



Notice of Meeting

Hamilton Region Source Protection Authority

Thursday, November 6, 2025

6:00 p.m.

Hamilton Conservation Authority is now conducting meetings in a hybrid format via an in-person and WebEx platform.

All hybrid meetings can be viewed live on HCA's You Tube Channel:
<https://www.youtube.com/user/HamiltonConservation>

1. Call to Order

– Brad Clark

2. Declarations of Conflict of Interest

3. Approval of Agenda

4. Approval of Minutes of Previous Meeting

4.1. Hamilton Region Source Protection Authority Board, April 3, 2025

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5. Business Arising from the Minutes

6. Staff Reports/Memorandums

Items to be approved

6.1 Halton-Hamilton Source Protection Region Agreement

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Items to be received

6.2. Verbal Update – Halton-Hamilton Source Protection Program

– Martin Keller

7. In-Camera Items

8. Next Meeting – To be determined

9. Adjournment

The Chair requested any additions or deletions to the agenda. There were none.

SP 2501 **MOVED BY: Craig Cassar**
 SECONDED BY: Susan Fielding

THAT the agenda be approved.

CARRIED

4. Minutes of the Previous Meeting (November 7, 2024)

SP 2502 **MOVED BY: Alex Wilson**
 SECONDED BY: Maureen Wilson

THAT the minutes of the Hamilton Region Source Protection Authority meeting held on November 7, 2024, be adopted as circulated.

CARRIED

5. Business Arising from the Minutes

There was none.

6. Staff Reports/Memorandums

6.1. Halton-Hamilton Source Protection Program Update

Martin Keller, Senior Manager of Watershed Planning and Source Protection from Halton Conservation Authority, provided an update on the program and answered members' questions. It was noted both the Halton Hamilton Source Protection Committee and drinking water source protection staff are implementing the Halton-Hamilton Source Protection Plan, updating technical components and developing revised policies with partners as needed as well as continuing to promote and build awareness of the program to protect municipal drinking water sources

6.2 Halton-Hamilton Source Protection – Annual Progress Report 2024

Martin Keller provided an overview of the report, which demonstrates progress made in the implementation of policies that protect the quality and quantity of sources of municipal drinking water. He noted that the approved report will be submitted to the Ministry of the Environment, Conservation and Parks.

SP2503**MOVED BY: Craig Cassar
SECONDED BY: Maureen Wilson****THAT the Hamilton Region Source Protection Authority
approves the submission of the Annual Progress Report 2024
for the Halton-Hamilton Source Protection Plan to the Ministry
of the Environment, Conservation and Parks;****AND THAT the Hamilton Region Source Protection Authority
receives for information the staff report entitled “Halton-
Hamilton Source Protection Annual Progress Report 2024”****CARRIED****7. In-Camera Items**

There were no in-camera items.

8. Next Meeting

Next meeting – to be determined.

9. Adjournment

On a motion, the meeting adjourned.

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Report to: Hamilton Region Source Protection Authority Board

Approved for Circulation By: Lisa Burnside, CAO

Reviewed By: T. Scott Peck, MCIP, RPP, Deputy CAO/Director, Watershed Management Services

Prepared By: Martin Keller, Senior Manager, Watershed Planning and Source Protection, Conservation Halton

Meeting Date: November 6, 2025

Subject: Halton-Hamilton Source Protection Region Agreement.

Recommendation:

THAT the Hamilton Region Source Protection Authority endorses the proposed amendments to the Halton-Hamilton Source Protection Region Agreement for drinking water source protection in the Halton-Hamilton Source Protection Region; and

THAT the Hamilton Region Source Protection Authority approves the renewal of the Halton-Hamilton Source Protection Region Agreement for a five (5)-year term expiring October 2030

Executive Summary:

The current Halton-Hamilton Source Protection Region agreement expired on September 30, 2025.

Staff has reviewed the agreement and recommend revisions to the membership of the Halton-Hamilton Source Protection Region Management Committee, specifically removing the Chair and Vice-Chair of each source protection authority from the membership of the management committee. This reflects that the source protection program is an established and mature program and that oversight and coordination of the program can be delegated to staff. Staff also recommends revisions to the responsibilities of the Halton-Hamilton Source Protection Management Committee for

tasks that have been taken on by the program manager and no longer need to be listed as responsibilities of the management committee.

The Halton-Hamilton Source Protection Management Committee reviewed the proposed revisions on October 3, 2025, and recommended endorsing the revisions and approving the renewal of the partnership agreement for a five (5) year term expiring in October 2030.

Staff Comment / Discussion:

Staff has reviewed the current agreement and is proposing the following changes.

Revisions to Halton-Hamilton Source Protection Management Committee Membership

The current membership of the Halton-Hamilton Source Protection Management Committee is comprised of the Chair and Vice-Chair, Chief Administrative Officer/President & CEO and Senior Staff Liaison of each source protection authority in the region. The Chair of the Halton-Hamilton Source Protection Committee is an ex officio member of the management committee.

Staff recommends removing the Chair and Vice-Chair of each source protection authority from the membership of the management committee. The Chief Administrative Officer/President & CEO, and Senior Staff Liaison of each source protection authority, together with the Source Protection Committee (SPC) Chair as an ex officio member, would comprise the new management committee.

The source protection program is an established and mature program. Oversight and coordination of the program between the two (2) source protection authorities through the management committee can be delegated to staff. The Halton Region and Hamilton Region Source Protection Authorities are regularly updated at source protection authority meetings through annual progress reporting and program updates.

Revisions to Responsibilities of Halton-Hamilton Source Protection Management Committee

Current responsibilities of the management committee are outlined in Section 5.3 of the partnership agreement (Attachment 1) and include developing annual work plans and budgets, establishing reporting procedures for the program manager and technical team, and coordinating reports to the SPC. For several years, these responsibilities have been taken on by the program manager and no longer need to be listed as responsibilities of the management committee. Responsibilities such as hiring the source protection program manager, setting program priorities in accordance with direction and funding from the Ministry of the Environment, Conservation and Parks, and liaising with municipalities in the region are important management committee responsibilities that should remain.

Staff also recommends additions and updates to the definitions (e.g., Ex officio Member, Senior Staff Liaison), and clarifications and editorial revisions for clarity and readability. The revised partnership agreement highlighting the updates in track changes is attached as Attachment 1.

Submission

Staff recommends endorsing the proposed amendments to the Halton-Hamilton Source Protection Region Agreement for drinking water source protection in the Halton-Hamilton Source Protection Region and approving the renewal of the Halton-Hamilton Source Protection Region Agreement for a five (5)-year term expiring October 2030.

The Halton-Hamilton Source Protection Management Committee reviewed the proposed revisions on October 3, 2025, and recommended endorsing the revisions and approving the renewal of the partnership agreement for a five (5) year term expiring in October 2030.

Strategic Plan Linkage:

The initiative refers directly to the HCA Strategic Plan 2025 – 2029:

- **Strategic Priority Area – Organizational Excellence**
 - Uphold our ties to federal, provincial, and municipal partners to work together to advance conservation efforts.

Agency Comments:

Not applicable

Legal / Financial Implications:

Not applicable

Related Reports and Appendices:

1. Proposed Amendments to the Halton-Hamilton Source Protection Region Agreement

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