

# CATARAQUI SOURCE PROTECTION AUTHORITY

## MEETING MINUTES

JULY 25, 2007

### BOARD ROOM, CRCA ADMINISTRATION OFFICE

Present: Bob Morrison, Chair; David Hahn, Vice-Chair; Colin Boag, John Bonser, Carl Bresee, Ron Cross, Geri Dickson, Rick Dunn, Matt Fiene, Steve Garrison, Dorothy Hector, Rob Matheson, Allan McPhail, Lisa Osanic, Ron Pollard, Jane Topping

Regrets: Matt Charlebois, Bill Pierson

CRCA Staff: Steve Knechtel, General Manager/Secretary-Treasurer; Rob McRae, Source Water Protection Project Manager; Karla Maki-Esdon, Communications Coordinator; Patricia Hudson Mills, Recording Secretary

The meeting commenced at 7 p.m. The Chair welcomed everyone to the first meeting of the Cataraqui Source Protection Authority and asked members to introduce themselves.

#### 1. Roll Call and Mileage

There were 16 members present.

#### 2. Approval of Agenda

Moved by David Hahn  
Seconded by Jane Topping

THAT the agenda be approved as circulated.

Carried.

#### 3. Declarations of Conflict of Interest

There were none.

#### 4. Correspondence

- a) Memorandum from Ontario Ministry of the Environment dated July 4, 2007 - circulated with the agenda.

**Business/Reports Cont....**

**5. Business/Reports**

**a) Responsibilities of the Source Protection Authority**

Rob McRae, Source Water Protection Project Manager, made a Power Point presentation on the roles and responsibilities of the Authority (see attached). Rob also provided a handout for the members that was circulated at this time and is attached.

Rob pointed out that the Cataraqui Region Conservation Authority and the Cataraqui Source Protection Authority are two distinct organizations. He answered questions from members and provided clarification where possible.

**b) Ratification of Cataraqui Source Protection Authority (CSPA) Formation**

Steve Knechtel, CRCA General Manager/Secretary-Treasurer (GM/ST), provided a report entitled Cataraqui Source Protection Authority Formation and Officers. Ontario Regulation 284/07 identifies the jurisdictional area of the Cataraqui Source Protection Area as that of the Cataraqui Region Conservation Authority (CRCA) together with the Township of Frontenac Islands and other islands part of municipalities partly within the CRCA along the St. Lawrence River to the international border. This Regulation also lists the twelve municipalities within the Cataraqui Source Protection Area. Steve advised that the CRCA and the Township of Frontenac Islands have agreed to this composition and advised that it is prudent for the CSPA to ratify it also. He advised that upon ratification, it would be appropriate for the CSPA to adopt administration procedures and to appoint a chair and vice-chair. The recommendation in the report was put forward.

**Resolution CSPA 01-07**

Moved by Carl Bresee

Seconded by Lisa Osanic

WHEREAS the Ontario Clean Water Act and the initial Regulations identify a Cataraqui Source Protection Area, to be governed by a Cataraqui Source Protection Authority (CSPA) comprised of representatives from identified municipalities;

AND WHEREAS this requirement has been ratified by the Cataraqui Region Conservation Authority, it comprised of municipal appointees, and the Township of Frontenac Islands;

THEREFORE BE IT RESOLVED THAT the CSPA confirm its composition as those members of the Cataraqui Region Conservation Authority joined by a duly-appointed member from the Township of Frontenac Islands.

Carried.

**Business/Reports Cont....**

**c) Administration Procedures for the CSPA**

A report regarding administration procedures for the CSPA was provided by the GM/ST and circulated with the agenda. A draft administration procedure was included in the report for consideration. The draft procedures follow primarily from Part 1 of the CRCA's procedure with pertinent additions from Part 2. In the event of a dispute on procedure at a meeting, the draft indicates that the appropriate section(s) of the more detailed CRCA procedures are to be consulted. The draft also provides that directives stemming from the Clean Water Act, as may be amended, supersede the administration procedures. The following motion was put forward. It was noted that the draft administration procedures identifies the CSPA Chair and Vice-chair and the CRCA General Manager/Secretary-Treasurer as Officers for the CSPA.

**Resolution CSPA 02-07**

Moved by Dorothy Hector  
Seconded by Rick Dunn

THAT the Cataraqui Source Protection Authority adopt the Administration Procedures, dated July 2007, as presented in the July 18, 2007, report of the General Manager of the Cataraqui Region Conservation Authority.

Carried.

**d) Selection of the Source Protection Authority Chair and Vice-Chair**

The GM/ST advised that it was recommended that the CSPA chair and vice-chair be the same as the CRCA chair and vice-chair to simplify things such as signing authority, etc. Members concurred. The following motion was put forward.

**Resolution CSPA 03-07**

Moved by Steve Garrison  
Seconded by Carl Bresee

THAT the Cataraqui Source Protection Authority chair and vice-chair be Robert Morrison and David Hahn, respectively.

Carried.

**Business/Reports Cont....**

**e) Delegation of Administrative Responsibilities to the CRCA**

A report from the GM/ST regarding Administrative Responsibilities of the CSPA was circulated with the agenda together with a draft agreement. He advised that it is anticipated that the CRCA can provide the following base services to the CSPA and related Source Protection Committee: secretarial, accounting, administrative and technical advice, and contract management.

In terms of liability, Section 98 of the Clean Water Act limits the potential; it contains clauses to the effect of no cause of action to arise as the result of the execution in good faith by the SPA and SPC and their agents and employees. Staff is awaiting information from the CRCA insurance carrier regarding coverage for staff, members, and the corporation with respect to any additional obligations imposed upon the CRCA by acting as an agent for the CSPA and related SPC arising from the Clean Water Act.

The following motion was put forward.

**Resolution CSPA 04-07**

Moved by Dorothy Hector  
Seconded by David Hahn

THAT the Cataraqui Source Protection Authority (CSPA) enter into an agreement with the Cataraqui Region Conservation Authority (CRCA) for the provision of duties and services in support of the CSPA in undertaking its responsibilities under the Clean Water Act;

AND THAT said agreement reflects the parameters as outlined in the July 17, 2007, report of the CRCA General Manager/Secretary-Treasurer to the CSPA.

Carried.

**f) Formation of the Cataraqui Source Protection Committee**

Karla Maki-Esdon, CRCA Communications Coordinator, prepared a report entitled Formation of the Cataraqui Source Protection Committee that was circulated with the agenda. Karla reviewed her report with the members and the following motions were put forward.

**Business/Reports Cont....**

**Resolution CSPA 05-07**

Moved by Carl Bresee  
Seconded by Dorothy Hector

WHEREAS the Ontario Clean Water Act and Ontario Regulation 288/07 require that a Source Protection Committee for the Cataraqui Source Protection Area is formed by mid-November 2007;

THEREFORE BE IT RESOLVED THAT the Cataraqui Source Protection Authority directs staff to solicit appointments for the Cataraqui Source Protection Committee according to the timeline in the Communications Coordinator's report dated July 18, 2007.

Carried.

**Resolution CSPA 06-07**

Moved by Rob Matheson  
Seconded by Rick Dunn

WHEREAS the Cataraqui Source Protection Committee (SPC) will include representatives from the agricultural community;

AND WHEREAS Conservation Ontario and the Ontario Ministry of the Environment have endorsed a process through which local chapters of the Ontario Federation of Agriculture (OFA) and the Ontario Farm Environmental Coalition (OFEC) would coordinate the nomination of such individuals to the SPC;

THEREFORE BE IT RESOLVED THAT the Cataraqui Source Protection Authority advise the Ontario Federation of Agriculture and Ontario Farm Environmental Coalition that it will receive all nominations for agricultural representatives through their process, during the initial formation of the Cataraqui Source Protection Committee in 2007.

Carried.

**Business/Reports Cont....**

**Resolution CSPA 07-07**

Moved by Dorothy Hector  
Seconded by Ron Cross

WHEREAS the Ontario Clean Water Act and Ontario Regulation 288/07 require that a Source Protection Committee for the Cataraqui Source Protection Area is formed by mid-November 2007;

THEREFORE BE IT RESOLVED THAT the Cataraqui Source Protection Authority directs staff to solicit appointments for the Cataraqui Source Protection Committee according to the processes in the Communications Coordinator's report dated July 18, 2007.

Carried.

**g) Proposed Source Protection Committee Composition**

A report from Rob McRae, CSP Project Manager, regarding Proposed Source Protection Committee Composition was circulated by e-mail to members due to time constraints. The composition of the SPA had to be posted for public review and comment no later than July 18, 2007. Rob reviewed his report with the members and advised that he has received no comments from the public to date. He suggested that it might be necessary to hold a short meeting on the proposed Full Authority tour scheduled for August 22 to consider any public comments and endorse the final composition of the SPC. The following motion was put forward

**Resolution CSPA 08-07**

Moved by David Hahn  
Seconded by Jane Topping

WHEREAS the Ontario *Clean Water Act* and Ontario Reg. 288/07 require that a Source Protection Committee for the Cataraqui Source Protection Area is formed by November 2007;

THEREFORE BE IT RESOLVED THAT the Cataraqui Source Protection Authority directs staff to post for public review and comment the proposed composition of the Cataraqui Source Protection Committee that is identified in the Project Manager's report dated July 11, 2007.

Carried.

**Business/Reports Cont....**

**h) Data Gathering at Provincial Offices in Eastern Ontario**

A report from Rob McRae, SWP Project Manager; regarding Data Gathering at Provincial Offices in Eastern Ontario was circulated with the agenda. The report requested consideration of a new project that would improve access to provincial information and data that is relevant for drinking water source protection.

The Ontario Ministry of the Environment (MOE) has proposed that two or three short-term contract staff, based out of Kingston, be hired to visit each provincial office in Eastern Ontario and work with the employees there to obtain relevant information and data. Their findings would be distributed to the source protection areas and regions across Eastern Ontario. The work plan for the project and access to each provincial office would be guided by a provincial coordinator in Toronto. The Cataraqui Region Conservation Authority (CRCA) would be responsible for hiring, payroll, and other administrative functions, as well for providing some ongoing technical advice. Funding for all costs would be provided by the MOE.

After consideration of the report, the following motion was put forward.

**Resolution CSPA 09-07**

Moved by Carl Bresee  
Seconded by Dorothy Hector

WHEREAS the Government of Ontario has expressed interest for a project through which data would be gathered from provincial offices in Eastern Ontario, for use in drinking water source protection activities across Eastern Ontario;

AND WHEREAS all costs related to this project would be paid for by the Government of Ontario;

AND WHEREAS the Cataraqui Source Protection Authority (CSPA) has by mutual agreement delegated administrative responsibilities to the Cataraqui Region Conservation Authority (CRCA);

THEREFORE BE IT RESOLVED THAT the CSPA authorizes the CRCA to enter into a contractual agreement with the Government of Ontario for the "Eastern Ontario Source Protection Data Gathering Project".

Carried.

**6. Announcements or Inquiries**

The August calendar for the Cataraqui Region Conservation Authority was distributed and the GM/ST advised members that the proposed tour of the central and western portions of the Authority's watershed would start from the **Outdoor Centre (ODC) on August 22nd at 9:30 a.m. sharp**. Members and staff are requested to meet at **9:15 a.m. at the ODC**. Lunch will be provided en route at the snowmobile club hall in Yarker. It is anticipated that the tour will end at 3:30 p.m.

The mayors/reeves from the City of Kingston, Township of South Frontenac, Loyalist Township, the Town of Greater Napanee, the Township of Frontenac Islands, and the Township of Stone Mills have been invited to join the tour. Via the tour, participants will see and hear about the Conservation Authority's programs, services, and properties, and how they support healthy communities.

It was noted that the AMO conference ends on August 22nd and there were a few members who would be unable to attend the tour due to this conflict. It was agreed that an e-mail poll would be done to confirm numbers for the tour. Members were asked to keep this date open for the tour if at all possible. Several other members had other commitments for that date and this was noted.

It was also noted that a meeting of the CSPA may be convened during the tour to deal with any time-sensitive business.

**7. Motions/Notice of Motions**

There were none.

**8. In Camera Session**

**Resolution CSPA 10-07**

Moved by Lisa Osanic  
Seconded by Ron Pollard

THAT the Full Authority move IN CAMERA to discuss a personnel matter.

Carried.

**In Camera Session Cont....**

**Resolution CSPA 11-07**

Moved by Dorothy Hector  
Seconded by Allan McPhail

THAT the Full Authority move out of the IN CAMERA session and report.

Carried.

**Resolution CSPA 12-07**

Moved by Steve Garrison  
Seconded by David Hahn

THAT the Cataraqui Source Protection Authority direct staff to forward the names of the nominees for the position of Source Protection Committee Chair to the Minister of the Environment together with a complete report from the interview process.

Carried.

**9. Adjournment**

The Chair thanked the Nomination Committee for all their work.

The meeting adjourned at 9:15 p.m. on a motion by Dorothy Hector, seconded by Lisa Osanic.

---

Steve Knechtel  
General Manager/Secretary-Treasurer

---

Bob Morrison  
Chair