



December 8, 2022

TO: Municipalities that form the Kawartha-Haliburton Municipal Working Group

- City of Kawartha Lakes
- Municipality of Trent Lakes
- County of Haliburton
- Township of Minden Hills
- Municipality of Dysart et al
- Township of Algonquin Highlands
- Municipality of Highlands East
- Township of Brock
- Township of Scugog
- Township of Uxbridge

Attention: Debbie Leroux, Township of Uxbridge

RE: Municipal Representation on the Trent Conservation Coalition Source Protection Committee – Vacancy

As per the *Clean Water Act*, 2006 and supporting regulations, a Source Protection Committee (SPC) guides the drinking water source protection planning framework in the region. The SPC consists of 1/3 municipal, 1/3 commercial and industrial group and 1/3 special interest group representatives. Due to municipal elections and term expiries, there are two vacancies on the SPC. We are currently seeking nominations to fill the vacant municipal members of the Source Protection Committee that would represent municipalities in the Kawartha-Haliburton Source Protection Area.

Each of the Source Protection Areas (SPA) in the Trent Source Protection Region receive a member on the SPC, and in the case of Kawartha-Haliburton SPA, we receive an additional representative. These municipal representatives speak for municipal interests on behalf of all municipalities on the working group during the development of a baseline report (assessment report), the source protection plan and the monitoring of implementation efforts.

Brent Devolin (Township of Minden Hills) and Doug Elmslie (City of Kawartha Lakes) were selected by municipalities in 2019. Both municipal representatives in the Kawartha-Haliburton SPA (K-H SPA) have stepped down from the committee and need to be replaced.

Traditionally, one municipal representative has come from Haliburton County due to the additional watershed area, and one municipal representative has come from the City of Kawartha Lakes as they have 80% of the drinking water systems across the Source Protection Area. The City of Kawartha Lakes has indicated that they would like to continue having participation on the SPC and serving on behalf of the municipalities forming the working group.

The identification of the SPC representative follows a legislated process (O.Reg. 288/07). At this time, we are seeking nominations for the positions. Nominations can be for either an elected official or a staff person and cannot be a Conservation Authority Board member of any of the Conservation Authorities in the Trent Conservation Coalition Source Protection Region. If there are multiple nominations from municipalities, a conversation with municipalities will be facilitated by the SPA Lead to determine if municipalities can agree on two members. If two candidates cannot be determined, interviews would be conducted by a Selection Committee (the SPC Chair and 2 SPA Chairs, supported by the Program Coordinator) and the Selection Committee would make a recommendation to the municipalities of the members to be elected. All municipalities in the Kawartha-Haliburton SPA must agree on the selection of two members and will need to pass council resolutions to this effect.

If your municipality is interested in identifying a nomination for the position of Source Protection Committee member, we would appreciate receiving it by **January 31, 2023**.

More information on the SPC, a formal description of member responsibilities and the SPC Member's Handbook can be found at <http://trentsourceprotection.on.ca>. The formal description of SPC member responsibilities is also attached for your convenience. For additional information or clarification please do not hesitate to call Jenna Stephens, our source protection lead at 705-328-2271 ext. 224, or me at ext. 215.

Sincerely,



Mark Majchrowski
Chief Administrative Officer
Kawartha Conservation
277 Kenrei Rd
Lindsay, ON K9V 4R1

Copy: Jim Hunt, Chair, Trent Conservation Coalition Source Protection Committee
Keith Taylor, Program Coordinator, Trent Conservation Coalition Source Protection Region
Chair, Kawartha-Haliburton Source Protection Authority



Job Description

Municipal Sector Member

Trent Conservation Coalition Source Protection Committee

The Trent Conservation Coalition Source Protection Committee was created according to Ontario Regulation 288/07. The Committee, as set out in the Regulation, is comprised of 21 members (plus the Chair; plus 3 reserved for First Nations) and is composed of 1/3 municipal representatives; 1/3 economic sectors (agricultural, commerce, industry) and 1/3 other representatives (e.g., public, environmental, etc.).

The Committee is responsible for monitoring processes associated with the gathering of source protection information, assessing threats, developing policies and supporting implementation of the comprehensive Drinking Water Source Protection Plans for the Trent and Ganaraska watersheds.

Municipal sector representatives must be persons to reflect the interests of the municipalities that are located, in whole or in part, in the Trent Conservation Coalition Source Protection Region.

Eligibility Requirements:

To be eligible for municipal sector membership on the Trent Conservation Coalition Source Protection Committee individuals must:

- Reside in, own, or rent property within the Trent Conservation Coalition Source Protection Region; or
- Be employed or operate a business within the Trent Conservation Coalition Source Protection Region; or
- Be employed by a Municipality that is in the Trent Conservation Coalition Source Protection Region; and
- Not be a member or employee of a Conservation Authority within the Trent Conservation Coalition Source Protection Region.

Roles and Responsibilities:

- Monitor the implementation of the source protection plans policies;
- Contribute positively to updates to the assessment reports and source protection plans
- Review annual reports and materials (including scientific and technical reports) in advance of meetings
- Provide constructive, collaborative and science-based input on local source protection planning issue(s)
- Act as a liaison between the sector represented and the Source Protection Committee by bringing forward common concerns from personal knowledge and experience;
- Work collaboratively with other Source Protection Committee members and stakeholder groups
- Make decisions at the committee table
- Regularly attend meetings of the Source Protection Committee (and applicable working groups) throughout the duration of the appointment
- Attend and participate in public meetings, information sessions and forums
- Attend training sessions
- Participate, at the request of the Chair, in province-wide committees as a representative of the Trent Conservation Coalition Source Protection Committee
- Comply with the Code of Conduct and Conflict of Interest policies established by the Source Protection Committee, and
- Respect confidential information and abide by the process in place to safeguard confidential information

**Qualifications:**

- Must be able to reflect the interests of municipalities
- Demonstrated understanding of:
 - municipal, watershed, scientific or technical information (e.g. source protection, geology, geography, planning)
 - terms and concepts associated with environmental management
 - local watersheds, communities, and issues
- Proven ability to act as a liaison for municipalities being represented
- An openness to working cooperatively with representatives from other sectors
- Demonstrated ability to work with group dynamics
- Commitment to mutual respect for others and for their views and interests
- Demonstrated problem-solving, decision-making, and communication skills
- Demonstrated ability to weigh different points of view
- Demonstrated interest in seeking solutions
- Has contacts within the local community (individuals and groups)
- Willingness and ability to travel throughout the Source Protection Region

Term and Time Commitment

Members should be prepared to make a 3-5 year commitment to participate on the Trent Conservation Coalition Source Protection Committee. The Committee will have between 2 and 4 meetings per year. In addition to the Committee meetings, it is anticipated that the Committee members will be expected to attend training sessions and occasional public meetings and working group meetings, if established for the sector being represented. Committee members should also expect that they may occasionally need to travel significant distances across the Trent Conservation Coalition Source Protection Region to attend meetings and should anticipate the occasional evening meeting.

Compensation

Trent Conservation Coalition Source Protection Committee members will receive per diems and mileage (rates are determined locally through provincial direction and guidance).