

# Thames-Sydenham and Region

## Terms of Reference Schedule – revised June 20, 2008

Status/Revised Date	Item	Description
Complete	Notice to Clerks	<ul style="list-style-type: none"> <li>Let them know that work is underway on Terms of Reference</li> <li>Invite participation in forums and working groups</li> </ul>
Complete	Notice to Chiefs	<ul style="list-style-type: none"> <li>Let them know that work is underway on Terms of Reference</li> <li>Invite participation in forums and working groups</li> </ul>
Complete	Municipal Forum	<ul style="list-style-type: none"> <li>To outline municipal requirements and options that municipal councils need to decide on</li> <li>To solicit participation in municipal working groups</li> <li>Prepare clerks to get council resolutions</li> </ul>
Complete	Municipal Working Groups established	<ul style="list-style-type: none"> <li>Will allow for the adequate notice for first meetings and preparation by the working group members</li> </ul>
Complete	MWG mtg #1	<ul style="list-style-type: none"> <li>Preliminary review of terms of reference components and work plan</li> <li>Discussion on which aspects of the plan municipalities intend to undertake themselves, through partnerships or wish to have the CAs undertake</li> </ul>
Complete	MWG mtg #2	<ul style="list-style-type: none"> <li>Review of terms of reference components and work plan</li> </ul>
Underway	Discussions with neighbouring SP regions	<ul style="list-style-type: none"> <li>Likely to involve a number of informal discussions and/or meetings and the exchange and review of issues with our neighbouring regions</li> <li>Staff meetings likely with reports back to SPCs</li> </ul>
July 15 - 22	MWG mtg #3	<ul style="list-style-type: none"> <li>Final review of terms of reference components and work plan</li> <li>Revisions based on MOE new draft guidance</li> </ul>
August 8	SPC Approval of Draft ToR	<ul style="list-style-type: none"> <li>Approval and final comments from SPC on draft to be posted for the first public comment period</li> </ul>
August 15	Notice	<ul style="list-style-type: none"> <li>Post draft ToR on Web prior to Notice</li> <li>Advise of posting of the draft Terms of Reference on the web for comments</li> <li>Advise of public meeting</li> <li>Invite written comments</li> <li>Let people know where they can view the notice and the draft</li> <li>Notice to be posted on internet, public places and newspapers</li> </ul>
September 9	Public Meeting	<ul style="list-style-type: none"> <li>21 days after notice is published</li> <li>1 meeting required, Likely should have 3 or 4</li> </ul>
September 2 - 11	Municipal and First Nations Forums, and Public Open Houses	<ul style="list-style-type: none"> <li>A commitment was made to having a set of municipal forums to discuss the Terms of Reference with the municipalities</li> <li>Need to determine if the interest is there to hold First Nation forums or whether a different venue (LDCC) is more appropriate</li> <li>2 or 3 public open houses besides required public meeting</li> </ul>
August 15-September 19	Municipal and Public Review	<ul style="list-style-type: none"> <li>35 day review period required</li> </ul>
September	Draft to SPAs	<ul style="list-style-type: none"> <li>Same version posted for public review</li> <li>to be presented to SPAs so that they are aware of the nature of the product that they will be receiving when submitted by SPC</li> </ul>

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		<ul style="list-style-type: none"> <li>• will depend on scheduled CA meetings</li> </ul>
September 19	Close of the comment period	<ul style="list-style-type: none"> <li>• first comment period closes</li> <li>• staff to compile comments and consider alternatives to address comments for presentation and discussion at October meeting.</li> </ul>
October 3	SPC Consideration of Comments	<ul style="list-style-type: none"> <li>• Receive comments and discuss revisions prior to submitting to SPA and final posting for public comment</li> </ul>
October 15, 2008	Submission to SPA	<ul style="list-style-type: none"> <li>• Extension requested</li> </ul>
October 15, 2008	Circulation to clerks/chiefs	<ul style="list-style-type: none"> <li>• SPC to circulate when submitting to SPA</li> <li>• Comments to be submitted to SPA</li> </ul>
October 15, 2008	Posting	<ul style="list-style-type: none"> <li>• Required 30 day posting</li> <li>• Comments to be sent to SPA</li> </ul>
December 22, 2008	Submission to MOE	<ul style="list-style-type: none"> <li>• Extension requested</li> </ul>

SPC: Source Protection Committee

SPA: Source Protection Authority

MWG: Municipal Working Group

CA: Conservation Authority

LDCC: London District Chiefs Council

Ontario Regulation 287/07: Terms of Reference (under the Clean Water Act, 2006)