



## Corporation of the County of Wellington

### Planning Committee

### Minutes

November 18, 2021

Council Chambers

Present: Councillor Allan Alls (Chair)  
Warden Kelly Linton  
Councillor Gregg Davidson  
Councillor Mary Lloyd  
Councillor Don McKay

Staff: Donna Bryce, County Clerk  
Karen Chisholme, Climate Change Coordinator  
Kyle Davis, Risk Management Official  
Ken DeHart, County Treasurer  
Meagan Ferris, Manager of Planning and Environment  
Hurania Melgar, Community Emergency Management Coordinator (CEMC)  
Jameson Pickard, Senior Policy Planner  
Zachary Prince, Senior Planner  
Sarah Wilhelm, Manager of Policy Planning  
Scott Wilson, CAO

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#### 1. Call to Order

At 10:00 am, the Chair called the meeting to order.

#### 2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

**3. Planning Financial Statements as of October 31, 2021**

1/7/21

**Moved by:** Councillor Lloyd

**Seconded by:** Councillor Davidson

That the Planning Financial Statements as of October 31, 2021 be approved.

**Carried**

**4. Planning 2022 User Fees and Charges**

2/7/21

**Moved by:** Councillor McKay

**Seconded by:** Warden Linton

That the 2022 User Fees and Charges for Planning be approved.

**Carried**

**5. Planning Preliminary 2022-2031 Ten-Year Plan**

3/7/21

**Moved by:** Councillor McKay

**Seconded by:** Warden Linton

That the preliminary 2022-2031 Planning capital budget forecast and major operating budget impacts as set out in the report be endorsed and forwarded to County Council for inclusion in the County of Wellington's Preliminary Ten-Year Plan.

**Carried**

**6. 2021 Kissing Bridge Trailway Terms of Reference Update**

4/7/21

**Moved by:** Councillor Lloyd

**Seconded by:** Councillor Davidson

That County Council support the proposed amendments to the Terms of Reference of the Kissing Bridge Trailway Advisory Board.

**Carried**

**7. County Official Plan Review - Municipal Feedback**

5/7/21

**Moved by:** Councillor Davidson

**Seconded by:** Councillor McKay

That the report County Official Plan Review – Municipal Feedback be received for information; and

That the County Clerk circulate the report to the member municipalities for information.

**Carried**

**8. 2021 Emergency Management Programme Annual Report**

6/7/21

**Moved by:** Warden Linton

**Seconded by:** Councillor Lloyd

That the annual report on the County's Emergency Management Programme for 2021 be received for information.

**Carried**

**9. Nomination of Municipal Representative - Lake Erie Source Protection Committee**

7/7/21

**Moved by:** Councillor Davidson

**Seconded by:** Councillor McKay

That Wellington County Council support the nomination of Mr. John Sepulis as the Municipal Representative for Wellington County, Halton Region, Dufferin County and Grey County on the Lake Erie Source Protection Committee.

**Carried**

**11. Adjournment**

At 11:16 am, the Chair adjourned the meeting until January 13, 2022 or at the call of the Chair.

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Allan Alls  
Chair  
Planning Committee



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Ken DeHart, County Treasurer  
**Date:** Thursday, November 18, 2021  
**Subject:** **Preliminary 2022-2031 Ten-Year Plan: Planning Department**

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### **Background:**

This forecast provides a high-level view of major budget issues and planned capital investments and serves as a guide for departments in preparing their detailed current year operating and capital budgets. The preliminary corporate ten-year plan will be considered by the Administration, Finance and Human Resources Committee on November 16, 2021 and the forecast will be updated at the time the budget is approved early in the New Year.

### **Major Operating Budget Impacts**

Staff are in the process of compiling the detailed 2022 operating budgets for each department. Major items expected to be reflected in the 2022 Planning Operating Budget include the following:

### **Planning:**

#### **Rural Water Quality**

As reported to committee in October, the Source Water Protection Coordinator position (employed through Centre Wellington) had been delayed significantly due to the COVID-19 pandemic and has just recently been filled. As a result of the delay the position end date has been adjusted to end mid-year 2024. Previously the position was budgeted to end in 2023. The transfer payments line in the 10 year forecast will now reflect this change.

#### **Climate Change**

In September, Planning staff brought forth a report and five-year budget forecast in order to guide the implementation of the Future Focused climate change mitigation plan for the County. A separate cost centre within Planning has been established in order to track costs for climate change initiatives outlined in the five-year Climate Change forecast. The significant revenues and expenditures in 2022 related to the implementation of the plan are outlined below:

#### **Revenues**

- Grants and Subsidies are made up of two separate grants:
  - \$280,000 for the Home Energy Retrofit Programme;
  - \$125,000 for Living Labs
  - At this time no funding confirmation is in place for either grant and the related programmes will not proceed without successful approval of the grant applications

## Expenditures

- Two contract positions including:
  - A new Energy Data and Engagement Assistant (\$51,400 April 1<sup>st</sup> start date)
  - A new Sustainability Programme Assistant (\$51,400 April 1<sup>st</sup> start date)
    - This position is split with Smart Cities (in Economic Development) and is offset by \$30,000 in anticipated Smart Cities funding
- Two programmes anticipated to be partially offset by grants:
  - Home Energy Retrofit Programme (\$350,000) – net cost of \$70,000 after grant
  - Living Labs Study (\$150,000) – net cost of \$25,000 after grant
- Electronic Vehicle Adoption (\$50,000) by the community – including outreach and education

The overall levy impact from the implementation of the mitigation plan under the Planning Department is anticipated to be just over \$250,000. In addition to this amount, \$10,000 has been budgeted throughout the forecast towards Social Housing building audits. This brings the overall County operating impacts of corporate climate change initiatives to close to \$260,000.

## Green Legacy:

- There are no major operating impacts within Green Legacy identified in the 10 year forecast

## Community Emergency Management:

- Salaries, Wages and Benefits includes the addition of Summer Student hours in order to provide support for the Critical Infrastructure (CI) Common Operating Picture (COP) map, with general photo updates and other more general updates.

The detailed 2022 operating budget and revised ten-year plan will be presented to the Committee in January. Attached to the report is the current proposed ten-year operating budget and ten-year capital budget for the Planning department.

## Capital Budget Forecast

In accordance with the Budget Management Policy, the list of capital works includes those initiatives that have a long-term benefit to the corporation and whose capital cost is at least \$25,000. Capital budgets are presented as inflated by 3.5% per year, which represents the five-year average of the non-residential construction price index. Highlights of the capital forecast are as follows:

## Planning:

- Projected capital spending includes additional budget to the existing Official Plan / MCR Update project primarily covers the Municipal Comprehensive Review (MCR) component of the project. Additional Official Plan updates include conformity/consistency with the Greenbelt Plan (2017), the Provincial Policy Statement (2020), and changes related to Source Water Protection Plans in Wellington County. Updates to the Official Plan are included in 2023 and 2028.
- New to the forecast – Climate Change Initiatives projects as identified in the Corporate Climate Change Mitigation Plan are included in the forecast. Corporate items reflected in this budget total \$2.1 million and are funded through a mix of subsidies and the Climate Change Mitigation Reserve.

**Note:** subsidies are included in this forecast however; no grant funding is secure at this time. Staff will evaluate project feasibility, as grant application results are communicated.

- Climate change initiatives affecting other departments are summarized below, and are budgeted within departmental budgets.

Department	Project	Year	Cost	Incremental Cost
Social Housing	Attic Insulation	2022-2025	225,000	225,000
Solid Waste Services	Pick up Truck EV Replacements	2023 - 2031	546,000	122,000
Roads	Pick up Truck EV Replacements	2024, 2027	810,000	312,000
Property	Pick up Truck EV Replacements	2025	128,000	18,000
CAO and Clerks	IT Van EV Replacement	2025	62,000	7,000
Library	Courier Van EV Replacement	2027	107,000	18,000
<b>Total</b>			<b>\$1,878,000</b>	<b>\$702,000</b>

#### **Green Legacy:**

- End of lifecycle vehicle and equipment replacements are included throughout the forecast for a total of \$322,000.

#### **Community Emergency Management:**

- The Emergency Management capital forecast includes a Vehicle replacement in 2028 and the Emergency Management Portable and Mobile radios replacement in 2028.
- New to the forecast - an allocation for generator replacements that addresses the generators located at the paging / radio sites throughout the County, in partnership with the County's member municipalities. The preliminary budget reflects the estimated County contribution to these purchases. Staff will continue to work with local Fire Chiefs to determine the timing and cost of replacements and report back with refined figures in January.
- New to the forecast – an allocation for paging site battery replacements. The batteries supply twelve hours of power in the event of a power outage and are nearing the end of estimated life. Replacements are scheduled every five years.

#### **Recommendation:**

That the preliminary 2022-2031 Planning capital budget forecast and major operating budget impacts as set out in this report be endorsed and forwarded to County Council for inclusion in the County of Wellington's Preliminary Ten-Year Plan.

Respectfully submitted,



Ken DeHart, CPA, CGA  
County Treasurer



**COUNTY OF WELLINGTON**  
**10 YEAR OPERATING BUDGET AND TAX RATE FORECAST**  
**Planning**

	Approved 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
<b>REVENUE</b>											
Grants & Subsidies	10,000	405,000									
Municipal Recoveries	290,000	296,700	303,400	310,100	316,800	323,500	330,200	336,900	343,600	350,300	350,300
User Fees & Charges	932,000	940,200	951,500	959,800	968,100	976,500	982,800	991,300	1,017,400	1,044,400	1,065,300
<b>Total Revenue</b>	<b>1,232,000</b>	<b>1,641,900</b>	<b>1,254,900</b>	<b>1,269,900</b>	<b>1,284,900</b>	<b>1,300,000</b>	<b>1,313,000</b>	<b>1,328,200</b>	<b>1,361,000</b>	<b>1,394,700</b>	<b>1,415,600</b>
<b>EXPENDITURES</b>											
Salaries, Wages and Benefits	2,181,100	2,304,800	2,452,000	2,584,600	2,724,900	2,764,900	2,836,500	2,934,700	3,032,800	3,133,100	3,235,600
Supplies, Material & Equipment	53,900	41,100	42,100	43,300	44,500	45,700	46,900	47,900	48,700	49,500	50,100
Purchased Services	364,900	943,800	455,000	665,700	476,600	487,800	499,400	511,200	524,700	538,600	549,500
Transfer Payments	725,000	725,000	725,000	695,000	665,000	665,000	665,000	665,000	665,000	665,000	665,000
Insurance & Financial	45,400	40,000	42,600	45,000	47,400	47,900	49,000	50,900	53,000	54,700	56,600
Internal Charges	6,600	6,600	6,600	6,600	6,600	6,600	6,600	6,600	6,600	6,600	6,600
<b>Total Expenditures</b>	<b>3,376,900</b>	<b>4,061,300</b>	<b>3,723,300</b>	<b>4,040,200</b>	<b>3,965,000</b>	<b>4,017,900</b>	<b>4,103,400</b>	<b>4,216,300</b>	<b>4,330,800</b>	<b>4,447,500</b>	<b>4,563,400</b>
<b>Net Operating Cost / (Revenue)</b>	<b>2,144,900</b>	<b>2,419,400</b>	<b>2,468,400</b>	<b>2,770,300</b>	<b>2,680,100</b>	<b>2,717,900</b>	<b>2,790,400</b>	<b>2,888,100</b>	<b>2,969,800</b>	<b>3,052,800</b>	<b>3,147,800</b>
yr/yr % change		12.8%	2.0%	12.2%	(3.3%)	1.4%	2.7%	3.5%	2.8%	2.8%	3.1%
<b>DEBT AND TRANSFERS</b>											
Transfer from Reserves	(10,000)										
Transfer to Capital	17,500	23,000	39,000					25,000			
<b>Total Debt and Transfers</b>	<b>7,500</b>	<b>23,000</b>	<b>39,000</b>					<b>25,000</b>			
<b>TAX LEVY REQUIREMENT</b>	<b>2,152,400</b>	<b>2,442,400</b>	<b>2,507,400</b>	<b>2,770,300</b>	<b>2,680,100</b>	<b>2,717,900</b>	<b>2,790,400</b>	<b>2,913,100</b>	<b>2,969,800</b>	<b>3,052,800</b>	<b>3,147,800</b>
yr/yr % change		13.5%	2.7%	10.5%	(3.3%)	1.4%	2.7%	4.4%	1.9%	2.8%	3.1%



**COUNTY OF WELLINGTON**  
**10 YEAR OPERATING BUDGET AND TAX RATE FORECAST**  
**Green Legacy**

	Approved 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
<b>REVENUE</b>											
Sales Revenue	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,100	2,100
Other Revenue	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
<b>Total Revenue</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,600</b>	<b>3,600</b>
<b>EXPENDITURES</b>											
Salaries, Wages and Benefits	631,200	659,600	680,200	698,300	720,600	743,500	767,900	793,900	820,600	848,300	876,700
Supplies, Material & Equipment	99,500	102,700	106,000	113,100	113,000	116,600	120,300	127,700	127,700	131,300	133,700
Purchased Services	86,800	89,300	92,200	95,000	97,900	100,800	103,800	106,200	109,300	111,900	113,800
Insurance & Financial	25,100	23,200	23,700	24,000	24,500	25,000	25,400	26,000	26,800	27,500	28,000
Minor Capital Expenses	35,000	16,000		16,000	11,000	18,000	27,000		10,000	7,000	73,000
Internal Charges	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600
<b>Total Expenditures</b>	<b>883,200</b>	<b>896,400</b>	<b>907,700</b>	<b>952,000</b>	<b>972,600</b>	<b>1,009,500</b>	<b>1,050,000</b>	<b>1,059,400</b>	<b>1,100,000</b>	<b>1,131,600</b>	<b>1,230,800</b>
<b>Net Operating Cost / (Revenue)</b>	<b>879,700</b>	<b>892,900</b>	<b>904,200</b>	<b>948,500</b>	<b>969,100</b>	<b>1,006,000</b>	<b>1,046,500</b>	<b>1,055,900</b>	<b>1,096,500</b>	<b>1,128,000</b>	<b>1,227,200</b>
yr/yr % change		1.5%	1.3%	4.9%	2.2%	3.8%	4.0%	0.9%	3.8%	2.9%	8.8%
<b>DEBT AND TRANSFERS</b>											
Transfer from Reserves	(35,000)	(16,000)		(16,000)	(11,000)	(18,000)	(27,000)		(10,000)	(7,000)	(73,000)
Transfer to Reserves	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
<b>Total Debt and Transfers</b>	<b>(5,000)</b>	<b>14,000</b>	<b>30,000</b>	<b>14,000</b>	<b>19,000</b>	<b>12,000</b>	<b>3,000</b>	<b>30,000</b>	<b>20,000</b>	<b>23,000</b>	<b>(43,000)</b>
<b>TAX LEVY REQUIREMENT</b>											
	<b>874,700</b>	<b>906,900</b>	<b>934,200</b>	<b>962,500</b>	<b>988,100</b>	<b>1,018,000</b>	<b>1,049,500</b>	<b>1,085,900</b>	<b>1,116,500</b>	<b>1,151,000</b>	<b>1,184,200</b>
yr/yr % change		3.7%	3.0%	3.0%	2.7%	3.0%	3.1%	3.5%	2.8%	3.1%	2.9%





**COUNTY OF WELLINGTON**  
**10 YEAR OPERATING BUDGET AND TAX RATE FORECAST**  
**Emergency Management**

	Approved 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
<hr/>											
REVENUE	<hr/>										
Total Revenue											
<hr/>											
EXPENDITURES											
Salaries, Wages and Benefits	365,800	415,300	440,500	461,500	486,300	510,600	528,000	545,600	564,100	583,400	603,000
Supplies, Material & Equipment	9,900	10,000	10,100	26,000	10,300	10,400	10,500	26,400	10,700	10,800	10,900
Purchased Services	200,500	204,200	210,400	216,900	253,400	230,100	237,500	244,600	251,800	259,400	264,600
Transfer Payments	151,200	151,200	151,200	151,200	151,200	151,200	151,200	151,200	151,200	151,200	151,200
Insurance & Financial	10,600	9,800	10,300	10,700	11,100	11,500	11,800	12,200	12,600	13,000	13,400
Total Expenditures	738,000	790,500	822,500	866,300	912,300	913,800	939,000	980,000	990,400	1,017,800	1,043,100
<hr/>											
Net Operating Cost / (Revenue)	738,000	790,500	822,500	866,300	912,300	913,800	939,000	980,000	990,400	1,017,800	1,043,100
yr/yr % change		7.1%	4.0%	5.3%	5.3%	0.2%	2.8%	4.4%	1.1%	2.8%	2.5%
<hr/>											
DEBT AND TRANSFERS	<hr/>										
Total Debt and Transfers											
<hr/>											
TAX LEVY REQUIREMENT	738,000	790,500	822,500	866,300	912,300	913,800	939,000	980,000	990,400	1,017,800	1,043,100
yr/yr % change		7.1%	4.0%	5.3%	5.3%	0.2%	2.8%	4.4%	1.1%	2.8%	2.5%



**County of Wellington**  
**10 Year Capital Budget**  
**Planning**

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	10 Year Total
Planning											
Planning and Trails											
Official Plan / MCR Update	230,000	180,000									410,000
Official Plan Review/Update		210,000					250,000				460,000
<b>Total Planning and Trails</b>	<b>230,000</b>	<b>390,000</b>					<b>250,000</b>				<b>870,000</b>
Climate Change Initiatives											
Green Development Standards	100,000										100,000
Corporate Building Automation		26,000									26,000
Corporate EV Charging Infrastructure	80,000	1,570,000									1,650,000
Green Fleet Strategy		100,000									100,000
Adaptation Plan		180,000									180,000
<b>Total Climate Change Initiatives</b>	<b>180,000</b>	<b>1,876,000</b>									<b>2,056,000</b>
<b>Total</b>	<b>410,000</b>	<b>2,266,000</b>					<b>250,000</b>				<b>2,926,000</b>
<b>Sources of Financing</b>											
Subsidies	50,000	770,000									820,000
Current Revenues	23,000	39,000					25,000				87,000
Reserves	130,000	1,106,000									1,236,000
Development Charges	207,000	351,000					225,000				783,000
<b>Total Financing</b>	<b>410,000</b>	<b>2,266,000</b>					<b>250,000</b>				<b>2,926,000</b>



**County of Wellington**  
**10 Year Capital Budget**  
**Green Legacy**

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	10 Year Total
Green Legacy											
Skid Steer Replacement Northern		104,000									104,000
Green Legacy Van Replacement	45,000							57,000			102,000
Green Legacy Pick up Replacement			55,000								55,000
Northern Nursery Pick Up Replacement							61,000				61,000
<b>Total</b>	<b>45,000</b>	<b>104,000</b>	<b>55,000</b>				<b>61,000</b>	<b>57,000</b>			<b>322,000</b>
<b>Sources of Financing</b>											
Reserves	45,000	104,000	55,000				61,000	57,000			322,000
<b>Total Financing</b>	<b>45,000</b>	<b>104,000</b>	<b>55,000</b>				<b>61,000</b>	<b>57,000</b>			<b>322,000</b>



**County of Wellington**  
**10 Year Capital Budget**  
**Emergency Management**

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	10 Year Total
Emergency Management											
CEM Vehicle Replacement							55,000				55,000
Paging Site Battery Replacements	35,000					42,000					77,000
Generator Replacement Programme	75,000						55,000				130,000
EM Portable and Mobile Radio Replacement							37,000				37,000
<b>Total</b>	<b>110,000</b>					<b>42,000</b>	<b>147,000</b>				<b>299,000</b>
<b>Sources of Financing</b>											
Reserves	110,000					42,000	147,000				299,000
<b>Total Financing</b>	<b>110,000</b>					<b>42,000</b>	<b>147,000</b>				<b>299,000</b>



# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Zach Prince, Senior Planner  
**Date:** Thursday, November 18, 2021  
**Subject:** Kissing Bridge Trailway - Advisory Board Terms of Reference Amendments

### Purpose:

The purpose of this report is to obtain County Council support for proposed amendments to the Terms of Reference of the Kissing Bridge Trailway Advisory Board.

### Background:

The Kissing Bridge Trailway is a multi-use recreational trail extending 44.5 kilometres from Wellington Road 39 across the northern part of Waterloo Region to Millbank in the County of Perth. The Trailway is jointly managed by the County of Wellington and the Region of Waterloo (figure 1). The abandoned CPR right-of-way on which the Trailway runs was leased jointly from the Province by the Region and Wellington County in 1997. At the time the Advisory Board was established, the Board consisted of representatives of five (5) community groups and a number of member positions not affiliated with community groups. The community groups were designated as Trailway Steward Groups which had volunteered to develop and maintain the segments into which the Trailway is divided.

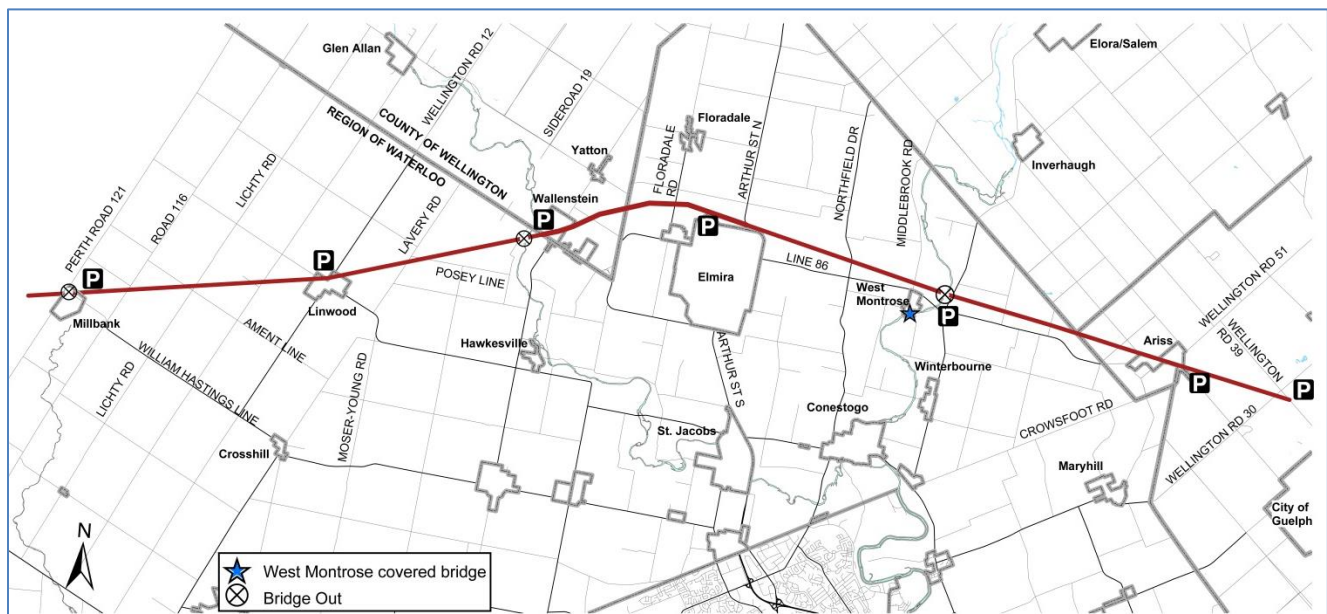


Figure 1 - Map of Kissing Bridge Trailway

### Terms of Reference Amendments:

Currently, the Advisory Board has a number of long-term vacancies due to an inability to recruit suitable representatives. For example, there is only one agricultural community representative instead of four, and one non-farm landowner instead of three. Since the beginning of the Trailway Advisory Board, representation has been provided consistently by the Steward Groups, one non-farm landowner and the political appointees of the County and the Region. County and Regional staff have continued to provide administrative support to the Advisory Board, but are not members of the Board itself.

In 2017, the Golden Triangle Snowmobile Club (GTSA) disbanded as a result of reorganization of the Ontario Federation of Snowmobile Clubs (OFSC). As such, it is no longer a Trail Steward Group and no longer has representation on the Advisory Board. While the local agricultural community has been represented by members of the Waterloo and Wellington Federations of Agriculture since the formation of the Advisory Board, the Waterloo Federation has not had a representative since 2005. Given the changing makeup of surrounding communities and increased use of the trail, the following changes have been recommended that one (1) agricultural representative be removed and that one additional non-farm landowner be added to reflect the current active users of the trail.

The G2G Rail Trail (incorporated in 2014), was started in 2009 in an attempt to recreate the community connections of the original G&G Railway from Guelph to Goderich. For several years, the G2G Rail Trail has been represented at the Advisory Board by a liaison member - not officially a member of the Advisory Board. To create a closer connection between the Kissing Bridge Trailway Advisory Board and the G2G Rail Trail, Region and County staff recommend that the G2G Rail Trail Inc be included in the membership of the Advisory Board. As such the G2G Rail Trail would be represented by a member and an alternate of their choosing, as is the case with the Advisory Steward Groups.

### **Conclusion:**

Revisions are necessary to ensure that we can continue to have adequate representation on the Kissing Bridge Trailway Advisory Board. To address this, the Terms of Reference is being amended as follows:

- o Remove the Golden Triangle Snowmobile Association (GTSA) as a Steward Group;
- o Remove one (1) agricultural representative and add one (1) non-farm landowner representative; and
- o Add one (1) representative of the Guelph to Goderich (G2G) Rail Trail Inc. as a member of the Board.

A copy of the amended Terms of Reference is available for review.

### **Recommendation:**

That County Council support the proposed amendments to the Terms of Reference of the Kissing Bridge Trailway Advisory Board.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Zach Prince', is written over a horizontal line.

Zach Prince RPP MCIP  
Senior Planner



# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Jameson Pickard, Senior Policy Planner  
Sarah Wilhelm, Manager of Policy Planning  
**Date:** Thursday, November 18, 2021  
**Subject:** **County Official Plan Review – Municipal Feedback**



PLANWELL

### 1.0 Purpose

The purpose of this report is to provide an overview of Municipal consultation and formal feedback on the County Official Plan Review. This report builds on staff's September report regarding consultation and engagement (PD2021-21). While some Municipalities have not provided formal comments at this time, each one has had meaningful and ongoing discussions with County staff about their interests and concerns related to the project.

### 2.0 Background

Since the launch of the project the County has taken steps to ensure that Member Municipalities play an integral role in Official Plan Review. In the fall of 2019, one of the first steps was for staff to meet with each Council or Committee of Council and introduce the Official Plan review project. The County has also consulted with Member Municipalities as a group and on an individual basis, and regularly shared information.

#### 2.1 Joint Municipal Consultation

The County has established a Technical Resource Team (TRT) comprised of Municipal CAOs (or designates), Municipal planning consultants, County Planning Director, Planning Managers, and County consultants (Watson & Associates). This group meets on an as-needed basis to review and discuss matters related to the municipal comprehensive review (MCR) component of the Official Plan Review. The TRT has had a significant role in reviewing and refining Watson's Municipal growth allocations and land needs assessment. The group has met four times to discuss the following:

- policy context, municipal comprehensive review and land needs assessment overview
- draft growth allocations and preliminary findings
- draft community area and employment area land need
- adjustments to allocations, results of revised draft land needs and approach to excess lands

#### 2.2 Specific Municipal Consultation

Staff and Watson also worked with each Municipality through:

- conference calls with staff of each Municipality to discuss local opportunities and challenges, confirm the residential and employment land inventories and identify local stakeholders;

- circulation of draft allocations for Municipal staff comments and conference calls to discuss as needed;
- circulation of draft community area and employment area land needs for Municipal staff comments and conference calls to discuss as needed;
- calls with Municipal staff to discuss employment area conversion requests; and
- contact with Mayors and Municipal/County Councillors as requested.

We have also invited Member Municipalities to participate in public forums and to provide comments through the following:

- invitation to Special Meeting of County Council
- invitation to Public Information Centre to present draft Phase 1 MCR report
- circulation of draft Phase 1 MCR report for comments
- circulation of County Growth Structure Draft Official Plan Amendment 119

## 2.1 Information Sharing

Staff has also circulated the following project reports to Municipal Clerks for information for their Council members and staff:

- Process and Key Phases
- Progress Report #1
- Communications and Engagement Guide
- Progress Report #2
- Progress Report #3
- Employment Area Conversions
- Progress Report #4
- Alternative Intensification Target
- Regionally Significant Economic Development Area
- Information Overview for Special Meeting of Council
- Consultation and Engagement Overview
- OPA 119 County Growth Structure

## 3.0 Municipal Comments

Attached to this report is a table which summarizes formal Municipal comments the County has received to date (Appendix A). Some Municipal comments were broad and applicable to later phases of the project, while others were specific and applicable to the Phase 1 (Urban Structure and Municipal Growth Allocations) and Phase 2 (Land Needs Assessment) work that is ongoing.

The comments that are applicable to the Phase 1 growth allocations have been factored into the analysis where appropriate. The County has limited flexibility in allocating growth however, because Growth management is a Provincial-led process as summarized below:

<b>County-wide Population and Employment Forecasts</b>	<p>The Province sets the population and employment forecasts for Wellington to 2051 in Schedule 3 of the Growth Plan for the Greater Golden Horseshoe (2019, as amended):</p> <ul style="list-style-type: none"> <li>• These forecasts form the basis for establishing a market-based supply of housing.</li> <li>• Lower projections for population or employment are not permitted as they would lead to housing affordability issues and land shortages.</li> </ul>
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<b>Distribution of Growth to Member Municipalities</b>	<p>The Province requires Wellington County to distribute this growth to Member Municipalities based on Provincial policies:</p> <ul style="list-style-type: none"> <li>• These policies direct where growth should occur, the minimum rates of intensification and minimum density targets.</li> </ul>
<b>Determining Land Need for Growth</b>	<p>The Province establishes the requirements to determine the total quantity of land needed to accommodate the forecasted growth to 2051, including:</p> <ul style="list-style-type: none"> <li>• the need for any settlement area boundary expansions,</li> <li>• employment land conversions, and</li> <li>• the quantity of any excess lands.</li> </ul> <p>These requirements are laid out in the “Land Needs Assessment Methodology for the Greater Golden Horseshoe” published by the Province</p>

Watson will be releasing an addendum to the Phase 1 report which will capture changes made as a result of all feedback received.

#### 4.0 Future Municipal Consultation

The County will continue to meet with Member Municipalities as part of the technical committee. The County will also:

- host a virtual Public Information Centre on Monday, December 13, 2021 at 6:30 pm on the draft results of the land needs assessment;
- circulate the detailed results of the Phase 2 draft land needs assessment and provide a formal opportunity for Municipalities to comment in the new year; and
- provide notice of public open house(s) and public meeting for County Growth Structure Official Plan Amendment to Member Municipalities in the new year.

#### 5.0 Recommendations

That the report “County Official Plan Review – Municipal Feedback” be received for information; and  
That the County Clerk circulate the report to Member Municipalities for information.

Respectfully submitted,



Jameson Pickard, B.URPL  
Senior Policy Planner



Sarah Wilhelm, MCIP, RPP  
Manager of Policy Planning

## **Appendix A**

### **Municipal Comment Summary**

## Township of Centre Wellington - First Submission (November 8, 2021)

**NOTE:** County staff has provided the Township's comments to Watson & Associates for their consideration. Due to the timing of the Township's submission, we were unable to provide a response prior to finalizing this report for distribution.

Comment Summary
The Township has provided the County with comments based on the June 16, 2021 Draft Phase 1 MCR Report: Urban Structure and Growth Allocations. Township Staff note that the comments provided are staff level and have not yet been reviewed by Township Council. The comments provide an overview of the historical growth rates in the Township and raise the following concerns regarding the draft growth allocations for the Township:
1. The Township's allocated share of County growth and annual rate of growth may be too high based on historical growth rates in the Township.
2. The Growth Plan requires the consideration of many factors in determining the feasibility of proposed urban boundary expansions. Is it feasible to finalize growth allocations in the absence of analysis of feasibility of urban expansions in Centre Wellington or other municipalities in Wellington?
3. Is it possible the Province has assigned too much Growth to the County of Wellington? Is it possible to leave some of the growth unallocated?

## Town of Erin - First Submission (January 29, 2021)

Comment Summary	Staff Response
The Town's planning consultant (MSH), provided the County with detailed residential land supply information in Erin and Hillsburgh to be considered during the preparation of the municipal growth allocations.	<ul style="list-style-type: none"> <li>This information was provided to Watson &amp; Associates for consideration in the preparation of draft growth allocations based on the Provincial methodology.</li> </ul>

## Town of Erin - Second Submission (May 14, 2021)

Comment Summary	Staff Response
A second submission from MSH was provided to the County, commenting on draft growth management work that was presented at the April 22, 2021 Technical Resource Team Meeting. These comments are summarized below:	
1. MSH highlights that the County's phased approach to the official plan review is a far from ideal approach to long term planning. Planning cannot be based solely on numbers and must consider the location and character of the community, the nature of the land base and the availability of infrastructure. The Town would request that if the County proceeds with the phased approach, to provide sufficient flexibility in the population and employment targets and related policy framework to allow for adjustments to reflect the results of the more detailed land needs analysis, without an amendment to the County Plan.	<ul style="list-style-type: none"> <li>The County has had to proceed with a phased approach due to shifting Provincial, County and Municipal priorities.</li> <li>In response to this feedback, we note that the forecasts and allocations were excluded from the County Growth Structure Official Plan Amendment (OPA 119).</li> <li>The draft Amendment has been considered by County Council and has been circulated to Municipalities for comment.</li> </ul>
2. MSH requested that the County consider that the Future Development land may not meet all of the Town's future needs and that there is a need for additional employment area land.	<ul style="list-style-type: none"> <li>Staff has conducted a detailed review of Future Development land constraints which has resulted in removal of some areas from the County inventory.</li> <li>The Town's comments related to the land needs assessment have been provided to our consultants for their consideration.</li> </ul>

## Township of Mapleton - First Submission (September 8,2021)

Comment Summary	Staff Response
On behalf of the Township, planning consultants GSP Group Inc. reviewed the draft forecast and allocations for Mapleton and provided detailed comments regarding the distribution of growth across the municipality. GSP also recommended the reconfiguration and rationalization of settlement area boundaries in Mapleton.	<ul style="list-style-type: none"><li>Staff anticipates that an Addendum to Watson's Phase 1 report will address the Township's concerns related to growth allocations.</li></ul>

## Township of Mapleton - Second Submission (November 20, 2021)

Comment Summary	Staff Response
<p>Township of Mapleton Council received a presentation on the future of Mapleton's growth from GSP which built on the comments above. Council endorsed the presentation and its content.</p> <p>The presentation included an overview of proposed growth for the Township and a review of residential and employment land inventories. There were also a series of opportunities and constraints maps related to land optimization, development staging and other land use considerations.</p>	<ul style="list-style-type: none"><li>The information received and endorsed by Township Council generally re-affirms the discussions County and Township staff have been having. Matters related to the land needs assessment are being considered by Watson &amp; Associates.</li></ul>

## Town of Minto (July 14, 2021)

Town of Minto Council passed the following resolution as it relates to the County of Wellington Official Plan Review:

Comment Summary	Staff Response
That Council of the Town of Minto receives the July, 7, 2021 Update Report 2 from the CAO and Triton Engineering regarding the status of the municipal comprehensive review of the County Official Plan, and that Council offer the following comments for consideration:	
1. That Minto urban area mapping be updated to reflect changes approved by the County in recent official plan amendments;	<ul style="list-style-type: none"> <li>The Minto urban area mapping changes associated with Official Plan Amendment 117 were consolidated into the Official Plan when last revised July 20, 2021.</li> </ul>
2. Clear policies come forward from the comprehensive review around urban boundary expansions up to 40 ha and where there is no net increase in land supply to encourage flexibility, reduce boundary rigidity and to increase land development opportunity;	<ul style="list-style-type: none"> <li>Staff's policy review will consider Provincial Growth Plan policies allowing for boundary adjustments outside of the MCR (2.2.8.4) and for 40 ha boundary expansions (2.2.8.5, 2.2.8.6), subject to criteria.</li> <li>Policy development will be part of a later stage of the Official Plan Review.</li> </ul>
3. Policies be provided allow minor rounding out and infilling in rural settlements such as Drew, Teviotdale and other small housing or commercial clusters;	<ul style="list-style-type: none"> <li>Staff's policy review will consider Provincial Growth Plan policies allowing for minor rounding out of rural settlements outside of the MCR (2.2.9.7), subject to criteria.</li> <li>Policy development will be part of a later stage of the Official Plan Review.</li> <li>Draft Official Plan Amendment 119 revises the County Growth Structure, including rural settlements. Any minor rounding out or infilling within small housing or commercial clusters (outside of Hamlets) would be subject to the policies of the applicable designation.</li> </ul>
4. Policy be included to allow urban areas to be easily expanded where population and employment targets are exceeded, including re-allocation of surplus growth from municipalities not meeting targets; and	<ul style="list-style-type: none"> <li>Outside of the exceptions noted in item 2 above, Provincial policies do not allow for urban areas to be expanded unless part of a municipal comprehensive review.</li> </ul>
5. That the County continue to use the Technical Engagement Committee during the remainder of the comprehensive review process.	<ul style="list-style-type: none"> <li>Staff appreciate and support this request.</li> <li>This group is a valuable resource for County Staff to connect directly with Member Municipalities.</li> </ul>

## Township of Wellington North (August 23<sup>rd</sup>, 2021)

Township of Wellington North Council passed the following resolution as it relates to the County of Wellington Official Plan Review:

Comment Summary	Staff Response
<p>That Council of the Township of Wellington North receive Report CAO 2021-006 being a report on the Official Plan – Municipal Comprehensive Review;</p> <p>AND FURTHER THAT Council of the Township of Wellington North direct staff to convey the below identified recommendations to the County of Wellington:</p>	
<p>1. County of Wellington (Cow) implement policies to phase growth to ensure that development and implementation of services required for complete communities e.g., social services, policing, emergency services, recreation opportunities/facilities greenspace (parks, trails), transportation network upgrades, childcare, solid waste services, access to potable water, wastewater services and execution of accessibility requirements happen in an orderly well thought out manner. As many of these services are offered through a mix of County and member municipal resources, detailed planning and cooperation is needed.</p>	<ul style="list-style-type: none"> <li>• Staff support the creation of complete communities in Wellington and the need to cooperate with Member Municipalities. Once finalized, the new forecasts will be used as a basis for planning for future needs by County service providers, Member Municipalities, School Boards, etc.</li> <li>• While Counties like Wellington do not have jurisdiction over water and wastewater servicing, staff can review and/or draft policies, if necessary, to address the need to phase Wellington North's servicing allocations.</li> </ul>
<p>2. Cow to undertake consultations with landowners for re-designating future development lands in Wellington North to better reflect current and future use (e.g. agriculture).</p>	<ul style="list-style-type: none"> <li>• Staff agree that future landowner consultation will be necessary where re-designating Future Development lands.</li> </ul>
<p>3. Land designations to be updated in the Official Plan to reflect the Township of Wellington North Community Growth Plan recommendations.</p>	<ul style="list-style-type: none"> <li>• The Township's Community Growth Plan complements the MCR.</li> <li>• The County will review and consider opportunities to support the Township's plan that meet current Provincial and County policy.</li> </ul>
<p>4. Cow consider adjusting growth forecasts for member municipalities to reflect ability and willingness to service designated lands.</p>	<ul style="list-style-type: none"> <li>• Municipal growth allocations have been determined based on extensive analysis and consultation with Member Municipalities. Through this work, adjustments have been made to allocations to reflect feedback provided, including servicing information.</li> </ul>

## Township of Wellington North (continued)

Comment Summary	Staff Response
5. Consideration be given to adjusting urban boundaries throughout the county (swaps) to reflect local land use realities (i.e., agriculture land designated future development within urban boundaries) and ability to service.	<ul style="list-style-type: none"> <li>Future Development designated lands are being analyzed as part of the land needs assessment, particularly those which have been identified by Member Municipalities as being more appropriate for long-term agricultural use.</li> </ul>
6. Cow to consider process for friendly annexation of lands from Grey County in the northwest area of Mount Forest for future industrial growth (employment lands).	<ul style="list-style-type: none"> <li>Staff and our project consultants have discussed the Township's interest in annexing land from the Municipality of West Grey in Grey County. An annexation is typically a complex and long-term undertaking and is therefore, outside of the scope of the current County Official Plan Review.</li> <li>While staff is available for planning advice and assistance, we would consider this a Township-led initiative.</li> </ul>
7. Cow develop policies for alternative services i.e., wells/septic's within urban areas where municipal water, wastewater constraints exist, and expansion of those municipal services do not make economic or environmental sense.	<ul style="list-style-type: none"> <li>Staff will review Provincial water and wastewater servicing policies in the context of the current Official Plan policies and consider whether policy changes are appropriate and/or necessary to address this concern.</li> </ul>
8. Cow develop policies to encourage dry industry in designated areas of the county.	<ul style="list-style-type: none"> <li>Further discussion will be needed regarding this item, which is related to sustainable water consumption for industrial uses in Arthur and Mount Forest. This may be addressed in the Wellington North section of the Official Plan or outside of the Official Plan.</li> </ul>
9. Cow acknowledge treatment of leachate from the county landfill site impacts Wellington North's ability to service future growth.	<ul style="list-style-type: none"> <li>Staff understands that this is an ongoing matter between County Solid Waste Services and the Township.</li> </ul>



## Township of Wellington North (continued)

Comment Summary	Staff Response
10. Cow Planning Committee members be invited to attend the Public Meetings associated with Official Plan Amendment applications.	<ul style="list-style-type: none"><li>Public meetings for site-specific County Official Plan Amendments are hosted by the Member Municipality, but the County is the approval authority. The County supports this approach as it is more convenient for local residents to attend, there are often local issues raised, and there are typically local planning applications being considered at the same time (i.e. rezoning). Notice of public meetings are circulated to County Ward Councillors and staff report to Planning Committee on the input provided by the public.</li></ul>



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Hurania Melgar, Emergency Manager/CEMC  
**Date:** Thursday, November 18, 2021  
**Subject:** **2021 Emergency Management Programme Annual Report**

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### **Background:**

The following report outlines the municipal requirements set out in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 and how the municipality has fulfilled these requirements for 2021.

### **Programme Committee:**

The County has an Emergency Management Programme Committee (Committee). The Committee met virtually on March 30, 2021 to review the County's Emergency Management Programme including its Hazard Identification and Risk Assessment, Emergency Response Plan, training needs, proposed annual exercise, review of the Interim After Action Review for COVID-19 and Public Education. The minutes from the Committee meeting are attached.

The Committee has been updated to identify a Chair and to remove the 'as designated/or alternate' language as required by the Province to continue to meet compliance. The members of the Committee are not being changed. This report was accepted by the Planning Committee on September 9, 2021 and by County Council on September 30, 2021.

### **Emergency Response Plan:**

The existing Emergency Response Plan was adopted by Council in Fall of 2020. Any updates for the plan that have come out of the Interim COVID-19 After Action Report will be saved until after the final After Action Report is complete for COVID-19 in 2022. Appendix C has been added to the Plan to clarify titles listed in section 8.3 'Responsibilities of MECG Members', by municipality as required by the Province to continue to meet compliance. No changes to the by-law are required for an appendix addition.

### **Training:**

The required prescribed training for 2021 has not changed from 2018-2019 Emergency Management Ontario guidance. Members of the County's Municipal Emergency Control Group (MECG), both primary and alternates have satisfied the training requirements for this year.

Given the on-going COVID-19 pandemic, training was primarily conducted virtually and with smaller amounts of training than would normally occur. Below is the list of training opportunities offered:

1. EM 200-Basic Emergency Management Virtual Course: May 6-7, 13-14 in 2021
2. In House IMS Courses:
  - a. **Command:** May 27/21 1-3 pm

- b. **Operations:** Jun 10/21 10-12 pm
- c. **Planning:** Jun 17/21 10-12 pm
- d. **Logistics:** Sep 29/21 1:30-3:30 pm
- e. **Finance/Admin** Sep 29/21 9:30-11:30 am
- 3. Scribe Training: June 15, 2021 1:30-3:30pm
- 4. Municipal 511 Training: October 14, 2021 1-3pm
- 5. MCEG Essentials PowerPoint presentation shared with MCEG members

### **Annual Emergency Management Exercise:**

MCEG members must participate in an annual exercise, which evaluates the Municipality's Emergency Response Plan and procedures. The County's MCEG members participated in an in-person emergency management exercise on November 2, 2021.

The objectives of the exercise were to:

- a. Familiarize the Municipal Emergency Control Group (MCEG) with the eICS software and the use of this software as a virtual EOC.
- b. Familiarize MCEG members with the policies and procedures of the new Emergency Response Plan.
- c. Test the Debris Management Plan within the new Emergency Response Plan.
- d. Test new elements of the Emergency Social Services and Financial Considerations sections of the Emergency Response Plan.

Summary of recommendations/outcomes from the exercise:

- 1. eICS Virtual EOC Software:
  - a. Found this software useful, need to iron out procedures on how to use each function so members can use it to its full potential.
- 2. Assignment of Incident Management System (IMS) Roles:
  - a. Clear assignments of IMS functional roles will be required going forward to ensure the IMS works as it should with clear command and control, unity of command and flow of response.
- 3. Increased Training:
  - a. Due to the exemption of the exercise requirement last year, more training on IMS and how IMS works in an EOC is needed to ensure all MCEG members are more familiar with their roles/responsibilities are, within IMS.
- 4. Communication and Documentation:
  - a. Whatever form communication takes; whether through eICS, the Incident Action Plan, messages, Main Event Log, Personal Activity Log etc. more training, experience and opportunities to work with these communication tools/documentation will be extremely helpful.

### **Public Education:**

Every municipality's emergency management program must have public education on risks to public safety and on public preparedness for emergencies. Throughout 2021, Emergency Management

continued to work with County Communications to share information and key messaging about COVID-19 in collaboration with Wellington Dufferin Guelph Public Health.

Emergency Preparedness week was May 3-7. During the week, information was made available through the County's Social Media page, the County page in the Wellington Advertiser, the Highway 6 billboard signage and a 72-hour kit contest was held through social media. The Emergency Management Programme Coordinator organized virtual presentations to elementary schools across the County (262 students) in collaboration with our valued partners at OPP, GWPS and local fire departments, on how students could "Be Ready for Anything". 250 Emergency Preparedness bags were provided to the Township of Wellington North and Minto Fire Services for their event "Safe Kids Day in a box" for students in the north part of the County.

Winter Driving Safety information has been made available at Car/Tire businesses throughout Wellington County and also on Highway 6 billboard signage between Guelph and Fergus.

The County page in the Wellington Advertiser, the County of Wellington's social media accounts (an average of 4/month) and the Highway 6 billboard sign regularly contain emergency preparedness information.

The Emergency Management team also created a new video for the virtual 'Safe Communities Day' on October 14, 2021. 12 schools, 24 classes and 603 students across the County participated in the day, saw our video and were able to ask our staff questions virtually.

An updated Emergency Preparedness ad was again put onto reusable grocery bags at the Arthur Foodland.

As in 2020, 2021 EM Public Education included the "Do one thing" promotion. Emergency Preparedness messages were available in The Wellington Advertiser, on the County's social media and radio stations.

The following is the list of targeted education plan by month:

January – Frozen Pipes/Make a Plan

February - 211

March – Floods

April – Sheltering

May – Emergency Preparedness Week

June – Tornadoes

July – 72 Hour Kit

August – Unique Family Needs

September – Be Informed

October – Power Outages

November – Winter Weather (Car Kits)

December – Winter Weather (Driving)

**Critical Infrastructure:**

Every municipality is required to identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. The critical infrastructure list was updated by the County at the Committee meeting. Previously we were using both an excel spreadsheet and the Common Operating Picture (COP) map for critical infrastructure. We will be fully transferred over to using only the COP map by early 2022 due to changes in the County's map system provider being moved to ArcGIS recently.

**Service Continuity:**

The County's Service Continuity Committee met in March and October of 2021. Following the 2020 COVID-19 pandemic and desire to standardize plans across departments a new template was created for the Service Continuity plans for the March meeting. Most plans are completed and approved with the new template and all will be completed by the end of 2021. Due to the template change, no exercise was required this year.

**EM Radios:**

The replacement of all the EM radios by MRC has been completed as of November 2021.

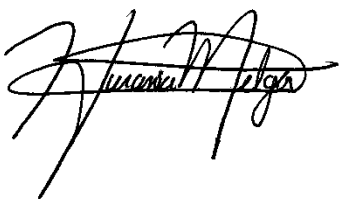
**Conclusion:**

The County of Wellington has fulfilled the mandatory municipal requirements set out in the Emergency Management Civil Protection Act and Regulation 380/04 for 2021.

**Recommendation:**

That the Council receives and accepts the annual report on the County's Emergency Management Programme for 2021.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Hurania Melgar', with a stylized, flowing script.

Hurania Melgar  
Emergency Manager/CEMC

Attach. – Minutes of the Emergency Management Programme Committee



### County of Wellington

Emergency Management Program Committee (EMPC)

March 30, 2021 – pushed to 1030 hrs (10:30 am) Virtual Teams Meeting

### Minutes

On Call:

1. Aldo Salis, Director of Planning & Development
2. Andrea Ravensdale, Communications Manager
3. Bobby De Hetre, EM Programme Coordinator
4. Cathy Sweeney, EM Assistant
5. Chris Beveridge, GWDPH
6. Eddie Alton, Social Services Administrator
7. Hurania Melgar, EM Manager/CEMC
8. Joe De Koning, Manager of Roads
9. Kelly Linton, Warden
10. Ken DeHart, County Treasurer
11. Neil Buetow, EM Programme Coordinator
12. Ron Smith, OPP
13. Stephen Dewar, GWPS
14. Sue Dronick, Administrator, Home for the Aged
15. Susan Farrelly, Director of Human Resources

#### 1. Adoption of Minutes

**Moved:** Aldo Salas

**Seconded:** Susan Farrelly

Motion that the minutes of March 21, 2020 are approved as circulated. **Carried**

#### 2. Business Arising from Minutes

- a. **Alert Ready:** Ontario local test schedule will be;
  - Wed May 5/2021 @ 12:55 pm est
  - Wed Nov 17/2021 @ 12:55 pm est
- b. **Municipal 511:** Working fairly well, some municipalities are using it. Automated contact list when Municipal 511 is updated is available for use, question as to would anyone be interested in utilizing? No interest at this time. Training is available on request, have staff reach out to EM Manager for registration.
- c. **Dashboard** – reviewed by individual item number.
  - i. (2) outstanding - still says draft, will review again this year to confirm all is good to go
  - ii. (7) in progress - new Service Continuity elements to be included for conformity.
  - iii. (8) complete - this was added to the new ERP in fall of 2020.



- iv. (10) complete- this has been created for any training that could be.
- v. (11) complete - doing couple more sessions in 2021
- vi. (12) complete – approved and by-lawed Fall of 2020
- vii. (19) outstanding - EM will send card to Chris
- viii. (20) complete, looking to integrate into website
- ix. (22) outstanding - will complete a full inventory first and then decide what is needed
- x. (23) outstanding - will complete a full inventory fist and then decide what is needed
- xi. (24) outstanding - will complete a full inventory first and then decide what is needed

### 3. 2021 Work Plans

#### a. Essential Maintenance (Regulated Items)

- i. The Office of the Fire Marshal and Emergency Management, has not granted any 2021 exemptions from the requirements of the Emergency Management and Civil Protection Act—that includes the Annual Exercise Requirement. Reviewed required elements and the anticipated time lines for completion.

#### b. Enhanced (Not Mandatory for EM programs)

- i. Committee reviewed new and annual enhanced projects time lines.

Committee reviewed plans, no changes or concerns noted.

### 4. HIRA review and approval

Programme Coordinator has completed applying previous risks identified and merged them into the new 2019 guidance from Province, and screen shared the new comparison chart. Program Coordinator explained the missing hazard and how based on the new guidelines terrorism is categorized. Moving forward EM team would like to complete the 5 step comprehensive investigative review of hazards. This in-depth review involves a number of stakeholders and will be completed when COVID environment allows. HIRA is to be reviewed yearly and hazards can be changed based on current events. Updates to mitigations will also change hazard placement or complete removal from list.

Committee reviewed HIRA with no changes or concerns noted.

**Moved:** Eddie Alton

**Seconded:** Andrea Ravensdale

Motion that the HIRA be approved as circulated.

**Carried.**



### 5. Emergency Response Plan review

New ERP passed through by-law fall of 2020. Some upcoming updates to the plan are;

- a. role name titles/responsibilities will be changed based on guidance from our field officer. EM manager to complete.
- b. Looking to explicitly state that the ERP can be activated without an emergency being declared.
- c. Aldo noted that it should be clarified that a change to the bylaw is not required for these changes. EM to follow up.

No updates, changes or concerns from the committee.

### 6. Critical Infrastructure (CI) Review

EM Manager advised that through the member municipalities committee meetings CI lists are being updated. Moving forward EM team is hoping to migrate all the CI information, including the hazardous facilities layer to the COP map by the end of 2021 to maintain a one source, one location listing. Additionally, EM department will be reviewing the CI categories for ease of use.

### 7. Emergency Operations Centres (EOC)

Virtual EOC are always available option and in the ERP plan, as noted above will be adding some clarity to this. EM team needs to complete a full inventory the items at County EOC's and member municipalities when COVID environment allows.

No updates, changes or concerns from Committee.

### 8. Updated Training Plan 2020-2025

Reviewed revised training plan with March 2021 date. Most of the changes were made to reflect Provincial updates or the availability of courses in a virtual classroom. For any training that is offered by request, send staff names to EM Manager for enrolment.

- **EM 300** – CEMC course, June 2021 by OEM Field Officer Teresa Alonzi. EM Manager will reach out for enrollment.
- **EM 200** – BEM Virtual course, May 6-7, May 13-14/2021 will be split into 4, 4hr sessions (perhaps only 3 sessions). EM Manager will reach out for enrollment.
- **IMS 100** – available via self-study on the OFMEM training website.
- **IMS 200** – Basic Incident Management System, Sept 9-10, and 16 will run 3, 4hr sessions. EM Manager will reach out for enrollment.
- **IMS 300** – Incident Management System, currently only offered by certified Provincial instructors, can check the OFMEM training portal for potential dates.
- **In House IMS Course** – Will run 2 hour sessions based on municipalities EOC function/position. Will offer virtually 1 session per position/function as noted below, otherwise we will share presentations or the recorded training sessions. EM Manager will reach out for enrollment.





## EMPC Mar 2021

- **Command:** May 27/21 1-3 pm
- **Operations:** Jun 10/21 10-12 pm
- **Planning:** Jun 17/21 10-12 pm
- **Logistics:** Sep 2/21 1-3 pm
- **Finance/Admin** Sep 3/21 10-12 pm
- **Scribe Training** - available by request, presented virtually.
- **Shelter Management Course** - provided by Red Cross, will advise availability once known.
- **Crisis Communications/Emergency Information** - available by request.
- **Municipal 511** – available by request, presented virtually.
- **Common Operation Picture (COP)** - available by request, presented virtually.
- **eICS Software training** - available by request, presented virtually and/or recorded sessions.

### Extra Training Options:

- **First responders specific training** - (Interoperability training)—available by request.
- **Flood Notification Training** – provided by Conservation Authorities.
- **Critical Incident Stress Management Training** – available by request.

## 9. Exercise

- a. **2021 Exercise** – Proposing a virtual exercise using eICS software. Before exercise, imperative that County MCEG (Municipal Emergency Control Group) is very comfortable with the system. Aims of the exercise will be to test eICS use, MCEG is comfortable with eICS, test the new ERP. Committee advised to schedule this during the fall. EM Manager will send out a save the date to participants for the exercise.
- b. **Draft 2020 Interim COVID-19 Response AAR** –
  - i. **Key successes**
    - Activation of EOC's was done to varying degrees across the Member Municipalities/County
    - The County and all Member Municipalities are more resilient, adaptable now than before the pandemic
    - Support for the community via various means, with coordination among the County and all Member Municipalities
    - Coordination between the County and all Member Municipalities, especially in the joint declaration of emergency and continued JEOC meetings/decisions



**ii. What procedures need to be improved upon?**

- Joint Emergency Operations Centre procedures
- Review Communications Plan in ERP
  - Enhance Communications plan, and/or create an Information Management Plan
- Enhance Declaration/Termination of an emergency procedures, especially for County wide emergencies
- Review notification plans (activation and use mainly relied upon for unexpected, fast moving emergencies, not something like a pandemic)
- Formalize logistics plan/approach

**iii. What can we do to be better prepared next time?**

- Establish/practice use of the eICS system
  - This will assist with information management
- Add a Continuity of Operations Plan that addresses not only internal dependencies but also external Member Municipal dependencies

**iv. What additional training would you like to receive?**

- Exercise large scale scenarios with multi-governmental stakeholders, large information provision, required collaboration between the County and all Member Municipalities

**v. What additional tools/equipment would you like to have to help you respond better next time? (This can be a wish list)**

- Reliable IT hardware/software, especially for Council, EOC's
  - Reliable Internet Access across the County
- SS comment: Red Cross advised not sending physical support (during COVID), would be beneficial to have more people trained in the shelter management component, in case that we do have to open a shelter. Will add this to the dashboard for EM Manager investigation.

No additional questions or concerns from committee noted.

### 10. Public Education 2021

Continue to virtually promote the message of being 72 hours prepared. Emergency preparedness messages will go in the Wellington Advertiser throughout 2021 as well as the County's social media pages. Emergency preparedness spots will be occurring for the full year on Erin radio. Emergency preparedness week is May 3-7, 2021. We will continue with the "do one thing" topic focus messaging each month. Additionally, we are working on creating virtual activities to include school and youth group presentations, with possible



collaboration with other agencies. Giveaways of 72 hour kits via social media and creating short emergency preparedness videos. Our 2021 schedule is as follows;

January – Making a Plan

February – 211

March – Flooding

April – Sheltering

May – Emergency Preparedness Week

June – Tornadoes/ Severe summer weather

July- 72 hour kit

August – Unique Family Needs

September – Be Informed

October – Power Outages

November – Winter Weather

December – Winter Weather

### 11. County Service Continuity Program

Updated terms of reference for this committee and was moved and carried at the Mar 17/21 SCAC (Service Continuity Advisory Committee) meeting, also added Planning Department, Museum & Archives representatives. Added Covid 19 interim AAR as a recent emergency that brought some changes to SCAC. New service continuity plan and appendices template was created and was supported by the SCAC. This to meet best practice CSAZ 1600 and international standards and will align a standard layout/format of all plans across departments.

### 12. New Business

- a. **Emergency Shelters during COVID-19;** no concerns were noted with the draft document included with agenda. EM department will work to finalize.
- b. **eICS use for COVID-19;** there have been some visual informational pieces created with explanations on how to utilize the VEOC (Virtual Emergency Operations Center). New in the VEOC Event Log, is each day a short update now added.
- c. **New EM logo & truck;** image of truck with new logo shared
- d. **New EM website;** shared snapshot of proposed new EM website

### 13. Information & Correspondence

- none

### 14. Adjournment

Chair adjourned meeting 11:48 a.m.

Meeting secretary: Cathy Sweeney, EM Assistant



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Kyle Davis, Risk Management Official  
**Date:** Thursday, November 18, 2021  
**Subject:** **Lake Erie Source Protection Committee - Nomination of Municipal Representative**

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### Background:

The County of Wellington is part of five Source Protection Regions, including the Grand River Source Protection Committee. The Grand River Source Protection Plan came into effect on July 1, 2016 and is overseen by the Lake Erie Region Source Protection Committee.

On November 8, 2021, correspondence was received from the Lake Erie Source Protection Region requesting a joint nomination and re-appointment of Councillor John Sepulis (Township of Puslinch) to the Lake Erie Source Protection Committee. This correspondence is provided as Attachment 1 and was sent to the Clerks of the municipalities within this municipal grouping including the County of Wellington and all of its member municipalities within the Grand River watershed (Township of Centre Wellington, Town of Erin, Guelph/Eramosa Township, Township of Mapleton, Township of Puslinch and Township of Wellington North). This municipal grouping also includes municipalities within Dufferin and Grey Counties and Halton Region.

The Lake Erie Source Protection Committee guided the development of the Grand River Source Protection Plan. The Plan sets out the policies for reducing, eliminating or preventing significant threats to municipal drinking water supplies and establishes who has responsibility for taking action, sets timelines and determines how progress will be measured. The Lake Erie Source Protection Committee consists of 24 people from three sectors (7 each): municipal, public and business and three Indigenous representatives. The term of a member is for four years.

Councillor Sepulis has served as the Wellington, Halton, Dufferin and Grey Municipal Representative on the Lake Erie Source Protection Committee since 2017. His current term ends in November 2021. The Lake Erie Source Protection Region is proposing a re-appointment of Councillor Sepulis for a one and half year term until spring 2023. Councillor Sepulis has expressed an interest in continuing in the role of Municipal Representative.

The reason for a one and half year reappointment at this time is due the number of municipalities this position represents and the upcoming municipal election. The Lake Erie Source Protection Region would like to align the four year term with the municipal election cycle as the newly elected Councils could then consider the appointment or re-appointment of this position in conjunction with Council decisions on representatives to other committees or Boards. Following the Fall 2022 municipal election, Lake Erie staff would contact all the municipal clerks in this municipal grouping to initiate a joint nomination process for the Spring 2022 to Spring 2026, a four year term.

**Comments:**

It is recommended that County Council support the nomination of Councillor Sepulis as the Wellington, Halton, Dufferin and Grey Municipal Representative on the Lake Erie Source Protection Committee. Mr. Sepulis has served all of our local municipalities and the County of Wellington ably in his 4 years on the Committee and he would continue to apply his experience and knowledge of source protection if confirmed as a member for the next one and half years. Mr. Sepulis works well with local municipal and County staff and has articulately expressed our positions and concerns at the Committee.

**Recommendation:**

That Wellington County Council support the nomination of Mr. John Sepulis as the Municipal Representative for Wellington County, Halton Region, Dufferin County and Grey County on the Lake Erie Source Protection Committee.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kyle Davis', written in a cursive style.

Kyle Davis  
Risk Management Official

**Attachment**

1. November 8, 2021 – Lake Erie Region Source Protection Committee Municipal Member Nomination

November 8, 2021

Donna Bryce  
74 Woolwich Street Guelph

**RE: Lake Erie Region Source Protection Committee Municipal Member Nomination**

Dear Ms. Bryce,

The term of appointment for John Sepulis, Lake Erie Region Source Protection Committee (SPC) municipal representative, is scheduled to expire in November 2021. Mr. Sepulis was appointed by the Grand River Source Protection Authority (SPA) in November 2017 and represents municipalities (upper and lower) in Group 1 for the geographic area of Grey, Dufferin, Wellington and Halton. The SPA established the municipal groups in August 2007 as per Ontario Regulation 288/07 and detailed in Report SPA-07-08-04 (**Appendix A**).

The SPC 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. (2.) 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 SPA must appoint the person jointly submitted by the municipalities in a group. There are no term limits and SPC members can be reappointed.

Typically, new or returning SPC members are appointed by the SPA for a four-year term; however, with the upcoming fall 2022 municipal elections in mind, Lake Erie Region propose that Mr. Sepulis be jointly nominated by the municipalities in Group 1 for re-appointment to the SPC, for a term that expires in May 2023. Reappointing Mr. Sepulis to the SPC until spring 2023 would align the SPC nomination and approval process with the municipal election cycle. Lake Erie Region staff would contact municipal clerks in Group 1 following the municipal election to initiate the nomination process for Mr. Sepulis' replacement or reappointment. Mr. Sepulis has indicated his interest to stay on the SPC.

We recommend that your municipality nominate John Sepulis as a municipal representative to the SPC for a term of appointment that expires in May 2023. All municipalities in Group 1 will be receiving this letter and recommendation.

Although the regulation does not require it, we suggest that your municipal council pass a resolution in support of his nomination. The decision should be sent to the undersigned no later than **Friday, January 28, 2022**.

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

If you have any further questions regarding the nomination process, or would like assistance, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Keller', with a stylized, cursive script.

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](mailto:mkeller@grandriver.ca)

**Appendix A:**  
**Groupings for Municipal Representation on the Source**  
**Protection Committee**



## 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

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### 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

- 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

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:



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Lorrie Minshall  
Source Protection Program Director

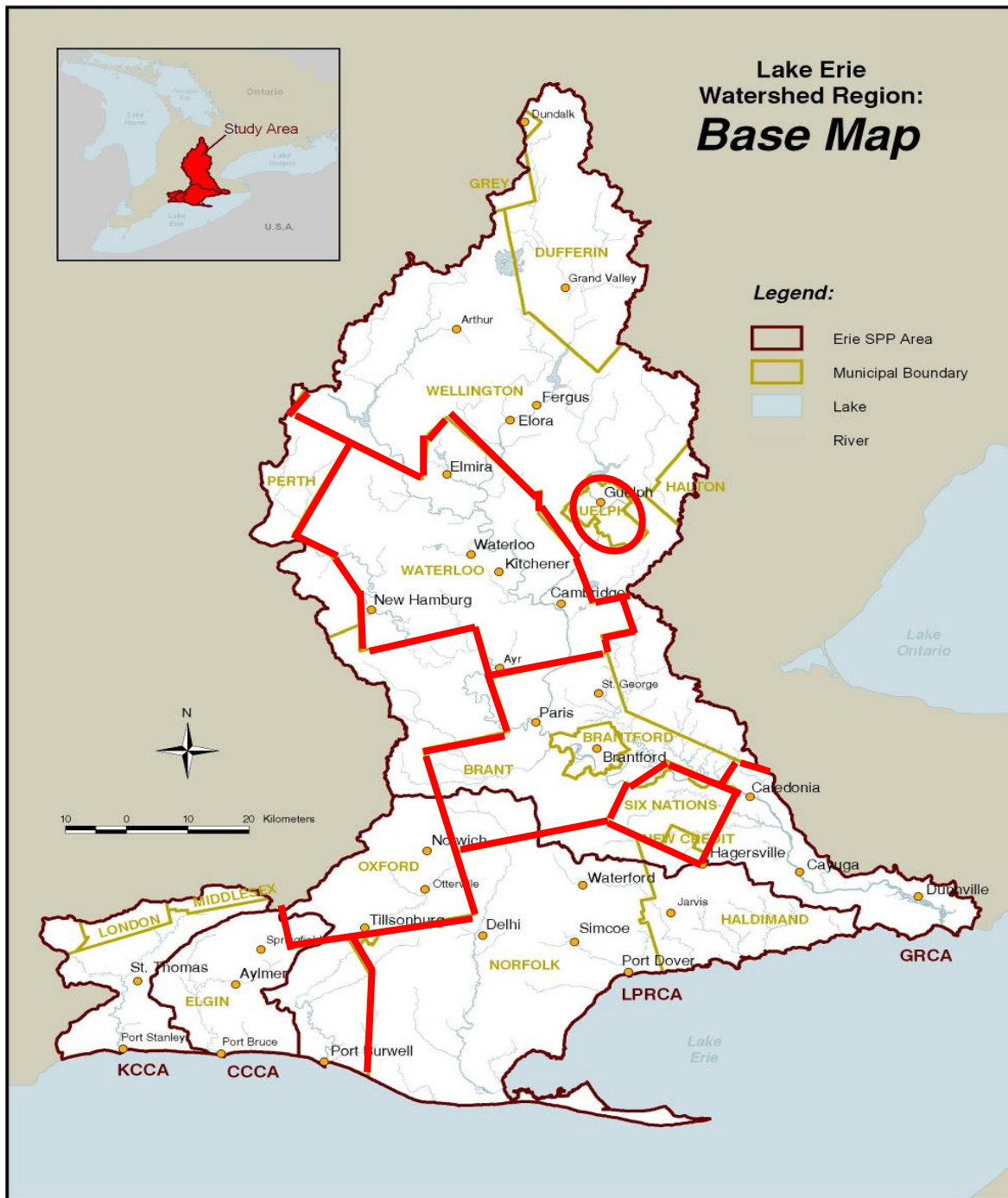
Approved by:



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Paul Emerson  
Chief Administrative Officer

## Attachment 1: Municipal Source Protection Committee Representation Groups



## 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 Cattfish 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		X	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 Tillsonburg			
Township of Blandford-Blenheim			
Township of East-Zorra Tavistock			
Township of South-West Oxford			
Township of Middlesex Centre			
Township of Thames Centre			

**Appendix B:**  
**Summary of the Functions of the Lake Erie Region Source  
Protection Committee**

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

The Lake Erie Region Source Protection Committee is responsible for guiding the 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](http://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.*

## **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, if required and COVID-19 pandemic health measures allow
- 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 or five 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). Committee meetings are currently being held virtually due to COVID-19 pandemic health measures.

Committee members should expect to work about five 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.



**Map 1: Lake Erie Source Protection Region**

