

**LONG POINT REGION SOURCE PROTECTION AUTHORITY MEETING**

**WEDNESDAY, DECEMBER 2<sup>ND</sup>, 2020 @ 6:15 PM**

**LPRCA TILLSONBURG ADMINISTRATION OFFICE BOARDROOM**

**AGENDA**

Agenda Page

1. Welcome and Call to Order
2. Additional Agenda Items
3. Disclosures of Conflicts of Interest
4. Approval of Minutes:
  - a) Long Point Region Source Protection Authority Meeting-  
June 3<sup>rd</sup>, 2020 Pg 1-3
5. Business Arising: none
6. Correspondence: none
7. New Business:
  - a) Source Protection Committee Amended Rules of Procedure  
(C. Jacques) Pg 4-6
8. Adjournment

PLEASE CALL 519-842-4242 OR 1-888-231-5408 IF YOU CANNOT ATTEND

**LONG POINT REGION SOURCE PROTECTION AUTHORITY**  
**Virtual Meeting Minutes of June 3, 2020**

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Members in attendance: Dave Beres, Robert Chambers, Michael Columbus, Valerie Donnell, Roger Geysens, Tom Masschaele, Stewart Patterson, John Scholten and Peter Ypma

Staff in attendance: Judy Maxwell, Lorrie Minshall, Craig Jacques, Zachary Cox and Dana McLachlan

Regrets: Kristal Chopp and Ken Hewitt

\* P. Ypma joined at 6:15pm

1. The meeting was called to order at 6:00pm.
2. Additional Agenda Items: none
3. Disclosures of Conflicts of Interest: none
4. Approval of Minutes:

No questions or comments.

**SPA- 4/20**

moved: J. Scholten

seconded: V. Donnell

*THAT the minutes of the Long Point Region Source Protection Authority held January 8, 2020 be adopted as circulated.*

**CARRIED**

5. Business Arising: none
6. Correspondence:
  - a) Lake Erie Region Source Protection Committee re: Submission of Source Protection Plans Annual Progress Reports (Attachments referred to in this correspondence are included with the report at agenda item 7.a))
  - b) Minister of the Environment, Conservation and Parks re: Approval of Amended Assessment Report and Source Protection Plan for the Long Point Region Source Protection Area

No discussion.

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**SOURCE PROTECTION AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell,  
Roger Geysens, Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Peter Ypma

**SPA- 5/20**

moved: R. Chambers  
seconded: S. Patterson

*THAT the correspondence outlined in the Source Protection Authority Agenda of June 3, 2020 be received as information.*

**CARRIED**

7. New Business

- a) Submission of the 2019 Long Point Region Annual Progress Report and Supplemental Form

Staff provided a report for the 2<sup>nd</sup> annual Long Point Region Source Plan summarizing the implementation activities for municipal drinking water supplies covered within the plan for the period of January 1 through December 31, 2019.

As noted in the correspondence, the Committee's efforts for completing the plan objectives is progressing well.

The Committee noted that the overall progress had improved over the previous year due to the approval of the revised Source Protection Plan in March 2019 which included updated technical work and mapping. The reporting process was smoother this year, as well, and will improve as reporting tools improve and staff become more familiar with the processes.

The Committee did not have any additional comments to include with this submission.

**SPA-6/20**

moved: D. Beres  
seconded: V. Donnell

*THAT the Long Point Region Source Protection Authority is satisfied that the 2019 Long Point Region Annual Progress Report and Supplemental Form meets the requirements of S.46 of the Clean Water Act, 2006 and any Director's instructions established under O. Reg. 287/07 S.52.;*

*AND THAT Lake Erie Region staff be directed to submit the 2019 Long Point Region Annual Progress Report and Supplemental Form to the Director of the Source Protection Programs Branch, Ministry of the Environment, Conservation and Parks along with any Source Protection Committee comments, in accordance with S.46 of the Clean Water Act, 2006 and any Director's instructions established under O. Reg. 287/07 S.52.*

**CARRIED**

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**SOURCE PROTECTION AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell,  
Roger Geysens, Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Peter Ypma

b) Source Protection Committee Amended Rules of Procedure

Due to the pandemic, the Lake Erie Region Source Protection Committee was required to update their rules of procedure to allow for meetings to be held remotely. It was recommended that the four Source Protection Authorities within the Lake Erie Region approve the amendment. Kettle Creek & Grand River Conservation Authorities have recently approved the updated rules of procedure.

**SPA- 7/20**

moved: P. Ypma

seconded: T. Masschaele

*THAT the Long Point Region Source Protection Authority approves the proposed amendments to the Lake Erie Region Source Protection Committee's Rules of Procedure.*

**CARRIED**

The meeting was adjourned at 6:20pm.

Michael Columbus  
Chair

Dana McLachlan  
Administrative Assistant

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**SOURCE PROTECTION AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell,  
Roger Geysens, Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Peter Ypma

# LONG POINT REGION SOURCE PROTECTION AUTHORITY

**Date:** November 23, 2020

**File:** 3.9.9

**To:** Chair and Members  
LPRSPA

**From:** General Manager/Secretary-Treasurer, LPRCA

**Re:** **Source Protection Committee Amended Rules of Procedure**

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## **Recommendation**

**THAT the Long Point Region Source Protection Authority approves the proposed amendments to the Lake Erie Region Source Protection Committee's Rules of Procedure.**

## **Strategic plan**

Goal #2 – Deliver exceptional services and experiences

Goal #4 – Organizational excellence

## **Report**

In April 2020, the Lake Erie Region Source Protection Committee (SPC) endorsed an amendment to the SPC Rules of Procedure to allow electronic participation during any period where an emergency has been declared to exist, in all or part of an area over which the SPC has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the members from meeting in person.

The Rules of Procedure were updated at that time to allow SPC members to participate in electronic meetings, including to be counted towards quorum, vote, and participate in meetings closed to the public. Additional changes included ensuring that electronic meetings are open to the public, including allowing registered delegations as permitted under the Rules of Procedure. These amended procedures were approved by the four Lake Erie Region Source Protection Authorities earlier this year, including the Long Point Region Source Protection Authority on June 3<sup>rd</sup>. Three electronic SPC meetings have been held successfully this year.

The regular venue for in-person SPC meetings is the Grand River Conservation Authority (GRCA). At this point, GRCA remains unable to host in-person meetings of the SPC with all members present, while maintaining physical distancing. The current meeting room setup at GRCA would have to be modified

and additional equipment procured. A hybrid model of some SPC members attending in person and others attending electronically requires further consideration by GRCA.

On October 1, 2020, the SPC passed the following resolution intended to allow for SPC meetings to be held electronically even after declared emergencies have concluded in all areas of the Lake Erie Region:

*THAT the Lake Erie Region Source Protection Committee endorses the proposed amendments to the Committee's Rules of Procedure, as outlined in report SPC-20-10-02.*

GRCA staff continue to explore options for holding meetings in person and hybrid participation meetings and what changes would be required to ensure member and staff safety.

The Committee proposes to amend the SPC Rules of Procedure by adding item 20 to the "Calling of Meetings" section.

*20. Notwithstanding the posted meeting schedule, if a storm or like occurrence will prevent the members from attending a meeting, the scheduled meeting may be postponed or held electronically, provided quorum and public participation can be met. Postponement shall not be for any longer than the next scheduled meeting date.*

A new section entitled "Electronic Meetings and Participation" along with items 26 and 27 shown below is also proposed.

*26. Electronic meetings are permitted and must follow/accommodate all Meeting Procedures identified in these Rules of Procedure.*

*27. A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time. Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to participate in the meeting electronically.*

The document will be renumbered to include the additions.

The third item under the section entitled "Special Meetings" will be amended as shown below.

*~~27.~~ 30. Members of the Committee can participate electronically in any special meeting that occurs ~~during an emergency~~. A member of the Committee that is participating electronically in a special*

*meeting will be counted in determining whether a quorum of members is present at any time during the meeting.*

Approval of the amendments to the SPC's Rules of Procedures are required by each of the four Source Protection Authorities in the Lake Erie Source Protection Region.

**Budget implication**

Staff time to date implementing the source water protection program, has been fully funded by the Ontario government.

Prepared by:



Craig Jacques, BSc  
Water Resources Specialist

Approved and submitted by:



Judy Maxwell, CPA, CGA  
General Manager