

APPLICATION TO BE A MEMBER OF THE NORTH BAY-MATTAWA SOURCE PROTECTION COMMITTEE



Please complete all areas of this application form to be considered for appointment as a Municipal Representative.

If you are interested in applying, contact the Clerk of a municipality located within the North Bay-Mattawa Source Protection Area (see map) and submit a completed application and resume to the Municipality. Municipalities must submit their selections for consideration, together with a copy of the completed application form and resume, to the North Bay-Mattawa Source Protection Authority by Monday, September 14, 2020. A letter from the municipality acknowledging its endorsement of the applicant is also required.

You may attach additional information if desired.

To be eligible for membership on the North Bay-Mattawa Source Protection Committee you must:

- reside in, own or rent property within the North Bay-Mattawa Source Protection Area; OR
- be employed or operate a business within the North Bay-Mattawa Source Protection Area; OR
- be employed by a municipality that is in the North Bay-Mattawa Source Protection Area; AND
- not be a member or employee of NBMCA

Name:

Full Address:

Telephone:

Fax:

Email:

Address of eligible place of employment/business/property owned or rented within the North Bay - Mattawa Source Protection Area if the address above is not within the SP area:

Letters of Endorsement: *All applicants are strongly encouraged to provide one or more letters of endorsement from organizations or individuals associated with the sector or area of interest to be represented.*

Name of Organization or Individual: _____

Name of Organization or Individual: _____

Name of Organization or Individual: _____

For additional information please CONTACT:
David Ellingwood, Supervisor, Source Water Protection
North Bay-Mattawa Conservation Authority
15 Janey Ave., North Bay ON P1C 1N1
705-474-5420 david.ellingwood@nbmca.ca

Knowledge and Expertise: *Attach additional information if desired*

Ability to consider and comprehend concepts, issues, policies, and scientific reports related to drinking water source protection.

Experience working on multi-sector committees: *Include committee's purpose/function and the outcome of the work of the committee; your role; and other members' roles and responsibilities.*

Experience working collaboratively on teams or in groups responsible for making decisions: *Describe your role and other members' roles and responsibilities; how difficult issues were managed; how decisions were made; how decisions were implemented - outcomes.*

Willingness and ability to carry out the work required as a member of the SPC

Able and willing to attend daytime meetings of the North Bay-Mattawa SPC and occasional evening and weekend meetings, public information sessions and forums: *Members will receive a per diem to attend meetings.*

Yes No

Commitment to Fulfill Responsibilities and Approval to Share This Information

By signing and dating this application, you are agreeing to undertake the roles and responsibilities of a member of the North Bay-Mattawa Source Protection Committee (SPC) if appointed, including but not limited to:

- regularly attending meetings of the North Bay-Mattawa SPC
- abiding by the Code of Conduct and Conflict of Interest policies as established by the SPC
- maintaining confidentiality of confidential and personal information brought before the North Bay- Mattawa SPC
- attending public information sessions and public consultation forums on North Bay-Mattawa SPC matters representing the interests of the specific sector you represent

I confirm that in making this application, that if appointed I would carry out the duties and responsibilities as a member of the North Bay-Mattawa SPC described above and will abide by the Code of Conduct and Rules of Procedure. I also confirm that the information provided is accurate.

Signed:

Date:

I give approval to the Source Protection Authority to share this application and any appended information with organizations that may be consulted on the selection of members to represent their sector/interests.

Signed:

Date:

Source Protection Committee Role

The Source Protection Committee (SPC) is responsible to guide the development of updated and amended assessment reports and source protection plans as well as guiding implementation of existing plans. The SPC works in cooperation with the source protection authority. The SPC considers public input, reviews technical information, ensures input from local municipalities, and provides advice on source protection plan requirements.

Source Protection Committee Member Overview of Responsibilities

Committee candidates must:

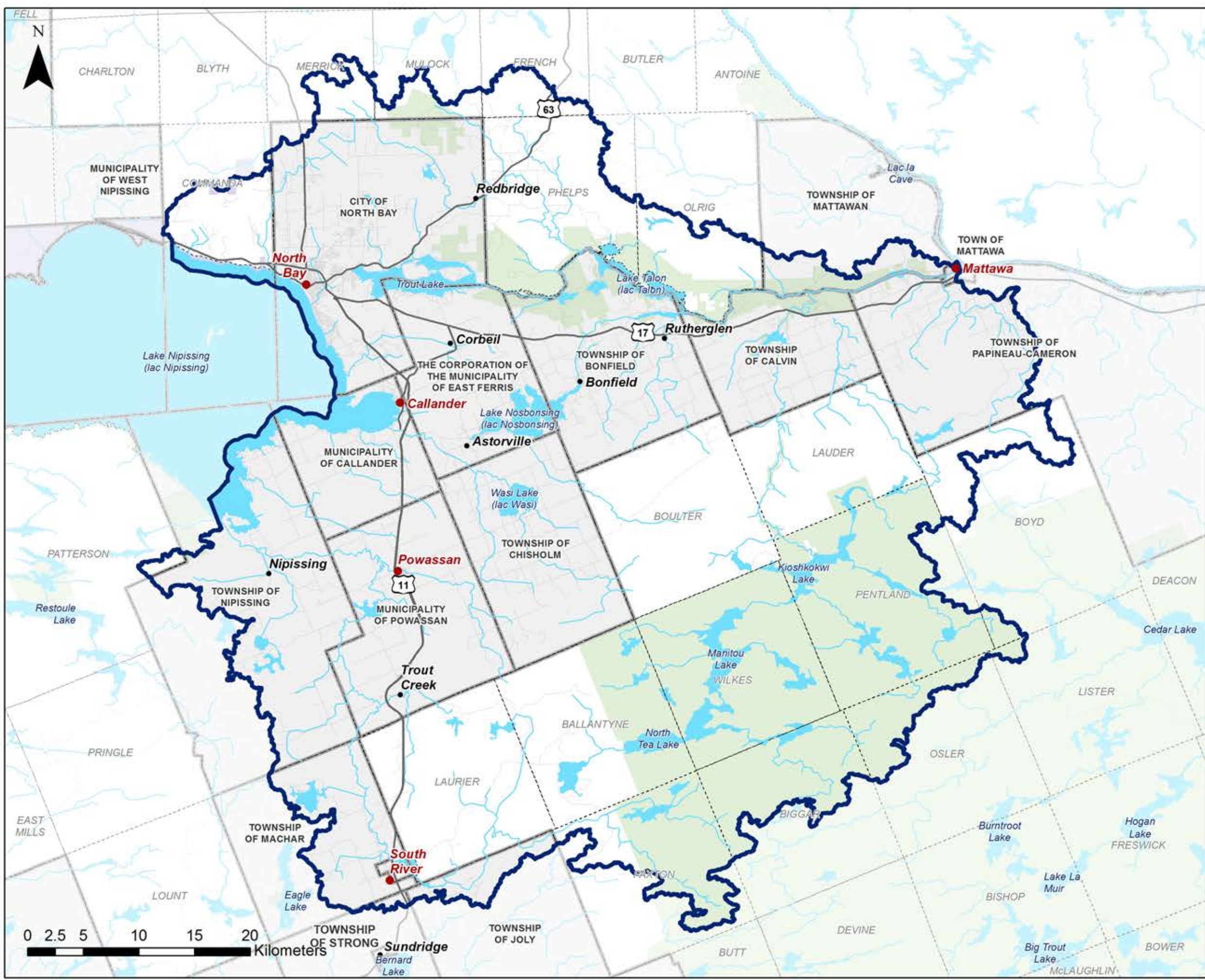
- Reside, own property, rent property, be employed in, operate a business in, or be employed by a municipality that is located within the North Bay - Mattawa Source Protection Area (see map)
- Hold relevant knowledge of the watersheds and local land uses and institutions
- Understand technical issues and implications of human activity on the landscape
- Understand the municipal role, finance, and planning issues
- Exhibit solid problem-solving, analytical, communication, organizational, and conciliatory decision-making skills
- Demonstrate an ability to work with group dynamics and team environments

The responsibilities and abilities of a Source Protection Committee member include:

- Attend meetings of the Committee as called by the Chair
- Make a 5 year commitment to participate as a Committee member
- Consider and comprehend concepts, issues, policies, and scientific reports related to drinking water source protection
- Experience working on multi-sector committees
- Experience working collaboratively on teams or in groups responsible for making decisions
- Respect confidential information, freedom of information and privacy protection of personal information and abide by the process in place to safeguard confidential and personal information, while ensuring an open decision-making process.
- Other roles and responsibilities as determined by the Source Protection Authority and the Ministry of the Environment, Conservation and Parks

Municipalities are requested to submit nomination(s), together with the nominee application form, resume and municipal letter of endorsement by September 14, 2020 to:

North Bay-Mattawa Source Protection Authority
c/o North Bay-Mattawa Conservation Authority
15 Janey Ave., North Bay ON P1C 1N1
Attn: David Ellingwood, Supervisor, Source Water Protection
david.ellingwood@nbmca.ca



AREA OF JURISDICTION

Drinking Water Source Protection
(Clean Water Act)

Legend

- Municipal Drinking Water System
- Population Centre
- Highway
- Road
- Watercourse
- Waterbody
- DWSP Boundary
- Municipality
- Unorganized Township
- First Nation
- Provincial Park

Key Map



This publication was produced by:
 North Bay-Mattawa Conservation Authority, 15 Janey Avenue, North Bay, ON P1C 1N1.
 Telephone: (705) 474-5420

Data supplied under Licence by Members of the Ontario Geospatial Data Exchange.

© 2014 NBMCA

This map is illustrative only. Do not rely on it as being a precise indicator of routes, location of features, nor as a guide to navigation. The NBMCA shall not be liable in any way for the use of, or reliance upon, this map or any information on this map.

Map Projection & Datum: NAD83 UTM Zone 17N

**NORTH BAY – MATTAWA SOURCE PROTECTION AREA
SOURCE PROTECTION COMMITTEE**

**CODE OF CONDUCT
AND
CONFLICT OF INTEREST POLICY**

Chair: Barb Groves

Project Manager: Sue Miller

Effective: April 15 2008-05-22

1.0 Preamble

- 1.1 The North Bay-Mattawa Source Protection Committee, was established by North Bay-Mattawa Source Protection Authority under the *Clean Water Act, R. S. O. 2006 s. 7* and is responsible for the preparation of a Terms of Reference, Assessment Report and Source Protection Plan for the North Bay-Mattawa Source Protection Area in accordance with the *Clean Water Act R.S.O. 2006*, associated regulations and Director's rules.
- 1.2 Members bring to the Committee a wide range of relevant knowledge and expertise relating to the Committee's role, acquired as a result of experience in both the private and public sector. Members join the Committee to contribute to the source protection planning process.
- 1.3 The purpose of this Code of Conduct and Conflict of Interest Policy is to set out the standard of conduct expected of Members of the Committee. It also sets out the procedure to be followed by Members in disclosing conflicts, as well as the consequences of failure to comply with that procedure.

2.0 Definitions

- 2.1 For the purposes of this Code, the following definitions apply:
 - 2.1.1 "**Authority**" and "**SPA**" refer to the North Bay-Mattawa Source Protection Authority;
 - 2.1.2 "**Code**" means this Code of Conduct and Conflict of Interest Policy.
 - 2.1.3 "**Commercial Information**" means information that relates solely to the buying, selling or exchange of merchandise or services by both profit-making enterprises and non-profit organizations.
 - 2.1.4 "**Committee**" refers to North Bay-Mattawa Source Protection Committee as defined by Regulation 288/07.
 - 2.1.5 "**Committee Chair**" refers to the Chair of the North Bay-Mattawa Source Protection Committee;
 - 2.1.6 "**Confidential Information**" means commercial information, information about a third party, material information about a pending government decision or announcement or any other information that is not in the public domain regardless of whether it is identified as confidential that is obtained by the Member in the course of serving on the Committee. For example, particular care should be exercised in releasing information relating to the following matters:
 - a) personal information about any individual;
 - b) items under litigation;
 - c) personnel matters;

- d) information about suppliers provided for evaluation which might be useful to competitors;
- e) sources of complaints about a variety of matters where the identity of the complainant is given in confidence;
- f) items under negotiation;
- g) information supplied in support of license applications, etc., where such information is not part of the public documentation;
- h) schedule of prices in contract tenders; or
- i) personal opinions regarding the North Bay-Mattawa Conservation Authority policies, regulations and programs.

2.1.7 **“Director’s rules”** mean the rules made by the Director under the Clean Water Act, R.S.O. 2006 s. 107.

2.1.8 **“Gift”** includes any money, thing, intangible or personal benefit exceeding \$100.00 in value or anything that may reasonably be seen to compromise the personal judgement or integrity of a Member, but does not include nominal gifts, gratuities, hospitality or favours that do not create a sense of business obligation to the giver.

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

2.1.9.1 **Sexual Harassment**

- a) unwelcome remarks, jokes, and innuendos or taunting about a person's body, attire, sexual orientation or gender;
- b) practical jokes of a sexual nature which cause awkwardness or embarrassment;
- c) displaying pornographic pictures or other offensive material;
- d) leering (suggestive staring) or other gestures;
- e) unnecessary physical contact such as touching, patting or pinching;
- f) physical assault; or
- g) demands for sexual favours or repeated unwanted social invitations.

2.1.9.2 **Racial or Ethnic Harassment**

- a) unwelcome remarks, jokes, innuendos or taunting about a person's racial or ethnic background, colour, place of birth, citizenship or ancestry;
- b) the displaying of derogatory or offensive racist pictures or material;
- c) refusing to converse or work with a Member or volunteer because of his or her racial or ethnic background; or

d) insulting gestures or practical jokes based on racial or ethnic grounds, which cause embarrassment or awkwardness.

2.1.9.3 Other Harassment

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

2.1.10 "**Member**" means a Member of the North Bay-Mattawa Source Protection Committee appointed by the North Bay-Mattawa Source Protection Authority under the Clean Water Act, R. S. O. s. 7.

2.1.11 "**Minister**" refers to the Minister of the Ontario Ministry of the Environment.

2.1.12 "**Policy**" refers to this Conflict of Interest Policy.

2.1.13 "**Private Interest**" includes the financial or material interests of a Member and the financial or material interests of a Member's immediate family.

2.1.14 "**Prohibited Activities**" means:

2.1.14.1 Seeking or accepting a Gift in connection with their capacity as a Member;

2.1.14.2 Attempting to influence committee decisions in order to further the Member's Private Interests or the interests of a third party, including participating in a matter before the Committee, or making representations to another Member about a recommendation or decision that the Member should make and, at the same time, knowing or ought to know that in the recommendation or decision is the opportunity, or the reasonable appearance of an opportunity, for the Member to further his or her own Private Interest;

2.1.14.3 Using Confidential Information for any improper purpose, which includes using Confidential Information to the benefit of the Member's Private Interest;

2.1.14.4 Disclosing Confidential Information to third parties without the consent of the party to whom the information relates;

2.1.14.5 Taking an action in their capacity as a Member that involves dealing with oneself in a private capacity that confers a benefit on oneself;

2.1.14.6 Misrepresenting their role as a Member to a third party to further the Member's Private Interest;

2.1.14.7 Holding oneself out as an official of the Government of Ontario or inferring to a third party that the Member has

the capacity to deliver a favourable decision from the government;

2.1.14.8 Making representations to a third party that the Government of Ontario has endorsed the business activity that the Member is engaged in;

2.1.14.9 Using the name Government of Ontario or Ministry of the Environment for personal purposes or to further the Member's Private Interest; and

2.1.14.10 Failing to disclose a Conflict of Interest to the Committee Chair or Minister as the case may be.

3.0 Application and Scope

3.1 This Code applies to all Members of the Committee under the Clean Water Act, R. S. O. 2006 s. 7.

4.0 Principles and Code of Conduct

4.1 Members of the Committee are expected to:

4.1.1 Conduct themselves ethically, lawfully and with integrity;

4.1.2 Act in the public interest, serving the mandate of the Committee as a whole, rather than serving the Member's Private Interest or other interests;

4.1.3 Maintain a sense of fairness, independence and objectivity and treat others with respect;

4.1.4 Refrain from placing themselves in Conflict of Interest situations;

4.1.5 Declare any actual or potential Conflict of Interest to the Committee;

4.1.6 Refrain from engaging in any of the Prohibited Activities as described in this Code;

4.1.7 Educate other Members on those matters within their own area of expertise with a goal of having the Committee make decisions collectively; and

4.1.8 Demonstrate their commitment to the Committee and to the source protection planning process through high levels of attendance and participation at Committee meetings.

4.2 Every Member of the Committee, the staff or consultant is entitled to work in an environment that is free from discrimination and/or harassment. The Committee 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.

4.3 A Member or volunteer who feels they are being harassed should:

4.3.1 Make it clearly known to the offender that their conduct is unacceptable and should not be repeated;

- 4.3.2 Discuss the situation, in confidence, with the Committee Chair or Project Manager;
 - 4.3.3 Keep a short written record of dates, incidents and names of witnesses, if any; and
 - 4.3.4 If necessary, prepare a written complaint.
- 4.4 Upon receipt of a verbal or written complaint, the Committee Chair and/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 from the Committee). 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.
- 4.5 Members have access to confidential information by reason of their participation on the Committee. Members must not make such information available unless it is public information. Where a Member is unsure of the status of information, before making any release, he/she shall discuss it with the Project Manager.
- 4.6 Only the Committee Chair or the Project Manager or his/her designate should comment to the media on policy matters.
- 4.7 All Members appointed to a Committee by a SPA have an obligation to raise any concern with the Committee Chair with respect to their own compliance with this Code. The Committee Chair will determine an appropriate response and communicate this to the Member.
- 4.8 A Committee Chair has an obligation to raise any concern with the Minister and the SPA Chair with respect to his/her own compliance with this Code. The Minister will determine an appropriate response and communicate this to the Committee Chair and the SPA Chair.

5.0 Procedure where Member has Engaged in Prohibited Activities

- 5.1 Where a Member, other than the Committee Chair, has engaged in a Prohibited Activity, the Committee Chair may:
- 5.1.1 Request the SPA to investigate the matter and report to the Committee Chair with their findings or recommendations;
 - 5.1.2 Request that the Member refrain from participating as a Member of the Committee pending the outcome of the investigation;
 - 5.1.3 Request that the Member resign from the Committee; and/or
 - 5.1.4 Request that the SPA revoke the Member's appointment in accordance with O. Reg. 288/07.

5.2 Where the Committee Chair has engaged in a Prohibited Activity, the Minister may:

5.2.1 Request the SPA to investigate the matter and report to the Minister with its findings or recommendations;

5.2.2 Request that the Committee Chair refrain from participating as a Member of the Committee pending the outcome of the investigation;

5.2.3 Request that the Committee Chair resign from the Committee; and/or

5.2.4 Take steps to revoke the Committee Chair's appointment.

6.0 Conflict of Interest

Conflict of Interest Policy shall be governed by the Municipal Conflict of Interest Act R.S.O. 1990, Chapter M.50, last amendment: 2007, c.8, s. 219.

7.0 Acknowledgement

Each Member shall be required to review a copy of this Code and acknowledge in writing that he or she has done so.

The SPA will retain a copy of each Member's signed acknowledgement.

Acknowledgement

I, _____, a Member of the Source Protection Committee for the North Bay-Mattawa Source Protection Area, hereby acknowledge that I have reviewed the Code of Conduct and Conflict of Interest Policy for Source Protection Committee Members 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 the Code of Conduct and Conflict of Interest Policy.

Date _____

Witness

Signature _____

Name:

Name: _____

NORTH BAY – MATTAWA SOURCE PROTECTION AREA

SOURCE PROTECTION COMMITTEE

RULES OF PROCEDURE

Chair: Barb Groves

Project Manager: Sue Miller

Effective: April 15, 2008

TABLE OF CONTENTS

	Page
1.0 INTRODUCTION.....	3
2.0 DEFINITIONS	3
3.0 GENERAL CONDUCT OF MEETINGS	3
4.0 DECISION-MAKING	5
5.0 QUORUM.....	5
6.0 PROXY VOTING.....	6
7.0 RELATIONSHIP OF COMMITTEE WITH THE SOURCE PROTECTION AUTHORITY AND THE NORTH BAY-MATTAWA CONSERVATION AUTHORITY ..	6
8.0 COMMITTEE MEMBERSHIP AND APPOINTMENTS	6
9.0 DUTIES OF CHAIR.....	6
10.0 DUTIES OF PROJECT MANAGER.....	7
11.0 DUTIES OF MEMBERS.....	7
12.0 ROLE OF WORKING GROUPS	8
13.0 REMOVAL OF MEMBER FROM OFFICE.....	8
14.0 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FIPPA) ...	8
15.0 PER DIEMS AND EXPENSES	9
16.0 INDEMNITY	9
17.0 ACKNOWLEDGEMENT	9

1.0 Introduction

- 1.1 This regulation is passed under powers conferred on the Committee by the Clean Water Act, R.S.O. 2006.
- 1.2 The North Bay-Mattawa Source Protection Committee, was established by North Bay-Mattawa Source Protection Authority under the Clean Water Act, R. S. O. 2006 s. 7 and is responsible for the preparation of a Terms of Reference, Assessment Report and Source Protection Plan for the North Bay-Mattawa Source Protection Area in accordance with the Clean Water Act, R. S. O. 2006, associated regulations and Director's rules.

2.0 Definitions

- 2.1 In this regulation:
 - a) **"Acting Chair"** refers to a Member appointed by the Committee who acts as the Chair when the Chair is absent as per O. Reg. 288/07.
 - b) **"Authority"** and **"SPA"** refer to the North Bay-Mattawa Source Protection Authority;
 - c) **"Chair"** refers to the Chair of the North Bay-Mattawa Source Protection Committee as appointed by the Minister;
 - d) **"Committee"** refers to the North Bay-Mattawa Source Protection Committee as defined by O. Reg. 288/07;
 - e) **"Director's rules"** mean the rules made by the Director under the Clean Water Act, R.S.O. 2006 s. 107.
 - f) **"Liaison"** refers to a person who may attend Committee meetings in a non-voting capacity; this may include a representative of the SPA, Ministry of the Environment or Medical Officer of Health.
 - g) **"Member"** means a Member of the North Bay-Mattawa Source Protection Committee appointed by the North Bay-Mattawa Source Protection Authority under the Clean Water Act, R. S. O. 2006 s. 7.
 - h) **"Minister"** refers to the Minister of the Ontario Ministry of the Environment.
 - i) **"Source Protection Area"** is the North Bay-Mattawa Source Protection Area as defined in O. Reg. 284/07.
 - j) **"Website"** refers to the North Bay-Mattawa Conservation Authority's Drinking Water Source Protection website.
- 2.2 Definition of terms used throughout this regulation corresponds to those definitions given in Section (1) of the Clean Water Act, R.S.O. 2006 and O. Reg. 288/07.

3.0 General Conduct of Meetings

- 3.1 This regulation governing the procedures of the Committee shall be observed in all meetings, as far as it is applicable.
- 3.2 The Committee shall conduct regular meetings of the Voting Members and Liaisons. The Chair shall determine the time and location of the first meeting of the Committee. Thereafter, the Committee shall meet at such time, interval and place as the Committee shall decide, while complying with minimum requirements of O. Reg. 288/07. While attendance in person is preferable, a Member may participate by telephone.
- 3.3 The Committee shall at its first meeting and every six months thereafter establish a meeting schedule for the following six months, which shall include at least one

meeting each month until the Terms of Reference are submitted to the SPA. The proposed schedule shall be published on the website.

- 3.4 Email notice of all Committee meetings shall be sent to each Member and Liaisons of the Committee.
- 3.5 Notice of all Committee meetings shall also be conveyed to municipalities, public and to the local media, at least 5 days prior to the date of the meetings, by posting notice on the website, and in such manner as may be determined by the Committee.
- 3.6 All notices of Committee meetings shall include the time and place of the meeting and items intended for discussion.
- 3.7 Anyone wishing notice of meetings shall leave their name and postal or email address with the Project Manager. The Project Manager or his or her designate shall inform that person in writing, by email or by telephone in advance of future meetings.
- 3.8 Delegations to the Committee shall give written notice of their interest in making a presentation at least 2 weeks prior to a meeting, along with any supporting information pertaining to their presentation. The request should comprise a brief statement of the issue or matters involved and indicate the names of the proposed speakers. In general, the matter to be presented should not be one that the Committee has previously considered. Presentations are to be made by only one spokesperson and are limited to 15 minutes plus discussion time. Any variation in the 2 weeks notice, duration of presentation or provision of written information is to be at the discretion of the Chair. No motion can result in legislative non-compliance.
- 3.9 Committee meetings shall adhere to the current edition of Bourinot's Rules of Order, the rules provided herein or other generally accepted rules of procedure.
- 3.10 The Chair shall preside at all meetings of the Committee. In the event of the absence of the Chair from any meeting, the Voting Members present shall appoint an alternate Chair who, for the purposes of that meeting, has all the powers and shall perform all the duties of the Chair.
- 3.11 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.
- 3.12 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.
- 3.13 The following persons may attend and participate in discussions at meetings of the Committee including any meetings or part of a meeting that is closed to the public:
 - a) A person designated by the SPA as a representative of the Authority;
 - b) A person designated by the Minister as a representative of the Ministry of the Environment; or
 - c) A person designated by the Minister as a representative of the Medical Officer of Health for the health units in which any part of the source protection area is located.
- 3.14 Meetings of the Committee are to be open to the public. The Committee shall not close a meeting or part of a meeting to the public unless it has passed a

resolution that states that the meeting or part of the meeting is closed to the public and states the general nature of the subject matter to be discussed in the absence of the public as per O. Reg. 288/07 s. 18.

- 3.15 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 meeting.
- 3.16 The Chair shall preserve order and decide on questions of order. When the Chair's rule is challenged, the Committee shall forthwith vote to sustain the Chair's ruling or to make a new ruling.
- 3.17 After a question has been decided, any Member who voted thereon may, with the majority consent, move for reconsideration of the question. 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.
- 3.18 Minutes of all meetings of the Committee shall be recorded by the Project Manager or designate. Within 30 days after any meeting, the Project Manager or designate shall email or send a copy of the minutes of that meeting to Committee Members. The minutes of the previous meeting shall not be read at a Committee meeting unless the reading thereof is requested by resolution. Approved minutes will be posted on the website.
- 3.19 On an annual basis, the Project Manager or designate shall publish on the website an attendance record of Members.

4.0 Decision-making

- 4.1 The Committee shall attempt to make decision by consensus among the voting Members.
- 4.2 If the Chair determines that in spite of reasonable efforts having been made, the Committee has been unable to achieve consensus, the decision may be made by a vote at the next meeting. To be carried, a motion must have support of two-thirds of the Members present, not counting the Chair. Voting shall be conducted by a show of hands. Abstention from voting upon any matter will be deemed as a blank vote which is neither for nor against the motion.
- 4.3 Any Member may request that a dissenting view be recorded in the minutes, and the minutes shall include a description of the dissenting view.
- 4.4 If a vote is deferred, only one deferral shall be permitted on any issue.

5.0 Quorum

- 5.1 Quorum of the Committee is the Chair plus at least two thirds of the number of Members of the Committee that the SPA is authorized to appoint. O. Reg. 288/07, s. 12 (2). A proxy as per section 6.0 shall count towards quorum.
- 5.2 The business of the Committee shall be carried out at meetings of the Committee at which quorum is present. The abstention of a member(s) from discussion and/or voting due to a declared conflict shall not affect quorum.
- 5.3 If quorum is not present one-half hour after the time appointed for a meeting of the Committee, the Project Manager or designate records the names of those present and the Chair shall adjourn the meeting until the next meeting. At the discretion of the Chair, issues of an informative nature may be discussed prior to closing the

meeting, but no voting on issues may take place without quorum being present. Minutes of any discussions shall be sent to all members. The Chair may establish a new meeting date to conduct business if urgent issues need to be addressed prior to the next scheduled meeting. The revised schedule shall be posted on the website and notifications made as per Section 3.4 to 3.7 of this document.

- 5.4 One or more vacancies in the membership of the Committee does not prevent the Committee from conducting business as long as quorum can be met with the current appointed members.

6.0 Proxy Voting

- 6.1 At any meeting, each Voting Member is entitled to one vote. The Chair cannot vote as per O. Reg. 288/07.
- 6.2 A voting Member may participate by proxy, with the exception of election votes. The proxy will have written confirmation of the Member's intent that shall govern the proxy vote as "for", "against", "abstain", or "discretion" with respect to a motion. A proxy must be a Member of the Committee. Submission of a proxy is not considered to be in attendance.
- 6.3 Close votes should be deferred rather than carried by a proxy that represents a person who was not in attendance for the discussion.

7.0 Relationship of Committee with the Source Protection Authority and the North Bay-Mattawa Conservation Authority

- 7.1 An agreement is in place between the SPA and the North Bay-Mattawa Conservation Authority that provides appropriate resources for the functioning of the Committee.

8.0 Committee Membership and Appointments

- 8.1 The Minister appoints the Chair.
- 8.2 The membership of the Committee shall be in accordance with O. Reg. 288/07 under the Clean Water Act, R.S. O. 2006 as follows:
 - a) A total of 10 Members plus the Chair;
 - b) Three of the Members shall reflect the interests of the local municipalities;
 - c) Three of the Members shall reflect the interests of agriculture, transportation and the industrial/commercial sector;
 - d) Three of the Members shall reflect other interests at large;
 - e) One member shall reflect the interests of Nipissing First Nation; and
 - f) Liaisons (non-voting) may be included from the SPA, the North Bay-Parry Sound District Health Unit and the Ontario Ministry of the Environment.
- 8.3 The term of appointment and filling of vacancies shall be done in keeping with O. Reg. 288/07.
- 8.4 Upon a vacancy occurring in the Committee due to death, incapacity, resignation or continued absence (as defined in Section 13.2 of this document), the vacancy shall be filled in keeping with O. Reg. 288/07.
- 8.5 The Chair is an ex-officio member of all Working Groups established by the Committee.

9.0 Duties of Chair

- 9.1 The **Chair** 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) Preside over the Committee meetings;
 - b) Represent the Committee at such functions as warrant the interest of the Committee, except where this responsibility is specifically assigned to some other person by the Chair or the Committee;
 - c) Direct the Project Manager in the day-to-day operation and administration of the Committee;
 - d) Ensure that all financial activities of the Committee are carried out in a responsible manner and with strict observance of all legal requirements and regulations;
 - e) Report on the work of the Committee to the SPA, including a quarterly update on the status of each major task that is identified in the work plan that is included in the approved Terms of Reference; and
 - f) Be "ex-officio", a Member of all Working Groups or sub-committees appointed from time to time by the Committee or the SPA.

10.0 Duties of Project Manager

- 10.1 The **Project Manager** as a staff member of the Conservation Authority shall act as the administrator of the Committee and represent the Committee in such capacity as and when required, subject always to the direction provided by the Chair of the Committee and as specified in the "Provision of Service Agreement" between the SPA and the CA. As a minimum, the Project Manager or designate shall:
- a) Administer and coordinate the total program of the Committee;
 - b) Provide direction and instructions for the consultants, contractors and other professional firms and individuals engaged from time to time by the Conservation Authority for the purposes of supporting the work of the Committee;
 - c) Keep or cause to be kept accurate records of meetings of the Committee;
 - d) Communicate all instructions from the Committee and its various committees related to the administration of the Committee;
 - e) 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;
 - f) Be responsible for the preparation of reports and correspondence to other agencies, governments and individuals as required;
 - g) Give or cause to be given all notices required by this Regulation; and
 - h) Direct the preparation of all budget estimates in accordance with the requirements of the Committee.

11.0 Duties of Members

- 11.1 As a Voting Member of the Committee and subject to the Clean Water Act, R. S. O. 2006 and attending Regulations, Members are responsible to:
- a) Attend Committee meetings and be prepared to discuss issues;
 - b) Become aware and knowledgeable of programs, projects, and activities of the Committee;
 - c) Attend public meetings as directed by the Chair;
 - d) Participate in undertaking public consultation as required by Regulation;

- e) Keep the organizations which you represent informed of Committee programs, projects and activities;
- f) Oversee the preparation of Rules of Procedure including a Code of Conduct / Conflict of Interest Policy within the required timeframe;
- g) Oversee the preparation and submission of a Terms of Reference in the prescribed manner and in keeping with O. Reg. 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 or not 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;
- h) Provide notice of a drinking water hazard in keeping with O. Reg. 286/07;
- i) Oversee the preparation and submission of the Assessment Report in keeping with the Regulations, and technical guidance modules within the prescribed timeframe;
- j) Oversee the preparation and submission of a Source Protection Plan in keeping with the Regulations within the prescribed timeframe; and
- k) Participate in preparing quarterly reports of progress to the SPA following acceptance of the Terms of Reference by the Minister.

12.0 Role of Working Groups

- 12.1 Each Committee may establish Working Groups to investigate issues and make recommendations to the Committee to advance drinking water source protection.
- 12.2 The Committee will appoint a facilitator for each Working Group who will report back to the Committee on a monthly basis.
- 12.3 The Project Manager and Chair shall be notified, in advance, of all meetings of the Working Groups.

13.0 Removal of Member from Office

- 13.1 The SPA can remove a Member from office as per O. Reg. 288/07 s. 22. The Chair of the Committee may request that a Member be removed by the SPA.
- 13.2 A Member may be removed from office due to continued absence. Continued absence shall be defined as non-attendance at three consecutive Committee meetings.

14.0 Freedom of Information and Protection of Privacy Act (FIPPA)

- 14.1 The Committee Members shall be governed at all times by the provisions of the *Freedom of Information and Protection of Privacy Act (FIPPA)*.
- 14.2 In keeping with the Freedom of Information and Protection of Privacy Act, all meetings are open to the public. All matters arising out of Committee meetings, and 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; or
 - e) A personal or financial matter about an identifiable individual.

14.3 In the instance where a Member vacates their position on the Committee they will continue to be bound by *FIPPA* requirements.

15.0 Per Diems and Expenses

15.1 The Chair shall receive compensation from the province in keeping with the terms of office.

15.2 Voting Members shall receive a per diem and expense allowance for attending Committee meetings, and any other such meetings to which they are directed by the Committee to attend.

15.3 If no quorum is present, the per diem rate shall be paid only to those in attendance.

15.4 All per diem expenses, mileage and allowances are to be in accordance with the policy direction of the SPA.

15.5 Any Committee Member, who is reimbursed by their organization for involvement in the Committee, shall have their per diem and expenses paid to the organization that provides the support.

16.0 Indemnity

16.1 In keeping with Section 99 of the Clean Water Act, R. S. O. 2006, every Member of the Committee and his/her heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless 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/her for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of his/her office except such costs, charges or expenses as are occasioned by his/her own wilful neglect or default.

17.0 Acknowledgement

17.1 Each Member shall be required to review a copy of these Rules of Procedures and acknowledge in writing that he or she has done so.

17.2 The SPA will retain a copy of each Member's signed acknowledgement.