



HALTON-HAMILTON SOURCE PROTECTION COMMITTEE

MEETING #1-08 MINUTES

A meeting of the Halton-Hamilton Source Protection Committee was held on Tuesday, January 15, 2008 beginning at 2:00 p.m. at the Conservation Halton's Administration Office.

Members Present: Peter Ashenhurst
Doug Cuthbert, Chair
Nick DiGirolamo
Susan Fielding
Betty Hansen
Melanie Horton
Dave Kerr
Adam Kuehnbaum
Barry Lee
Margaret McCarthy
Glenn Powell
Gavin Smuk
Mary Lou Tanner
Teri Yamada

Absent with Regrets: Dave Braden
Gail Krantzberg

Staff Present: Robert Edmondson, Director, Watershed Management Services, Conservation Halton
Katherine Menyes, Director, Watershed Planning and Engineering, Hamilton Conservation Authority
Mark Thompson, Project Manager, Halton-Hamilton Source Protection Region
Rebecca Hull, Communications Specialist, Halton-Hamilton Source Protection Region
Josh Wright, GIS/Data Specialist, Halton-Hamilton Source Protection Region
Dawood Muhammad, Hydrogeologist

Also Present: Ms. Jean Williams
Member, Conservation Halton

Mr. Martin Keller
Liaison, Ministry of the Environment

Ms. Nicole Mathews
Liaison, Halton Health Department

1. Roll Call & Mileage

2. Disclosures of Conflict of Interest

3. Acceptance of Agenda as Distributed

- No changes or items to be added to agenda

HHSPC 1-01 Moved by: Margaret McCarthy
Seconded by: Peter Ashenhurst

THAT the agenda **be accepted as distributed.**

Carried

4. Approval of Source Protection Committee Minutes dated December 5, 2007

HHSPC 1-02 Moved by: Melanie Horton
Seconded by: Peter Ashenhurst

THAT the SPC minutes **be accepted as distributed.**
Carried

5. Delegations

- Nicole Mathews, Halton Health Department

6. Administrative Matters

- a. Review of Code of Conduct
- b. Review of Policies and Procedure
- c. Review of Conflict of Interest

- Circulate all comments on the Code of Conduct, Policies and Procedure and Conflict of Interest
- Mark Thompson reviewed documents and comments with Source Protection Committee

HHSPC 1-03 Moved by: Barry Lee
Seconded by: Peter Ashenhurst

THAT a **proxy will not be considered and will not constitute quorum.**
Carried

HHSPC 1-04 Moved by: Gavin Smuk
Seconded by: Margaret McCarthy

THAT a **proxy will not count to make a decision** because there are no proxies.
Carried

7. Formation of Sub-Committees

- Terms of Reference Sub-Committee
- Communications Sub-Committee
- Commercial/Recreation Sub-Committee

HHSPC 1-05 Moved by: Margaret McCarthy
Seconded by: Susan Fielding

THAT a **Communications Sub-Committee** be established with Glenn Powell and Rebecca Hull.
Carried

HHSPC 1-06 Moved by: Margaret McCarthy
Seconded by: Barry Lee

THAT a **Terms of Reference Sub-Committee** be established with Doug Cuthbert, Mary Lou Tanner, Dave Kerr and Mark Thompson.

Carried

8. Presentation of Watershed Characterization Reports

- Presentation on Halton and Hamilton Watershed Characterization Reports by Mark Thompson

9. Terms of Reference

- Presentation on Terms of Reference by Mark Thompson
- Review of Terms of Reference timeline with Doug Cuthbert

10. Other Business

HHSPC 1-07 Moved by: Susan Fielding
 Seconded by: Margaret McCarthy

THAT Glenn Powell will assume to role of **Acting Chair** at Meeting #2-08 on February 19, 2008.
 Carried

HHSPC 1-08 Moved by: Margaret McCarthy
 Seconded by: Glenn Powell

THAT the **updated Source Protection Committee schedule** be accepted.
 Carried

Halton-Hamilton Source Protection Committee – Meeting Schedule & Focus

Topic(s)	Date
Terms of Reference – Prep'n Steps & Timeline Watershed Characterization	January 15, 2008 2:00 – 5:00 p.m. Conservation Halton
Ministry of Environment Training Legislative Deliverables	January 29, 2008 ALL DAY Best Western, Brantford
Terms of Reference - update Conceptual Water Budget	February 19, 2008 2:00 – 5:00 p.m. Hamilton Conservation Authority
Terms of Reference - update Pressures	March 4, 2008 2:00 – 5:00 p.m. Conservation Halton
Review Frist Full Draft of Preliminary Terms of Reference	April 8, 2008 (proposed) 2:00 – 5:00 p.m.
Watershed Tour	SATURDAY April 19, 2008 ALL DAY Location TBD
Complete and Approve Draft Proposed Terms of Reference for planned public release by May 27	May 13, 2008, or May 20 2008 2:00 – 5:00 p.m. Hamilton Conservation Authority
Conservation Festival	SATURDAY June 7, 2008 9:00 a.m. – 4:00 p.m. Christie Lake Conservation Area
Preparation for Public Meeting	June 10, 2008 2:00 – 5:00 p.m. Conservation Halton
Public Meeting on Draft Proposed Terms of Reference	June 18, 2008 (proposed) 7:30 – 9:30 pm Location TBD
Review comments received on Draft Proposed Terms of Reference and incorporate Chnages as necessary	July 15, 2008 2:00 – 5:00 p.m. Hamilton Conservation Authority
Complete/Approve Proposed Terms of Reference to send to Source Protection Authorities	August 15, 2008 (proposed – if necessary) 2:00 – 5:00 p.m.

11. Comments from Attending Public

12. Adjournment

HHSPC 1-09

Moved by: Glenn Powell

Seconded by: Margaret McCarthy

THAT the Halton-Hamilton Source Protection Committee **adjourns at 5:10 p.m.**

Carried

ACTION ITEMS

Number	Action	Completed By
1-08-01	Mark to forward amended documents to SPC members and will incorporate formal motions by SPC	Mark Thompson
1-08-02	Rebecca to forward Carlisle Public Information Centre information to SPC	Rebecca Hull

MOE TRAINING: Tuesday, January 29, 2008 at 9:30 a.m. at Best Western, Brantford, Ontario

NEXT MEETING: Tuesday, February 19, 2008 at 2:00 p.m. at Hamilton Conservation Authority, Ancaster, Ontario.