



HALTON-HAMILTON SOURCE PROTECTION COMMITTEE

MEETING #1-07 MINUTES

A meeting of the Halton-Hamilton Source Protection Committee was held on Wednesday, December 5, 2007 beginning at 1:30 p.m. at the Hamilton Conservation Authority's Administration Office.

Members Present: Peter Ashenhurst
Dave Braden
Doug Cuthbert, Chair
Nick DiGirolamo
Susan Fielding
Betty Hansen
Melanie Horton
Dave Kerr
Adam Kuehnbaum
Barry Lee
Margaret McCarthy
Glenn Powell
Gavin Smuk
Teri Yamada

Absent with Regrets: Gail Krantzberg
Mary Lou Tanner

Staff Present: Ken Phillips, CAO, Conservation Halton
Robert Edmondson, Director, Watershed Management Services, Conservation Halton
Steve Miazga, General Manager, Hamilton Conservation Authority
Katherine Menyes, Director, Watershed Planning and Engineering, Hamilton Conservation Authority
Mark Thompson, Project Manager, Halton-Hamilton Source Protection Region
Rebecca Hull, Communications Specialist, Halton-Hamilton Source Protection Region

Also Present: Ms. Jean Williams
Member, Conservation Halton

Mr. Martin Keller
Liaison, Ministry of the Environment

1. Opening Remarks and Agenda Review

- Welcome from Doug Cuthbert
- No changes or items to be added to agenda

HHSPC 1-01 Moved by: Dave Braden
Seconded by: Margaret McCarthy

THAT the agenda **be accepted as distributed.**
Carried

2. Introductions

3. Study Context

- Halton-Hamilton Source Protection Region includes both Conservation Halton and Hamilton Conservation Authority
- Two Source Protection Authorities established with the same existing Conservation Authority Board but the Source Protection Authority was established to discuss items that only pertain to source protection (with a separate agenda and component of the Conservation Authority Board)
- The Drinking Water Source Protection program deals only with municipal water supply systems
- Clean Water Act, 2006, proclaimed in October

Deliverables – Terms of Reference, Assessment Report and Source Protection Plan

- Terms of Reference deadline is due August 2008 – plan of work and financial assessment
- Assessment Report is due August 2009 – availability of water and resources
- Source Protection Plan is due August 2012 – plan to carry out the work

4. Work Accomplished to Date

- Created internal Source Protection team to assist directly with Conservation Authority staff

Current work includes:

- Watershed Characterization Report for each Conservation Authority
- Conceptual Water Budget for each Conservation Authority

5. Planned Work

Tier 1 Studies

- Watershed and sub-watershed analysis
- Water quality and quantity, stresses and threats
- Current and projected issues for 2031
- All work will be done internally
- Tier 2/3 – will only do this work when Tier 1 work analysis is completed (June 2008)

Terms of Reference

- Identifies tasks to be completed for the Assessment Report and source protection planning
- Procedural requirements and includes public participation process

Funding

- Overview of Provincial funding source was provided
- Discussion of other funding sources was reviewed

6. Communications

Communications Activities, Plan and Timetable

- Review of the communications plan and timeline, a worksheet that was created by Conservation Halton, Hamilton Conservation Authority and Source Water Protection, key messages, media worksheet, communications products, website, database and future communications activities
- Overview of what has been included in the SPC binder

Communications Policies and Procedures

- Contact Rebecca Hull at rhull@hrca.on.ca or sourceprotection@hrca.on.ca for assistance with source protection presentations and for standard presentation templates
- Please send all source protection staff work requests through Mark Thompson at mthompson@hrca.on.ca

7. Access to Information and Reference Materials

- Internal website to be primary focal point for published materials www.protectingwater.ca
- Primary means of communications will be by e-mail
- Combination of digital and/or hard copies will be made available

- Members to advise Rebecca Hull of their preferred method of receiving information and reports

8. Committee Process

Committee Rules of Procedure

- Overview of proposed Rules of Procedures was given
- Please submit comments to Mark Thompson mthompson@hrca.on.ca by December 21, 2007

Code of Conduct, Conflict of Interest, Per Diem and Travel Costs

- Summary of the Code of Conduct, etc., was given
- Please submit comments to Mark Thompson mthompson@hrca.on.ca by December 21, 2007

9. Future Meetings

MOE Training Session

- Source Protection Committee training will be held on January 29, 2008, in Brantford, Ontario
- Dates and locations of other MOE training sessions in the area will be circulated

Meeting Schedule and Focus

- Review of meeting schedule and focus
- Anticipate 3-hour meetings starting at 2:00 p.m., unless otherwise noted

Topic(s)	Date
Terms of Reference Watershed Characterization Administrative Processes	January 15, 2008 2:00 – 5:00 p.m. Conservation Halton
Ministry of Environment Training Legislative Deliverables	January 29, 2008 ALL DAY Location TBD
Terms of Reference Conceptual Water Budget	February 19, 2008 2:00 – 5:00 p.m. Hamilton Conservation Authority
Terms of Reference Pressures	March 4, 2008 2:00 – 5:00 p.m. Conservation Halton
Watershed Tour	SATURDAY April 19, 2008 ALL DAY Location TBD
Preliminary Terms of Reference	May 13, 2008 2:00 – 5:00 p.m. Hamilton Conservation Authority
Conservation Festival	SATURDAY June 7, 2008 9:00 a.m. – 4:00 p.m. Christie Lake Conservation Area
Review/Revise of Terms of Reference	June 10, 2008 2:00 – 5:00 p.m. Conservation Halton
Draft Terms of Reference to Source Protection Authority	July 15, 2008 2:00 – 5:00 p.m. Hamilton Conservation Authority

HHSPC 1-02

Moved by: Margaret McCarthy
Seconded by: Peter Ashenhurst

THAT the proposed **meeting schedule for the Halton-Hamilton Source Protection Committee for the period up to July 2008 be adopted.**

Carried

One member identified a conflict with the 2nd Tuesdays of each month (May 13 and June 10) and asked that a possible change be considered.

Watershed Tour

- Tour is on Saturday, April 19, 2008
- Location(s) to be determined

10. Other Business

11. Conservation Authorities Overview & Issues

Conservation Halton

- Presentation by Robert Edmondson, Director, Watershed Management Services

Hamilton Conservation Authority

- Presentation by Katherine Menyes, Director, Watershed Planning and Engineering

12. Adjournment

HHSPC 1-03

Moved by: Susan Fielding
Seconded by: Dave Braden

THAT the Halton-Hamilton Source Protection Committee **adjourn at 5:43 p.m.**
Carried

ACTION ITEMS

Number	Action	Completed By
1-07-01	Members to advise Rebecca Hull at rhull@hrca.on.ca of their preferred method of receiving information and reports	All
1-07-02	Members to submit comments on the proposed Rules of Procedure to Mark Thompson at mthompson@hrca.on.ca by December 21, 2007	All
1-07-03	Members to submit comments on the proposed Code of Conduct and Conflict of Interest to Mark Thompson at mthompson@hrca.on.ca by December 21, 2007	All
1-07-04	Dates and locations of other MOE training sessions in the area will be circulated	Mark Thompson

Next Meeting Tuesday, January 15, 2008 at 2:00 p.m. at Conservation Halton, Administration Office