



# Interoffice Memorandum

The Regional  
Municipality of Durham  
Corporate Services

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**Alexander Harras, MPA**  
Director of Legislative  
Services & Regional  
Clerk

**Date:** April 24, 2024

**To:** Regional Chair Henry and Members of Regional Council

**From:** Alexander Harras, Director of Legislative Services & Regional Clerk

**Subject:** CTC Source Protection Committee Nomination

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The CTC Source Protection Committee was formed in 2007 to oversee development and implementation of a Source Protection Plan for the Credit Valley, Toronto and Region, and Central Lake Ontario (CTC) Source Protection Region. The committee has representation from municipalities, businesses, and the public. Members of the CTC Source Protection Committee are appointed by the Credit Valley Source Protection Authority (SPA), as the lead SPA for the CTC Region.

There is an upcoming vacancy on the CTC Source Protection Committee for the member representing the municipal group consisting of Durham Region, Town of Ajax, Municipality of Clarington, City of Oshawa, City of Pickering, Township of Scugog, Township of Uxbridge, and Town of Whitby. The five-year term of the current representative, Mr. John Presta, is set to expire on June 20, 2024. The CTC Source Protection Committee has requested that the joint municipalities confirm a new nominee by May 4, 2024 (see the attached letter for more information).

**It is recommended that Tavis Nimmo, Manager of Water Resource Monitoring & Protection in the Environmental Services Branch of the Works Department at the Region of Durham, be nominated to represent the joint municipalities at the CTC Source Protection Committee.**

Mr. Nimmo is a Certified Engineering Technologist (C.E.T.) who has been employed with Durham Region for 16 years and meets the eligibility requirements to be appointed to the Committee. He has been involved with the Source Water Protection program since its inception and has participated in the development of the Source Protection Plan policies in CTC, South Georgian Bay Lake Simcoe (SGBLS) Source Protection Region (SPR), and the Trent Conservation Coalition (TCC) SPR. He is an appointed Risk Management Official (RMO) for Durham Region and has led the successful negotiation of many Risk Management Plans. Tavis is also a staff lead for the

Lake Ontario Collaborative Group working on the development of the Lake Ontario Water Quality Forecasting System (LOWQFS).

At present, all of the joint municipalities have confirmed their support for the proposed nominee. It is therefore recommended that Regional Council nominate Mr. Nimmo to the CTC Source Protection Committee for the upcoming five-year term.

February 28, 2024  
SENT VIA EMAIL

Durham Region

**Attention: Alexander Harras, Regional Clerk**

605 Rossland Road East, P.O. Box 623,  
Whitby, ON L1N 6A3

Town of Ajax

**Attention: Nicole Cooper, Town Clerk**

65 Harwood Ave. S.,  
Ajax, ON L1S 2H9

Municipality of Clarington

**Attention: June Gallagher, Municipal Clerk**

Municipal Administrative Centre, 40 Temperance Street, 2nd Floor,  
Bowmanville, ON L1C 3A6

City of Oshawa

**Attention: Mary Medeiros, City Clerk**

1st Floor, West Wing, City Hall, 50 Centre Street South,  
Oshawa, ON L1H 3Z7

City of Pickering

**Attention: Susan Cassel, City Clerk**

One The Esplanade,  
Pickering, ON L1V 6K7

Township of Scugog

**Attention: Ralph Walton, Municipal Clerk**

181 Perry Street, P.O. Box 780,  
Port Perry, ON L9L 1A7

Township of Uxbridge

**Attention: Debbie Leroux, Clerk**

51 Toronto Street South, PO Box 190,  
Uxbridge, ON L9P 1T1

Town of Whitby

**Attention: Christopher Harris, Town Clerk**

575 Rossland Road East,  
Whitby, ON L1N 2M8

**RE: Request Joint Nomination of One Representative to the CTC Source Protection Committee**

**Due by 4:30 P.M. Thursday, May 2, 2024**

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A Source Protection Committee was formed in 2007 to oversee development and implementation of a Source Protection Plan for the Credit Valley, Toronto and Region, and Central Lake Ontario (CTC) Source Protection Region. The committee has representation from municipalities, businesses, and the public. The terms and conditions of appointments are described in [Ontario Regulation 288/07](#) under the *Clean Water Act, 2006*. Members of the CTC Source Protection Committee are appointed by the Credit Valley Source Protection Authority (SPA), as the lead SPA for the CTC Region.

**There is a vacancy on the CTC Source Protection Committee for the member representing the municipal group consisting of Durham Region, Town of Ajax, Municipality of Clarington, City of Oshawa, City of Pickering, Township of Scugog, Township of Uxbridge, and Town of Whitby.** The 5-year term of the current representative for this group, Mr. John Presta, is set to expire on June 20, 2024. The municipalities within your group are asked to jointly nominate an elected official, staff member, or citizen representative that complies with the eligibility requirements as listed in Attachment 1. The rules of procedure of the Committee are available for review at [ctcswp.ca](http://ctcswp.ca).

**Council resolutions are not required to accompany the nomination, but all municipalities must confirm that they agree with the nominated candidate.** It is suggested that municipalities meet to discuss and make decisions with respect to their preferred representative. Our program manager, Behnam Doulatyari, is available to attend meetings as a resource.

The term of this municipal member will be five (5) years from the date of appointment. The time commitment for committee members varies with annual work plans. As we are now implementing and updating the CTC Source Protection Plan, we anticipate the need for three to six half-day committee meetings per calendar year with periodic communications in-between. Members are provided with a per diem of \$200 and mileage as set through provincial guidelines and Credit Valley Conservation policies.

Please jointly submit the name of the person or employment position to represent your municipal group by **Thursday, May 2, 2024**, through signed letter sent via email, to the attention of the program manager for the CTC Source Protection Region:

Behnam Doulatyari  
Senior Manager, Watershed Plans and Source Water Protection

Credit Valley Conservation

Email: [ctcswp@cvc.ca](mailto:ctcswp@cvc.ca)

Should you wish further information on the nomination of members and their duties, please contact Behnam Doulatyari via email at [ctcswp@cvc.ca](mailto:ctcswp@cvc.ca) or by mobile phone at 437-993-1153.

Thank you for your municipality's efforts as we jointly work to protect our sources of drinking water.

Sincerely,

Behnam Doulatyari  
Program Manager, CTC Source Protection Region  
Credit Valley Conservation

cc. Chris Darling, Chief Administrative Officer, Central Lake Ontario Conservation Authority  
John MacKenzie, Chief Executive Officer, Toronto and Region Conservation Authority  
Quentin Hanchard, Chief Administrative Officer, Credit Valley Conservation  
John Presta, Commissioner of Works, Durham Region  
Tavis Nimmo, Risk Management Official  
Shelly Cuddy, Risk Management Official

**ATTACHMENT 1: Source Protection Committee Membership Eligibility**



## **Source Protection Committee Membership Eligibility Requirements**

### **SPC Member Skills and Qualifications**

- Hold relevant knowledge of the applicable watersheds, communities, and local issues;
- Demonstrated ability to understand source protection planning related science, concepts and technical reports;
- Proven ability to act as liaison to bring forward common concerns from their knowledge and experience in the municipal sector to the Committee and assist in communicating the Committee's work to municipal councils and staff;
- Solid problem-solving, analytical, communication and organizational skills;
- Demonstrated ability to work with group dynamics and team environments;
- Willingness and ability to travel within the CTC Source Protection Region for public consultation meetings and information sessions;
- Has, or is capable of having direct contact with residents and landowners; and
- Provide constructive, collaborative, and science-based input on local source protection planning issues.

### **SPC Member Eligibility Requirements**

- Reside in, own or rent property within the CTC Source Protection Region; or
- Be employed or operate a business within the CTC Source Protection Region; or
- Be employed by a municipality that is in the CTC Source Protection Region; and
- Not be a member or employee of Credit Valley Conservation, Toronto and Region Conservation Authority, or Central Lake Ontario Conservation Authority.

### **Regulatory Conditions of Appointment**

- The appointee must regularly attend meetings of the source protection committee.
- The appointee must comply with the source protection committee's Code of Conduct and Conflict of Interest policy, as well as the Rules of Procedure.