

Discussion Paper on
Participation in the Source
Protection Planning Process

Thames-Sydenham and Region

Source Protection

Version 1.7

June 29, 2007

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1. Introduction

The Province of Ontario passed the Clean Water Act (Bill 43) in October 2006. The Act provides a mechanism to ensure a safe and dependable supply of drinking water through Ontario's municipal drinking water systems. The Act addresses 12 of Justice O'Connor's recommendations resulting from the judicial inquiry into the Walkerton tainted water tragedy, and stems from the Walkerton Inquiry's recommendations that Ontario needs multiple barriers to protect drinking water, starting with the protection of drinking water sources.

The Clean Water Act ensures communities are able to protect their municipal drinking water supplies through developing collaborative, locally driven, science-based protection plans. These Source Protection Plans will include water budgets, technical data, and inventories of water resources and watershed features that impact those resources. Plans will also identify current and potential sources of contamination, as well as high risk land uses and vulnerable areas.

The Province is taking a watershed-based approach to protecting the sources of Ontario's municipal drinking water. A watershed is an area of land that drains into a common water body, such as a lake or river. The Province has asked Conservation Authorities, as watershed managers, to collect information that will be used in the source water protection planning process and to facilitate the development of the plan. The Upper Thames River, Lower Thames Valley and St. Clair Region Conservation Authorities have entered into a partnership for this region.

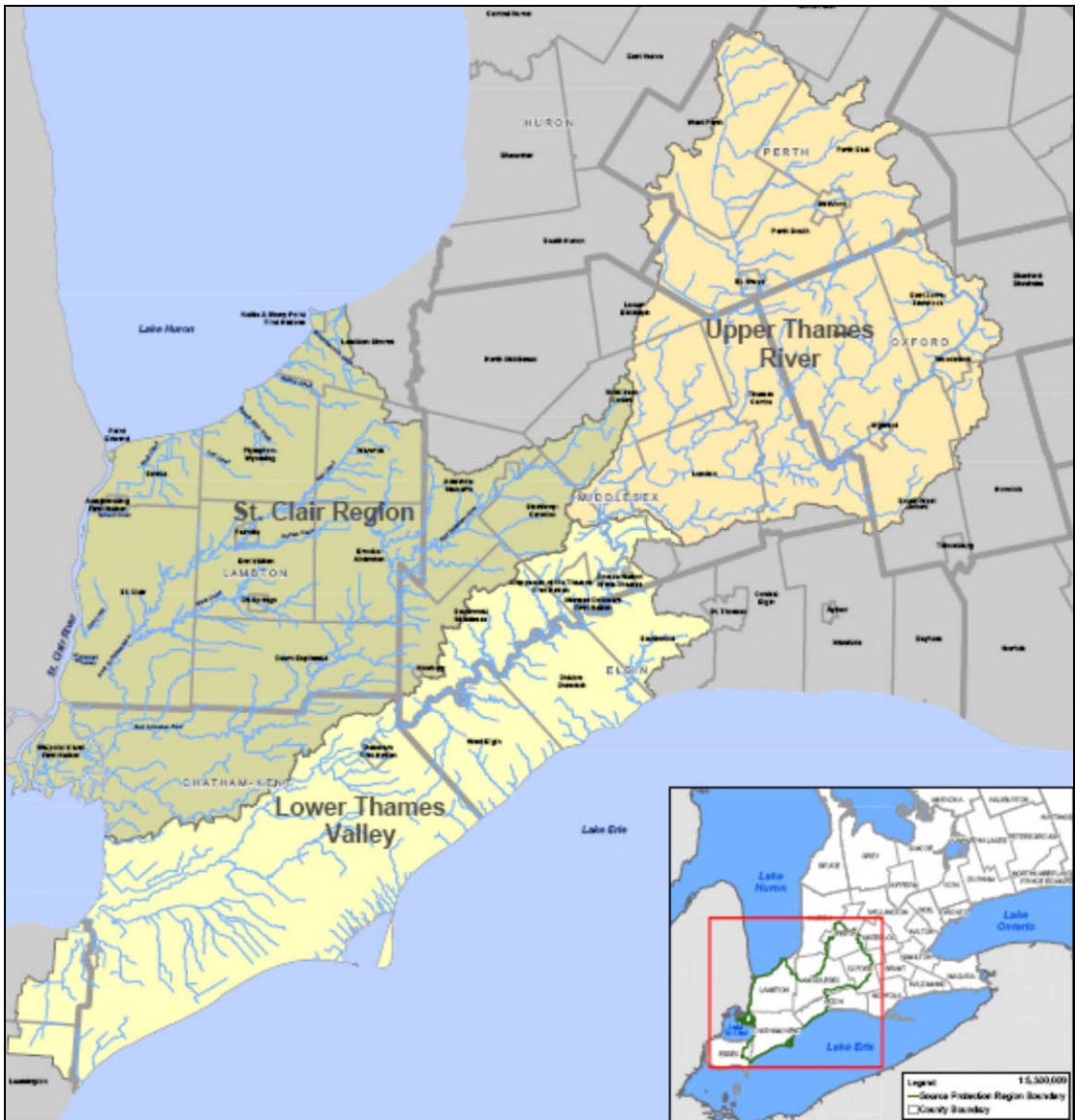


Figure 1 Map of the Thames, Sydenham & Region Source Protection Region.

The planning process will occur under the direction of a Source Protection (SP) Committee whose composition will be determined through legislation but will include a wide cross section of stakeholders. It will be the responsibility of the committee to oversee the development of SP Plans for the entire region (the area encompassed by all three Conservation Authorities, as shown in Figure 1). The Upper Thames River

Conservation Authority will act as the lead, supported by the St. Clair Region and Lower Thames Valley Conservation Authorities.

One of the principles of the SP planning process will be transparency, meaning the entire process will be open to stakeholder and public scrutiny. Input throughout the planning process from stakeholders and public will be critical to the plan's success. It is the purpose of this document to lay out a process to provide for this input.

While certain aspects of public and stakeholder participation will be prescribed in the legislation and regulations, there will be considerable opportunities to expand upon the required minimum standards. It is expected that the selection of the Chair, selection of SP Committee and formal consultation will be outlined in regulations under the Clean Water Act. It is the intent of the Thames, Sydenham & Region Source Water Region to go beyond these requirements to include working groups, sector forums, and public open houses and to provide information to the public in a number of forms. Figure 2 below illustrates the structure of our participation model. As you move toward the base of the pyramid, there is more opportunity to participate. Information will move both ways through the pyramid as input is brought forward and back down through the pyramid as new information becomes available.

Comments from the forums cautioned that steps should be made to ensure this process not become overly complex and the information easily flows from one group to another.

The components of the model include:

- Source Protection Chair
- Source Protection Committee
- Working Groups
- Sector Forums
- Public Open Houses (includes formal consultation)
- Information Dissemination

- Website
- E-Newsletter
- Newspaper insert newsletter
- Education events(e.g. Water Festival)

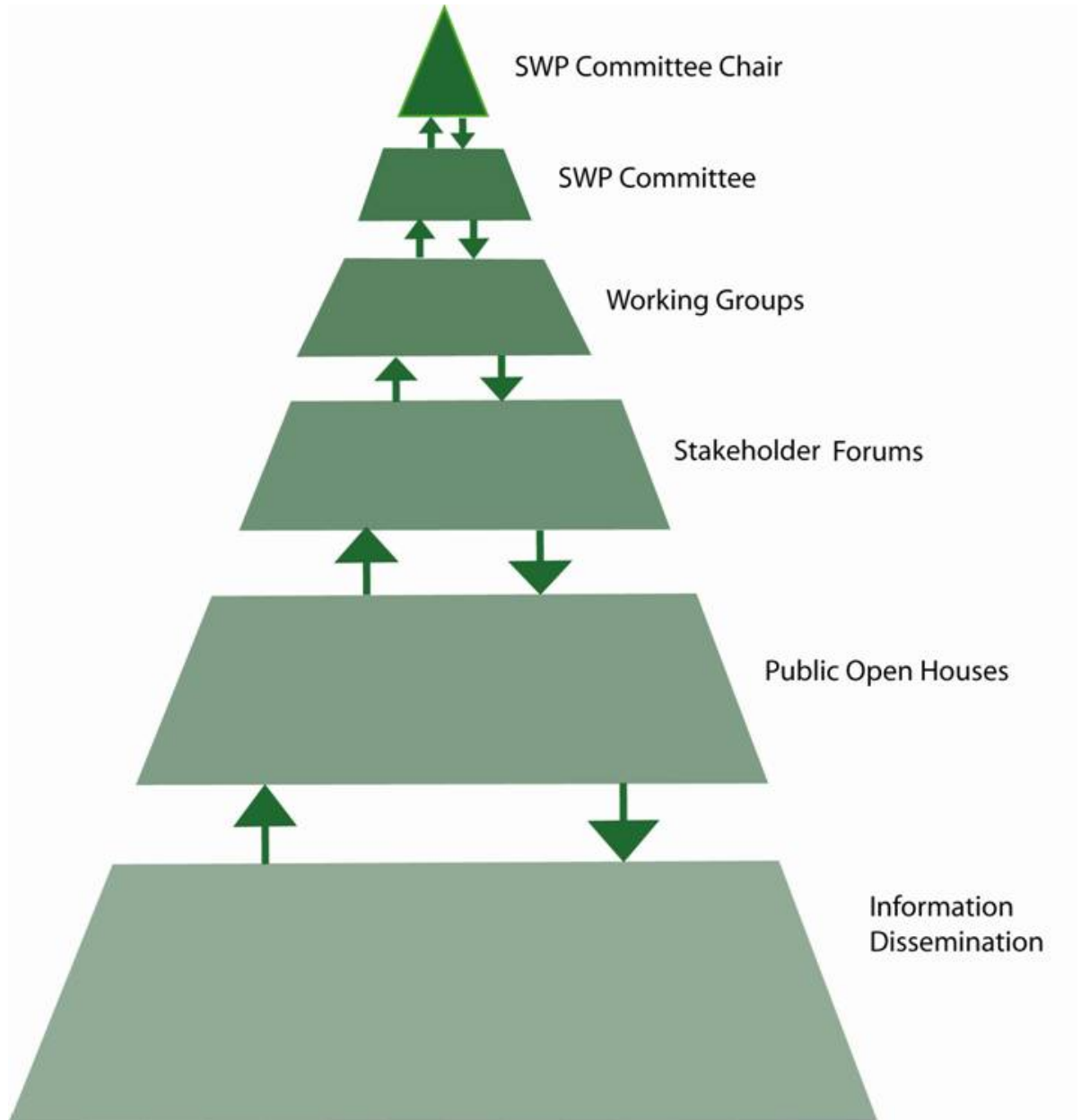


Figure 2 Participation Model

2. Source Protection Chair and Committee Nomination Process

As per the Clean Water Act, Conservation Authorities perform the role of the Source Protection Authority. In the Thames, Sydenham & Region, the lead Conservation Authority (UTRCA), in cooperation with its partner Authorities (SCRCA and LTVCA), is to form a SP Committee for the SP Region. SP Committee members will ensure on-going stakeholder consultation and general public communication throughout the source protection planning process. Members will liaise, through the SP Chair, with the SP Project Manager. The SP Committee will use the Conservation Authorities, including the SP team that the Authorities have recruited, to assist in exercising and performing their responsibilities under the Act and for scientific, technical, and administrative support and resources.

The proposed regulation *Source Protection Committees, Number and Appointment of Members*, provides details concerning the composition of the committee and outlines several processes to be followed. In addition to the details provided in the draft regulation, the following procedure for committee and chair selection is suggested:

A Striking Committee be established with two Board representatives from each Source Protection Authority (Conservation Authority). The Source Protection Authorities' General Managers and the Project Manager would support the Striking Committee.

For both the Chair and the Committee Members, the Striking Committee would be responsible to:

- ensure the selection process is in accordance with the Act and its Regulations
- establish job descriptions - see (Appendix 1 and 2 for draft job descriptions)
- determine compensation for the chair and committee positions
- ensure the committee selection process is transparent. Informal consultation with local stakeholder groups and sectors is recommended to build awareness and

knowledge of SP Committee member roles and responsibilities, time commitment, etc. Transparency is achieved when stakeholders know and understand the process undertaken.

- Produce a letter to stakeholders explaining the process and requesting nominations.
- Produce a public advertisement with details on website.
- short-list the candidates for an interview and conduct interviews
- recommend to the SP Authorities the names of up to 3 individuals to be submitted to the Minister of the Environment for the position of Chair and recommending the names of the committee members to the partner Source Protection Authorities for adoption.
- communicate the results of the SP Committee members selection (e.g. website, newsletter, etc.) to stakeholder groups and the general public. A report on the selection process and outcomes will be written and posted. Names of nominees who accepted the nominations will be part of this record.

3. Source Protection Committee

3.1. Rationale for Source Protection Committee Composition

The Source Protection Committee membership is to be locally determined within the bounds established by the Clean Water Act, its regulations and applicable provincial guidance. According to the draft regulation, the committee in the Thames, Sydenham & Region will have 16 members not including a First Nations representation. As a result of consultation on committee formation, it is proposed that a committee of 22 members plus a First Nations representative be requested. According to the draft regulation posted on the EBR in April 2007, the committee is to have 1/3 municipal members. Members representing the major sectors in the region (agriculture, commercial and industrial are to make up 1/3 of the committee and other environmental non-government organizations, recreation, academics, landowners and individuals with an emphasis on representation from the general public are to make up the remaining 1/3. The committee representation has been and will continue to be discussed at Source Protection Forums organized by the Conservation Authorities in the region. The first of these forums was focused on municipalities and the second set of forums worked with the agricultural community. Forums to be held in late June will focus on business, recreation and industry. Open houses in July will address ENGOs and the general public. The discussion these and other events will continue to inform this document.

Table 1 Proposed Committee Membership

	Proposed Number of Seats	Seats to Maintain a 16 Member Committee
First Nations	1	1
Chair	1	1
Municipal	7	5
Sectors		
Agricultural	3	2
Industrial/Commercial	2	1
Aggregate/Oil and Gas	2	2
Other	7	5
Total (not including Chair or First Nations)	22	16
Non-Voting Support Members		
Medical Officer of Health	1	1
Provincial Liaison	1	1
Project Manager	1	1
Staff resources as required		

3.1.1. Municipal

The region includes 47 municipalities including single, upper and lower tier municipalities. Discussions at the municipal forums identified a number of ways to organize municipalities so that committee members could be nominated/appointed. Two major suggestions were brought forward by forum participants: 1) representation based on the six subwatersheds identified in the conceptual water budget; and 2) representation based on existing municipal boundaries.

Option 1: Subwatershed Representation

With this option, one municipal member would be selected from each of the six subwatershed groupings. One issue which would have to be dealt with is that 13 municipalities are in two or more subwatersheds. Chatham-Kent, for example, is in four of the six subwatersheds.

Figure 3 Source Water Protection Subwatersheds

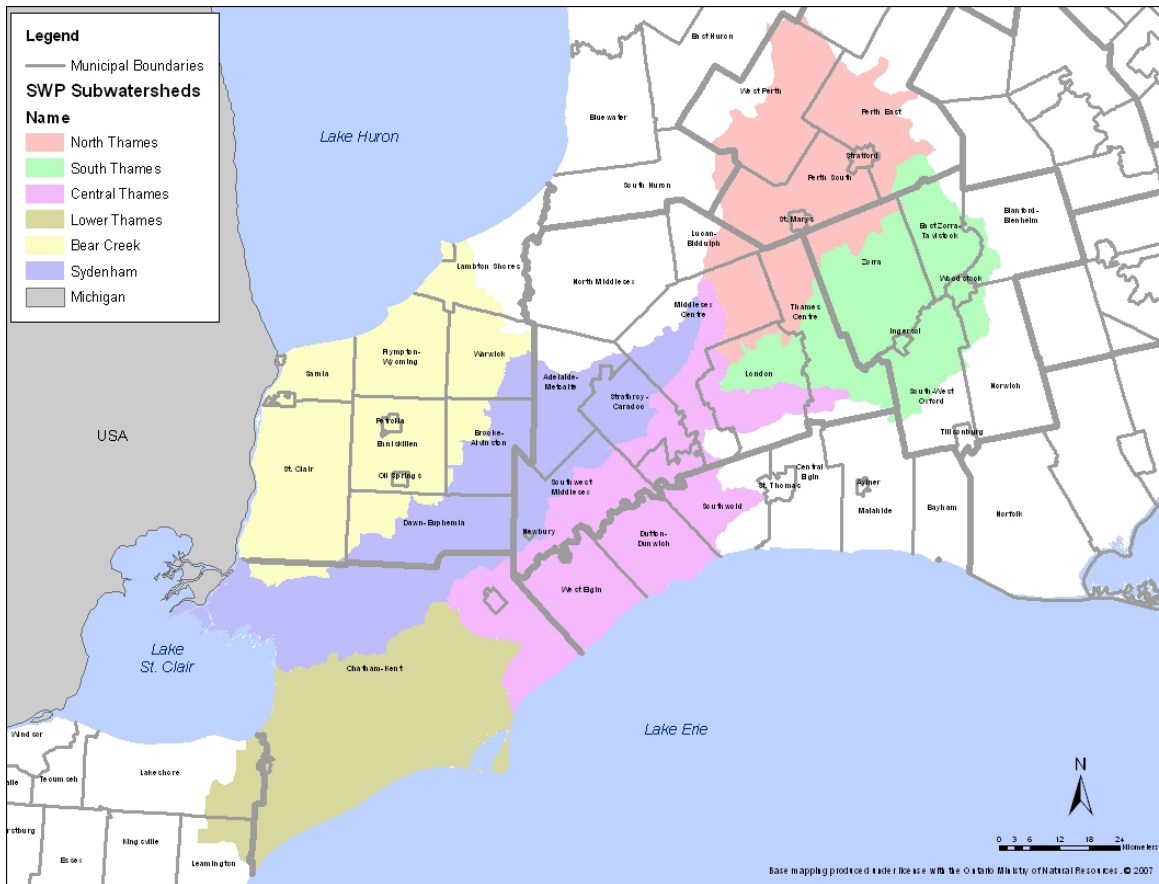


Table 2 Option 1: Municipal Groupings by Subwatershed

Municipalities	Subwatersheds					
	Bear Creek	Sydenham	Central Thames	Lower Thames	South Thames	North Thames
Essex County				x		
Lambton County	x	x				
Elgin County			x			
Middlesex County		x	x		x	x
Oxford County					x	x
Perth County					x	x
Huron County						x
Chatham-Kent	x	x	x	x		
Leamington				x		
Lakeshore				x		
Sarnia	x					
Point Edward	x					
St. Clair	x	x				
Plympton-Wyoming	x					
Enniskillen	x					
Petrolia	x					
Warwick	x	x				
Brooke-Alvinston	x	x				
Dawn-Euphemia	x	x				
Newbury		x				
Lambton Shores	x	x				
Oil Springs	x					
London			x		x	x
Strathroy-Caradoc		x	x			
Middlesex Centre		x	x			x
Thames Centre			x		x	x
Adelaide-Metcalfe		x				
Southwest Middlesex		x	x			
Lucan-Biddulph						x
West Elgin			x			
Dutton-Dunwich			x			
Southwold			x			
Woodstock					x	
Ingersoll					x	
Zorra					x	x
Southwest Oxford					x	
Norwich					x	
East Zorra-Tavistock					x	x
Blanford-Blenheim					x	
Stratford						x
St. Marys						x
West Perth						x
Perth East						x
Perth South						x
North Perth						x
Huron East						x
South Huron						x
Number of municipalities within subwatershed	13	13	11	4	12	18
Total: 6 municipal members (one from each subwatershed)						

Option 2: County/Large City Representation

Many of the discussion groups also considered representation by organizing municipalities based on the geography of the counties. There are seven counties in the Region; however, two of the counties have very little of their area within the region. Chatham-Kent has a similar geographic area as the counties although it is a single tier municipality. The City of London, by virtue of its size and impact on the region, would also be provided a seat on the SP Committee. There was also discussion as to whether the other single tier municipalities could participate with the other municipalities within the geographic county areas or whether they required their own member. The committee size would not allow for each of the separated municipalities to have their own member.

This option results in seven municipal committee members. If the committee size is restricted to 16 members, this number of representatives would not be possible (only 5 would be permitted). This would require some municipal groupings to share members. A second alternative, as discussed in the forums, would be to increase the committee size to 22 to allow for the appropriate representation of municipalities across the region. This is the preferred option.

The principle advantage of this option is that it takes advantage of municipal boundaries. Municipalities that are accustomed to working together may be better able to ensure proper representation and reporting by their respective committee member.

Table 3 Option 2: Municipal Groupings by County/Large City

Geographic Area	Municipalities
Chatham-Kent, Essex	Chatham-Kent Essex County Leamington Lakeshore
Lambton	Lambton County Sarnia Point Edward St Clair Plympton-Wyoming Enniskillen Petrolia Warwick Brooke-Alvinston Dawn-Euphemia Lambton Shores Oil Springs
London	City of London
Middlesex	Middlesex County Strathroy-Caradoc Middlesex Centre Thames Centre Adelaide-Metcalf Southwest Middlesex Newbury Lucan-Biddulph
Elgin	Elgin County West Elgin Dutton-Dunwich Southwold
Oxford	Oxford County City of Woodstock Ingersoll Zorra Southwest Oxford Norwich East Zorra-Tavistock Blandford-Blenheim
Perth	Perth County Stratford St Marys West Perth Perth East Perth South North Perth Huron County Huron East South Huron
Total: 7 municipal members	

3.1.2. Sector Representation

3.1.2.1. Agriculture

Agricultural membership on the committee was discussed at four agricultural forums held in March, 2007. There are also provincial efforts underway to arrive at a methodology for agricultural representation. The suggested level of representation for the agricultural sector (2 or 3 members) was considered low by many who attended the agricultural forums. A possible solution is to consider farmers as eligible for an additional seat through those which would be available to land owners/general public. It is further suggested that the agricultural sector committee members would be nominated by local agricultural groups. There are a large number of organized agricultural groups within the region and most of these groups are organized on a county basis.

At least three alternatives or considerations to determine agricultural representation came out of the discussion at the forums:

- Option/Consideration 1: Use the major cross-sector agricultural groups, including OFA, CFFO and NFU.
- Option/Consideration 2: Use major sectors within agriculture, such as livestock, cash crop, and market garden.
- Option/Consideration 3: Organize into three geographic areas, based on county areas or by watershed.

It was also pointed out that a provincial process developed by a broad agricultural based organization such as the Ontario Farm Environmental Coalition (OFEC) could be used to select members as long as the above considerations were addressed

A self-selection process that takes into account one or more of the above options/considerations and is based on group nomination is preferred over the Conservation Authorities selecting from applicants.

3.1.2.2. Industrial Commercial

Major industry or commercial activities within the area include chemical, manufacturing and retail. Small business also needs to be considered. The challenge faced in filling these seats is that these stakeholders are not well organized across the region. There are a couple of region-wide organizations and a few local organizations that could be considered.

This seat(s) would be filled based on individual applications which may be supported by nominations of groups or companies.

3.1.2.3. Oil and Gas/Aggregate

Oil and gas operations are particularly prominent in Lambton County and in Chatham-Kent. Aggregate and quarry operations are concentrated more in Middlesex and Oxford Counties. These seats would be filled based on individual applications which may be supported by nominations of groups or companies.

3.1.3. Other

One third of the representatives of the Committee fall under the Other category and should include representation by the general public and landowners, which could also include the farming community. This category of members could also include recreation, Environmental Non-Government Organizations (ENGOS), and academics. Recreation includes golf courses, marinas, campgrounds and cottage associations. There is a wide variety and number of environmental interest groups across the region. Most of these groups are local in nature. Groups with a demonstrated interest in drinking water quality would be given preference. In addition, applications supported by multiple nominations made by environmental groups should be given preference over individuals from a single group. Our region is fortunate to include a major university and several colleges from which to derive scientific expertise on the committee.

3.1.4. First Nations

Provincial guidance suggests that a seat be made available to the First Nations of the regions. There are eight organized First Nations communities within the Thames Sydenham & Region. These First Nations participate in the London District Chiefs Council. Discussions with the chiefs at a meeting of this council indicated an interest in source protection activities. It will be important to continue these discussions to determine the role and mechanisms for involving First Nations in the development of the Source Protection Plan. It is hoped that they will participate in the committee; however, other mechanisms for involvement in the development of the plan will be explored with them. Through the municipal forums, the municipalities of the region have indicated that the participation of the First Nations is important in the development of the source protection plan.

It is possible that a First Nations working group could be established to support the First Nation member on the committee. It is proposed that the committee member would be appointed through discussions with the London District Chiefs Council. The role that this seat plays as part of the committee would also be the subject of discussion with the First Nations in the region.

3.1.5. Non-Voting Members

Special seats are needed on the committee that would likely not have full voting rights. These ex-officio members are not included when calculating the committee size. These members are included in the committee as resources and would not be included in votes if majority vote is the method of decision making used by the committee.

3.1.5.1. Provincial Liaison

A provincial member of the committee would be supplied by MOE. This committee member would act as a resource to the committee and would not have a vote if the committee is to arrive at decisions by majority vote. For the purposes of this discussion

paper it is assumed that this committee member is in addition to the 16 members discussed in provincial materials. This member will be appointed by the Province.

3.1.5.2. Medical Officer of Health

The Province's discussion paper identifies a seat for the health units or medical officer of health. In this region there are eight health units, although two of those health units have very little area within the region. During discussions, health unit staff indicated a general interest in participation, but also expressed a concern over having the resources to participate fully. Discussions will continue to determine if the health units would provide a person to sit on the committee and whether a working group should be established to provide a connection with the other health units within the region.

For the purposes of these discussions it is assumed that this seat would be in addition to the 16 members identified in the provincial discussion paper. It is also assumed that this seat, as with the provincial seat, would not retain a vote but would act in an advisory role to the committee. It is assumed that this member would be appointed collectively by the health units.

3.2. Committee Selection

The responsibility for appointing members to the Source Protection Committee lies with the Source Protection Authority. In the Thames, Sydenham & Region, the Upper Thames River, Lower Thames Valley and St Clair Region Source Protection Authorities will share that role. As suggested elsewhere in the discussion paper, the 3 CA boards have, by resolution, formed a committee to appoint the members to the Source Protection Committee. This section is intended to outline the process that the striking committee intends to follow in the appointment of the Source Protection Committee.

3.2.1. Self Selection

Nominations will play a considerable role in the selection process. Where sectors are organized to the extent that the sector can put forward the correct number of candidates, the striking committee will consider those nominations in place of undertaking their own selection process. In order for those nominations to be considered it will be critical that the sector nomination process be:

- ***Inclusive***: it is important that all members of the sector be given equal opportunity to be considered in this section process. To this extent it will be important that the sector adequately advertise and post for applications. A summary of the efforts to advertise this process shall be submitted to the striking committee with the nominations.
- ***Transparent***: it will be important that the selection process be open to the scrutiny of the sector group and the striking committee. Criteria similar or equivalent to those listed herein should be applied where applicable. The rationale for the selection of the nominees must be submitted with the nominations.
- ***Timely***: it must be completed within one week of the close of applications for the other positions
- ***Unique***: it must be the only process that is underway for that sector. The process must allow for the participation of the sector across the entire region, unless a similar process is proposed in the other parts of the region, thereby covering the entire region.

It is important that the striking committee is aware of the intent to submit nominations through such a process. Applications submitted in response to the CA's ads may then be redirected through the sector process rather than being considered by the selection committee. It will be important that, where there are a set number of seats for the sector, that the sector process result in the appropriate number of nominations. Where more nominations are submitted than the number of seats allocated to the sector, they will need to be ranked as part of the nomination submission. This will ensure that the striking committee is aware of the preference of the nominators.

Where a specific number of seats has not been set aside for the sector or sub-sector, then it will be even more important that the nominations be ranked so that they may be considered with the other applicants for the group. This is most likely the case for the environmental organizations which will be considered for the *other* third along with the other applicants which fit into this category.

3.2.2. Committee Selection Criteria

Members of the committee should be selected in a manner that is open and transparent. One way to accomplish that is to have selection criteria that can be understood and supported by the stakeholders.

It is proposed that the committee members shall be selected based on consideration of the following criteria. These criteria would be used for screening applicants and short listing for interview purposes based on the information submitted with their application. These criteria would also be explored in more detail through the interview process and used for the selection of members.

These criteria will not apply to the appointment of municipal members unless the municipalities fail to provide the correct number of nominations. If the municipalities provide more or fewer applicants, some or all of these criteria may be used to appoint from the nominations or applications received.

A similar set of criteria should be considered by stakeholder groups who wish to self select members. Self selection is achieved when stakeholder groups put forward an appropriate number of candidates for appointment by the striking committee.

Table 4 Criteria to be considered for Committee (and Chair)

Criteria to be considered for Committee (and Chair)	
Leadership	<ul style="list-style-type: none"> • The chair and committee members need to have demonstrated leadership skills. Not only will the chair be required to lead the committee, but the committee members will likely be called upon to lead various working groups. Also committee members who are seen by the sector groups as leaders will be able to engage and involve the sector groups as well as promote the exchange of information between the sectors and the committee. • Proven leadership, team-building, and motivation skills will be required for both chair and committee members
Community respect	<ul style="list-style-type: none"> • It will be important that the committee members and chair have the respect, trust and support of the stakeholder groups that they represent • The committee members will be responsible exchanging information between the committee and the stakeholders • Having committee members who have the respect of other stakeholder groups will encourage open exchange of information and viewpoint at the committee and workgroup table
Support	<ul style="list-style-type: none"> • The magnitude of support that the potential committee members have from their stakeholder groups will be considered by the striking committee. • Letters of support from organized groups will be used as an indication of the breadth of the support for a nomination • Where a self selection process has been established this will represent the level of support of the nominating sector.
Watershed Interest	<ul style="list-style-type: none"> • The committee members are required to be a resident of the region or own or rent land in the region or be employed in the region
Geography	<ul style="list-style-type: none"> • The Striking committee will weigh the location of the interests of the potential committee members. • The intent is to balance the members from the different areas within the region • Knowledge of the local watershed(s), communities, and issues will be important
Technical Strengths	<ul style="list-style-type: none"> • Although it is not expected that the committee members will all be experts in water related fields it would be an advantage if the members of the committee share a level of understanding of water quality, water treatment, land use planning, etc. • The committee orientation will involve training in the basic concepts related to drinking water quality, quantity and source protection. • Having a demonstrated ability to understand source protection science, concepts, technical reports, and relevant concepts will be considered by the striking committee. • Demonstrated involvement in and/or knowledge of past water quality/quantity management activities will be considered by the committee

Commitment	<ul style="list-style-type: none"> • The committee and chair positions require significant time commitments both in terms of meetings and preparation work. It is important that the members have the commitment necessary to be involved in the many aspects of the project • There will be an opportunity and in some cases an expectation that committee members participate in working groups and perhaps even chair a working group • Having demonstrated a commitment to similar processes is something that the striking committee would considered in making their appointments
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3.3. Committee Chair

The Source Protection Committee Chair will be an appointment by the Minister of the Environment. The Source Protection Authority is to submit up to three names for consideration. The Chair is a neutral member of the committee, only voting to break a tie. This position will require demonstrated understanding of municipal and conservation Authority functions, have solid problem solving skills, have a demonstrated ability to draw people together and have the ability to understand the complexity of Source Protection Planning. It is expected that this position will require approximately 15 days per month and will be provided compensation through a per diem (for more details see Appendix 1).

3.3.1. Chair Nominations

The Source Protection Authority will be requested to submit, to the Minister of the Environment, up to 3 nominations for the position of chair of the Source Protection Committee. By resolution of the 3 CA boards the striking committee has been given the responsibility to recruit candidates for this position and provide the Minister with the requested nominations. The striking committee will be considering applications for the position of chair. When reviewing the applications for the position, the striking committee should consider similar criteria to the ones to be used in the selection of the committee members. Additional criteria will be important for the nomination of the chair. These criteria also include the qualification that the province has suggested that the chair needs to possess.

As with the committee selection criteria, this criteria would be used to short-list the candidates and to determining the nominations to be forwarded to the Minister.

Table 5 Criteria to be considered for Chair Selection

Criteria to be considered for Chair Selection	
Impartiality	<ul style="list-style-type: none"> • Although the committee members are representing stakeholder groups the chair must be able to be seen as impartial. • An expressed willingness to remain neutral will be required
Decision making Skills	<ul style="list-style-type: none"> • Solid problem-solving, analytical, oral and written communication, and organizational skills;
Committee Experience	<ul style="list-style-type: none"> • Advanced negotiating, mediation, and facilitation or consensus-building skills will be required as the committee will be comprised of members who bring different and often divergent viewpoints to the table • Familiarity with the rules of operation for committee processes
Communications Skills	<ul style="list-style-type: none"> • The chair will be required be an effective communicator not only to committee members and staff, but also to stakeholder groups • The chair will be expected to have an active role in forums and other public meetings with interested stakeholders • Both verbal and written communications skills will be important • Proven communications skills will be considered by the striking committee in making their recommendations to the Minister
Other skills	<ul style="list-style-type: none"> • Political acuity • Willingness to travel around the source protection region and occasional trips beyond the region will be an expectation of the chair • Understanding of municipal and conservation authority functions and processes
Watershed Resident	<ul style="list-style-type: none"> • It is preferred to have a chair who is a resident of the region or is able to demonstrate an understanding of the issues and stakeholders of the region • The striking committee will consider whether the candidate is a resident of the region in combination with the other criteria and will weight this against the other strengths of the candidates. Residency in the region is preferred but not required.

4. Source Protection Working Groups

The SP Committee may establish working groups to provide support, information, and expertise in the development of the assessment report and Source Protection Plan. Working group formation is generally not prescribed by the Province but rather is based on the needs of the SP Committee, although previous advice to the government suggested a requirement to have a municipal working group. The establishment of working groups also allows for participation by those not able to sit on the SP Committee, expanding the scope of participation by stakeholders and the public. The committee can explore several options regarding the formation of the working groups and will look toward input from stakeholders in their development.

It is recommended that working groups be based on tasks (e.g. an expertise in a particular area such as water budget, land use planning, or implementation). Another possibility is that working groups could be based on geography (cross-stakeholder working group within a Conservation Authority). Generally, working groups should include cross-sector involvement. One possible exception would be the municipal working group.

Working groups are expected to be technical resources to the committee and, as the name implies, work towards a well defined purpose. As such each working group will require a terms of reference that should include the purpose of the working group, geographic scope, members and their responsibilities, Conservation Authority staffing requirements, number of meetings, and the length of time the group will operate.

Each working group will include a SP Committee member who will be responsible for reporting back to the Committee on working group progress. Staff from the SP team assembled by the Conservation Authorities will act as a resource to the working groups.

Some suggested working groups are listed below. An example of a working group outline is provided in appendix 4. These suggestions are provided to illustrate the potential for broader public involvement in the development of Source Protection Plans beyond

participation on the SP Committee. They are, however, just suggestions that will be provided to the SP Committee for consideration as the Committee proceeds with the development of the plan.

- Communications
- Water Quantity
- Surface Water Vulnerability
- Groundwater Vulnerability
- Land Use Planning
- Threat Assessment (CA-based)
- Implementation (CA-based)

5. Sector Forums

In order to include those who are unable to participate in working groups, sector forums will be held to provide information to them, as well as to provide feedback to the working groups and the SP Committee. These forums will provide an opportunity for members of the sector group to interact directly with SP Committee members, working groups (once formed) and Conservation Authority staff. Initially, there are plans for forums for the First Nations, municipal and agricultural sectors. Other forums can be added where a need is identified. These forums would be repeated as determined by the committee.

It is the expectation that stakeholders who attend the sessions and represent a specific group (e.g. OFA, Chamber of Commerce), would report back to their organizations the progress being made in source protection planning.

6. Public Open Houses

Public Open Houses will take place as outlined in the legislation for the purpose of formal consultation. It is anticipated that there will be three sets of formal consultation: Terms of Reference; Assessment Report, and Source Water Plan (See MOE discussion paper at www.ene.gov.on.ca/envregistry/028781ep.htm).

Regulations and/or guidance materials will likely identify minimum requirements for public open houses. In addition to the requirements under the Act, public open houses or other formal and informal public meetings will also be held periodically to provide all residents of the region with opportunities to learn more about source water protection and to provide input to the SP Committee

7. Information Dissemination

Throughout the source protection planning process, it will be important to distribute information on the science and the political progress being made. Several tools will be used including: a website, tabloid, E-newsletter, public service announcement (PSA), map gallery calendar, presentations, attendance at events such as water festivals, and media contact.

Website: The source water protection website for the Thames, Sydenham & Region is www.sourcewaterprotection.on.ca. This site is the primary vehicle for on-going source water protection updates. The purposes of the website are:

- to provide general information to the public on source water protection
- to provide more specific information and links to the Clean Water Act
- to provide access to meeting agendas and minutes, event schedules, etc.

Tabloid: In order to ensure complete coverage for source water protection information, a tabloid will be produced semi-annually and distributed through newspaper inserts to all watershed residents.

E-Newsletter: This tool will be used to provide timely updates to specific individuals and stakeholders. The E-Newsletter can be customized to suit particular audiences.

PSA: A 30 second public service announcement (PSA) will be produced to promote the importance of source water protection, direct the public to our website, and provide contact information.

Map Gallery Calendar: The 2006 Map Gallery Calendar was well received. It was designed to provide key messages and to keep source water protection in the minds of our stakeholders. The 2007 Map Gallery Calendar highlights maps that interpret some of the science presented in the Watershed Characterization Report.

Presentations: PowerPoint presentations will be prepared and regularly updated to reflect the progress being made in the source water protection planning process. The presentations can be made at conferences, municipal councils, sector forums, community groups, etc.

Water Festivals: One Water Festival has been held and another planned in our region. The London- Middlesex Children's Water Festival was held in late May, 2007 and attracted 4,000 students and 500 volunteers over a 5 day period. The Chatham-Kent and Lambton County Water Festival is planned for October, 2007. The purpose of the festivals is to introduce source water protection in a "hands-on" manner. Water festivals attract approximately 3,200 students over four days. In addition, a public day may be included as part of the festivals. The festivals are organized and run with the assistance of a team of over 300 volunteers, who also become advocates for source water protection. They provide an excellent opportunity for agencies (Conservation Authorities, Municipalities, School Boards and Health Units, etc.) to work together, bringing source water protection to the public. The benefits of this approach will pay great dividends as we work together to unroll the Source Protection Plan.

Media Contact: On-going media contact will be undertaken to help distribute key messages to the public and to build a relationship with key members of the media.

8. Comments

This document was produced for the purpose of creating a dialogue relating to community participation with the source protection planning process. Many of the concepts were arrived at through the input received at municipal forums last year. Following input from additional sector forums in the first half of 2007, this document will be revised and distributed to the three Conservation Authorities Boards (LTVCA, SCRCA and UTRCA) for adoption. This will be a living document, periodically revised to reflect provincial regulations as they are approved and to reflect the direction provided by the Source Water Committee once formed.

Your comments are welcome. Please send any comments or questions to:

Chris Tasker
Source Protection Manager
Upper Thames River Conservation Authority
1424 Clarke Rd., London, ON, N5V 5B9
519 451-2800
taskerc@thamesriver.on.ca

or contact your local Conservation Authority:

St. Clair Region Conservation Authority
205 Mill Pond Cr., Strathroy, ON, N7G 3P9
stclair@scrca.on.ca
519 245-3710

Lower Thames Valley Conservation Authority
100 Thames St., Chatham, ON, N7L 2Y8
ltvca@mnsi.net
519 354-7310

9. Appendices

1 - Committee Chair – Job Description

2 - Committee Member – Job Description

3 - Stakeholder Summary

4 - Working Group Example

Appendix 1 - Committee Chair – Job Description

Under the Clean Water Act the preparation of a Source Protection Plan begins with the establishment of a Source Protection Committee (SP Committee) by the SP Region. The Upper Thames River, Lower Thames Valley and St. Clair Region Conservation Authorities have been assigned to work as a SP Region under the Act.

The SP Committee is to include 16 or 22 members, including the Chair of the Committee. The Chair of the SP Committee is appointed by the Minister of the Environment, after consideration of recommendations by the Conservation Authority. Committee members are appointed according to regulations under the Act and will oversee the source protection planning process.

As the chair is a provincial appointee the province will therefore be considered the chair's employer. This position description is intended as an indication of the local expectations which has been based on guidance materials and information provided by the province.

Job Purpose

The Chair is responsible for guiding the effective operation of the SP Committee in completing the Terms of Reference, Assessment Report and Source Protection Plan for the SP Region and submission to the Source Protection Authority.

Skills and Qualifications

- Demonstrated independence and neutrality.
- Demonstrated ability to understand source water protection science concepts and technical reports.
- Advanced negotiating, mediation, and chairing skills.

- Understanding of municipal and conservation authority functions.
- Solid problem-solving, analytical, communication and organizational skills.
- Knowledge of watershed(s), local issues, etc.
- Demonstrated ability to draw people together.
- Preference will be given to Watershed residents
- Criminal check to the satisfaction of the province will be required for recommended candidates

Roles and Responsibilities

- Where requested by the SPAs or where time permits, work with the SPAs in the region to form the committee.
- Guide the effective operation and chair meetings of the SP Committee at a minimum of once per month or as needed until completion of the Source Protection Plan, and possibly extending beyond submission of the plan to include implementation.
- Act as neutral member of SP Committee (voting right used only as needed).
- Function as a spokesperson of the SP Committee as required.
- Work collaboratively on behalf of the SP Committee with partners such as municipalities, First Nations, health units, agriculture, industry and other community stakeholder groups and Source Protection Authorities to produce the Terms of Reference, Assessment Report, and Source Protection Plan(s) as defined under the Act.

- Follow the rules of procedure and code of conduct and conflict of interest policy as developed by the source protection committee;
- Provide quarterly updates to the source protection authorities on the status of the committee work;
- Be prepared to participate in meetings of the SPC chairs as requested by the Minister.
- Attend public information sessions and participate in public consultations;
- Work with the SPAs to address removal of a committee member.

Term and Time Commitment

- Three to five year timeline for project requires sustained long-term interest.
- It is anticipated that the committee and, therefore, the chair will be in place beyond the development of the SP Plan. Monitoring of the plan is required once the plan has been developed. It is anticipated that the plan will be required to be updated every 5 or 10 years depending on the pressures on drinking water systems.
- Once the plan is developed the term of the chair should be renewed every two years.
- Availability to commit up to 12 days per month year-round until project completion (based on current understanding).

Compensation

Based on a per diem to be determined and paid by the province

Appendix 2 - Committee Member – Job Description

Under the Clean Water Act the preparation of a drinking water Source Protection Plan begins with the establishment of a Source Protection Committee (SP Committee) by the Thames Sydenham and Region Source Protection Region. The Upper Thames River, Lower Thames Valley and St. Clair Region Conservation Authorities have been assigned to work as a SP Region under the Act.

The SP Committee is to be composed of 16 - 22 members, not including a seat for a First Nations representative. The Chair of the SP Committee is appointed by the Minister of the Environment, after consideration of recommendations by the SP Authority. Committee members are appointed according to regulations under the Act.

Job Purpose

The SP Committee is responsible for completing a Terms of Reference(s), Assessment Report(s) and Source Protection Plan(s) for the Thames, Sydenham & Region Source Protection Region in accordance with the Clean Water Act and to submit above documents to the Source Protection Authority.

Skills and Qualifications

- Demonstrated ability to understand source water protection science concepts and reports.
- Proven ability to act as a liaison to sector represented.
- Solid problem-solving, analytical, communication and organizational skills.
- Knowledge of watershed(s), local issues, etc.
- Watershed resident
- Bilingual – French an asset (where applicable).

Roles and Responsibilities

- Member will attend meetings of the SP Committee until completion of the Source Protection Plan.
- Member must have knowledge of sector interests and issues and be able to communicate these at the SP Committee table.
- Members are expected to participate in working groups and forums as well as be available to participate in meetings with their sector stakeholder groups as required.
- Member will act as liaison of their broad sector bringing forward representative issues from the sector to the SP Committee and assist in communicating the SP Committee work back to the broad sector. The Committee, with the assistance of the SP Authority, could create central communications to ensure common messaging is communicated to all sectors.
- Member is expected to make decisions at the SP Committee table.
- Members must work collaboratively with partners such as municipalities, First Nations, health units, agriculture, industry, community stakeholder groups, and Conservation Authorities to establish Terms of Reference for each Source Protection Area, Assessment Reports and SP Plans as defined under the Act.

Term and Time Commitment

- The Chair is expected to make a commitment to the project until the Source Protection Plan is complete (this is expected to require a 5 year commitment)
- Once the SP Plan is completed monitoring will require a lessened commitment. Plan updates will be required every 5 or 10 years with a heightened involvement during the period that the plan is being updated.
- Committee members will be replaced on a 3 year rotation after completion of the Source Protection Plan
- Availability to commit approximately five days per month year-round until project completion.

Compensation

Based on a per diem to be determined with a provincial maximum

Appendix 3 - Stakeholder Summary

The following is intended to be an overview of stakeholder groups in the source protection region. It is important that the SP Committee be representative of the stakeholders across the region.

Stakeholder		# of Groups
Municipalities	Upper Tier	7
	Lower Tier	36
	Single Tier	4
Health Units		7
Agricultural Groups	Including OFA, CFFA NFU, Soil and Crop I.A. Producers, etc.	>100
First Nations		8
<i>Other Stakeholders need to be considered such as:</i>		
Transportation	Rail, Shipping, Trucking, etc.	
ENGOS		
Industrial/Commercial Groups	Aggregate Producers, Oil & Gas, Manufacturing, etc.	
Recreation	Golf Courses, Marinas, etc.	

Appendix 4 - Example of Working Group Outline

Communications Working Group	
Mandate	To provide communication expertise to help develop and evaluate communication plans and tools to effectively reach a number of target audiences
Geographic Scope	SP region wide
Working Group Representatives	Examples: <ul style="list-style-type: none"> • First Nations • Health Units communication staff • Municipal communication staff • Agriculture communications experts • Industry communication staff • SP Chair/Vice Chair
SP Team Resources	SP Communications Team
Selection of Working Group members	<ul style="list-style-type: none"> • Appointed by respective organizations • Request for participation • Chair and co-chair elected
Working Group Meetings	<ul style="list-style-type: none"> • 2 times per year with additional meetings at Co-Chairs' discretion • October 2006 – December 2008
Rules of Operation	<ul style="list-style-type: none"> • Membership required for specified term and is renewable • Alternate members are recommended • This is an informal working group • Mileage and per diems paid to volunteer members subject to available funding • Conservation Authorities administer committee, including coordinating meetings and projects, overseeing financial administration and supervision • Committee must provide progress reports and a final report