



To: Mayor and Council

From: Malcolm Morris, Chief Administrative Officer

Date: September 6, 2023

Committee of the Whole Date: September 11, 2023

Title: Re-appointment of Source Water Protection Committee Member

☐ For Direction

☐ For Information

☒ For Adoption

☒ Attachments – 2 pages

Recommendation: THAT Council endorse the re-appointment of Diane Smithson to the Source Water Protection Committee as the municipal surface water member on behalf of the Town of Smiths Falls for the next 5-year term.

Purpose:

The Town is a participant of the Mississippi-Rideau Source Protection Committee (SPC). In accordance with Ontario Regulation 288/07, appointments to the SPC are made for a maximum term of 5 years.

Background:

Diane Smithson (Carleton Place CAO) is the current Committee member representing municipalities with surface water systems. Her term expires at the end of 2023. The Project Manager of Drinking Water Source Protection, Mississippi-Rideau Source Protection Region has reached out to the Town to request a formal endorsement of Ms. Smithson's reappointment to the SPC – see appendix A.

Analysis and Options:

Appointments to the Committee must be chosen from a list of names jointly submitted by the municipal councils within the group. The Surface Water group is comprised of Smiths Falls, the Town of Perth and the Town of Carleton Place. Staff have reached out to Perth and Carleton Place Clerks and confirmed both support the re-appointment of Ms. Smithson. The Project Manager, Marika Livingston, has expressed her support for Ms. Smithson's re-appointment as it would be beneficial to retain her experience. SPC members are expected to attend 2–3 meetings annually of approximately two (2) hours each in length as well as training sessions and occasionally public meetings.

To be compliant with O. Reg 288/07, the re-appointment of Diane Smithson to the Source Protection Committee as the municipal surface water member on behalf of the Town of Smiths Falls for the next 5-year term is recommended.

Link to Strategic Plan:

N/A

Existing Policy:

Section 3(4) of Ontario Regulation 288/07

Consultations:

Kerry Costello, Clerk; Town of Perth Clerk, Town of Carleton Place Clerk; Marika Livingston Project Manager, Drinking Water Source Protection for Mississippi-Rideau

Attachments:

Appendix A - Letter dated August 10, 2023 from Project Manager of the Drinking Water Source Protection office for Mississippi-Rideau Region

Respectfully submitted by:

Original Copy Signed

Malcolm Morris, CMO
Chief Administrative Officer

The Town of Smiths Falls
Attention: Kerry Costello
kcostello@smithsfalls.ca
77 Beckwith Street North
Smiths Falls, ON, K7A 2B8

August 10, 2023

Re: Selection of Municipal SPC Members

Dear Council and Staff,

The Mississippi-Rideau Source Protection Committee (SPC) includes members who represent **municipal**, economic and public interests. The SPC membership underwent a renewal and reduction in size in 2018 and 2019. The appointments in 2018 and 2019 were for a maximum 5-year term, per Ontario Regulation 288/07. O.Reg 288/07 is the regulation that governs Source Protection Committees under Ontario's *Clean Water Act*.

This letter contains information provided under section 3(4) of Ontario Regulation 288/07. This section SPC regulation requires Source Protection Authorities (SPAs) to send a notice to all municipal Clerks containing the following information:

Summary of SPC Functions:

- Oversee a science-based planning process to protect municipal drinking water sources in the Mississippi-Rideau Source Protection Region
- Guide the implementation of the Mississippi-Rideau source protection plan, amendments to the plan and assessment reports, and other source protection work in accordance with the *Clean Water Act* and its regulations.

SPC Member Obligations:

The following requirements are set out in the regulation:

- Members must reside in, own or rent property in, be employed or operate a business in, or be employed by a municipality that is located within the boundaries of the Mississippi-Rideau Source Protection Region
- Members cannot be a current board or staff member of the Mississippi Valley Conservation Authority or the Rideau Valley Conservation Authority
- Once appointed, members must regularly attend SPC meetings and comply with the committee's code of conduct

SPC members should be willing and able to:

- Contribute positively to the development of amendments to the technical assessment report and the source protection plans, and oversee their implementation
- Attend meetings, normally 2-3 meetings annually
- Make a long-term time commitment to participate (ideally five years)
- Review and understand scientific and technical reports
- Prepare for meetings by reviewing agendas and reports in advance of the meeting

- Attend training sessions, participate at public meetings and open houses on occasion
- Act as a liaison for the interest(s) you are representing (bring commonly held opinions to the committee table and communicate back to the committee's work)
- Work with others collaboratively to solve problems and make decisions at the committee table
- Respect confidential information and abide by the process in place to safeguard confidential information

Selection of Municipal SPC Members:

Under the regulation, SPAs must appoint a municipal group's SPC member(s) from a list of names jointly submitted by the municipal councils within that group. If municipalities do not jointly submit a list of names, or submit too few names, SPAs must select municipal members.

Group	Municipalities	Current Member	Years of service	Interested in Re-Appointment
Surface Water	Carleton Place, Perth, Smiths Falls	Diane Smithson CAO Town of Carleton Place	5	Yes

We ask that councils jointly submit a short list of names for each group to the SPAs, and we encourage municipalities to consider their current SPC representative if they are interested in re-appointment. If the list exceeds the number of SPC members assigned to that group, that the names be ranked in order of preference. Municipal councils must submit their jointly approved names to the SPAs by **December 1, 2023.**

If any municipality or group has questions, concerns or would like assistance with facilitating the selection of names please contact Marika Livingston at 613-692-3571 or 1-800-267-3504 ext. 1148 or marika.livingston@mrsourcewater.ca.

Best regards,



Marika Livingston
Project Manager, Drinking Water Source Protection
Mississippi-Rideau Source Protection Region
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613-692-3571 x 1148 marika.livingston@mrsourcewater.ca

cc' Diane Smithson, Chief Administrative Officer, Town of Carleton Place
Sarah Cooke, Water & Wastewater Compliance Coordinator, Mississippi-Rideau Source Protection Municipal Working Group Member, Town of Smiths Falls