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November 15, 2023

Bill Rayburn, CAO
Middlesex County
399 Ridout Street North
London, ON
N6A 2P1

Re: Lake Erie Region Source Protection Committee Municipal Member Nomination

Dear Mr. Rayburn,

We write to inform you that Lloyd Perrin, Director of Asset Management and Development at the Municipality of Central Elgin, announced his retirement in June 2023, leaving a vacant seat on the Lake Erie Region Source Protection Committee (SPC). Lloyd was the municipal representative for Group 7, covering the geographic areas of Elgin, Middlesex, St. Thomas, and London.

The SPC is a 24-member multi-stakeholder committee comprised of seven municipal representatives, seven economic sector representatives, seven public interest representatives and three First Nations representatives.

Additional details on the functions and obligations of SPC members are attached for your reference.

Municipal groupings for the SPC were established in 2007. As per the Clean Water Act, municipal members are appointed by the Source Protection Authority, who must select the person jointly nominated by the municipalities in the grouping.

Lloyd Perrin was a long standing member on the SPC, representing Group 7 from 2007 to 2023. Since Lloyd's retirement, Central Elgin has nominated **Alex Piggott** – Manager of Environmental Services – to take over as municipal representative for Group 7 for a four year term. Central Elgin council passed a resolution on October 23, 2023 in support of this nomination.

To assist the Source Protection Authority in appointing a jointly nominated representative for Group 7, we ask that your municipality consider providing a council resolution to support the nomination of Alex Piggott.

Sample resolution wording is provided below:

THAT Council supports the nomination of Alex Piggott, Manager of Environmental Services at the Municipality of Central Elgin, as municipal representative for Group 7 on the Lake Erie Region Source Protection Committee.

To ensure a representative is appointed in time for future SPC meetings planned in 2024, we ask that your council resolution be provided to the undersigned no later than **February 29, 2024**.

If you have any questions regarding this process, or would like assistance, please do not hesitate to contact Lake Erie Region staff.

We look forward to receiving your joint nomination of a municipal representative.

Sincerely,

A handwritten signature in black ink that reads "Shari Dahmer". The signature is written in a cursive, flowing style.

Shari Dahmer
Source Protection Program Manager
Lake Erie Source Protection Region
c/o Grand River Conservation Authority
400 Clyde Road, PO Box 729
Cambridge, ON N1R 5W6
sdahmer@grandriver.ca

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

The Lake Erie Region Source Protection Committee is responsible for guiding the development and 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.

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
- 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 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). Occasionally meetings are held in other parts of the Lake Erie Source Protection Region.

Committee members should expect to work about four 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: Municipal Groups for the Selection of Source Protection Committee Representation

