

**AUSABLE BAYFIELD MAITLAND VALLEY SOURCE PROTECTION REGION  
SOURCE PROTECTION COMMITTEE**

**GOVERNING RULES OF PROCEDURE,  
CODE OF CONDUCT AND CONFLICT OF INTEREST**

**November 28, 2007  
Amended November 22, 2019  
Amended May 27, 2020**

# SPC: 2007-02-04  
Resolution

November 28, 2007  
Date

Effective Date: November 28, 2007;

Amendment # 1: January 3, 2008;

Amendment # 2: November 22, 2019

Amendment # 3: May 27, 2020

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# **GOVERNING POLICIES OF THE AUSABLE BAYFIELD MAITLAND VALLEY SOURCE PROTECTION REGION SOURCE PROTECTION COMMITTEE**

as set by the ABMV Source Protection Committee effective November 28, 2007

## **INTRODUCTION**

This governance document is passed under powers conferred on the Committee by the *Clean Water Act, 2006, S.O. 2006*.

The purpose of this document is to set out the standard of conduct expected of Members of the Ausable Bayfield Maitland Valley (ABMV) Source Protection Committee. It also sets out the procedure to be followed by members in disclosing conflicts and perceived conflicts, as well as the consequences of failing to comply with that procedure.

In this document, “Committee” refers to the Ausable Bayfield Maitland Valley Source Protection Committee as defined by Regulation 288/07. “Project Manager” has the same role as “Program Supervisor”.

Definitions of terms used throughout the document correspond to those definitions given in Section (1) of the Clean Water Act, 2006, S.O. 2006 and Regulation 288/07.

Upon appointment to the Committee, each Member shall acknowledge that they have received and read this governance document and in particular, to uphold the Code of Conduct and Conflict of Interest Policy.

## **CALLING OF MEETINGS**

1. The Committee shall meet as necessary to complete the required tasks. The Chair shall call regular meetings of the Voting Members and Liaison Members as required.
2. The Committee shall annually establish a tentative meeting schedule. The current meeting schedule will be posted on the website.
3. Notice of all Committee meetings shall be conveyed to Members, Liaison Members, and stakeholders on the SPC mailing list, at least 5 days prior to the date of the meetings via e-mail

and the website calendar. The notice shall include the time and place of the meeting and items to be discussed at the meeting.

4. Anyone wishing notice of meetings shall leave their name and address or email address with the Project Manager. The Project Manager or his or her designate shall inform that person, by email, in writing or by telephone, in advance of other meetings.

5. The Committee shall meet at such time and place as the Chair shall decide or at other such intervals as the Chair shall decide.

6. Delegations to a Committee must give 2 weeks notice of their interest in making a presentation. Presentations are limited to 15 minutes plus discussion time. Delegations with written information for consideration of the Committee will provide same 2 weeks prior to the meeting.

## ELECTIONS AND APPOINTMENTS

7. The Minister appoints the Chair. The voting members are appointed by the Source Protection Authority (SPA). An agreement set out with the Lead Source Protection Authority shall appoint signing authority through the CA. The role of recording secretary will be assigned to staff.

8. The Committee may elect an Acting Chair or other positions as the Committee may determine, from among the voting members. The order of procedure for the elections shall be:

a. As the Minister appoints the Chair, the Chair may preside from the outset of the meeting. In the absence of the Chair, the Project Manager will preside over the election of the Acting Chair.

b. The election procedure shall be as follows:

(i) an open verbal nomination, no seconder required

(ii) the calls for nomination

(iii) each nominee has the opportunity to speak to his/ her nomination, stating a willingness to stand

(iv) motion to close nominations

(v) Elections shall be held by secret ballot on those accepting the nomination. Ballots will be distributed to qualified members only and no member may vote by proxy. In the event of a tie, the names shall be put into a container and the winner drawn.

9. The Committee membership, Term of Appointment and filling of vacancies shall be in accordance with Regulation 288/07 and the amended Regulation 310/15. The Regulation sets out the size, composition and terms of appointment of the Committee; See Appendix 2.

## FREEDOM OF INFORMATION and PROTECTION OF PRIVACY

10. In keeping with the Freedom of Information and Protection of Privacy Act (FIPPA) and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), all meetings are open to the public. All supporting technical reports shall form part of the public record and shall be available for public review immediately upon request. Exceptions to the foregoing include the following matters:

- (a) Personnel records or issues
- (b) On-going Property Negotiations
- (c) Court cases in which the Committee is involved
- (d) Discussions which could adversely affect the interests of a third party
- (e) A personal or financial matter about an identifiable individual

The Committee is bound by the Freedom of Information and Protection of Privacy Act. Members shall not use confidential information for any improper use which includes, but is not limited to, using confidential information to the benefit of the member's private interest or disclosing confidential information to third parties without the consent of the party to whom the information relates. Any such activity will result in disciplinary action for the member. Committee members continue to be bound by FIPPA requirements after they are no longer on the Committee.

## PROJECT MANAGER / PROGRAM SUPERVISOR

11. As a minimum, the Project Manager or his or her designate shall:

- (a) give or cause to be given all notices required by this document;
- (b) keep or cause to be kept accurate records of meetings and accounts of the Committee;
- (c) carry out or cause to be carried out required financial transactions on behalf of the Committee.

12. Deleted

## PROCEDURE FOR CONDUCTING MEETINGS

13. These procedures, other than those procedures required by Provincial Statute or Regulation, are established to provide guidance to the Committee, and any non-compliance shall not necessarily invalidate the proceedings of the Committee.

14. A quorum is two thirds of the voting members plus Chair or acting Chair. Participation by teleconference, when necessary in extenuating circumstances, may count toward quorum. If no quorum is present one-half hour after the time appointed for a meeting of the Committee, the recording secretary records the names of those present and the meeting shall stand adjourned until the next meeting.

### **Electronic participation, emergencies**

During any period where an emergency has been declared to exist by the Province or by municipalities (in all or part of an area over which a source protection authority has jurisdiction) that may prevent members of the SPC from meeting in person:

- a. The chair, members, liaisons of the SPC, and SPA staff shall participate in meetings electronically, which shall include the ability of members participating electronically to register votes.
- b. Any member of the SPC who is participating electronically in a meeting shall be counted in determining whether or not a quorum of members is present at any point in time during the meeting.
- c. Any member of the SPC who participates in a meeting electronically is eligible to receive a meeting per diem. Mileage will not be paid in instances of electronic meetings.

Meetings open to the public:

- a. The SPC shall ensure an alternative means to allow the public to participate in the SPC meetings electronically.
- b. The SPC shall ensure that the electronic meeting information is publicly available on a website prior to the meeting date.

15. The regulations governing the procedure of the Committee shall be observed in all meetings, as far as they are applicable.

16. The minutes of all meetings of the Committee shall be recorded by the Project Manager or his/her designate.

17. Email notice of all Committee meetings shall be sent to each Member and Liaison Member of the Committee.

18. At a minimum of one week before a meeting the Project Manager or his/her designate shall email or send a copy of the minutes of the previous meeting to the Committee. Approved minutes will be posted on the website.

19. The Chair shall conduct all business first through an attempt to reach consensus. The Chair shall determine on each question if the decision has been carried by consensus. Where the Chair determines reasonable efforts to reach consensus have failed, decisions shall be made by a two thirds (2/3) majority vote.

20. At any meeting, each Voting Member is entitled to one vote; the Chair cannot vote as per Regulation 288/07.

21. A voting member may participate by proxy, with the exception of election votes. The proxy will have written confirmation of the member's intents. While attendance in person is preferable, where feasible a member may participate by telephone. It is acknowledged that teleconferences will be challenged by limited audio quality and may not have the benefit of video so this should only be used as a last resort for members who otherwise will not be able to attend the meeting.

22. A minimum of two thirds (2/3) members present including proxies is required upon all matters coming before the meeting, with a two thirds (2/3) majority vote to pass a motion. Abstention from voting upon any matter will be deemed as a blank vote, which is neither for nor against the motion.

23. Where a confidential matter arises, in keeping with Section 10 of this regulation (Freedom of Information and Protection of Privacy), a resolution closing the meeting to the public shall be passed and it shall state the general nature of the subject matter to be discussed.

24. In the event of the absence of the Chair from any meeting, the Voting Members present shall appoint an acting Chair who, for the purposes of that meeting, has all the powers and shall perform all the duties of the Chair.

25. The Term of appointment and filling of vacancies shall be done in keeping with Regulation 288/07 and the amended Regulation 310/15. Upon a vacancy, due to death, incapacity, resignation or continued absence occurring in any office of the Committee, the Source Protection Authority shall fill that vacancy in keeping with the regulations. Where the Regulation is silent on a matter, the Committee will proceed to fill the vacancy through the consensus of the members.

26. Deleted

27. The Committee shall enter into an agreement with the Lead Conservation Authority to provide the following services to the Committee:

- (a) the appointment of an auditor qualified under Section (38) of the Conservation Authorities Act
- (b) the appointment of a solicitor(s)
- (c) the naming of signing authorities for legal and financial instruments

28. The minutes of the previous meeting shall not be read unless the reading thereof is requested by resolution.

29. The Agenda of the meeting shall be taken up in the order in which it stands on the Agenda unless otherwise decided by the Committee.

30. Written notice of motion may be given by any Voting Member of the Committee and shall be forthwith placed on the Agenda of the next meeting.

31. When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn or to extend the hour of closing the procedures.

32. The Chair shall preserve order and decide on questions of order. When the Chair's rule is challenged, the meeting shall forthwith vote to sustain the Chair's ruling or to make a new ruling.

33. After a question has been decided, any Member who voted thereon may with the majority consent at any regular meeting of the Committee thereafter move for reconsideration of the question.

34. No discussion of the main question shall be allowed until the motion for reconsideration is carried, and no question shall be reconsidered more than once at any one meeting.

35. The membership of the Committee shall be in accordance with Regulation 288/07 and amended Regulation 310/15 under the Clean Water Act, R.S. O. 2006.

36. The Chair and Acting Chair are members ex-officio of Working Groups established by the Committee.

37. Deleted

38. As per Regulation 288/07, the Committee can remove a member from office should a Member fail to comply with Section 7 of the Regulation which pertains to residing, owning or renting land or being employed within the Source Protection Region. In addition, a Member may be removed by the Source Protection Authority or the Chair of the Committee.

## PER DIEM and EXPENSES

39. (a) Chair shall receive compensation from the province in keeping with their terms of office. Voting Members shall receive a per diem allowance for attending Committee meetings, and any other such meetings to which they are appointed or directed by the Committee to attend in advance of the meeting. First Nations and other Liaison Members will be compensated in keeping



with Ministry guidance.

(b) If no quorum is present, the per diem rate shall be paid to those in attendance.

(c) Voting Members will be paid for expenses incurred on authorized Committee business. First Nations and other Liaison Members will be compensated in keeping with Ministry guidance.

(d) All per diem expenses, mileage and allowances to be in accordance with the procedural direction of the Lead Source Protection Authority.

(e) It is the intent of the Province that members not be paid twice for their involvement with the Committee. Should the member wish to collect the per diem, their employer may need to be made aware so that the intent of the Province can be followed.

## FUNCTIONS OF MEMBERS, DUTIES AND WORKING GROUPS

### 40. Members

As a duly appointed Voting Member, it is your responsibility to:

- (a) attend Committee meetings;
- (b) become aware and knowledgeable of programs, projects, and activities of the Committee;
- (c) attend public meetings;
- (d) to keep the organizations which you represent informed of Committee programs, projects and activities;
- (e) be prepared to discuss issues at all Committee meetings.

#### Terms of Office and Vacancies as per Sections 8 and 9 of O. Reg 288/07:

The term of appointment for a member of the committee is three years with extension as per Section 8 of O. Reg 288/07. Vacancies shall be filled following Section 9 of O. Reg 288/07.

#### Description of Composition as per Section 2 of O. Reg 288/07:

- 6, 9, 12 or 15 voting members plus a Chair
- 1/3 of the members must reflect the interests of the local municipalities;
- 1/3 of the members must reflect the interests of agriculture, commerce, and industry;
- 1/3 of the members must reflect other interests including environmental and other public interests.

Liaison (non-voting): 1 from each SPA, 1 from Health, 1 from MOE

### 41. Duties

Subject to the *Clean Water Act* and attending Regulations, the Members are responsible to:

- (a) Oversee the preparation of rules of procedure including a code of conduct and conflict of interest policy within the required timeframe;
- (b) Oversee the preparation and submission of a Terms of Reference in the prescribed manner and in keeping with Regulation 287/07 within the required timeframe. This includes a map showing the source protection region boundaries, a list of municipalities within the region, defining which drinking water systems will be subject to the Act and which will not be subject to the act, identification and allocation of tasks, demonstrated consideration for the Great Lakes Agreements and public consultation and the total budget for the ensuing year;
- (c) Provide notice of a drinking water hazard in keeping with Regulation 286/07;
- (d) Oversee the preparation, updates and submission of the Assessment Reports in keeping with the Regulations, and technical guidance modules;
- (e) Oversee the preparation, updates and submission of Source Protection Plans in keeping with the Regulations;
- (f) Undertake public consultation as required by Regulation
- (g) Have the Program Manager provide regular reports of progress to the Source Protection Authorities within the Region.

42. Deleted

#### 43. Working Groups

The Committee may establish Working Groups or Sub-committees from time to time, which will be expected to follow the same Rules of Procedure, Code of Conduct, and Conflict of Interest Policies as the Committee.

## SIGNING OFFICERS & DUTIES OF OFFICERS

44. The signing officers of the Committee shall be the signing officers of the Lead Source Protection Authority.

### **Duties of Officers**

#### 45. Chair

The Chair of the Committee shall provide direction for all phases of the Committee's activities and shall see that all business of the Committee is conducted in a fair and just manner and shall in particular:

- (a) Represent the Committee at such functions as warrant the interest of the Committee, except where this responsibility is specifically assigned to some other person;
- (b) Direct the Project Manager in the operation and administration of the Committee;

- (c) Be “ex-officio”, a member of all Working Groups, sub-committees and ad hoc Working Groups appointed from time to time by the Board of Directors;
- (d) Preside over the Source Protection Committee meetings.

#### 46. Acting Chair

The Acting Chair of the Committee shall:

- (a) Act as Chair immediately upon the death, incapacity to act, absence, or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- (b) Act on behalf of the Chair at any function upon the request of the Chair;

#### 47. Project Manager / Program Supervisor

The Project Manager of the Committee shall be the chief administrative officer of the Committee and to so represent the Committee in such capacity as and when required, subject always to the direction of the Chair of the Committee:

- (a) To administer and coordinate the total program of the Committee;
- (b) To provide direction and instructions for the consultants, contractors and other professional firms and individuals engaged from time to time by the Committee;
- (c) Direct the preparation of material or projects to be undertaken by the Committee and to provide such reports as might be from time to time requested by the Committee;
- (d) To be responsible for all documentary requirements necessary to obtain approval under the Clean Water Act;
- (e) To direct the preparation of budget estimates in accordance with the requirements of the Committee;
- (f) To communicate all instructions from the Committee and its various committees to the administration of the Committee and to supervise the carrying out of all such communications;
- (g) To be responsible for the preparation of reports and correspondence to other agencies, governments and individuals dealing with the policy of the Committee on particular items;
- (h) In general to act as the Human Resources Officer of the Committee.

### INDEMNITY

48. In keeping with Section 99 of the Clean Water Act, 2006, every Member of the Committee and his heirs, executors, administrators and estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the funds of the Committee from and against all costs charges, and expenses whatsoever which Member of the Committee sustains or incurs in or about any action, suit or proceeding which is brought, commenced, or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of his office; all other costs, charges and expenses he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own wilful neglect or default.

## CODE OF CONDUCT & CONFLICT OF INTEREST

### 49. Confidential Information

Members have access to confidential information by reason of their participation on the Source Protection Committee and shall conduct themselves in keeping with the 'Freedom of Information and Protection of Privacy' section of this document. Where a Member is unsure of the status of information, before making any release he/she shall discuss it with the Project Manager who may see fit to consult with the Chair.

For example, particular care should be exercised in releasing information relating to the following matters:

- personal information about any individual
- items under litigation
- personnel matters
- information about suppliers provided for evaluation which might be useful to competitors
- sources of complaints about a variety of matters where the identity of the complainant is given in confidence
- items under negotiation
- information supplied in support of license applications, etc., where such information is not part of the public documentation
- schedule of prices in contract tenders
- personal opinions regarding the Committee's policies, regulations and programs should not be given to the public.

The preceding is not an exclusive list.

### 50. Media Relations

Only the Chair or the Project Manager or his/her designate should comment to the media on policy matters. This policy is not intended to restrict the ability of Members to express an opinion on non-Committee general interest matters, where the Member makes it clear that he/she is commenting as a private citizen and not in his capacity as a SPC Member.

### 51. Conflicts of Interest

- (a) A Member will be considered to have a conflict of interest where he or she or a member of his or her family (spouse, partner, children, parents, or siblings) has a direct or indirect financial interest in a matter, a contract or proposed contract with the SPC or its agent, the Lead SPA.
- (b) If a potential conflict exists because of a Member's personal or family interest in a property matter, a business dealing with the SPC, or similar circumstance, the Member must advise the SPC of the situation, either verbally or in writing, and this shall be reflected in the minutes. If it is not clear that a conflict exists, then the member should seek independent legal advice.
- (c) Where a Member declares a conflict, they must refrain from comment and withdraw from the room during the deliberations and voting on the matter.
- (d) Members should not engage in private employment or render services for any person or

corporation where such employment or services are considered a conflict of interest as defined by the Province of Ontario Conflict of Interest legislation. Where a Member is or becomes involved in such private employment and fails to declare a conflict of interest, the Member must resign from the Committee.

(e) The conflict of interest policies do not limit members from voting on issues which apply to all areas of the Source Protection Region or voting on matters which result in the issuing of a request for proposals.

## 52. Prohibited Activities

Members shall not:

- Use SPC property or its Agent's property for personal use.
- Misrepresent their role as a Member to a third party to further the Member's private interest.
- Hold oneself out as an official of the Government of Ontario or infer to a third party that the Member has the capacity to deliver a favourable decision from the government.
- Make representations to a third party that the Government of Ontario has endorsed the business activity that the Member is engaged in.
- Use the name of the Government of Ontario or the Ministry of the Environment, Conservation and Parks for personal purposes or to further the Member's private interest.
- Members shall not use their position or confidential information for private gain or in anyway that benefits the private interest of the Member or a third party.

Partaking in a prohibited activity will result in disciplinary action.

## 53. Confidentiality

All Members are required to refrain from the use or transmission of confidential or privileged information while working for the SPC. Committee members will continue be bound by FIPPA requirements after they are no longer on the Committee

## 54. Gifts and Benefits

(a) In order to preserve the image and integrity of the SPC, business gifts should be discouraged; however, the SPC recognizes that moderate hospitality is an accepted courtesy of a business relationship. Recipients should not allow themselves to reach a position whereby they might be or might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality. The frequency and scale of hospitality accepted should not be greater than the maximum daily meal allowance.

(b) The "gifts" policy does not apply to gifts received in connection with services to professional organizations or non-profit community groups.

## 55. Anti-Harassment Policy

Every Member of the Committee, the staff or consultants is entitled to work in an environment that is free from discrimination and/or harassment. The Chair will take prompt and appropriate action to prevent, discourage or respond to incidents of discrimination or harassment. Every Member, staff or consultant of the Committee will deal with their fellows in a fair and equitable manner free from discrimination and/or harassment.

Harassment may include, but is not limited to, the following:

(a) Sexual Harassment

- unwelcome remarks, jokes or innuendo regarding attire, sexual orientation or gender; practical jokes of a sexual nature, or causing embarrassment;
- leering (suggestive staring) or other gestures;
- unnecessary physical contact such as touching

- physical assault;

- demands for sexual favours

(b) Racial or Ethnic Harassment

- unwelcome remarks, jokes, innuendos or taunting about a person's racial or ethnic background, colour, place of birth, citizenship or ancestry;
- the displaying of derogatory or offensive racist pictures or material;
- refusing to converse or work with an Member or volunteer because of his or her racial or ethnic background;
- insulting gestures or practical jokes based on racial or ethnic grounds, which cause embarrassment or awkwardness;

(c) Other Harassment

- unwelcome remarks jokes, innuendo or taunting about a person's age, record of offenses, marital status, family status, handicap or creed.

(d) A Member or volunteer who feels they are being harassed at work should:

- i. make it clearly known to the offender that their conduct is unacceptable and should not be repeated; and/or
- ii. discuss the situation, in confidence, with the Chair or Project Manager;
- iii. keep a short written record of dates, incidents and names of witnesses, if any;
- iv. if necessary, prepare a written complaint.

(e) Investigation

Upon receipt of a verbal or written complaint, the Chair or Project Manager will conduct an investigation in confidence. If the investigation concludes that harassment has occurred, appropriate disciplinary action will be taken (this may include suspension or termination). If the investigation concludes that the complaint is unfounded the complaint and investigation file will

be destroyed. The Member or staff who issued the complaint will be informed of the results of the investigation and of any action taken.

56. Personal Conduct (which interferes with performance of duties)

(a) Members are expected to conduct themselves in an appropriate manner and any conduct that deliberately frustrates the work of the committee may result in termination of the members' appointment.

(b) A Member who has concerns about the conduct of another Member regarding compliance with the Code of Conduct or Conflict of Interest Policy should raise concerns with the Chair. The Chair will conduct an investigation following Section 55 (e) of this document.

(c) A Member who has concerns about the conduct of the Chair regarding compliance with the Code of Conduct or Conflict of Interest Policy should raise those concerns with the Minister.

(d) Pursuant to O. Reg. 288/07, s. 7(4) appointments are subject to the condition that members attend meetings and abide by the Code of Conduct and Conflict of Interest Policy. Failure to abide by these conditions is grounds for the removal of the member from the Committee. The process for a Member's removal from office is defined in Section 22 of *O. Reg 288/07*.

## CODE OF CONDUCT

SPC members and staff of the project will conduct themselves in a manner that:

- Supports the objectives of the Committee
- Brings credibility and goodwill to the Committee.
- Respects fair play and due process
- Demonstrates respect for individuals in all manifestations of their cultural diversity and life circumstances
- Respects and gives fair consideration to diverse and opposing viewpoints
- Demonstrates due diligence and dedication in preparation for an attendance at meetings, special events and in all other activities on behalf of the Committee

- Demonstrates good faith, prudent judgement, honesty, transparency and openness in their activities on behalf of the Committee
- Avoids real or perceived conflicts of interest
- Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of Committee business



**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, a Member of the Source Protection Committee for the Ausable Bayfield Maitland Valley Source Protection Region, hereby acknowledge that I have reviewed the Governing Rules of Procedure, Code of Conduct and Conflict of Interest Policy for Members of the Source Protection Committee dated \_\_\_\_\_ and further acknowledge that I understand that it is a condition of my appointment to the Source Protection Committee that I will comply with Governance Document and, in particular, the Code of Conduct and Conflict of Interest policy.

Date \_\_\_\_\_

Signature

\_\_\_\_\_  
Name Witness

## APPENDIX 1: AMENDMENTS to SPC RULES OF PROCEDURE

**Amendment # 1**

MOTION # SPC: 2008-01-03

Moved by Marilyn Miltenburg

Seconded by Rowena Wallace

*That the SPC Procedural Manual be amended to change the title of Vice-Chair to Acting Chair.*

Carried by Consensus.

**Amendment # 2**

MOTION #SPC: 2019-11-03

Moved by Allan Rothwell

Seconded by Ian Brebner

**“That the draft Governing Rules of Procedures, Code of Conduct and Conflict of Interest document be accepted as presented.”**

Carried by Consensus.

Summary of Amendment # 2 on November 22, 2019:

The amendment was triggered by a change in the Committee size from 15 to 12 members. References to ‘15’ members were removed. Regulation 288/07 allows for a Committee size of 6, 9, 12 or 15 voting members plus a Chair. Membership must remain evenly allocated between municipal, economic and general public sectors (ie 1/3 each).

General updates include the following:

- Meeting practices were updated to reflect reduced meeting frequency
- Add reference to Regulation 310/15, which amended Regulation 288/07 - Source Protection Committee. The Regulation sets out the size, composition and terms of appointment of the Committee
- Clarify election appointment process
- Add attendance by teleconference
- Remove fiscal references where no longer relevant
- Project Manager is the same role as Program Supervisor

Changes in SPC Size and Composition	
2007 to 2019: 15 members; 5 per sector	2019 +: 12 members plus Chair; 4 per Sector

1/3 Municipal: East, Central, West, South, North (5)	Combine South and West Group; creates 4 municipal groups
1/3 Economic : Industry - 1; Commercial – 1; <b>Agriculture - 3</b>	Reduce to: Industry -1;Commercial-1; <b>Agriculture -2</b>
1/3 Other : Environment – 2; Landowners – 1; <b>Public-at-large- 2</b>	Reduce to: Environment-2; Land owner-1; <b>Public-at-large-1</b>

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### **Amendment # 3**

MOTION #SPC: 2020-05-03

Moved by David Blaney

Seconded by Jennette Walker

**“That the amendment to allow for electronic Source Protection Committee meetings in emergencies be added to Governing Rules of Procedures, Code of Conduct and Conflict of Interest document.”**

Carried by Consensus.

The following text was added to Section 14 of this document:

#### ***Electronic participation, emergencies***

*During any period where an emergency has been declared to exist by the Province or by municipalities (in all or part of an area over which a source protection authority has jurisdiction) that may prevent members of the SPC from meeting in person:*

- a. The chair, members, liaisons of the SPC, and SPA staff shall participate in meetings electronically, which shall include the ability of members participating electronically to register votes.*
- b. Any member of the SPC who is participating electronically in a meeting shall be counted in determining whether or not a quorum of members is present at any point in time during the meeting.*
- c. Any member of the SPC who participates in a meeting electronically is eligible to receive a meeting per diem. Mileage will not be paid in instances of electronic meetings.*

#### ***Meetings open to the public***

- a. The SPC shall ensure an alternative means to allow the public to participate in the SPC meetings electronically.*
- b. The SPC shall ensure that the electronic meeting information is publicly available on a website prior to the meeting date.*



## APPENDIX 2: O. Reg. 288/07

**Clean Water Act, 2006**  
**Loi de 2006 sur l'eau saine**  
**ONTARIO REGULATION 288/07**

**SOURCE PROTECTION COMMITTEES**

**Consolidation Period:** From October 16, 2015 to the [e-Laws currency date](#).

Last amendment: 310/15.

Legislative History: 284/10, 310/15.

*This Regulation is made in English only.*

NUMBER AND APPOINTMENT OF MEMBERS

**Number of members**

1. (1) Subject to subsection (3), the source protection committee for a source protection area or source protection region listed in Column 1 of the Table to this section shall be composed of the chair of the committee and,

- (a) before Ontario Regulation 310/15 comes into force, the maximum number of members set out opposite the source protection area or source protection region in Column 2 of the Table;
- (b) on or after the day Ontario Regulation 310/15 comes into force and subject to subsection (5), if a source protection authority satisfies the requirements set out in subsection (7) to reduce the number of members in a source protection committee, no fewer than the minimum number of members set out opposite the source protection area or source protection region in Column 3 of the Table; or
- (c) on or after the day Ontario Regulation 310/15 comes into force and subject to subsection (6), if a source protection authority has reduced the number of members in a source protection committee under clause (b) and satisfies the requirements set out in subsection (7) to increase the number of members in the source protection committee, no more than the maximum number of members set out opposite the source protection area or source protection region in Column 2 of the Table. O. Reg. 310/15, s. 1 (1).

(2) REVOKED: O. Reg. 310/15, s. 1 (1).

(3) The number of members of the committee is increased by the number of members appointed under section 6. O. Reg. 288/07, s. 1 (3).

(4) Despite clauses (1) (b) and (c), the composition of the source protection committee must continue to meet the requirements set out in paragraphs 1, 2 and 3 of section 2. O. Reg. 310/15, s. 1 (2).

(5) For the purposes of clause (1) (b), the number of members in a source protection committee shall be reduced in accordance with the following rules:

- 1. If the maximum number of members set out in Column 2 of the Table to this section with respect to the source protection committee is 21 members, the committee may be reduced in size to 18, 15, 12 or 9 members.
- 2. If the maximum number of members set out in Column 2 of the Table to this section with respect to the source protection committee is 15 members, the committee may be reduced in size to 12, 9 or 6 members.
- 3. If the maximum number of members set out in Column 2 of the Table to this section with respect to the source protection committee is 9 members, the committee may be reduced in size to 6 members. O. Reg. 310/15, s. 1 (2).

(6) For the purposes of clause (1) (c), the number of members in a source protection committee shall be increased in accordance with the following rules:

- 1. If the minimum number of members set out in Column 3 of the Table to this section with respect to the source protection committee is 6 members and the maximum number of members set out in Column 2 of the Table with respect to the committee is 9 members, the committee may be increased in size to 9 members.

2. If the minimum number of members set out in Column 3 of the Table to this section with respect to the source protection committee is 6 members and the maximum number of members set out in Column 2 of the Table with respect to the committee is 15 members, the committee may be increased in size to 9 or 12 or 15 members.
3. If the minimum number of members set out in Column 3 of the Table to this section with respect to the source protection committee is 9 members and the maximum number of members set out opposite in Column 2 of the Table with respect to the committee is 21 members, the committee may be increased in size to 12, 15, 18 or 21 members. O. Reg. 310/15, s. 1 (2).

(7) The requirements referred to in clauses (1) (b) and (c) to reduce or increase the number of members in a source protection committee are the following:

1. The source protection authority must consult with the chair of the source protection committee about the authority's intention to pass a resolution described in paragraph 3 before passing such a resolution.
2. In the case of a source protection committee established for a source protection region, the lead source protection authority must consult with every other source protection authority in the source protection region before passing a resolution described in paragraph 3.
3. The source protection authority must pass a resolution to reduce or increase the number of members of the source protection committee. O. Reg. 310/15, s. 1 (2).

TABLE  
NUMBER OF MEMBERS

Item	Column 1 Source Protection Area or Source Protection Region	Column 2 Maximum number of members	Column 3 Minimum number of members
1.	<b>Ausable Bayfield Maitland Valley Source Protection Region</b>	15	6
2.	Cataraqui Source Protection Area	15	6
3.	CTC Source Protection Region	21	9
4.	Essex Region Source Protection Area	15	6
5.	Halton-Hamilton Source Protection Region	15	6
6.	Lake Erie Source Protection Region	21	9
7.	Lakehead Source Protection Area	9	6
8.	Mattagami Region Source Protection Area	9	6
9.	Mississippi-Rideau Source Protection Region	15	6
10.	Niagara Peninsula Source Protection Area	9	6
11.	Sudbury Source Protection Area	9	6
12.	North Bay-Mattawa Source Protection Area	9	6
13.	Quinte Conservation Source Protection Area	15	6
14.	Raisin-South Nation Source Protection Region	15	6
15.	Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region	15	6
16.	Sault Ste. Marie Region Source Protection Area	9	6
17.	South Georgian Bay-Lake Simcoe Source Protection Region	21	9
18.	Thames-Sydenham and Region Source Protection Region	21	9
19.	Trent Conservation Coalition Source Protection Region	21	9

O. Reg. 310/15, s. 1 (3).

### Appointment of members

2. Subject to subsection 7 (4) of the Act, the members of a source protection committee shall be appointed by the source protection authority that establishes the committee in accordance with the following rules:

1. One-third of the members to be appointed by the source protection authority, not counting any members appointed pursuant to section 6, must be persons appointed to reflect the interests of the municipalities that are located, in whole or in part, in the source protection area or source protection region.
2. One-third of the members to be appointed by the source protection authority, not counting any members appointed pursuant to section 6, must be persons appointed to reflect the interests of the agricultural, commercial or industrial sectors of the source protection area's or source protection region's economy, including small business interests.
3. One-third of the members to be appointed by the source protection authority, not counting any members appointed pursuant to section 6, must be persons appointed to reflect interests other than the interests referred to

in paragraphs 1 and 2, including, in particular, environmental, health and other interests of the general public. O. Reg. 288/07, s. 2.

**Appointment process, par. 1 of s. 2**

**3.** (1) Each source protection authority that is required by section 7 of the Act to establish a source protection committee shall, for the purpose of appointing members to the committee pursuant to paragraph 1 of section 2,

- (a) divide the municipalities that are located, in whole or in part, in the source protection area or source protection region into one or more groups, as determined by the source protection authority; and
- (b) assign, to each of the groups established under clause (a), a number of members of the source protection committee determined by the source protection authority, so that the total number of members assigned to all of the groups is equal to the number of members to be appointed pursuant to paragraph 1 of section 2. O. Reg. 288/07, s. 3 (1).

(2) The source protection authority shall consult with all of the municipalities that are located, in whole or in part, in the source protection area or source protection region before establishing groups under clause (1) (a) and assigning numbers of members under clause (1) (b). O. Reg. 288/07, s. 3 (2).

(3) For each group established under clause (1) (a), the source protection authority shall appoint the number of members of the source protection committee that are assigned to the group under clause (1) (b) from a list of persons that is submitted jointly by the councils of the municipalities that are in the group. O. Reg. 288/07, s. 3 (3).

(4) The source protection authority shall, not later than September 3, 2007, give a notice described in subsection (5) to the clerk of each municipality that is located, in whole or in part, in the source protection area or source protection region. O. Reg. 288/07, s. 3 (4).

(5) The notice that is given under subsection (4) must contain the following information:

- 1. A summary of the functions of the source protection committee that is to be established by the source protection authority.
- 2. A summary of the obligations of a member of the source protection committee.
- 3. The number of persons to be appointed to the source protection committee pursuant to paragraph 1 of section 2.
- 4. A list of the groups established under clause (1) (a), showing the municipalities that are in each group and the number of members of the source protection committee that are assigned to each group under clause (1) (b).
- 5. The date by which the councils of the municipalities in each group established under clause (1) (a) must jointly submit a list of persons to the source protection authority for the purpose of subsection (3). O. Reg. 288/07, s. 3 (5).

(6) The date set out in a notice under paragraph 5 of subsection (5) shall not be earlier than two months after the notice is given to the clerks of the municipalities. O. Reg. 288/07, s. 3 (6).

(7) Despite subsection (3),

- (a) if the councils of the municipalities that are in a group established under clause (1) (a) do not jointly submit a list for the purpose of subsection (3) by the date specified under paragraph 5 of subsection (5), the source protection authority may select all of the persons to be appointed for the group pursuant to subsection (3) without the list; and
- (b) if the councils of the municipalities that are in a group established under clause (1) (a) jointly submit a list for the purpose of subsection (3) by the date specified under paragraph 5 of subsection (5), but the list contains the names of fewer persons than the number of members assigned to the group under clause (1) (b), the source protection authority may select the other persons to be appointed for the group pursuant to subsection (3). O. Reg. 288/07, s. 3 (7).

(8) To the extent that the source protection authority has any ability to select persons to be appointed pursuant to subsection (3) to the source protection committee for a group established under clause (1) (a), the authority shall attempt to appoint persons who, as a group, are representative of the interests of all of the municipalities that are in the group. O. Reg. 288/07, s. 3 (8).

**Appointment process, pars. 2 and 3 of s. 2**

**4.** (1) Each source protection authority shall, before appointing a member to the committee under paragraphs 2 and 3 of section 2, publish a notice described in subsection (2) on the Internet. O. Reg. 310/15, s. 2 (1).

(2) A notice referred to in subsection (1) that is published on the Internet must contain the following information:

- 1. A summary of the functions of the source protection committee established by the source protection authority.
- 2. A summary of the obligations of a member of the source protection committee.

3. A description of the information that must be submitted to the source protection authority by applicants for appointments pursuant to paragraphs 2 and 3 of section 2.
4. The date by which applications for appointments pursuant to paragraphs 2 and 3 of section 2 must be submitted to the source protection authority.
5. The address of the Internet website where the notice is published.
6. The name, address and telephone number of a person who may be contacted for further information and to whom applications must be submitted. O. Reg. 310/15, s. 2 (1).

(3) In addition to publishing the notice required by subsection (1), if the source protection authority is of the opinion that it is necessary in the circumstances to notify the public of the vacancy on the source protection committee by publishing a notice in a newspaper, the source protection authority shall publish a notice in one or more newspapers that, in the opinion of the source protection authority, are of sufficient circulation to bring the notice to the attention of the public in all or in part of the source protection area or source protection region. O. Reg. 310/15, s. 2 (1).

(4) The date referred to in paragraph 4 of subsection (2) that is set out in a notice published on the Internet under subsection (1) shall be,

- (a) if notice is only published on the Internet under subsection (1), not earlier than one month after the notice is first published on the Internet; or
- (b) if notice is also published in a newspaper under subsection (3), not earlier than one month after the notice is first published in a newspaper. O. Reg. 310/15, s. 2 (1).

(5) The source protection authority shall make a copy of the notice published under clause (1) (a) available for inspection by the public at one or more locations that, in the opinion of the source protection authority, are sufficiently accessible to give the public in the source protection area or source protection region a reasonable opportunity to inspect the notice. O. Reg. 288/07, s. 4 (5).

(6) In addition to publishing the notice required by subsection (1), the source protection authority may solicit applications for appointments pursuant to paragraphs 2 and 3 of section 2 in any other manner that the authority considers appropriate. O. Reg. 288/07, s. 4 (6); O. Reg. 310/15, s. 2 (2).

(7, 8) REVOKED: O. Reg. 310/15, s. 2 (3).

(9) In considering applications for appointments pursuant to paragraph 2 of section 2, the source protection authority shall attempt to appoint persons who,

- (a) are engaged in agricultural, commercial or industrial activities that have or will have an impact on existing or future sources of drinking water or that are significantly dependant on existing or future sources of drinking water; and
- (b) as a group, are representative of the agricultural, commercial and industrial sectors of the source protection area's or source protection region's economy. O. Reg. 288/07, s. 4 (9).

(10) In considering applications for appointments pursuant to paragraph 3 of section 2, the source protection authority shall attempt to appoint persons who,

- (a) have demonstrated an interest in the protection of drinking water sources; and
- (b) as a group, are representative of interests other than the interests referred to in paragraphs 1 and 2 of section 2, including, in particular, interests of the general public. O. Reg. 288/07, s. 4 (10).

5. REVOKED: O. Reg. 310/15, s. 3.

#### **Appointment of members selected by band councils**

6. (1) In this section, "band", "council of the band" and "reserve" have the same meanings as in the *Indian Act* (Canada). O. Reg. 288/07, s. 6 (1).

(2) If a source protection area or source protection region includes any part of a band's reserve, the source protection authority that is required by section 7 of the Act to establish a source protection committee for the area or region shall, not later than August 3, 2007 and before it establishes the committee, give the chief of the band a notice that,

- (a) contains a summary of the functions of the source protection committee that is to be established by the source protection authority;
- (b) contains a summary of the obligations of a member of the source protection committee;
- (c) contains a list of the chiefs to whom the notice is being given; and
- (d) advises the chiefs to whom the notice is being given of the opportunity for the councils of the bands to jointly select,
  - (i) one person to be appointed as a member of the source protection committee if, without regard to subsection 1 (3), under subsection 1 (1) the source protection committee has 6 or 9 members,



- (ii) two persons to be appointed as members of the source protection committee if, without regard to subsection 1 (3), under subsection 1 (1) the source protection committee has 12 or 15 members, or
- (iii) three persons to be appointed as members of the source protection committee if, without regard to subsection 1 (3), under subsection 1 (1) the source protection committee has 18 or 21 members. O. Reg. 288/07, s. 6 (2); O. Reg. 310/15, s. 4 (1).

(3) If the councils of the bands jointly provide the source protection authority with the name of a person to be appointed as a member of the source protection committee in accordance with clause (2) (d) and the length of the term of the appointment, the authority shall appoint the person as a member, in addition to the number of members referred to in subsection 1 (1). O. Reg. 288/07, s. 6 (3); O. Reg. 310/15, s. 4 (2).

### Conditions of appointment

7. (1) A source protection authority shall not appoint a person as a member of the source protection committee unless the person resides in, owns or rents land in, is employed in, operates a business in, or is employed by a municipality that is located, in whole or in part, in the source protection area or source protection region, and every appointment made to the committee by the source protection authority is subject to the condition that the appointee must reside in, own or rent land in, be employed in, operate a business in, or be employed by a municipality that is located, in whole or in part, in the source protection area or source protection region. O. Reg. 288/07, s. 7 (1).

(2) If a consultant is retained by a person who resides in, owns or rents land in, is employed in or operates a business in the source protection area or source protection region, the consultant is not, by reason of the retainer, a person who is employed in or operates a business in the source protection area or source protection region for the purposes of subsection (1). O. Reg. 288/07, s. 7 (2).

(3) A source protection authority shall not appoint a person as a member of the source protection committee if the person is a member or employee of a conservation authority whose area of jurisdiction under the *Conservation Authorities Act* includes any part of the source protection area or source protection region, and every appointment made to the committee by the source protection authority is subject to the condition that the appointee must not be a member or employee of a conservation authority whose area of jurisdiction under the *Conservation Authorities Act* includes any part of the source protection area or source protection region. O. Reg. 288/07, s. 7 (3).

(4) Every appointment made to a source protection committee is subject to the following conditions:

1. The appointee must regularly attend meetings of the source protection committee.
2. The appointee must comply with the source protection committee's code of conduct and conflict of interest policy. O. Reg. 288/07, s. 7 (4).

### Term of appointment

8. (1) The term of the appointment of a member of a source protection committee who was appointed by a source protection authority on or before the day Ontario Regulation 310/15 came into force for a term governed by subsection 8 (1) or (3), as it read immediately before that day, expires in accordance with the following rules:

1. In the case of a source protection committee established for a source protection area, the term must expire before January 1 of the calendar year in which the third annual progress report required by section 46 of the Act is required to be submitted.
2. In the case of a source protection committee established for a source protection region, if the third annual progress reports required by section 46 of the Act with respect to the source protection areas in the source protection region are required to be submitted in the same calendar year, the term must expire before January 1 in that calendar year.
3. In the case of a source protection committee established for a source protection region, if the third annual progress reports required by section 46 of the Act with respect to the source protection areas in the source protection region are required to be submitted in different calendar years, the term must expire before January 1 in the last calendar year in which the final report is required to be submitted. O. Reg. 310/15, s. 5.

(2) A source protection authority that appoints a person as a member of a source protection committee on or after the day Ontario Regulation 310/15 comes into force may appoint the member for a term of not less than six months and not more than five years. O. Reg. 310/15, s. 5.

(3) Despite subsections (1) and (2), the composition of the source protection committee must continue to meet the requirements set out in paragraphs 1, 2 and 3 of section 2. O. Reg. 310/15, s. 5.

(4) Despite subsections (1) and (2), the term of the appointment of a member of a source protection committee who is appointed pursuant to section 6 is the term provided under subsection 6 (3). O. Reg. 310/15, s. 5.

### Vacancies

9. (1) Subject to subsection (1.1), if a vacancy occurs among the members of the source protection committee who are appointed by a source protection authority, the authority shall appoint a new member to fill the vacancy. O. Reg. 288/07, s. 9 (1); O. Reg. 310/15, s. 6 (1).

(1.1) If a vacancy arises as a result of the expiration of a member's term of office due to the operation of subsection 8 (3), as it read immediately before the day Ontario Regulation 310/15 came into force, the authority may appoint a new member to fill the vacancy or reappoint the same member as long as the term of the appointment or reappointment expires in accordance with the rules set out in subsection 8 (1). O. Reg. 310/15, s. 6 (2).

(2) If a vacancy occurs among the members of a source protection committee who are appointed by a source protection authority, sections 2 to 7 apply, with necessary modifications, to the appointment of a person to fill the vacancy. O. Reg. 288/07, s. 9 (2).

(3) Subsection (2) does not apply to,

- (a) a vacancy that arises as a result of the removal of a member from office under subsection 22 (6); or
- (b) a vacancy described in subsection (1.1) that is filled by the reappointment of a member under that subsection. O. Reg. 310/15, s. 6 (3).

(4) REVOKED: O. Reg. 310/15, s. 6 (3).

(5) Subject to subsection (6), if subsection (2) applies to a vacancy with respect to a member appointed pursuant to section 2, the source protection authority may, despite sections 3, 4, 5 and 8, appoint a person to fill the vacancy on an interim basis until the vacancy is filled in accordance with subsection (2). O. Reg. 288/07, s. 9 (5).

(6) Subsections 3 (8) and 4 (9) and (10) apply, with necessary modifications, to an appointment under subsection (5). O. Reg. 288/07, s. 9 (6).

#### List of appointments

10. Every source protection authority that establishes a source protection committee shall publish notice of every appointment to the committee on the Internet and shall maintain an up-to-date list of the members of the committee on the Internet, including a brief biography of each member. O. Reg. 288/07, s. 10.

#### Exemptions

11. On application, the Minister may grant an exemption from any provision in section 3, 4, 5, 7, 8 or 9, subject to such conditions and restrictions as the Minister may impose. O. Reg. 288/07, s. 11.

### OPERATION

#### Chair

12. (1) The chair of a source protection committee shall preside at all meetings of the committee. O. Reg. 288/07, s. 12 (1).

(2) If the chair is absent or unable to act or the office of the chair is vacant, the remaining members shall appoint an acting chair from among themselves, and the acting chair has all the powers and shall perform all the duties of the chair. O. Reg. 288/07, s. 12 (2).

#### Quorum

13. (1) The quorum of a source protection committee is the chair or acting chair, plus at **least two-thirds** of the number of members of the committee that the source protection authority is authorized to appoint under section 2. O. Reg. 288/07, s. 13 (1); O. Reg. 310/15, s. 7.

(2) One or more vacancies in the membership of a source protection committee does not prevent the committee from conducting business as long as the number of members remaining in office is sufficient to maintain a quorum. O. Reg. 288/07, s. 13 (2).

#### Rules of procedure for committee business

14. (1) Within two months after a sufficient number of members to constitute a quorum are appointed to a source protection committee, the **committee shall prepare written rules of procedure** for conducting the business of the committee that are satisfactory to the source protection authority. O. Reg. 288/07, s. 14 (1).

(2) The committee shall ensure that the rules of procedure contain the following rules:

- 1. The business of the committee shall be carried out at meetings of the committee at which a quorum is present.
- 2. The committee shall attempt to make decisions by consensus among the members.
- 3. If the chair determines that reasonable efforts have been made to achieve consensus but the committee has been unable to make a decision by consensus, the decision may be made by a vote of two-thirds of the members present, not counting the chair.

4. The chair shall not vote. O. Reg. 288/07, s. 14 (2).
- (3) The committee shall publish its rules of procedure on the Internet. O. Reg. 288/07, s. 14 (3).
- (4) The committee shall conduct its business in accordance with its rules of procedure. O. Reg. 288/07, s. 14 (4).

**Code of conduct and conflict of interest policy**

**15.** (1) Within two months after a sufficient number of members to constitute a quorum are appointed to a source protection committee, a source protection committee shall prepare a written code of conduct and conflict of interest policy for members of the committee that are satisfactory to the source protection authority. O. Reg. 288/07, s. 15 (1).

(2) The committee shall publish its code of conduct and conflict of interest policy on the Internet. O. Reg. 288/07, s. 15 (2).

(3) The members of the committee shall comply with the code of conduct and conflict of interest policy. O. Reg. 288/07, s. 15 (3).

**Meetings**

**16.** The source protection committee shall give notice of committee meetings to the public by publishing the current meeting schedule on the Internet and in such other manner as may be determined by the committee. O. Reg. 310/15, s. 8.

**Proxies**

**17.** A member of a source protection committee who is appointed by a source protection authority may participate in meetings of the committee by proxy and, for that purpose, a reference to a member in the provisions of this Regulation that relate to meetings includes the proxy. O. Reg. 288/07, s. 17.

**Meetings open to the public**

**18.** (1) All meetings of a source protection committee shall be open to the public. O. Reg. 288/07, s. 18 (1).

(2) Despite subsection (1), the committee may close a meeting or part of a meeting to the public if the subject matter to be discussed is a personal or financial matter about an identifiable individual. O. Reg. 288/07, s. 18 (2).

(3) The committee shall not close a meeting or part of a meeting to the public under subsection (2) unless it has passed a resolution that,

- (a) states that the meeting or part of the meeting is closed to the public; and
- (b) states the general nature of the subject matter to be discussed in the absence of the public. O. Reg. 288/07, s. 18 (3).

**Liaison**

**19.** The following persons may attend and participate in discussions at meetings of a source protection committee, including any meeting or part of a meeting that is closed to the public:

1. A person designated by the source protection authority as a representative of the authority.
2. A person designated by the Minister as a representative of the Ministry.
3. A representative of the medical officers of health for the health units in which any part of the source protection area or source protection region is located. O. Reg. 288/07, s. 19; O. Reg. 310/15, s. 9.

**Minutes of meetings**

**20.** A source protection committee shall keep minutes of its meetings and shall publish the minutes on the Internet. O. Reg. 288/07, s. 20.

**21.** REVOKED: O. Reg. 310/15, s. 10.

**Removal from office**

**22.** (1) A source protection authority that has established a source protection committee may, on its own initiative or on the request of the chair of the committee, remove from office a member of the committee who was appointed by the authority if the authority is of the opinion that the member has failed to comply with a condition of the appointment referred to in section 7. O. Reg. 288/07, s. 22 (1).

(2) If the source protection authority proposes, on its own initiative, to remove a member of a source protection committee from office, it shall give the member a written statement of the reasons for the proposed removal. O. Reg. 288/07, s. 22 (2).

(3) If the chair of the source protection committee requests the removal from office of a member of the committee,

- (a) the request shall be made in writing and shall include a written statement of the reasons for the request; and

- (b) if the source protection authority proposes, on the request of the chair, to remove the member from office, it shall give the member a copy of the chair's request. O. Reg. 288/07, s. 22 (3).
- (4) The source protection authority shall provide the member and the chair of the source protection committee with an opportunity to make submissions to the authority before it makes a decision on whether or not to remove the member from office under subsection (1). O. Reg. 288/07, s. 22 (4).
- (5) The source protection authority shall give written notice of its decision on whether or not to remove a member from office under subsection (1) to the member and to the chair of the source protection committee, together with the authority's reasons. O. Reg. 288/07, s. 22 (5).
- (6) A source protection authority shall, as soon as reasonably possible, remove from office a member of the committee who was appointed by the authority pursuant to paragraph 1 of section 2 if,
  - (a) the member was appointed from a list of persons that was submitted jointly by the councils of the municipalities that are in a group established under clause 3 (1) (a);
  - (b) the removal of the member from office is jointly requested by the councils of the municipalities referred to in clause (a); and
  - (c) the councils of the municipalities referred to in clause (a) jointly submit the name of a person to be appointed to fill the vacancy created by the removal of the member. O. Reg. 288/07, s. 22 (6).
- (7) If a member is removed from office under subsection (6), the source protection authority shall, pursuant to paragraph 1 of section 2 and as soon as reasonably possible, appoint the person whose name was submitted under clause (6) (c) as a member of the source protection committee. O. Reg. 288/07, s. 22 (7).

**Transition**

- 23.** (1) The source protection committee established for the Quinte Source Protection Region under clause 7 (6) (b) of the Act is continued as the source protection committee for the Quinte Conservation Source Protection Area. O. Reg. 284/10, s. 2.
- (2) For the purposes of section 7 of the Act and for the purposes of this Regulation, the Quinte Conservation Authority is deemed to have established the source protection committee described in subsection (1) and appointed the members of the committee. O. Reg. 284/10, s. 2.