

REPORT TO: Halton-Hamilton Source Protection Committee
REPORT NO.: SPC-22-06-03
FROM: Chitra Gowda, Senior Manager, Watershed Planning and Source Protection
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DATE: June 7, 2022
SUBJECT: Halton-Hamilton Source Protection Committee Maintenance

Recommendation

THAT the Halton-Hamilton Source Protection Committee **receives for information the Staff report SPC-22-06-03 Halton-Hamilton Source Protection Committee Maintenance;**

AND THAT the Halton-Hamilton Source Protection Committee **reaches consensus on the meeting format and directs staff accordingly.**

Executive Summary

The Halton-Hamilton Source Protection Committee (HHSPC) membership is administered by the Halton Region and Hamilton Region Source Protection Authorities. The Chair of the SPC is appointed by the Minister, Ministry of the Environment, Conservation and Parks (MECP). The terms of all nineteen Chairs across Ontario are due to expire August 19, 2022. This report provides a review of the rules of procedure including virtual and in-person meeting formats and the election of an acting Chair.

Report

Background

The Ontario Regulation 288/07 (Source Protection Committees) regulates the form and activities of the source protection committee. The HHSPC Rules of Procedure and the Code of Conduct and Conflict of Interest Policy implement the regulation locally for the HHSPC. [http://www.protectingwater.ca/uploads/Governance/HHSPC Rules of Procedure Revisions June 2020 Final.pdf](http://www.protectingwater.ca/uploads/Governance/HHSPC_Rules_of_Procedure_Revisions_June_2020_Final.pdf)

Resuming In-Person Meetings

The meetings of the HHSPC are normally held in person, at the offices of Conservation Halton in Burlington and Hamilton Conservation Authority in Hamilton. The HHSPC Rules of Procedure document was updated in 2020 soon after the global pandemic COVID-19 began and critical health measures including physical distancing were put in place by the Ontario government. Since June 2020, the HHSPC meetings have been held virtually, hosted by Conservation Halton. This pivoting allowed for the continuation of the work of the HHSPC supported by the conservation authorities.

The COVID-19 public health measures are updated from time to time by the Ontario government. At the time of writing of this report, it appears that in-person meetings may be

resumed from the next HHSPC meeting (September 2022), following health measures in effect at the time. Staff provide the following meeting format options for the consideration of the HHSPC, subject to public health measures:

- All meetings to be held in-person
- All meetings to be held virtually
- The June and September meetings are to be held in-person while the March and December meetings are to be held virtually
- All meetings are “hybrid” where HHSPC members can participate either in-person or virtually (to be confirmed by staff for feasibility; least preferred due to complexity).

Note that it is possible that an in-person meeting may be required to be replaced by a virtual meeting to meet changes to public health measures at that time. Other key considerations include individual conservation authority office opening protocols and enough notice for staff to have the time to replace the in-person meeting format with a virtual one.

Staff recommend that the September 13, 2022 HHSPC meeting be held in-person (subject to change as noted above) to allow for effective election of an acting Chair, per the process described below.

Election of an Acting Chair

There are nineteen SPCs across Ontario. The terms of the nineteen SPC Chairs terms expire on August 19, 2022: <https://www.pas.gov.on.ca/Home/Agency/230>.

SPC Chair appointments are made by the Minister, MECP through the Ontario Public Appointments Secretariat process. There is an indication that Chair re-appointments/new appointments may not happen in time this year. Per the *Clean Water Act, 2006*, an acting Chair is appointed from within the SPC membership. The HHSPC will need to elect an acting Chair from within the membership at the September 13, 2022 meeting. The process is described below (adapted from the Lake Erie Source Protection Region’s Procedure for Election of an Acting Chair).

The Program Manager or alternate staff will:

- conduct the election of acting Chair for the HHSPC
- declare that the term of the acting chair is from August 20, 2022, the day after the current Chair’s term expires, until such time when the Minister, MECP appoints a new Chair
- ensure that members appoint at least one scrutineer from the source protection authority to assist with the election (through a motion of the SPC), and
- ask for nominations for acting chair. The name of nominating member is required, but no seconder is required. The nominees will be asked if they are willing to stand for election. Names of nominees will be recorded by the Administrative Coordinator and presented in full view of the members. Once there have been no further nominations after three calls, a motion to close nominations for acting Chair is required (requires a seconder). Nominees will then be invited to say a few words if they wish (maximum 5 minutes each).

- In the case that only one nomination has been made, will declare that person is appointed as acting Chair by acclamation.

Eligible to vote are the members of the HHSPC who are present at that meeting. This includes the nine (9) sector representatives (municipal, commercial/business/agricultural, public). It does not include the three (3) liaisons (public health, source protection authority, and Ministry liaison). Each member has one vote, and votes will be anonymous. Proxy votes are not allowed. The Scrutineer will receive the votes and present the results to members.

The Program Manager or alternate staff will announce the results, including the number of votes. A majority vote is required for election. A majority means a vote made by more than half of the members present. A majority may be obtained on the first ballot. If there are more than two nominees and none achieved a majority on this first vote, the name of the person with the lowest number of votes will drop off the ballot, a new ballot will be initiated and another vote will be taken. A motion will be passed to destroy the election ballots.

Signed & respectfully submitted:



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