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Office of the City Clerk
City of Hamilton
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Hamilton, Ontario, Canada
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Attn: Ms. Caterini, City Clerk

Conservation Halton and the Hamilton Conservation Authority are working together to manage the provincially lead drinking water source protection program. This program, authorized by the *Clean Water Act, 2006*, ensures communities protect their drinking water supplies through prevention by developing a collaborative, watershed-based source protection plan that is locally driven. The conservation authorities, acting as source protection authorities, established a local source protection committee (SPC) that oversaw the production of the local plan and its approval in August 2015.

The Minister of the Environment and Climate Change has recently amended the "Source Protection Committee" regulation, Ontario Regulation 288/07 under the *Clean Water Act, 2006* to provide flexibility to source protection authorities to establish SPCs that meet the local needs. In response, and as we transition to the plan implementation phase, the Halton Region and the Hamilton Region Source Protection Authorities have made changes to the size, composition and terms of appointment for the local committee.

The purpose of the SPC is to ensure that all relevant information is taken into account and to consult with the community when developing and updating the source protection plan in accordance with the requirements of *the Clean Water Act, 2006*, its regulations, technical rules, and provincial direction. The local source protection plan is now in effect and its policies are being implemented. As such, the SPC is now focused on ensuring the plan's policies are comprehensive and effective in meeting their objective to reduce risk to the municipal drinking water supplies.

The source protection authorities (SPAs) have reduced the committee size from 15 members plus a chair to 9 members plus a chair. The committee will have three municipal members, with 1 member each representing the three municipal groups below:

1. Regions of Halton and Peel, Cities of Burlington and Mississauga, and Towns of Milton, Oakville and Halton Hills
2. City of Hamilton, Town of Grimsby and Region of Niagara
3. County of Wellington and Township of Puslinch

The remaining six committee members will comprise three representatives of the economic sector (agricultural, industrial and commercial) and three representatives of other interests (environment,

health and the general public). These members are appointed by the SPAs, after following established recruitment processes.

The councils for each municipality within a group are asked to discuss representation for the group and through council resolutions, to submit the name of a joint nominee or to submit support for the nominee to be selected by an agreed upon municipality. General wording of support is likely preferable in case the member changes in the future, otherwise new council resolutions will be required. The municipalities may choose to nominate an elected official, a staff member or a citizen representative that complies with the eligibility requirements listed below. Ontario Regulation 288/07 allows for the source protection authority to select the person to be appointed for the group if resolutions specifying a joint nominee for the SPC are not received from each municipal council in the group by the specified due date.

The following guidance was prepared by the province and is provided here to help guide member selection.

SPC Member Skills and Qualifications

- Demonstrated ability to understand source water protection science, concepts and technical reports
- Proven ability to act as liaison to sector being represented
- Solid problem-solving, analytical, communication and organizational skills
- Knowledge of local watersheds, communities and issues
- Demonstrated ability to work with group dynamics and team environments
- Willingness and ability to travel around the Halton-Hamilton Source Protection Region
- Has, or is capable of having direct contact with residents and landowners
- Ability to make decisions at meetings

SPC Member Eligibility Requirements

- Reside in, own or rent property within the Halton-Hamilton Source Protection Region; or
- Be employed or operate a business within the Halton-Hamilton Source Protection Region; or
- Be employed by a municipality that is in the Halton-Hamilton Source Protection Region; and
- Not be a member or employee of Conservation Halton or Hamilton Conservation Authority.

Regulatory Conditions of Appointment

- The appointee must regularly attend meetings of the source protection committee.
- The appointee must comply with the source protection committee's code of conduct and conflict of interest policy.

The Halton-Hamilton Source Protection Management Committee would also like to inform the municipality that under the Code of Conduct and Conflict of Interest Policy for the Halton-Hamilton SPC an appointed municipal risk management official may have a real or perceived conflict of interest during discussion and ratification of certain matters during future SPC meetings. Examples of when conflicts may arise include discussion and approval of source protection plan policies that require action by the risk management official and review and discussion by the SPC of the risk management official's annual report. A declaration of conflict of interest would likely have to be made and would reduce member input to SPC discussions under those circumstances as well as voting from that member. We encourage

participation of the risk management officials and other municipal staff as resources to the SPC. We do note, however, that the decision to nominate a risk management official for membership on the SPC rests with the municipality. We wish only to exercise our due diligence by making our municipal partners aware of these potential conflicts of interest, depending on who the municipal SPC nominees may be.

The time commitment for SPC members varies with work load. As we transition to implementation of the source protection plan, we anticipate the need for two to three three-hour committee meetings per year with periodic communications in-between. Members are given a per diem of \$200 and mileage as set through the provincial guidelines.

The expiration of the appointment terms for municipal members on the committee will align with the municipal election cycle and nominations will be requested when municipalities fill board and committee positions. Accordingly, the term of this first appointment will be until January 2018. Alignment with the municipal election cycle gives the municipalities the opportunity to stay current with elected officials and to switch between councillors, staff and citizen representatives at a set time.

It would be greatly appreciated if the City of Hamilton would provide its Council resolution for SPC member nominee by April 29, 2016 to the attention of:

Hassaan Basit, General Manager
Halton Region Source Protection Authority
2596 Britannia Road West
Burlington, Ontario
L7P 0G3

If you have any questions or if we may be of assistance, please feel free to contact Diane Bloomfield, project manager, at (905) 854-9229, extension 223.

Yours truly,


Hassaan Basit, General Manager
Conservation Halton


Chris Firth-Eagland, CAO
Hamilton Conservation Authority

cc: Bert Posedowski, Manager of Sustainable Initiatives
Diane Bloomfield, Manager, Source Water Protection