

**Town of South Bruce Peninsula
Steering Committee
May 24, 2011**

Minutes

1. Call to Order

The meeting was called to order by Chair Bowman at 4:05 pm in the Municipal Council Chambers located at 315 Berford Street, Warton.

2. Attendance

Councillor Marilyn Bowman
Councillor Jay Kirkland
Councillor Jim Turner
Mayor John Close
Manager of Public Works Phil Dwyer
Clerk/CEMC Angie Cathrae

Absent: Councillor Matt Standen

3. Declaration of Pecuniary Interest

None noted.

4. Previous Meeting Minutes

Phil Dwyer indicated that one letter has been received from the MOE. He read the letter which stated that the Town needs to define what the problem is. He spoke to the Health Unit who indicated that e-coli and total coliform are standard tests. The Health Unit explained that testing the water for caffeine may help to determine whether it is animal or human waste. DNA testing is difficult to perform and the price could not be determined.

MOVED BY JOHN CLOSE

SECONDED JAY KIRKLAND

THAT the minutes of March 22, 2011 be adopted as circulated.

CARRIED

5. Terms of Reference Discussion

Chair Marilyn Bowman indicated that the Steering Committee needs to develop a terms of reference for the Ad Hoc Committee.

Committee discussed the purpose for the Ad Hoc Committee. They questioned where the pollution comes from and questioned whether or not to go ahead with the Sauble-Amabel report. They discussed the frustrations which may be realized if a report is brought back to Council and Council does not listen to their recommendations. They discussed future needs and the fact that the question has never been answered whether or not there is a need and what the risks are. Discussion took place regarding septic haulers and the size of a facility which would be required to handle the waste when it is not permitted to be spread on the fields. The Committee discussed the fact that all municipalities will be required to manage and be the majority owners of lagoons for septage from haulers. They discussed the possibility of providing cost effective solutions. The Committee discussed where the effluent would go in conjunction with Source Water Protection. They discussed whether or not there is an environmental need for the system. They discussed the liability of the municipality should a problem be identified. Placing cost effective parameters on the Ad Hoc Committee may limit the solutions they come back with. Manager of Public Works Dwyer and Mayor Close explained lagoon processing. The Genivar report allowed for lagoon storage capacity. Committee discussed the sustainability of the current situation. They discussed the fact that the former Amabel Township took readings of e-coli many years ago which could be used to establish history. They discussed the composition of the Ad Hoc Committee and the requirements for professionals on the Committee.

BREAK 5:17 PM
RECONVENE 5:24 PM

The Committee discussed potential members of the Committee and biases which may or may not surface. They discussed residency status and public scrutiny. They completed the terms of reference draft document.

6. Terms of Reference Draft

1. Purpose

- 1.1** To determine if there is a scientific and/or medical need for human waste management based on pollution and the associated risks
- 1.2** To define the future scope, if any, of the project including capacity for existing septic tank haulers
- 1.3** To identify solutions which will resolve the pollution problem
- 1.4** To determine if the current human waste management situation and proposed solutions are sustainable

2. Composition

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- 2.1 One (1) person who holds a professional designation in a related field may be hired but shall not exercise voting rights or privileges.
- 2.2 Two (2) members of Council who shall exercise full voting rights and privileges.
- 2.3 Five (5) members of the public who are residents of the Town (seasonal or permanent) who shall exercise full voting rights and privileges.
- 2.4 The number of Town staff as required as resources and advisors who shall not exercise voting rights and privileges.
- 2.5 The Mayor or alternate as appointed by Council shall be ex-officio and shall not exercise voting rights or privileges.
- 2.6 One (1) municipal staff member shall be appointed to act as secretary to the Committee and shall not exercise voting rights and privileges.
- 2.7 Other representatives not specifically listed herein may be invited to practice full participation in the Committee meetings but shall not exercise voting rights and privileges. Participation shall be at the discretion of the Chair and voting members of the Committee.
- 2.8 Members of the Committee shall be considered by regular recruitment means. At the sole discretion of Council, should suitable members not be found by regular recruitment, individuals may be approached to sit on the Committee.
3. **Management**
- 3.1 The Committee shall elect a Chair from among its voting members.
- 3.2 The Committee shall elect a Deputy Chair from among its voting members.
- 3.3 The secretary shall be responsible for preparing agendas and keeping minutes of all business transacted at each meeting. Agendas and minutes shall be forwarded to the Committee Chair for approval prior to circulation to Committee members.
- 3.4 Quorum shall be defined as the presence of four (4) voting members.
- 3.5 Recommendations to Council will be achieved through consensus by discussing listening and reaching a common point of view.

3.6 The Committee will not have the authority or power to commit the Council of the Town of South Bruce Peninsula or any association, organization, group or individual to expenditure without Council endorsement.

4. **Meetings**

4.1 The Committee will convene its first meeting no later than June 15, 2011.

4.2 The Committee will set a meeting schedule at its first meeting.

4.3 As this is an Ad Hoc Committee, it is intended that the Committee will not continue beyond October 31, 2011, at the discretion of Council.

5. **Reporting to Council**

5.1 The Committee Chair will report to Council by submitting a formal report, prepared in the Town of South Bruce Peninsula format. The report will be signed by both the Committee Chair and the Chief Administrative Officer.

5.2 The minutes of each Committee meeting, once adopted by the Committee, shall be submitted to Council.

7. **Future Meeting Date**

It was determined that a future meeting would be called when required.

8. **Adjournment**

MOVED BY JOHN CLOSE

SECONDED JAY KIRKLAND

THAT the Steering Committee meeting be adjourned at 6:04 pm.

CARRIED