

February 28, 2024  
SENT VIA EMAIL

York Region

**Attention: Chris Raynor, Regional Clerk**

17250 Yonge Street,  
Newmarket, ON L3Y 6Z1

Town of Aurora

**Attention: Michael de Rond, Town Clerk**

Aurora Town Hall,  
100 John West Way, Box 1000, Aurora, ON L4G 6J1

Township of King

**Attention: Denny Timm, Township Clerk**

2585 King Road,  
King City, ON L7B 1A1

City of Markham

**Attention: Kimberley Kitteringham, City Clerk**

101 Town Centre Blvd.,  
Markham, Ontario L3R 9W3

City of Richmond Hill

**Attention: Stephen Huycke, City Clerk**

225 East Beaver Creek,  
Richmond Hill, ON L4B 3P4

City of Vaughan

**Attention: Todd Coles, City Clerk**

2141 Major Mackenzie Dr.,  
Vaughan, ON L6A 1T1

Town of Whitchurch-Stouffville

**Attention: Becky Jamieson, Town Clerk**

111 Sandiford Drive,  
Stouffville, Ontario L4A 0Z8

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

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

---

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 an upcoming vacancy on the CTC Source Protection Committee for the member representing the municipal group consisting of Region of York, Town of Aurora, Township of King, City of Markham, City of Richmond Hill, City of Vaughan, and Town of Whitchurch-Stouffville.** The 5-year term of the current representative for this group, Mr. Scott Lister, 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. John MacKenzie, Chief Executive Officer, Toronto and Region Conservation Authority  
Quentin Hanchard, Chief Administrative Officer, Credit Valley Conservation  
Tom Bradley, Program Manager (A), Source Water Protection, York Region  
Scott Lister, Risk Management Official, York Region

**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.