

**THE CATARAQUI REGION CONSERVATION AUTHORITY**  
**CATARAQUI SOURCE PROTECTION AUTHORITY MEETING MINUTES (CSPA)**

**FEBRUARY 27, 2008**

**BOARD ROOM, AUTHORITY OFFICE**

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**Present:** Robert Morrison, Colin Boag, John Bonser, Carl Bresee, Geri Dickson, Rick Dunn, Matt Fiene, Steve Garrison, David Hahn, Dorothy Hector, Allan McPhail, Rob Matheson, Lisa Osanic, Gary Osborne, Ron Pollard, Jane Topping

**Regrets:** Ron Cross, Bill Pierson

**Staff Present:** Steve Knechtel, General Manager/Secretary-Treasurer; Rob Gerritsen, Conservation Lands Coordinator; Cheryl Rider, Finance Coordinator; Donna Campbell, Administrative Assistant; Karla Maki-Esdon, Communications Coordinator, Rob McRae, Project Manager SWP

**Guests:** Bill Warwick, Director, Cataraqui Conservation Foundation; John Williamson, Chair, Source Protection Committee

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The meeting commenced at 7:00 P.M., Bob Morrison, Chair for 2008, welcomed everyone to the Source Protection Authority meeting.

**1) Roll Call and Mileage**

There were 16 members present.

**2) Approval of Agenda**

The Chair advised that there was an addition to the agenda: A report from Mr. John Williamson, Chair of Source Protection Committee (SPC), "*Report to Cataraqui Source Protection Authority*" dated February 26, 2008, and suggested it be considered before items related to the work of the Source Protection Committee.

Moved by: Colin Boag  
Seconded by: Steve Garrison

**THAT** the agenda be approved as amended.

**Carried**

**3) Declarations of Conflict of Interest**

There were none.

**4) Approval of November 7, 2007 Minutes**

Moved by: Lisa Osanic  
Seconded by: David Hahn

**THAT** the minutes of the November 7, 2007 meeting of the Cataraqui Source Protection Authority be approved as circulated.

**Carried**

5) Correspondence

There was none.

6) Business/Reports

a) Administrative Procedures, Cataraqui Source Protection Authority – Proposed Amendment

A report was circulated with the agenda. Based on guidance received from Conservation Ontario the Chair and Vice-Chair of both the Cataraqui Region Conservation Authority (CRCA) and the Cataraqui Source Protection Authority (CSPA) are identical. Staff recommended that this be reflected through changes to the CSPA's Administrative Procedures.

**Resolution:** CSPA 01-08  
**Moved by:** Dorothy Hector  
**Seconded by:** Allan McPhail

**THAT** the Cataraqui Source Protection Authority adopt the Administration Procedures with the amended section C as presented in the February 15, 2008 report of General Manager of the Cataraqui Region Conservation Authority.

**Carried**

b) Source Protection Committee Chair Report to Cataraqui Source Protection Authority

A report from John Williamson, Chair, of the Cataraqui Source Protection Committee (CSPC) was provided to members. He advised that the CSPC is meeting its requirements under the *Clean Water Act*, and that the Committee members have an excellent variety of talent, and that they appear intent to work constructively together. He also advised that work by staff on technical aspects continues to progress. In recognition that the CSPC Chair is required to report regularly to the CSPA, the following motion was made.

**Resolution:** CSPA 02-08  
**Moved by:** John Bonser  
**Seconded by:** Colin Boag

**THAT** the Cataraqui Source Protection Authority receive the report of the Chair of the Cataraqui Source Protection Committee, dated February 26, 2008.

**Carried**

c) Rules of Procedure, Cataraqui Source Protection Committee

As identified in the CSPC Chair's report, there is a requirement for the CSPA to endorse the "rules of procedure" developed by the CSPC. A copy was provided with the agenda.

There was considerable discussion by members related to such aspects as how abstentions are counted, proxies and quorum, and ensuring the public interest is represented. The CSPC Chair reminded members that the provincial guidelines encourage decision-making by the CSPC on the basis of consensus. He also indicated that while the rules were developed by the Committee they reflect many aspects, including some the members had raised, as dictated by the province. The members requested that the rules be reviewed over time, but in the meantime recognized the merit of the CSPC working with sanctioned rules. The following motion was made.

**Resolution: CSPA 03-08**  
Moved by: John Bonser  
Seconded by: Colin Boag

**THAT** the Cataraqui Source Protection Authority endorse "*Cataraqui Source Protection Committee By-Law 2007-01: Rules of Procedure*".

**Carried**

d) Source Protection Authority Tasks in 2008

Rob McRae, Project Manager, used slides to outline two areas that the CSPA is required to administer in 2008.

He reviewed the change to the annual funding process, from an allocation to a request basis. April 2008 to March 2009 is the next funding period. Rob advised that a "business plan" with a funding request, needs to be submitted in March, and the province has directed that the request come from the Cataraqui Region Conservation Authority (CRCA), on behalf of the CSPA and CSPC. He suggested it would be appropriate for a motion to be made to authorize the CRCA to act on behalf of the CSPA related to the next budget period.

Rob also noted that a key task for the CSPC in 2008 is to develop Terms of Reference (ToR) for the assessment and planning stages, and that the CSPA has several legislated duties related to the ToR. He advised that a discussion paper on the ToR had been prepared and circulated. Members expressed some concern for the apparent focus of the CSPA's role on administration aspects. The Project Manager did indicate that the CSPA could provide comments on the ToR to the CSPC and the province. Proposed ToR must be submitted to the province by October 2008; as approval by the Ministry of the Environment is expected early next winter.

**Resolution: CSPA 04-08**  
Moved by: Steve Garrison  
Seconded by: Rob Matheson

**THAT** the Cataraqui Source Protection Authority authorizes the Cataraqui Region Conservation Authority to be its agent for the 2008/2009 Drinking Water Source Protection Business Plan, as described in a presentation by the Project Manager on February 27, 2008.

**Carried**

7) Announcements or Inquiries

There were none.

8) Motions/Notice of Motions

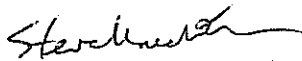
There were none.

9) Next Meeting

The next two meetings for the Cataraqui Source Protection Authority are scheduled for May 28, 2008 and September 24, 2008.

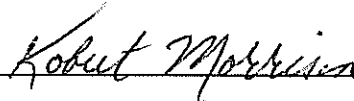
10) Adjournment

The Meeting adjourned at 8:20 P.M. on a motion by Steve Garrison, seconded by Dorothy Hector.



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Steve Knechtel  
General Manager/Secretary-Treasurer



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Robert Morrison  
Chair