

**STAFF REPORT**

*File No. SPC Report-11/11*

**Date:** April 1, 2011  
**To:** Source Protection Committee  
**From:** Jennifer Stephens, Project Manager  
**RE:** Update to Municipal Working Group Terms of Reference

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Five Municipal Working Groups, with membership from municipalities in the Trent Conservation Coalition Source Protection Region were created to assist in determining representation from the municipal sector on the Source Protection Committee. There is one group for each of the five Source Protection Areas forming the Trent Conservation Coalition Source Protection Region. These groups have continued to meet since late 2007. A Terms of Reference for these groups was approved in April 2008 and has been used to guide the dialogue and activities of the five groups since their creation.

Given the importance of the five municipal working groups in providing feedback to the TCC SPC throughout the current policy development process as outlined in the TCC SPC workplan, it was determined that timing was ideal to review the Terms of Reference and amend as necessary.

A summary of changes to the April 2008 include:

- Minor editorial changes throughout
- Sec. 1.0 – Appointment as it relates to O. Reg. 288/07 (Source Protection Committee regulation)
- Sec. 3.2 – Reworded for clarification
- Sec. 3.3 – Removed – section identifying the municipal appointment of members to the MWG
- Sec. 4.1 – Wording added to address groups with only one chair and the chair is absent
- Sec. 4.8 – Rules of Procedure will be those outlined in the TCC SPC Handbook

**Staff Recommendation:**

That the TCC SPC approve the revised Municipal Working Groups Terms of Reference (Version 2.3), and recommend that it be distributed as final to all Municipal Working Group members.

# **Trent Conservation Coalition Source Protection Region Municipal Working Groups**

## **Terms of Reference**

**April 1<sup>st</sup>. 2011**

**Version 2.3**

### **1.0 Preamble**

The Source Protection Committee recognizes that it is of paramount importance to have municipal involvement (upper, single and lower tier) in the development of the Terms of Reference, Assessment Reports, and Source Protection Plans for the Trent Conservation Coalition Source Protection Region. There are seven municipal representatives on the Source Protection Committee, representing five groupings of municipalities. Municipal Working Groups provide a forum for information exchange between the municipalities and the Source Protection Committee through the municipal representatives on the Committee.

The appointment of municipal representatives to the Trent Conservation Coalition Source Protection Committee follows Ontario Regulation 288/07. Although Source Protection Committee members cannot hold a seat on a Source Protection Authority Board, Municipal Working Group members are not held to this requirement.

### **2.0 Municipal Working Group Role**

- 2.1 The Municipal Working Groups are advisory groups to the Source Protection Committee.
- 2.2 The Municipal Working Groups provide a forum for information exchange, an avenue by which municipal issues can be brought to the attention of the Committee, and a means through which the Committee can solicit municipal input and feedback on its proposed approaches and recommendations.
- 2.3 The Municipal Working Groups are encouraged to be proactive and to bring recommendations forward on their own initiative.
- 2.4 Source protection planning matters may be referred to the municipal working groups from member municipalities or the Source Protection Committee.
- 2.5 The Source Protection Committee municipal representative(s) are responsible for reporting back Municipal Working Group activities to the Source Protection Committee.
- 2.6 Municipal representatives on the working group are responsible for reporting back Municipal Working Group activities to their respective Municipal Councils. Conservation Authority staff are responsible for reporting back Municipal Working Group activities to their respective Source Protection Authority.

2.7 During the planning phase of the source protection program, Municipal Working Groups will participate in the development of source protection plan policies.

### 3.0 Municipal Working Group Composition

3.1 Five Municipal Working Groups are established to reflect the municipal composition of the five source protection authorities in the region.

The following is a list of the municipalities in the formerly established “municipal groups”; additional municipalities that may participate in the working groups are also listed.

Lower Trent	Otonabee – Peterborough	Crowe Valley	Ganaraska Region	Kawartha – Haliburton
<i>Municipal Group:</i>	<i>Municipal Group:</i>	<i>Municipal Group:</i>	<i>Municipal Group:</i>	<i>Municipal Group:</i>
*Alnwick/Haldimand *Brighton *Trent Hills *Cramahe *Centre Hastings *Stirling - Rawdon *Quinte West *Northumberland County	*Asphodel - Norwood *Cavan-Monaghan *Douro - Dummer *Otonabee - South Monaghan *Peterborough *Smith - Ennismore - Lakefield *North Kawartha *Peterborough County (ex-officio)	*Faraday *Havelock - Belmont – Methuen *Marmora and Lake Wollaston *Limerick *Tudor and Cashel *Hastings County	*Port Hope *Hamilton *Cobourg *Clarington *Regional Municipality of Durham	*Kawartha Lakes *Galway - Cavendish and Harvey *Scugog *Brock *Minden Hills *Dysart et al *Algonquin Highlands *Highlands East *Haliburton County
<i>Additional Municipalities:</i>	<i>Additional Municipalities:</i>	<i>Additional Municipalities:</i>	<i>Additional Municipalities:</i>	<i>Additional Municipalities:</i>
*Havelock - Belmont – Methuen  *Hastings County *Peterborough County	*Galway - Cavendish and Harvey *Havelock - Belmont – Methuen *Highlands East *Kawartha Lakes *Trent Hills *Haliburton County *Northumberland County	*Highlands East *North Kawartha *Stirling - Rawdon *Trent Hills  *Northumberland County *Peterborough County	*Alnwick/Haldimand *Cavan-Monaghan *Kawartha Lakes  *Northumberland County *Peterborough County	*Cavan-Monaghan  *Durham *Peterborough County

3.2 Two individuals may be appointed to the Municipal Working Group from each municipality. Municipalities are encouraged to bring participants to meetings, as necessary, to ensure appropriate support/expertise for specific discussions.

### 4.0 Rules of Procedure

4.1 The Source Protection Committee municipal representative for the working group will serve as the chair of the Municipal Working Group. Where there are two Source Protection Committee members on the municipal working group, the chair may alternate or the working group may decide which of the two members

will serve as chair. Where there is only one Source Protection Committee municipal representative on the Municipal Working Group, another Municipal Working Group member may assume the Chair's responsibilities in his or her absence.

- 4.2 Meeting dates, times, location and frequency will be at the call of the Municipal Working Group chair.
- 4.3 Notice of all group meetings shall be sent to each Municipal Working Group member of the Municipal Working Group.
- 4.4 The Municipal Working Groups shall make decisions by consensus among the members.
- 4.5 References to formal rules of procedure, where necessary, will be in accordance with those outlined in the Trent Conservation Coalition Source Protection Committee Member Handbook.
- 4.6 Minutes will be recorded and circulated to the chair of the Source Protection Committee for distribution to the Source Protection Committee. Minutes may also be distributed to the Source Protection Authority and municipalities.
- 4.7 The Municipal Working Group members shall comply at all times by the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

## **5.0 Support Services**

- 5.1 Conservation Authority staff shall provide administrative, technical and procedural support to the Municipal Working Groups. This includes preparing and distributing agendas and minutes of each meeting.
- 5.2 Conservation Authorities shall provide meeting space for the Municipal Working Groups as required.