



CTC Source Protection Committee ► Eligibility, Obligations & Qualifications ◀

Eligibility

Members must meet selection criteria set out in regulation and provincial rules and guidance. Ontario Regulation 288/07, section 7, sets out conditions of appointment that the Toronto and Region Source Protection Authority must follow when selecting members for the source protection committee (SPC).

- Persons who are on the board of a conservation authority or employed by a conservation authority whose area of jurisdiction includes any part of the source protection area or region are **not eligible** for membership on the SPC.
- Members must reside in, own or rent land in, or be employed in, or operate a business in, or be employed by a municipality that is in the source protection region. Please note that 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 region, the consultant is not a person who is employed in or operates a business in the source protection region.
- Members must regularly attend meetings of the SPC. This will include being available to attend meetings of the committee until completion of the initial terms of reference, assessment report and source protection plan for each of the three source protection areas in the CTC Region. Note that CTC SPC meetings will, generally, be held during daytime hours however, attendance at evening or weekend public consultations will occasionally be required.
- Members must comply with the SPC's code of conduct and conflict of interest policy. Members should work collaboratively and respectfully with each other and other stakeholder groups including the general public, etc.

Consistent with O. Reg. 288/07 section 4, subsections (9) and (10), TRSPA is seeking applicants for sectoral or general committee membership that are engaged in activities related to their sector that have or will have an impact on sources of drinking water or are significantly dependant on sources of drinking water. Applicants should be able to represent the interests of their sector in the CTC Region and have an interest in the protection of drinking water sources.

Obligations (Roles & Responsibilities)

- Act as liaisons by bringing forward common concerns from their knowledge and experience in their sector to the committee and assist in communicating the committee's work.
- Make decisions at the committee table.
- Serve on/participate in province-wide committees either on special issues (e.g. consistent policies for the aggregates industry) or events (e.g. annual meetings) as a representative of the committee at the behest of the chair.
- Attend public information sessions and participate in public consultation forums.
- Respect confidential information and abide by the process in place to safeguard confidential information.
- Attend training sessions.

Qualifications

- Must be ready and willing to carry out duties as SPC members.
- Demonstrated ability to understand source protection science, concepts and technical reports.
- Familiarity with the rules of operation for committee processes (e.g. Robert's Rules of Order).
- Proven ability to act as liaison to and from the sector(s) being represented.
- Solid problem-solving, analytical, communication and organizational skills.
- An openness to work together, and with, representatives from other sectors.
- Knowledge of local watershed(s), communities and issues.
- Demonstrated ability to work with group dynamics and team environments; conciliatory decision-making skills.
- Strong communications skills.
- Willingness and ability to travel around the source protection region.
- Expected involvement in implementation of source water protection.
- Direct contact with residents and landowners.
- Perceived as a credible source of information.
- Demonstrated social/economic influence on the community.

Please note that while candidates are encouraged to include letters of endorsement with their application, decisions will be based on each candidate's experience, knowledge, and interests of the respective sector.

Time Commitment

Members can expect a time commitment of three to four days each month.

The term of appointment for the initial committee membership formed to produce the first source protection plan for each source protection area will not expire before the first source protection plan is approved. This initial term is expected to be approximately five to eight years. When the source protection plan is approved one-third of the existing committee membership across all the three sectors will be renewed. One year later, one-third of the initial committee membership will be renewed, and the remaining one-third will be renewed the following year. The term of members appointed after the initial source protection plan is approved is three years.

There is no termination for the source protection committee.

Meetings

Source protection committees must meet at least once a month until the terms of reference are developed. Thereafter, the frequency of meetings will be decided by the committee as outlined in the terms of reference. The committee must publish the calendar of meeting dates as well as minutes of each meeting on the internet. Committee meetings are generally open to the public.

Quorum for meetings is 2/3 of the membership (14) plus the chair.

How the committee makes decisions and conducts business will be largely outlined in the rules of procedure, code of conduct and conflict of interest policies that the committee must develop.

Per Diems/Expenses

Members will be given a \$200 per diem for work completed and meetings attended on behalf of their work as CTC Source Protection Committee members. Travel expenses will also be reimbursed at the rate set by the Toronto and Region Conservation Authority Board as amended from time to time.

Vacancies

The Toronto and Region Source Protection Authority is responsible for filling vacancies, and may appoint a member on an interim basis if an unexpected vacancy occurs.

Publication on the Internet

Once members are appointed, the Toronto and Region Source Protection Authority will publish the names of the members and brief biographies, as required in regulation, on the CTC Region website www.ctcswp.ca.

For more information please visit the CTC website [Facts & Documents](#) page.