



**Conservation
Halton**

905.336.1158
 Fax: 905.336.7014
 2596 Britannia Road West
 Burlington, Ontario L7P 0G3
conservationhalton.ca



905.648.4427
 Fax: 905.648.4622
 P.O. Box 81067
 838 Mineral Springs Road
 Ancaster, Ontario L9G 4X1
conservationhamilton.ca

November 6, 2018

Office of the City Clerk
 City of Hamilton
 71 Main St. W., 1st Floor
 Hamilton, Ontario, Canada
 L8P 4Y5

Attn: Ms. Caterini, City Clerk

This letter is to inform you that the term of the City's representative on the Halton-Hamilton Source Protection Committee expires January 31, 2019 and a Council resolution is required to nominate a new representative for appointment.

Conservation Halton and the Hamilton Conservation Authority are working together to manage the provincially lead drinking water source protection program, which ensures communities protect their drinking water supplies through prevention by developing a collaborative, watershed-based source protection plan. The conservation authorities, acting as source protection authorities (SPAs), established a local source protection committee (SPC) that oversaw the production of the local plan and its approval in August 2015 and is now overseeing its implementation and updating. 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.

The SPC comprises nine members plus a chair. The committee has three municipal members, with one 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 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.

In 2016, the Councils for the Region of Niagara and Town of Grimsby resolved to have the City of Hamilton represent their interests on the source protection committee and Councillor Judi Partridge has fulfilled this role. The Region and Town have confirmed their support to continue to have the City represent their interests. Accordingly, City Council is asked to nominate an elected official, staff

member, or citizen representative that complies with the eligibility requirements listed on the attached form to represent the interests of the three municipalities.

The time commitment for SPC members varies with work load. As we are now implementing and updating the source protection plan, we anticipate the need for four 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 align with the municipal election cycle. Accordingly, the term of this appointment will be until January 2023.

It would be greatly appreciated if the City of Hamilton would provide its Council resolution for SPC member nominee by February 1, 2019 to the attention of:

Diane Bloomfield
Manager, Source Water Protection
Conservation Halton
2596 Britannia Road West
Burlington, Ontario
L7P 0G3
dbloomfield@hrca.on.ca

If you have any questions or if we may be of assistance, please feel free to contact Diane Bloomfield at (905) 336-1158, extension 2237.

Yours truly,



Hassaan Basit, CAO
Conservation Halton



Lisa Burnside, CAO
Hamilton Conservation Authority

cc: Judi Partridge, Councillor Ward 15
Carmen Vega, Senior Project Manager, Source Water Protection, City of Hamilton
Diane Bloomfield, Manager, Source Water Protection

Membership Eligibility Requirements for the Halton-Hamilton Source Protection Committee (SPC)

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 might 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 is likely required, which will 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 whom the municipal SPC nominees may be.