the Clean Water Act, 2006 and any Director's instructions established under O. Reg. 287/07 S.52.

Carried

10.8 SPC-20-04-14 Proposal to amend O.Reg.244/97 and the Aggregate Resources of Ontario Provincial Standards under the Aggregate Resources Act (EBR 019-1303)

M. Keller presented report SPC-20-04-14. P. Emerson asked if this report and the SPC's subsequent resolution should be forwarded to the local Source Protection Authorities (SPAs). M. Keller responded that the report's appendix was presented to the GRCA Board on April 24, 2020, and was passed.

A. Henry asked if there ever would be a circumstance where a new or expanded aggregate extraction operation could impact the vulnerability of an existing well. M. Keller replied that source water protection staff have the ability to adjust vulnerability in response to changes on the landscape, including a new aggregate extraction operation. A. Henry responded that adjusting vulnerability is a reactive response to an approval under different legislation; M. Keller agreed. Any response under the *Clean Water Act, 2006* to adjust the vulnerability score of an area as a result of an activity is reactive. The preventative approach to ensure the vulnerability of a municipal drinking water well is not impacted by a new aggregate extraction operation needs to be dealt with under the *Aggregate Resources Act, 1990*, hence the strong emphasis on providing comments to the Ministry.

Res. No. 13-20

Moved By R. Krueger

Seconded By I. Macdonald

THAT the Lake Erie Region Source Protection Committee receives report SPC-20-04-14 – Proposals to amend O.Reg.244/97 and the Aggregate Resources of

*Ontario Provincial Standards under the Aggregate Resources Act (EBR 019-1303)
– for information;*

AND THAT this report be forwarded to the Ministry of Natural Resources and Forestry through Environmental Registry Number 019-1303.

Carried

10.9 SPC-20-04-15 Lake Erie Region Source Protection Program - Past and Future Outlook

M. Keller presented report SPC-20-04-15. A. Henry questioned how municipal levies to fund the source protection program would work, if for example, an intake is located in one municipality but supplies water to municipalities outside of the Intake Protection Zone (IPZ) and / or outside of Lake Erie Source Protection Region. M. Keller responded that the Province has not yet thought through those details. Lake Erie Region has made comments to the Ministry that those are significant challenges should the Ministry direct municipalities to fund the program.

T. Pesheva added that the 2020/21 funding agreements are moving forward and should be signed and finalized shortly.

**Res. No. 14-20
Moved By T. Nevills
Seconded By C. Jamieson**

THAT the Lake Erie Region Source Protection Committee receives report SPC-20-04-15 – Lake Erie Region Source Protection Program – Past and Future Outlook – for information.

Carried

11. Business Arising from Previous Meetings

There was no business arising from the minutes of the previous meeting.

11.1 Lake Erie Region Source Protection Committee request under Technical Rule 119, from February 3, 2011, Re: rehabilitation activities at an aggregate operation within a vulnerable area of a municipal drinking water system that allows ponding of water.

T. Pesheva commented that the Ministry did not have any updates.

12. Other Business

12.1 RE: Formal request for copies of reports prepared by BluMetric Environmental Inc. to assist the City of Guelph in preparation of the Source Protection Plan and the development of water quantity policies

Correspondence from Peter Rider, Program Manager, Source Water Protection, City of Guelph to Heather Brodie-Brown, Project Manager, Water Quantity Environmental Monitoring and Reporting Branch, Ministry of the Environment, Conservation and Parks.

W. Wright-Cascaden shared the correspondence from the City of Guelph to the Ministry. P. Rider summarized the rationale for writing the letter.

13. Closed Meeting

Not applicable

14. Next SPC Meeting

June 25, 2020 at 1:00pm, virtual meeting

15. Adjourn

The Lake Erie Region Source Protection Committee meeting of April 30, 2020 adjourned at 2:50pm.

Res. No. 15-20

Moved By B. Strauss

Seconded By A. Henry

THAT the Lake Erie Source Protection Committee meeting of April 30, 2020 be adjourned.

Carried

Chair

Recording Secretary

LAKE ERIE REGION SOURCE PROTECTION COMMITTEE

MEETING MINUTES

Date: June 25, 2020
Time: 1:00 pm
Location: GRCA Zoom Virtual Meeting

Chair: W. Wright-Cascaden
Members Present: C. Banting, W. Bomberry, B. Carberry, A. Dale, L. Dickson, P. Emerson, A. Henry, E. Hodgins, K. Hunsberger, C. Jamieson, J. Kirchin, R. Krueger, I. Macdonald, L. Perrin, P. Rider, G. Schneider, J. Sepulis, B. Strauss, R. Taylor, B. Ungar, P. Wilson, B. Whitwell
Members Absent: T. Nevills
Liaisons: T. Pesheva (Provincial Liaison)
Proxy Representatives:
Staff: I. Feldmann, M. Keller

1. Call to Order

W. Wright-Cascaden called the meeting to order at 1:06pm.

2. Roll Call and Certification of Quorum – 17 Members Constitute a Quorum (2/3 of Members plus Chair)

The Recording Secretary called the roll and certified a quorum with 22 members present.

3. Chair's Remarks

W. Wright-Cascaden shared that K. Hunsberger (economic representative) and A. Henry (public interest representative) were both re-appointed to the Lake Erie Region Source Protection Committee (SPC) for four-year terms, respectively. W. Wright-Cascaden also communicated with M. Wales to thank him for all the work he contributed to as a member of the SPC.

W. Wright-Cascaden reviewed the SPC Zoom meeting protocols, thanked members for participating in the recent SPC survey, and shared that the Ministry hosted a chairs and program managers teleconference in May 2020. W. Wright-Cascaden provided SPC members with high-level annual reporting results across the province. During the

teleconference the Ministry also talked about the 20th anniversary of the Walkerton tragedy and various assessment report and plan amendments that have been submitted and approved.

4. Review of Agenda

Res. No. 16-20

Moved By A. Henry

Seconded By B. Ungar

THAT the agenda of June 25, 2020 be approved as distributed.

Carried

5. Declarations of Pecuniary Interest

There were no declarations of pecuniary interests made in relation to the matters to be dealt with.

6. Minutes of the Previous Meeting

Res. No. 17-20

Moved By B. Strauss

Seconded By J. Sepulis

THAT the minutes of the previous meeting on April 30, 2020 be approved as circulated.

Carried

7. Hearing of Delegations

None

8. Presentations

None

9. Correspondence

Res. No. 18-20

Moved By R. Taylor

Seconded By R. Krueger

THAT the correspondence be received as information.

Carried

10. Reports

10.1 SPC-20-06-01 Source Protection Program Update

M. Keller presented report SPC-20-06-01. W. Wright-Cascaden encouraged SPC members to review the Province's proposed water quantity management framework. M. Keller suggested that Lake Erie Region staff could circulate draft

comments to the SPC in mid-July 2020 and provide members with a ten-day period to respond to the comments.

J. Sepulis noted that certain members of the Guelph-Guelph/Eramosa water quantity policy development project team will be participating in a series of workshops and wondered if the broader project team could participate in the workshops as observers. M. Keller has had workshop discussions with K. Davis, P. Rider and W. Wright-Cascaden but the details are still being worked out. M. Keller agreed that there needs to be participation by the project team for discussions affecting the broader group.

I. Macdonald shared that he is a primary author of the BluMetric technical report for the Province's proposed water quantity framework, and as a SPC member, would not be providing any comments on the report. I. Macdonald questioned whether he should abstain from future water quantity policy framework discussions. W. Wright-Cascaden did not think there was a conflict of interest but noted that ultimately this was a decision that I. Macdonald would need to make.

P. Rider commented that proposed Phase II changes to the Director's Technical Rules could be posted on the ERO soon, and with the SPC meeting scheduled for October 2020, the timing may not provide SPC members with the opportunity to comment on the changes. P. Rider felt that the SPC should be aware of the proposed changes and could provide comments accordingly; W. Wright-Cascaden agreed. Lake Erie Region staff will notify the SPC when the proposed changes are posted on the ERO and will identify an avenue for members to comment.

Res. No. 19-20
Moved By J. Kirchin
Seconded By L. Dickson

THAT the Lake Erie Region Source Protection Committee receives report SPC-20-06-01 – Program Update – for information.

Carried

10.2 SPC-20-06-02 Update on Winter Maintenance Chemicals: Challenges and Opportunities for Change – Responses from Municipalities, Ministries and Source Protection Committees

B. Whitwell joined the meeting at 1:39pm. M. Keller presented report SPC-20-06-02.

Res. No. 20-20
Moved By A. Dale
Seconded By B. Strauss

THAT the Lake Erie Region Source Protection Committee receives report SPC-20-06-02 – Update on Winter Maintenance Chemicals: Challenges and Opportunities for Change – Responses from Municipalities, Ministries and Source Protection Committees – for information.

Carried

10.3 SPC-20-06-03 Centre Wellington Tier 3 Water Quantity Threats and Climate Change Assessment Results

M. Keller presented report SPC-20-06-03. J. Kirchin asked if there is enough confidence in the Centre Wellington Tier 3 climate change model to indicate that climate change might actually improve the quantity of available water. M. Keller replied that the model is fairly conservative and it appears that climate change will not cause additional risks.

Res. No. 21-20
Moved By R. Taylor
Seconded By A. Henry

THAT the Lake Erie Region Source Protection Committee receives report SPC-20-06-03 – Centre Wellington Tier 3 Water Quantity Threats and Climate Change Assessment Results – for information.

Carried

10.4 SPC-20-06-04 Centre Wellington Tier 3 Draft Water Quantity Policies

M. Keller presented report SPC-20-06-04.

Res. No. 22-20
Moved By R. Krueger
Seconded By B. Ungar

THAT the Lake Erie Region Source Protection Committee receives report SPC-20-06-04 – Centre Wellington Tier 3 Draft Water Quantity Policies – for information.

Carried

11. Business Arising from Previous Meetings

There was no business arising from the minutes of the previous meeting.

11.1 Lake Erie Region Source Protection Committee request under Technical Rule 119, from February 3, 2011, Re: rehabilitation activities at an aggregate operation within a vulnerable area of a municipal drinking water system that allows ponding of water.

T. Pesheva did not have an update.

12. Other Business

13. Closed Meeting

Not applicable.

14. Next SPC Meeting

October 1, 2020 at 1:00pm, virtual meeting

15. Adjourn

The Lake Erie Region Source Protection Committee meeting of June 25, 2020 adjourned at 2:58pm.

Res. No. 23-20
Moved By B. Strauss
Seconded By J. Sepulis

THAT the Lake Erie Source Protection Committee meeting of June 25, 2020 be adjourned.

Carried

Chair

Recording Secretary

KETTLE CREEK SOURCE PROTECTION AUTHORITY
Wednesday, May 20, 2020, 10:55 a.m.
KCCA Administration Centre

A meeting of the Kettle Creek Source Protection Authority was held electronically on Wednesday, May 20, 2020 at 10:55 a.m. The meeting was streamed live to Facebook.

The Chair called the meeting to order and conducted a roll call with the following members identifying their presence:

Members Present:

Dennis Crevits	Central Elgin
Dominique Giguère	Township of Malahide
Grant Jones	Southwold Township
Stephen Harvey	Middlesex Centre
Bill Mackie	City of London
Elizabeth Peloza	City of London
Steve Peters	City of St. Thomas
Joe Preston	City of St. Thomas
Alison Warwick	Thames Centre
Ralph Winfield	City of London

The following staff members were also present on the call electronically:

Staff Present:

Joe Gordon	Assistant Manager/Supervisor of Planning and CAs
Jessica Kirschner	Resource Assistant
Marianne Levogiannis	Public Relations Supervisor
Betsy McClure	Stewardship Program Supervisor
Kathleen Sebestyen-Scott	Financial Services Supervisor
Elizabeth VanHooren	General Manager/Secretary Treasurer

Audio/Video Record Notice

The Chair read the following statement:

Board members, staff, guests and members of the public are advised that the Full Authority Board/Committee meeting is being video/audio recorded, and will be posted to the Authority's web site along with the official written minutes. As such, comments and opinions expressed may be published and any comments expressed by individual Board members, guests and the general public are their own, and do not represent the opinions or comments of the Full Authority and/or the KCCA Board of Directors.

The recorded video of the Full Authority meeting is not considered the official record of that meeting. The official record of the Full Authority meeting shall consist solely of the Minutes approved by the Full Authority.

As the meeting was conducted electronically all votes were recorded and are included in the Recorded Vote Registry.

Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

Delegations

There were no delegations.

Election of Officers and Administrative Approvals

KCSPA1/2020

Moved by: Alison Warwick

Seconded: Ralph Winfield

That the Kettle Creek Conservation Authority Administrative By-Law Updated April 15, 2020 be adopted by the Kettle Creek Source Protection Authority, and further;

That the Chair, Vice Chair and all officers elected or appointed by the Kettle Creek Conservation Authority in 2020 serve in the same roles for the Kettle Creek Source Protection Authority in 2020.

Carried

Minutes of Meetings

- a) Lake Erie Regional Management Committee Meeting February 24, 2020
- b) Lake Erie Region Source Protection Committee Meeting October 3, 2019
- c) Kettle Creek Source Protection Authority October 16, 2019

KCSPA2/2020

Moved by: Bill Mackie

Seconded: Grant Jones

That the minutes of the Lake Erie Regional Management Committee Meeting February 24, 2020 and the Lake Erie Region Source Protection Committee Meeting October 3, 2019 be received; and further

That the minutes of the Kettle Creek Source Protection Authority of October 16, 2019 be approved.

Carried

Correspondence

There was no correspondence.

New Business

- a) Kettle Creek Annual Progress Report

KCSPA3/2020

Moved by: Alison Warwick

Seconded: Elizabeth Peloza

That the Kettle Creek Source Protection Authority accept the Lake Erie Region Source Protection Committee comments regarding the extent to which objectives of the Kettle Creek Source Protection Plan have been achieved during the annual reporting period January 1, 2019 to December 31, 2019; and further

That the Kettle Creek Source Protection Authority direct Lake Erie Source Protection Region staff to submit the Kettle Creek annual report to the Ministry of the Environment, Conservation and Parks, and any comments the Source Protection Authority wishes to make, in accordance with S.46 of the Clean Water Act, 2006 and any Director's instructions established under O.Reg. 287/07 S.52.

Carried

- b) Amendments to the Lake Erie Region Source Protection Committee's Rules of Procedure

KCSPA4/2020

Moved by: Joe Preston

Seconded: Dominique Giguère

That the Kettle Creek Source Protection Authority approves the proposed amendments to the Lake Erie Region Source Protection Committee's Rules of Procedure.

Carried

The next meeting will be held as required.

KCSPA5/2020

Moved by: Joe Preston

Seconded: Dominique Giguère

That the meeting adjourn at 11:05 a.m.

Carried



Elizabeth VanHooren
General Manager/Secretary Treasurer

Stephen Harvey
Chair

Recorded Vote Registry KCSPA1/2020 to KCSPA5/2020

A=Absent Y=Yes N=No

Board Member	KCSPA1/2020	KCSPA2/2020	KCSPA3/2020	KCSPA4/2020	KCSPA5/2020
Crevits	Y	Y	Y	Y	Y
Giguère	Y	Y	Y	Y	Y
Harvey	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y
Mackie	Y	Y	Y	Y	Y
Peters	Y	Y	Y	Y	Y
Preston	Y	Y	Y	Y	Y
Pelozza	Y	Y	Y	Y	Y
Warwick	Y	Y	Y	Y	Y
Winfield	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried

DRAFT

DATE: November 18, 2020
TO: Kettle Creek Source Protection Authority
FROM: Elizabeth VanHooren
SUBJECT: Proposed Amendments to Source Protection Committee Rules of Procedure

RECOMMENDATION:

THAT the Kettle Creek Source Protection Authority endorse the proposed amendments to the Lake Erie Source Protection Committee's Rules of Procedure, as outlined in the staff report.

BACKGROUND:

In April 2020, the Lake Erie Region Source Protection Committee (SPC) endorsed an amendment to the SPC Rules of Procedure to allow electronic participation during any period where an emergency has been declared to exist, in all or part of an area over which the SPC has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the members from meeting in person.

The Rules of Procedure were updated to allow members to participate in electronic meetings, including to be counted towards quorum, vote and participate in meetings closed to the public. Additional changes included ensuring that electronic meetings are open to the public, including allowing registered delegations as permitted under the Rules of Procedure.

Electronic SPC meetings were successfully in April, June and October. The Grand River Conservation Authority (GRCA), the lead Source Protection Authority, is not currently equipped to host in-person meetings of the SPC with all members present, while maintaining physical distancing. The current meeting room setup would have to be modified based on capacity, traffic flow and physical distancing, and additional furniture and information technology equipment procured. A hybrid model of some members attending in person and others attending electronically also presents challenges that require further discussion and consideration.

Amendments to the Rules of Procedure to allow SPC meetings continue to be held electronically even after declared emergencies have concluded in all areas of the Lake Erie Region were approved by the Source Protection Committee on October 1, 2020. A marked up version of the proposed amendments to the Rules of Procedure are included in Appendix A. GRCA staff are exploring options for holding meetings in person and hybrid participation meetings and what physical changes should be implemented to ensure member and staff safety.

Approval of the amendments to the Rules of Procedures are required by each SPA.

LAKE ERIE REGION SOURCE PROTECTION COMMITTEE
Rules of Procedure, Code of Conduct and Conflict of Interest Policy

WHEREAS:

Section 14 of Ontario Regulation 288/07 requires “written rules of procedure for conducting the business of the committee that are satisfactory to the source protection authority” and section 15 of O. Reg. 288/07 requires “written code of conduct and conflict of interest policy for members of the committee that are satisfactory to the source protection authority”; and

NOW THEREFORE, in compliance of section 14 and 15 of Ontario Regulation 288/07, the Lake Erie Region Source Protection Committee adopts the following Rules of Procedure, Code of Conduct and Conflict of Interest Policy, subject to amendment by the Source Protection Committee from time to time:

Definition:

- a) “Authority” means Grand River Source Protection Authority
- b) “Authorities” means the Kettle Creek Source Protection Authority, Catfish Creek Source Protection Authority, Long Point Region Source Protection Authority, and the Grand River Source Protection Authority
- c) “Chair” means the Chair of the Source Protection Committee appointed by the Ontario Minister of the Environment under section 7(4) of the *Clean Water Act, 2006*
- d) “Committee” means Lake Erie Region Source Protection Committee
- e) “Members” means persons appointed to be members of the Lake Erie Region Source Protection Committee.
- f) “Region Management Committee” means the Chairs or designates and Chief Administrative Officers or General Managers of the Catfish Creek, Grand River, Kettle Creek and Long Point Region Conservation Authorities.
- g) “Website” means the Lake Erie Region Drinking Water Source Protection website at www.sourcewater.ca.

MEMBERSHIP

- | | |
|-----------------------|--|
| Membership | 1. The Membership comprises all members of the Lake Erie Region Source Protection Committee appointed by the Grand River Source Protection Authority. |
| Terms of Appointments | 2. The term of appointment for each Member shall be as indicated in the Letter of Appointment, and as required by section 8 of Ontario Regulation 288/07 under the <i>Clean Water Act, 2006</i> . |
| Vacancies | 3. If a vacancy occurs among the Members of the Committee, the Chair will so notify the Authority, and the Authority shall appoint a new Member to fill the vacancy, pursuant to section 9 of Ontario Regulation 288/07. |

- Liaisons
4. Pursuant to section 19 of Ontario Regulation 288/07, the following persons may attend and participate in discussions at meetings of the Committee, including any meeting or part of a meeting that is closed to the public, but excluding participating in voting on any motions or questions before the Committee:
- 4.1. a person designated by the Minister of the Environment as a representative of the Ministry of the Environment;
- 4.2. 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 Region is located; and
- 4.3. a person designated by the Authority as a representative of the Authorities.
- Chair
5. The Chair will be the official spokesperson for the Committee and will preside at all meetings of the Committee. At such meetings, the Chair will preserve order and decorum and decide on all questions of order, citing the applicable rule(s).
- Spokesperson
6. The Chair may represent the Committee at public events, meetings of watershed municipal councils and meetings with representatives of the provincial and federal government.
- All requests to Members to represent the Committee as official spokesperson or speak on behalf of the Committee should be referred by the Member to the Chair or the Program Manager or the Communications Coordinator.
7. If the Chair is absent or unable to act, or the office of the chair is vacant, the remaining Members shall appoint an acting chair from among themselves, and the acting chair has all the powers and shall perform all duties of the chair.
- Ad Hoc Working Groups
8. The Committee may establish and appoint members to such ad hoc working groups as it deems necessary, with the Chair of the ad hoc working group to be named by the Committee and the terms of reference to be established at the time of appointment.
- Ad hoc working groups established by the Committee shall be governed by the same Code of Conduct and Conflict of Interest Policy as the Committee
- When an ad hoc working group has completed its work and submitted its final report, it dissolves automatically, unless otherwise directed by the Committee.
- Members Attendance
9. A semi-annual letter shall be sent by the Chair to the Authority noting the attendance of all Committee Members.

- Program Manager 10. The Grand River Conservation Authority shall appoint a Program Manager who shall provide or cause to provide scientific, technical and administrative support and resources to the Committee, pursuant to section 7.(5) of the *Clean Water Act, 2006*.
- Recording Secretary 11. The Grand River Conservation Authority shall appoint a Recording Secretary who shall keep minutes of Committee meetings. The Recording Secretary shall be the Program Manager or designate.
- Communications Coordinator 12. The Grand River Conservation Authority shall appoint a Communications Coordinator who shall be Committee's primary point of contact for the media and provide communications support to the Chair.
- Freedom of Information 13. All meetings of the Committee shall be open to the public and to coverage by news media, subject to provisions of the *Municipal Freedom of Information and Protection of Privacy Act, 1990*.
- 13.1. Notwithstanding the aforementioned, a closed meeting may be convened for a special purpose (an item deemed appropriate for a closed meeting according to section 18 of Ontario Regulation 288/07) on approval of the two-thirds majority of Members present at a meeting.
- 13.2. In addition, the Chair may convene a closed meeting for the special purposes as outlined above.
- Code of Conduct 14. Members of the Committee shall comply with the Code of Conduct outlined in Schedule 1 of these Rules of Procedure.
- Conflict of Interest 15. All meetings of the Committee and the Working Groups shall be subject to the provisions of the Conflict of Interest Policy outlined in Schedule 1 of these Rules of Procedure.

CALLING OF MEETINGS

- Meetings 16. The Committee shall meet at the Grand River Conservation Authority Administrative Office unless otherwise specified, and at such time as the Chair shall decide.
17. The Chair shall determine the time and location of the first meeting of the Committee.
- Notice of Meeting 18. The Committee shall establish a regular meeting schedule in advance. The committee shall give notice of committee meetings to the public by publishing the current meeting schedule on the Website and making the notice available at the Conservation Authority Administrative Offices during regular business hours.

19. Notwithstanding the posted meeting schedule, notice of all Committee meetings shall be conveyed to Members and Authorities, and shall be posted on the Website at least 5 days prior to the date of the meetings. The notice shall include the time and place of the meeting and all items to be discussed at the meeting.
20. 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.
21. Notices of meetings shall include a notation that Members are to call the Recording Secretary or a designate if unable to attend.
- Ad hoc working groups 22. Ad hoc working groups shall meet at the call of the working group Chair as required and at such time and place as the working group Chair may decide.

PROCEDURE AT MEETINGS

- Rule of Procedure 23. In all matters of procedure not specifically dealt with herein, the current edition of Bourinot's Rules of Order shall be binding.
- Declared State of Emergency – Electronic Meetings 24. During any period where an emergency has been declared to exist, in all or part of an area over which the Committee has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the Committee from meeting in person,
 - a) a Member may participate in meetings electronically and shall have the ability to:
 - i. register a vote;
 - ii. be counted towards determining quorum; and
 - iii. participate in meetings closed to the public.
 - b) any date or timeline requirement established under any Section in these Rules of Procedure shall be postponed until such time as the Committee can reasonably address the issue.
 - c) the Committee shall make electronic meetings of the Committee open to the public.
25. Delegations
Registered delegations will be invited to defer their attendance to a future meeting or may choose to provide a written submission to the Committee instead.

If a delegation requests to address the Committee at an electronic meeting they may do so, provided they have registered as a delegation through the Program Manager at least eight calendar days in advance of the meeting. Presentation materials may be shared with the Committee members provided the delegation provides them at least eight calendar days in advance of the meeting. All matters pertaining to number of speakers, length of presentation and content presented by delegations shall be in accordance with the delegations section of the Rules of Procedure.

Electronic Meetings and Participation

- 26. Electronic meetings are permitted and must follow/accommodate all Meeting Procedures identified in these Rules of Procedure.
- 27. 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.

Special Meetings

- 28. The chair may, at his/her pleasure, call a special meeting of the Committee as necessary on three calendar days notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any member, with 50% support of the other members, may also request the Chair to call a meeting of the Committee and the Chair will not refuse.
- 29. A special meeting may be held to amend the Rules of Procedure.
- 30. Members of the Committee can participate electronically in any special meeting that occurs. A member of the Committee that is participating electronically in a special meeting will be counted in determining whether a quorum of members is present at any time during the meeting.
- 31. The agenda for special meetings of the Committee shall be prepared as directed by the Chair.

Minutes

- 32. Minutes of meetings shall contain the attendance, a copy of all decisions and resolutions presented at the meeting, a short summary of discussions and all other proceedings of the meeting. The Chair, at his/her discretion, may require written motions.
- 33. After the minutes have been adopted, they will be signed by the Chair and by the Recording Secretary.
- 34. Copies of all minutes shall be made available to the Lake Erie Region Management Committee and staff.
- 35. All minutes of meetings open to the public and supporting technical reports shall be available for public review on the Website and at the

Conservation Authority Administrative Offices during regular business hours.

36. Copies of minutes of meetings open to the public and supporting technical reports shall be made available to the public upon payment of costs involved, such charges to be determined by the Grand River Conservation Authority Chief Administrative Officer from time to time.
- Agenda Preparation 37. The Program Manager on instructions from the Chair, shall prepare or cause to be prepared an agenda to be forwarded to members at least five days prior to any regular meeting, listing all matters to come before the meeting.
- Meeting Procedures 38. Committee meetings shall conform to the following procedure insofar as the procedures are applicable to the meeting:
- 38.1. Call to order by Chair
 - 38.2. Certification by Recording Secretary (or designate) that there is a quorum of members present
 - 38.3. Chair's Remarks
 - 38.4. Review of Agenda
 - 38.5. Declaration of Pecuniary Interest
 - 38.6. Adoption of minutes of previous meeting
 - 38.7. Hearing of delegations
 - 38.8. Presentations
 - 38.9. Correspondence
 - 38.10. Presentation of reports
 - 38.11. Other business
 - 38.11.1. Question and Answer Period
 - 38.12. Closed Meeting
 - 38.13. Adjournment
- Other Business 39. Subject always to anything specifically provided for, or dealt with, in the *Clean Water Act, 2006* or these Rules of Procedure, no member shall present any matter to the Committee for its consideration, unless the matter appears on the agenda, without the approval of the Chair or if the Chair refuses such approval, by leave granted by a two-thirds majority vote of the Members present.
- Notwithstanding, the decision on any matter so presented will be deferred and included on the agenda for the next regularly scheduled meeting.
- Notice of Motion 40. Written notice of motion may be given by any member of the Committee by mailing, email, or delivering such notice to the Recording Secretary (or designate) and the said motion shall be placed on the agenda, under "Other Business" of the next meeting held fourteen days or more after the receipt of the said motion.
- Delegations 41. Delegations will be limited to a maximum of ten (10) minutes except

that delegation of more than three (3) speakers will be limited to a total maximum of twenty (20) minutes.

Delegations will be considered in the following order:

- (1) Citizens, organizations or their representatives who have notified the Program Manager in writing of their desire to appear;
- (2) Citizens, organizations or their representatives who are present at the meeting, who have not notified the Program Manager in writing of their desire to appear, may, with the approval of a two-thirds majority of the members present, be heard following all other delegations to a maximum of ten (10) minutes except that delegation of more than three (3) speakers will be limited to a total maximum of twenty (20) minutes.

Speakers will be requested not to repeat what has been said by previous speakers at the meeting.

Members of the public who constitute an audience during a Committee meeting may not:

- 41.1. Address the Committee without permission;
- 41.2. Interrupt any speech or action of the Members, or any other person addressing the Committee;
- 41.3. Display or have in their possession any picket signs, placards, or any other form of written messages deemed inappropriate by the Chair.

Communications
and Petitions

42. Every communication, including a petition, to be presented to the Committee will be legibly written or printed and will be signed by at least one person and filed with the Program Manager at least 24 hours prior to the start of the meeting for which it is intended.

All communications on any subject may be referred to the Program Manager or a working group by motion unless otherwise ordered by the Committee.

Quorum

43. Pursuant to section 13 of Ontario Regulation 288/07, a quorum for a Committee Meeting shall be the Chair or Acting Chair and two-thirds of the number of Members that the Grand River Source Protection Authority is authorized to appoint under section 1 of O. Reg 288/07, plus the number of First Nations Members appointed under section 6 of O. Reg. 288/07.

- 43.1. If no quorum is present one-half hour after the time appointed for a meeting of the Committee, the Recording Secretary (or designate) shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next meeting.
- 43.2. If, during the course of a meeting, a quorum is lost, then the meeting will stand adjourned, not ended, to reconvene at such other time and place as the Chair will then announce.

Notwithstanding, if a quorum is lost due to a declaration of

pecuniary interest, the item causing the pecuniary interest is deferred to the following meeting, and the meeting will continue.

43.3. If, in the Chair's opinion, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Chair will announce that the unfinished business will be taken up at the next regularly scheduled meeting.

43.4. The Program Manager will give notice of any meeting so adjourned and to be reconvened, in a practical method within the time available.

Call to Order 44. When a quorum is first present after the hour fixed for a meeting of the Committee, the Chair shall take the chair and call the members to order.

Meeting Chair 45. The Chair who opens the meeting shall remain Chair for the meeting until its adjournment. If, however, the Chair for any reason wishes to vacate the chair, either temporarily or for the balance of the meeting, the remaining Members shall appoint an acting chair from among themselves to take the chair.

Duties of Chair 46. The Chair shall preserve order and decide questions of order.

Point of Order 47. When a member raises a point of order, he/she shall ask leave of the Chair to raise a point of order and, after leave is granted, shall state the point of order to the Chair and sit down and, thereafter, no member shall address the Chair on the point of order except for the purpose of appealing the Chair's decision.

Where there is no appeal, the decision of the Chair shall be final, and, where there is an appeal, the Committee shall decide the question without debate and the decision of the two-thirds majority of the members present shall be final.

Closed Meetings 48. Meetings may be closed to the public in accordance with section 18 of Ontario Regulation 288/07.

In particular, a meeting or part of a meeting may be closed to the public if the subject matter being considered relates to:

- a) personal or financial matters about an identifiable individual; or
- b) advice that is subject to solicitor-client privilege, including communication necessary for that purpose.

Procedures for Closed Meetings 49. Before holding a meeting or part of a meeting that is to be closed to the public, the Committee shall state by resolution,

- a) The fact of the holding of the closed meeting; and
- b) The general nature of the matter to be considered at the closed

meeting.

50. A meeting shall not be closed to the public during the taking of a vote, except where:

50.1. the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Conservation Authorities of the Lake Erie Source Protection Region or persons retained by or under contract with the Conservation Authorities of the Lake Erie Source Protection Region.

51. Members of the Lake Erie Region Management Committee present at a Source Protection Committee meeting and the Program Manager shall be entitled to remain in attendance during a closed session.

RULES OF DEBATE

Speakers

52. Every member wishing to speak to a question or motion shall, upon recognition by the Chair, address the Chair.

Decision Making

53. The Committee shall attempt to make decisions by consensus among the Members.

54. 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 two-thirds of the Members present, excluding the Chair.

Voting

55. Every member present at a meeting when a question is put, excluding the Chair and non-voting Liaison members, will vote thereon, unless prohibited by statute, in which case it will be recorded.

56. Upon the taking of a vote,

- a) If all the members present when the vote is taken vote unanimously, the Recording Secretary (or designate) shall record the vote accordingly;
- b) If the members present when the vote is taken do not vote unanimously, the Recording Secretary (or designate) shall record the number of votes for and the number of votes against;
- c) Before a vote is taken, any member may require the vote be recorded and it shall be taken accordingly. For a recorded vote, the Recording Secretary (or designate) will read the name of each Member. Upon reading a Member's name, the Member shall vote in favour or in opposition to the motion. The Recording Secretary (or designate) will record the response against the Member's name.

57. After a vote, other than a recorded vote, is taken, any member may require that the vote be taken again and be recorded if he/she disagrees with the Chair's declaration as to the results of the vote; and he/she states his/her requirement immediately after the Chair's

decision.

58. While the Chair is putting a question to the vote, no member shall leave his/her seat or make any noise or disturbance until the result of the vote is declared.
- Reading of Question 59. Any member may require the question or motion under debate to be read at any time during the debate, except while a member is speaking.
- Speaking to Question 60. No member shall speak more than twice to the same question except to amend or dispose of a motion.
- Questioning Speaker 61. Any member may ask a question of the previous speaker through the Chair, but the question shall be stated clearly and relate to the speaker's remarks.
- Matters of Precedence 62. The following matters may be introduced orally without written notice and without leave and shall be dealt with before the motion on the floor is put:
- a) A point of order;
 - b) A point of privilege;
 - c) A motion to suspend a rule of procedure or to request compliance with the rules of procedure;
 - d) A motion to refer or commit;
 - e) A motion to postpone or defer;
 - f) A motion to adjourn.
63. A motion to adjourn shall take precedence over any other motion and shall be put to a vote immediately without debate, except that vote shall not be taken,
- a) While a member is in possession of the floor or has previously indicated to the chair his/her desire to speak on the matter before the Committee; or
 - b) After it has been decided to put a motion to the vote and before the vote is completed.
- Debate 64. When a motion is under debate, no motion shall be received other than a motion to amend, to postpone action, to refer the questions, to take a vote, or to adjourn.
- Vote on a Question 65. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested pursuant to section 48.
- Splitting of Question 66. Where a question under consideration contains more than one item, upon the request of any member, a vote upon each item shall be taken separately.
- Motion to Reconsider 67. If a motion is made to reconsider a previous motion, the motion to reconsider must be dealt with at a future meeting. The motion to

reconsider must be introduced by a member who voted on the side of the majority on the initial motion.

Similarly, if a motion is made to reconsider a consensus decision, the motion to reconsider must be dealt with at a future meeting. The motion to reconsider must be introduced by a member who was present at the meeting in which the consensus decision was made.

Proxy

68. A Member may participate in the meeting by proxy, as per section 17 of O. Reg. 288/07.
69. Members participating by proxy count towards meeting quorum.
70. Members participating by proxy are not considered to be present at the meeting for attendance purposes.
71. A Member participating in a meeting by proxy shall notify the Chair prior to the Call to Order of the meeting, and shall inform the Chair of the person who will be acting as proxy and the extent by which an opinion for consensus or vote will be provided.
72. Any Member authorized to vote on behalf of another Member shall be entitled to their own vote and the vote of the Member authorizing the proxy.
73. Where a person authorized to vote on behalf of a Member is not a member of the Committee, the person shall be subject to the Rules of Procedure, Code of Conduct and Conflict of Interest Policy of the Committee.
74. Notwithstanding sections 69 and 70, where the person authorized to vote on behalf of a Member has disclosed a conflict of interest according to sections 6 and 7 of the Code of Conduct and Conflict of Interest Policy in Schedule 1 of these Rules of Procedure, the person shall not be eligible to act as proxy.

Request for Staff Report

75. A request for a report from staff by any Member must be made through a motion, and a vote shall be taken.
76. If the motion receives two-thirds majority vote, the Chair shall direct the Program Manager to provide or cause to provide a report within the time specified by the Chair.

GENERAL

Payment of Members

77. All voting Members appointed by the Grand River Source Protection Authority shall be paid a per diem allowance and expenses as follows:
 - a) A per diem allowance as approved by the Grand River Conservation Authority and set out in the Letter of Appointment from the Grand River Source Protection Authority.
 - b) In the event of a scheduled meeting being adjourned for lack of quorum, those attending a meeting so adjourned shall be entitled to receive the standard per diem rate and expense.
 - c) A member who participates in a meeting by proxy under section 65 of these Rules of Procedure will not be paid the per diem

allowance for that meeting.

- d) A per Diem and Expense Claim Sheet shall be provided to each member to be returned to the Program Manager (or designate) monthly with the distance traveled for each meeting and allowable expenses shown. Each member must sign a certification printed on the sheet that the information is correct.

Removal of
Members from
Committee

78. The Committee can request the removal of a member from the committee should a member fail to comply with section 7 of Ontario Regulation 288/07 which pertains to residing, owning or renting land or being employed within the source protection region.

79. The Authority can remove a Member if:

- a) the Member is not meeting their responsibilities as a Committee Member as set out in the Letter of Appointment;
- b) if the Member has been absent from three consecutive meetings or six meetings of the Committee in a year without providing reasonable cause,
- c) if the Member is in violation of the Code of Conduct or Conflict of Interest Policy. The Authority must first provide a written statement to the Member of the reasons for removal.

80. The Chair can request that the Authority remove from office a Member after providing a written statement of the reasons for the request.

81. The Authority shall provide the Member and the Chair with an opportunity to make submissions to the Authority before it makes a decision on removing the Member from office.

Indemnification of
Members

82. In keeping with section 99 of the *Clean Water Act, 2006*, every Member of the Committee and her/his heirs, executors, administrators and estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the funds of the Authority from and against all costs, charges, and expenses whatsoever which Member of the Committee sustains or incurs in or about any action, suit or proceeding which is brought, commenced, or prosecuted against her/him for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by her/him in or about the execution of the duties of her/his office; all other costs, charges and expenses she/he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by her/his own wilful neglect or default.

Schedule 1:

Lake Erie Region Source Protection Committee

Code of Conduct and Conflict of Interest Policy

1.0 Preamble and Context

- 1.1 Source Protection Committees, as established by Source Protection Authorities under section 7 of the Clean Water Act, 2006 are responsible for the preparation of terms of references, technical assessment reports and source protection plans for source protection areas in accordance with the Act, regulations and Director's rules.
- 1.2 Members of the Lake Erie Region Source Protection Committee bring to the Committee a wide range of relevant knowledge and expertise relating to the Committee's role acquired as a result of experience in both the private and public sector. Committee Members agree to a commitment to undertake the roles and responsibilities of a member of the Lake Erie Region Source Protection Committee, including:
- regularly attending meetings and events of the Committee;
 - abiding by the Code of Conduct and Conflict of Interest policies to be established by the Committee;
 - making decisions at the Committee table;
 - working collaboratively with the other Committee members toward practical and implementable plans for drinking water source protection in the Lake Erie Region watersheds; and,
 - maintaining confidentiality of confidential and personal information brought before the Committee.
- 1.3 The purpose of this Code of Conduct and Conflict of Interest Policy is to set out the standard of conduct expected of Members of the Lake Erie Region Source Protection Committee, as appointed by the Grand River Source Protection Authority. It also sets out the procedure to be followed by Members in disclosing conflicts and perceived conflicts, as well as the consequences of failure to comply with that procedure.

2.0 Definitions

For the purposes of this Code, the following definitions apply:

- 2.1 "Authority" means the Grand River Source Protection Authority, established under section 7 of the Clean Water Act, 2006 and Ontario Regulation (O. Reg) 284/07 (Source Protection Areas and Regions)
- 2.2 "Code" means this Code of Conduct and Conflict of Interest Policy;
- 2.3 "Commercial Information" means information that relates solely to the buying, selling or exchange of merchandise or services by both profit-making enterprises and non-profit organizations;
- 2.4 "Committee" means the Lake Erie Region Source Protection Committee appointed by the Grand River Source Protection Authority, under section 7 of the Clean Water Act, 2000;

2.5 “Confidential Information” means commercial information, information about a third party, material information about a pending government decision or announcement or any other information that is not in the public domain regardless of whether it is identified as confidential that is obtained by the Member in the course of serving on the Committee. For example, particular care should be exercised in releasing information relating to the following matters:

- 2.5.1 Personal information about any individual;
- 2.5.2 Personnel matters;
- 2.5.3 Items under litigation;
- 2.5.4 Information about suppliers provided for evaluation which might be useful to competitors;
- 2.5.5 Sources of complaints about a variety of matters where the identity of the complainant is given in confidence;
- 2.5.6 Items under negotiation;
- 2.5.7 Information supplied in support of license applications, etc., where such information is not part of the public documentation;
- 2.5.8 Schedule of prices in contract tenders;
- 2.5.9 Personal opinions regarding Authority or Committee policies, regulations and programs should not be given to the public.

The preceding is not an exclusive list.

2.6 “Gift” includes any money, thing, intangible or personal benefit exceeding \$100.00 in value or anything that may reasonably be seen to compromise the personal judgment or integrity of a Member, but does not include nominal gifts, gratuities, hospitality or favours that do not create a sense of business obligation to the giver;

2.7 “Harassment” may include, but is not limited to the following:

- 2.7.1 Sexual Harassment
 - 2.7.1.1 Unwelcome remarks, jokes, and innuendos or taunting about a person's body, attire, sexual orientation or gender;
 - 2.7.1.2 Practical jokes of a sexual nature which cause awkwardness or embarrassment;
 - 2.7.1.3 Displaying pornographic pictures or other offensive material;
 - 2.7.1.4 Leering (suggestive staring) or other gestures;
 - 2.7.1.5 Unnecessary physical contact such as touching, patting or pinching;
 - 2.7.1.6 Physical assault;
 - 2.7.1.7 Demands for sexual favors or repeated unwanted social invitations.
- 2.7.2 Racial or Ethnic Harassment
 - 2.7.2.1 Unwelcome remarks, jokes, innuendos or taunting about a person's racial or ethnic background, colour, place of birth, citizenship or ancestry;
 - 2.7.2.2 The displaying of derogatory or offensive racist pictures or material;

- 2.7.2.3 Refusing to converse or work with an Member or volunteer because of his or her racial or ethnic background;
 - 2.7.2.4 Insulting gestures or practical jokes based on racial or ethnic grounds, which cause embarrassment or awkwardness.
- 2.7.3 Other Harassment
- 2.7.3.1 Unwelcome remarks jokes, innuendo or taunting about a person's age, record of offenses, marital status, family status, handicap or creed.
- 2.8 “Member” means a Member of the Lake Erie Region Source Protection Committee appointed by the Grand River Source Protection Authority, under section 7 of the Clean Water Act, 2006.
- 2.9 “Member’s immediate family” includes the member’s spouse or partner, children, parents and siblings.
- 2.10 “Monetary Interest” includes the financial interests of a Member, and the financial interests of a member of the Member’s immediate family.
- 2.11 “Prohibited Activities” means:
- 2.11.1 Seeking or accepting a Gift in connection with their capacity as Member;
 - 2.11.2 Attempting to influence committee decisions in order to further the Member’s Private Interest or the interests of a third party, including participating in a matter before the Committee, or making representations to another Member about a recommendation or decision that the Member should make and, at the same time, knowing or ought to know that in the recommendation or decision is the opportunity, or the reasonable appearance of an opportunity, for the Member to further his or her own Private Interest;
 - 2.11.3 Using Confidential Information for any improper purpose, which includes using Confidential Information to the benefit of the Member’s Private Interest;
 - 2.11.4 Disclosing Confidential Information to third parties without the consent of party to whom the information relates;
 - 2.11.5 Taking an action in their capacity as a Member that involves dealing with oneself in a private capacity that confers a benefit on oneself;
 - 2.11.6 Misrepresenting their role as a Member to a third party to further the Member’s Private Interest;
 - 2.11.7 Holding oneself out as an official of the Government of Ontario or inferring to a third party that the Member has the capacity to deliver a favourable decision from the government;
 - 2.11.8 Making representations to a third party that the Government of Ontario has endorsed the business activity that the Member is engaged in;
 - 2.11.9 Using the name Government of Ontario or Ministry of the Environment for personal purposes or to further the Member’s Private Interest; and
 - 2.11.10 Failing to disclose a Conflict of Interest to the Chair or Minister as the case may be.

3.0 Application and Scope

3.1 This Code applies to all persons appointed to a Committee under section 7 of the Clean Water Act, 2006.

4.0 Code of Conduct

4.1 Members of the Committee are expected to:

- 4.1.1 Conduct themselves ethically, lawfully and with integrity;
- 4.1.2 Act in the public interest, serving the mandate of the Committee as a whole, rather than serving the Member's Private Interest or other interests;
- 4.1.3 Maintain a sense of fairness, independence and objectivity and treat others with respect;
- 4.1.4 Refrain from placing themselves in Conflict of Interest situations;
- 4.1.5 Disclose any actual, potential or perceived Conflict of Interest to the Chair of the Committee and to the Chair of the Authority or where the Chair is reporting, to the Minister and the Chair of the Authority, as soon as reasonably possible.
- 4.1.6 Refrain from engaging in any of the Prohibited Activities as described in this policy;
- 4.1.7 Educate other Members on those matters within their own area of expertise with a goal of having the Committee make decisions collectively;
- 4.1.8 Demonstrate their commitment to the Committee and to the Source Protection Planning Process through high levels of attendance and participation at Committee meetings.

4.2 Every Member of the Committee is entitled to work in an environment that is free from discrimination and/or harassment.

4.3 Every Member of the Committee will deal with Members in a fair and equitable manner free from discrimination and/or harassment.

4.4 The Authority will take prompt and appropriate action to prevent, discourage or respond to incidents of discrimination or harassment.

- 4.4.1 A Member who feels they are being harassed should:
 - 4.4.1.1 Make it clearly known to the offender that their conduct is unacceptable and should not be repeated;
 - 4.4.1.2 Discuss the situation, in confidence, with the Chair or Chief Administrative Officer of the Grand River Conservation Authority acting on behalf of the Authority;
 - 4.4.1.3 Keep a short written record of dates, incidents and names of witnesses, if any;
 - 4.4.1.4 If necessary, prepare a written complaint.
- 4.4.2 Upon receipt of a verbal or written complaint from a Member, directly or through the Chair, the Chief Administrative Officer of the Grand River Conservation

Authority acting on behalf of the Authority will conduct an investigation in confidence and take appropriate action.

4.5 Confidential Information

- 4.5.1 Members have access to confidential information by reason of their participation on the Lake Erie Region Source Protection Committee.
- 4.5.2 Members must not make such information available unless it is subsequently deemed public information.
- 4.5.3 Where a Member is unsure of the status of information, before making any release he/she shall discuss it with the Chair of the Committee who may see fit to consult with the Program Manager.

4.6 Obligation to Inform

- 4.6.1 All Members appointed to a Committee by the Grand River Source Protection Authority have an obligation to raise any concern, directly or through the Chair, with the Chief Administrative Officer of the Grand River Conservation Authority acting on behalf of the Authority with respect to their compliance with this Code. The Chief Administrative Officer of the Grand River Conservation Authority acting on behalf of the Authority will determine an appropriate response and communicate this to the Member and the Chair.
- 4.6.2 The Chair of the Committee has an obligation to raise any concern with the Minister and the Chair of the Authority with respect to their compliance with this Code. The Minister will determine an appropriate response and communicate this to the Chair and the Chair of the Authority.

5.0 Procedure where Member is alleged to have engaged in Prohibited Activities

5.1 Where a Member, other than the Chair, is alleged to have engaged in a Prohibited Activity:

- 5.1.1 The Chief Administrative Officer of the Grand River Conservation Authority on behalf of the Authority may investigate the matter and report to the Chair with the findings or recommendations;
- 5.1.2 The Chief Administrative Officer of the Grand River Conservation Authority on behalf of the Authority may request that the Member refrain from participating as a Member of the Committee pending the outcome of the investigation;
- 5.1.3 The Authority may remove the Member from the Committee in accordance with sections 68 to 71 of the Lake Erie Region Source Protection Committee Rule of Procedure and section 22 of Ontario Regulation 288/07 (Source Protection Committees).

5.2 Where the Chair is alleged to have engaged in a Prohibited Activity, the Minister may:

- 5.2.1 Request the Chief Administrative Officer of the Grand River Conservation Authority on behalf of the Authority investigate the matter and report to the Minister with the findings or recommendations;
- 5.2.2 Request that the Chair refrain from participating as the Chair of the Committee pending the outcome of the investigation;

- 5.2.3 Request that the Chair resign from the Committee;
- 5.2.4 Take steps to revoke the Chair's appointment.

6.0 Conflict of Interest Policy

- 6.1 A Conflict of Interest refers to a situation in which the monetary Interests or personal considerations of the Member could compromise, or could reasonably appear to compromise, the Member's judgment in acting objectively and in the best interest of the Committee. It is important to note that a conflict of interest exists if the decision could be, or could appear to be compromised. It is not necessary that compromise takes place.
- 6.2 A Conflict of Interest also includes using a Member's position or Confidential Information for private gain or advancement or the expectation of private gain or advancement (e.g. direct or indirect monetary interest in a matter, a contract or proposed contract). A conflict may occur when an interest benefits any member of the Member's family (spouse, partner, children, parents, siblings), friends or business associates.
- 6.3 Members should not engage in private employment or render services for any person or corporation where such employment or services are considered a conflict of interest as defined by the Municipal Conflict of Interest Act, 1990.
- 6.4 Sections 6.1, 6.2 and 6.3 do not apply to a personal or monetary interest in any matter that a member may have by reason of the member having a personal or monetary interest which is an interest generally in common with the sector represented by the member on the committee.

7.0 Procedure for Disclosing a Conflict of Interest

- 7.1 A Member who has reasonable grounds to believe that he or she may have a Conflict of Interest or that there may be an appearance of a conflict of interest, in respect of a matter that is before the Committee shall:
 - 7.1.1 Promptly disclose (verbally or in writing) the actual, potential or perceived Conflict of Interest and the general nature of the Conflict of Interest to the Chair and the Committee or where the Member is the Chair, promptly disclose the Conflict of Interest to the Acting Chair and the Committee; and
 - 7.1.2 Excuse him or herself from the Committee meeting while the matter is under consideration.
- 7.2 A Member who has disclosed an actual, potential or perceived Conflict of Interest to the Chair or the Acting Chair or the Committee, as the case may be, shall refrain from voting or participating in the consideration of the matter, or from commenting on, discussing or attempting to exert his or her personal influence on another Member with respect to the matter, or act as proxy for another Member.
- 7.3 The minutes of the meeting shall reflect the disclosure of the actual, potential or perceived Conflict of Interest and whether the Member withdrew from the discussion of the matter.

- 7.4 The Chair or the Minister, as the case may be, will determine if there is a Conflict of Interest or if the Member's conduct has violated this policy, in a timely fashion, dependent on the complexity of the situations and will communicate his or her decision directly to the Member.
- 7.5 A Member who has concerns about the conduct of another Member regarding compliance with the Conflict of Interest Policy should raise those concerns with the Chair. The Chair will follow a similar process for addressing the concerns as for dealing with declared Conflicts of Interest with modifications to suit the different circumstances.
- 7.6 A Member who has concerns about the conduct of the Chair regarding compliance with the Conflict of Interest Policy should raise those concerns with the Minister. The Minister will follow a similar process for addressing concerns as for dealing with declared Conflicts of Interest by the Chair with modifications to suit the different circumstances.