

**TO: Chair and Members of the Source Protection Committee  
Meeting #4/24, October 23, 2024**

**FROM: Behnam Doulatyari, Senior Manager, Watershed Plans and  
Source Water Protection**

**RE: Committee Rules of Procedure and Code of Conduct Update**

### **RECOMMENDED RESOLUTION**

**THAT** the CTC Source Protection Committee receive the staff report Committee Rules of Procedure and Code of Conduct Update for information.

**AND FURTHER THAT** the CTC Source Protection Committee endorse the updated Committee Rules of Procedure and Code of Conduct consistent with the direction outlined in this report.

**AND FURTHER THAT** staff be directed provide the updated documents to the Credit Valley Source Protection Authority for approval.

### **EXECUTIVE SUMMARY**

This report presents updated Committee Rules of Procedure and Code of Conduct which have been changed according with operational needs.

### **Background**

Section 14 and 15 of [O. Reg. 288/07](#), under the Clean Water Act, 2006, require each Source Protection Committee to prepare written rules of procedure for conducting the business of the committee, and code of conduct and conflict of interest policy, for members of the committee. These must be prepared to the satisfaction of the Source Protection Authority and must be published online.

The existing documents have been updated for administrative and operational needs. The tracked changes provided in attachment 1 and 2, among other things include new and updated definitions, change of Lead Source Protection Authority from Toronto and Region to Credit Valley, improved clarity around use of proxy by committee members, delegation and quorum.

### **Next Steps**

Pending endorsement of the updated Committee Rules of Procedure and Code of Conduct by the Source Protection Committee, staff will provide the updated document to the Credit Valley

Source Protecio Authority for approval. The updated documents will then be published on the CTC website.

**Report prepared by:**

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Attachments (2):

**Attachment 1:** CTC Source Protection Committee Rules of procedure

**Attachment 2:** CTC Source Protection Committee Code of Conduct and Conflict of Interest Policy