

Appendix 'A': Nomination Request Letter



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July 12, 2019

300 Dufferin Avenue
London PO Box 5035
ON N6A 4L9

Re: Lake Erie Region Source Protection Committee Municipal Member Nomination

Dear Ms. Saunders,

The term of appointment for Lloyd Perrin, Lake Erie Region Source Protection Committee municipal representative, is scheduled to expire in the fall 2019. Lloyd was appointed by the Grand River Source Protection Authority in 2007 and represents Elgin County, Township of Malahide, Municipality of Central Elgin, Township of Southwold, City of St. Thomas, Middlesex County, Township of Thames Centre, Township of Middlesex Centre and the City of London. Lloyd is the Director of Physical Services for the Municipality of Central Elgin. The municipal groups were established by the Grand River Source Protection Authority in August 2007 as per Ontario Regulation 288/07 and detailed in Report SPA-08-07-04 (**attached**).

The Lake Erie Region Source Protection Committee is a 24 member multi-stakeholder committee comprised of seven members representing municipalities, seven members representing the economic sector, and seven members representing the public sector. The committee also includes two representatives from Six Nations of the Grand River and one representative from the Mississaugas of the New Credit First Nation.

Ontario Regulation 288/07 Section 2. (1.) states that the municipal members appointed by the Source Protection Authority must represent the interests of the municipalities that are located, in whole or in part, in the Source Protection Region. Section 3. (3.) requires that the Source Protection Authority must appoint the person jointly submitted by the municipalities in a group. If the municipalities do not submit a joint nomination, then the Source Protection Authority can select the person to be appointed.

Appendix 'A': Nomination Request Letter

Terms are for four (4) years and there are no term limits for members of the Source Protection Committee. Municipalities could select to nominate Lloyd Perrin or could nominate someone else.

We ask that your municipality confer with the other municipalities listed above and jointly nominate one representative. Although the regulation does not require it, we suggest that all municipal councils pass a resolution naming the jointly selected representative.

The decision naming the representative should be sent to the undersigned, no later than **Friday, November 1, 2019**. This would ensure the new municipal member can be appointed in time for the December 12, 2019 Lake Erie Region Source Protection Committee meeting.

The process by which a representative is selected for nomination is determined by the municipalities in the group. However, Lake Erie Region staff are available to assist in facilitating discussions among municipalities, if requested.

Additional details on the functions and obligations of members of the Source Protection Committee are **attached** to aid you in your selection of a representative.

If you have any further questions regarding the selection of a municipal committee representative, or would like assistance, please contact me. We look forward to receiving your joint nomination of a municipal representative for the Lake Erie Region Source Protection Committee.

Sincerely,



Martin Keller
Source Protection Program Manager
Lake Erie Source Protection Region
c/o Grand River Conservation Authority
400 Clyde Road, Box 729
Cambridge, ON N1R 5W6
mkeller@grandriver.ca

Encl.

Appendix 'A': Nomination Request Letter

GRAND RIVER SOURCE PROTECTION AUTHORITY

REPORT NO. SPA-08-07-04

DATE: August 31, 2007

TO: Members of the Grand River Source Protection Authority

SUBJECT: Groupings for Municipal Representation on the Source Protection Committee

RECOMMENDATION:

THAT the Grand River Source Protection Authority approve the seven municipal groupings for municipal representation on the Lake Erie Region Source Protection Committee;

AND THAT the Grand River Source Protection Authority direct staff to send a notice of the municipal groupings to the clerk of each municipality in the Lake Erie Source Protection Region before the end of the day on September 4, 2007, with instructions to jointly select a municipal representative within each group.

SUMMARY:

Ontario Regulation 288/07 (O. Reg. 288/07) on Source Protection Committees under the *Clean Water Act, 2006* requires that the Lead Source Protection Authority (Conservation Authority) divide the municipalities in the Lake Erie Source Protection Region into groups and assign each group a number of members on the SPC. As required by the regulation, the Source Protection Authority consulted with municipalities from July 13 to August 15, 2007. The final list of groups must be sent to municipalities prior to September 4, 2007.

REPORT:

O. Reg. 288/07, *under the Clean Water Act, 2006* requires that the Lake Erie Region Source Protection Committee have 7 municipal representatives. Because there are more than 7 municipalities in the Lake Erie Region, the regulation requires that the Grand River Source Protection Authority, as the Lead SPA, divide municipalities in the Lake Erie Region into groups for the purposes of municipal representation on the Source Protection Committee.

On July 13, 2007 a letter was sent to all municipalities describing the proposed municipal groupings and the rationale used to develop them. Municipalities were asked to provide comments on the groupings to the Grand River Conservation Authority by August 15, 2007. The proposed municipal groupings are listed in Table 1 below, and shown on a map of the Lake Erie Region in Attachment 1.

The suggestions for municipal groups (as shown in previous reports) are based on the following principles:

- There are no well or wellhead protection area or intake protection zone issues across municipal boundaries within a group;
- Municipalities within a group have similar water supply sources (i.e. wells, river intakes, Great Lakes intakes);
- There is sufficient proximity that municipalities within a group have historically had opportunity to work together; and

Appendix 'A': Nomination Request Letter

- Municipalities within a group have good working relationships.

Table 1: List of Municipal Groupings

Group	Municipalities
1	Grey County, Township of Southgate Dufferin County, Township of Melancthon, Township of Amaranth, East Luther-Grand Valley, Township of East Garafraxa Wellington County, Township of Wellington North, Township of Mapleton, Township of Centre Wellington, Town of Erin, Township of Guelph-Eramosa, Township of Puslinch Halton Region, Town of Milton, Town of Halton Hills
2	City of Guelph
3	Region of Waterloo, Wilmot Township, Wellesley Township, Woolwich Township, North Dumfries Township, City of Waterloo, City of Kitchener, City of Cambridge
4	City of Brantford County of Brant City of Hamilton
5	Haldimand County Norfolk County
6	Perth County, Township of Perth East, Township of North Perth Oxford County, Township of Blandford-Blenheim, East-Zorra Tavistock, Township of Norwich, City of Woodstock, Township of Southwest Oxford, Tillsonburg
7	Elgin County, Municipality of Bayham, Township of Malahide, Town of Aylmer, Municipality of Central Elgin, Township of Southwold Middlesex County, Township of Thames Centre, Township of Middlesex Centre City of St. Thomas City of London

As of August 21, seventeen municipalities provided comments on the proposed groupings. Attachment 2 of this report provides a summary of the comments received to date. Of the 17 comments, 15 were supportive of the groupings as proposed. Two municipalities did not support being grouped with other municipalities. Norfolk County recognized the difficulty in developing the groupings and accepted the rationale provided, but continued to request that they have their own representative due to the complexity and diversity of drinking water sources in Norfolk and ongoing water quantity issues in the Norfolk Sand Plain. Additionally, water services staff at the City of Brantford requested that the City have its own representative because of the uniqueness of the Brantford surface water intake in the watershed.

Although it is recognized that grouping Norfolk County with Haldimand County is not ideal due to differences in municipal drinking water sources, there are no cross-boundary drinking water issues to contend with between the two municipalities.

Similarly, grouping the City of Brantford with the County of Brant and the City of Hamilton presents fewer cross-boundary municipal drinking water issues than other groupings, and builds on the working relationships that the City of Brantford and the County of Brant have developed.

Having considered all comments received to date, the Lake Erie Region Management Committee recommends that the municipal groups be finalized as proposed.

FINANCIAL IMPLICATIONS:

Source Protection Committee members will be paid per diems and reimbursed for travel/mileage

Appendix 'A': Nomination Request Letter

expenses by the Grand River Conservation Authority, from the annual source protection funding received from the Ministry of Natural Resources.

The provincial government has committed to pay 100% of the cost of studies required to develop the first round of source protection plans and to build capacity in the Conservation Authorities to undertake their new roles.

OTHER DEPARTMENT CONSIDERATIONS:

Not Applicable

Prepared by:



Lorrie Minshall
Source Protection Program Director

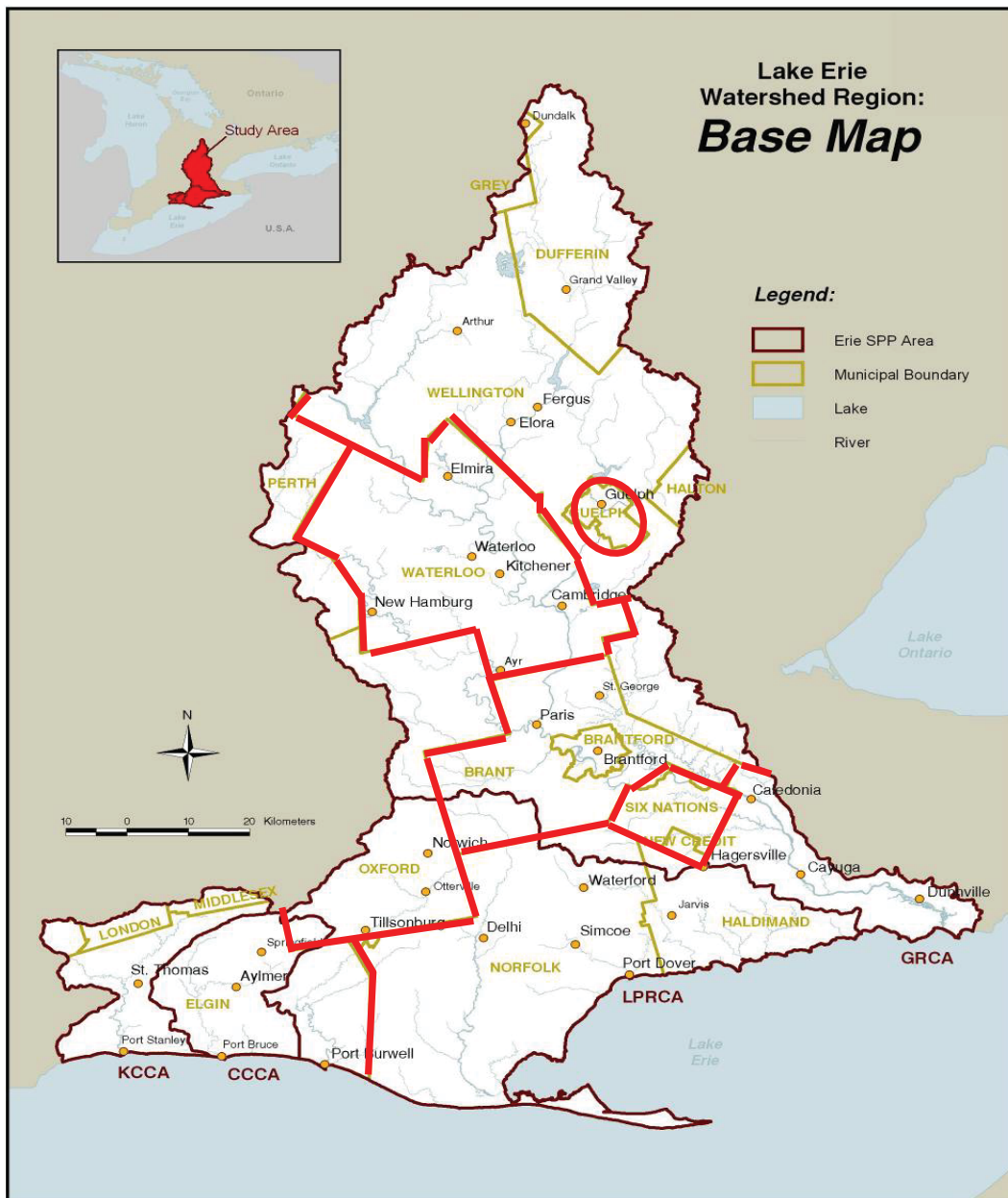
Approved by:



Paul Emerson
Chief Administrative Officer

Appendix 'A': Nomination Request Letter

Attachment 1: Municipal Source Protection Committee Representation Groups



Appendix 'A': Nomination Request Letter

Attachment 2: Summary of Municipal Comments on Municipal Groupings

Region/Municipality	Response		Actions/Recommendations/Comments
	Supportive	Not Supportive	
City of Guelph	X		Wanted to impress the importance that the City of Guelph have representation on the committee. See letter for details.
County of Brant	X		Requested that we advise of the process for the City of Hamilton, City of Brantford, and the County of Brant to determine its responsibilities. Letter to be sent.
County of Oxford	X		County would like to make the nomination of an individual to serve to represent the grouping of Perth and Oxford municipalities.
Elgin County	X		Supportive of Malahide's proposed approach to representative selection.
Middlesex County	X		As only a small part of Middlesex County is included in this Source Protection Region, they do not feel they need to be involved in the nominating process and wish only to be advised of who their representative is. Their response is to be forwarded to facilitator of the Elgin/Middlesex/London group.
Municipality of Bayham	X		That Wayne Casier be nominated as a potential Municipal representative for Elgin/Middlesex
Municipality of Central Elgin	X		Would respectfully like to request that a representative from Central Elgin fills the seat for reasons stated in the letter.
Township of Malahide	X		Council resolution recommending that the area representatives for the municipalities be appointed from Kettle Creek CA or Catfish Creek CA. Lorrie called CAO and advised per regs SPC members cannot be CA board member. Inquired about rotating the member every 3 or 4 years.
Township of Southwold	X		Staff call to inquire about eligibility (re Malahide Twps request)
County of Perth			
Town of North Perth			
Township of Perth East	X		Would like to work with Oxford to actively participate in nominating the individual who will represent the area.
Region of Halton	X		Small mun area in Region - do not intend to participate on SPC. Will participate on municipal water services working group. Encourage municipal reps to represent 'municipal interest' broadly rather than local interest.
Norfolk County		X	Norfolk would like to have their own representation, not a combined representation.
Haldimand County			Expect request to designate an "other" seat for the Grand Valley Water Board
City of Brantford		X	Water services staff at the City of Brantford requested that the City have its own representative because of the uniqueness of the Brantford surface water intake in the watershed. Staff inquired about rotating the member every 2 or 3 years.
Region of Waterloo			
City of Cambridge			
City of Kitchener			
City of Waterloo	X		Support the groupings. No further comments.
Township of Wellesley			Lorrie attended Council to answer questions.
Township of Wilmot			
Township of Woolwich			
Township of North Dumfries	X		CAO was concerned with disproportionate representation of smaller jurisdictions, but understands it is a diverse study area and is satisfied with the groupings.
Wellington County			
Township of Wellington North			
Township of Centre Wellington			
Township of Mapleton			
Township of Guelph/Eramosa			
Township of Puslinch	X		No further comments.
Town of Erin			
City of Hamilton			
City of London			
City of St. Thomas			
City of Woodstock			
County of Dufferin			
Township of Melancthon			L. Minshall attended Council to answer questions.
Township of Amaranth			
Township of East Garafraxa			
Township of East Luther Grand Valley			
Grey County			
Township of Southgate			
Norwich Township			
Town of Aylmer			
Town of Halton Hills			
Town of Milton	X		Supportive, but deferred comment to Halton Region.
Town of Tilsonburg			
Township of Blandford-Blenheim			
Township of East-Zorra Tavistock			
Township of South-West Oxford			
Township of Middlesex Centre			
Township of Thames Centre			

Appendix 'A': Nomination Request Letter

Summary of the Functions of the Lake Erie Region Source Protection Committee

The Lake Erie Region Source Protection Committee is responsible for guiding the development and update of four source protection plans, one for each source protection area within the Lake Erie Region: Grand River, Long Point Region, Catfish Creek and Kettle Creek. A map of the Lake Erie Region has been included at the end of this document.

The development and update of the plans involves municipalities, farmers, businesses, industry, residents, First Nations and others. The source protection committee's role is to guide the collaborative process that identifies the sources of municipal drinking water, the threats to both water quality and water supplies, and propose actions that can be taken to protect municipal drinking water supplies.

The committee oversees the preparation and updates of these major documents:

- **Terms of Reference**

The terms of reference was the "work plan" of the process, outlining who is responsible for carrying out the work needed to develop source protection plans. The terms of reference included a plan to consult with potentially affected property owners, to involve the public and to resolve disputes. (Ontario Regulation 287/07 - Terms of Reference). The terms of reference for each source protection area was completed in 2009.

- **Assessment reports**

The assessment reports identify municipal drinking water sources and potential threats to both water quality and water supplies for each watershed. As new information becomes available, e.g., new wells are planned, the assessment report needs to be updated. The assessment report forms part of the source protection plan.

- **Source protection plans**

The source protection plans for each watershed set out policies on how significant drinking water threats will be reduced, eliminated or prevented, who is responsible for taking action, timelines and how progress will be measured. The plans propose a range of tools that can be used to accomplish these goals. The first Source Protection Plans for the Lake Erie Region's four source protection areas have been approved in 2014 and 2015. Source protection plans are updated on a regular basis as new information becomes available through plan implementation, and as assessment reports are updated.

Further information about the Lake Erie Source Protection Region can be found at www.sourcewater.ca.

Note: Under the Clean Water Act, 2006, the four conservation authorities in the Lake Erie Region have been designated "source protection authorities" e.g. Grand River Source Protection Authority (Grand River SPA). The four watersheds have been designated "source protection areas," e.g. the Grand River Source Protection Area.

Appendix 'A': Nomination Request Letter

Summary of the Obligations of Lake Erie Region Source Protection Committee Members

Qualifications of committee members

- demonstrated ability to understand source protection science, concepts and technical reports;
- proven ability to act as liaison for the sector being represented;
- problem-solving, analytical, communication and organizational skills;
- an openness to working together and with representatives from other sectors;
- knowledge of locals, communities and issues;
- demonstrated ability to work with group dynamics and team environments;
- conciliatory decision-making skills;
- willingness to travel around the source protection region
- Members of the Source Protection Committee must:
 - reside in, own or rent property within the source protection region, OR
 - be employed or operate a business within the source protection region, OR
 - be employed by a municipality that is in the source protection region,
- Members of the Source Protection Committee must not be a member or employee of a conservation authority in the Lake Erie Source Protection Region

Responsibilities of committee members

- participate fully and work positively toward a successful conclusion of the source protection planning process
- act as liaisons by bringing forward common concerns from their knowledge and experience in their sector to the committee and assist in communicating the committee's work;
- make decisions at the committee table;
- serve on province-wide committees on special issues or participate in events, as a representative of the committee, at the request of the chair;
- attend public information sessions and participate in public consultation forums;
- respect confidential information and abide by the process in place to safeguard confidential information.

Time commitment and remuneration

The Lake Erie Region Source Protection Committee meets about four times each year. Meetings are scheduled depending on workload and timelines. Meetings are typically held at the head office of the Grand River Conservation Authority (400 Clyde Road, Cambridge). Occasionally meetings are held in other parts of the Lake Erie Source Protection Region.

Committee members should expect to work about four days a year attending meetings and occasional public events.

Committee members are typically appointed for a four year term.

An honorarium and travel expenses will be paid at rates set by the Grand River Source Protection Authority.

Appendix 'A': Nomination Request Letter

Map 1: Municipal Groups for the Selection of Source Protection Committee Representation

