



Kettle Creek Source Protection Authority **Agenda**
January 17, 2018 **KCCA Administration Centre 11 a.m.**

Audio/Video Recording Notice

"Board members, staff, guests and members of the public are reminded that the KCSPA Board/Committee meeting is being recorded, and will be posted to the Authority's web site along with the official written minutes. As such, comments and opinions expressed may be published and any comments expressed by individual Board members, guests and the general public are their own, and do not, represent the opinions or comments of the Full Authority and/or the KCSPA Board of Directors.

The recorded video of the Full Authority meeting is not considered the official record of that meeting. The official record of the Full Authority meeting shall consist solely of the Minutes approved by the Full Authority."

Introductions and Declarations of Pecuniary Interest

2018 Elections

- a) Election of Chair Tom Marks
- b) Election of Vice Chair Tom Marks

Year 2018 Administrative Approvals

- a) 2018 Nominating Committee Report.....2
- b) 2018 Signing Officers
Recommendation: That the signing officers for the Kettle Creek Source Protection Authority for 2018 be one of the Chair or Vice Chair and one of the General Manager/Secretary Treasurer or Director of Operations
- c) Borrowing Maximum
Recommendation: That the borrowing maximum for the Kettle Creek Source Protection Authority for all expenditures in 2018 be \$12,000.00 and further, that signing officers be authorized to execute the necessary documents in this regard.
- d) Appointment of Auditor
Recommendation: That the firm of Graham Scott Enns be appointed auditors for the Kettle Creek Source Protection Authority for 2018.
- e) Appointment of Solicitor
Recommendation: That the firms of Little, Inglis, Price & Ewer LLP be appointed solicitors for the Kettle Creek Source Protection Authority for 2018.

Delegations

Minutes of Meetings

- a) Kettle Creek Source Protection Authority October 18, 2017..... 4
- b) April 20, 2017 Lake Erie Source Protection Region Management Committee Meeting..... 6

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Correspondence

New Business

a) Source Protection Program Update 201811

Next Meeting

As required.

Kettle Creek Source Protection Authority Year 2018 Nominating Committee Report

Executive Committee (4 positions)

Chair
David Marr
Bill Mackie (representing Past Chair)
Marcel Meyer

Lake Erie Region Source Protection Committee

Chair
General Manager/Secretary Treasurer.

Planning and Community Relations Committee

(5 positions)

Marcel Meyer (Chair)
Jared Zaifman
Linda Stevenson
Max Moore
Steve Harvey

Personnel and Finance Committee (5 positions)

David Marr (Chair)
Ralph Winfield
Heather Jackson
Bill Mackie
Ian Chard

DRAFT

KETTLE CREEK SOURCE PROTECTION AUTHORITY
Full Authority Meeting
Wednesday, October 18, 2017, 8:15 p.m.
KCCA Administration Centre

A meeting of the Kettle Creek Source Protection Authority was held on Wednesday, October 18, 2017 at 8:15 p.m. at the Kettle Creek Conservation Authority Administration Centre.

Members Present:

| | |
|-----------------|--------------------|
| Ian Chard | Southwold Township |
| Heather Jackson | City of St. Thomas |
| Bill Mackie | City of London |
| David Marr | Central Elgin |
| Marcel Meyer | Thames Centre |
| Max Moore | Malahide Township |
| Ralph Winfield | City of London |

Regrets:

| | |
|-----------------|--------------------|
| Stephen Harvey | Middlesex Centre |
| Linda Stevenson | City of St. Thomas |
| Jared Zaifman | City of London |

Staff Present:

| | |
|---------------------|--|
| Michael Buis | Lake Whittaker Conservation Area Coordinator |
| Joe Gordon | Director of Operations |
| Rob Lindsay | Dalewood Conservation Area Coordinator |
| Elizabeth VanHooren | General Manager/Secretary Treasurer |

The Chair reminded those in attendance that the meeting was being recorded.

Introductions and Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Minutes Meetings

- a) Kettle Creek Source Protection Authority January 18, 2017

KCSPA12/17

Moved by: Marcel Meyer

Seconded: Max Moore

That the minutes of the Kettle Creek Source Protection Authority January 18, 2017 meeting be approved as presented.

Carried

- b) Lake Erie Source Protection Region Committee Meetings
- i. December 1, 2016
 - ii. April 6, 2017
 - iii. July 6, 2017
 - iv. September 7, 2017

KCSPA13/17

Moved by: Ian Chard
Seconded: Bill Mackie

That the minutes of the Lake Erie Source Protection Region Committee meetings of December 1, 2016; April 6, 2017; July 6, 2017; September 7, 2017 be approved as presented.

Carried

Correspondence

There was no correspondence.

New Business

- a) Proposed 2016 Kettle Creek Annual Report

KCSPA14/17

Moved by: David Marr
Seconded: Marcel Meyer

That the Kettle Creek Source Protection Authority approve the 2016 Kettle Creek Annual Report.

Carried

The meeting adjourned at 8:20 p.m.



Elizabeth VanHooren
General Manager/Secretary-Treasurer



**LAKE ERIE SOURCE PROTECTION REGION
MANAGEMENT COMMITTEE MEETING MINUTES
OF APRIL 20, 2017**

The following is a summary of the Lake Erie Source Protection Region Management Committee Meeting held at 12:30p.m. on April 20, 2017 at Kettle Creek Conservation Authority.

Present: J. Farwell – Chair, R. Cerna, C. Evanitski, I. Feldmann, N. Haydt, M. Keller, K. Smale, E. VanHooren, W. Wright-Cascaden

Regrets: H. Jackson, H. Jowett

1. Call to Order

The meeting was called to order at 12:15p.m. Introductions of everyone in attendance followed.

2. Review and Approval of Agenda

Moved by: E. VanHooren
Seconded by: N. Haydt **carried**

THAT the meeting agenda for April 20, 2017 be approved as distributed.

3. Declarations of Pecuniary Interests

None

4. Review and Approval of Minutes of Previous Meeting January 31, 2017

Moved by: K. Smale
Seconded by: N. Haydt **carried**

THAT the minutes of the previous meeting of January 31, 2017 be approved.

5. Correspondence

None

6. Source Protection Program Reports

M. Keller provided an overview presentation on the governance structure of the Lake Erie Region Source Protection Program and role of the management committee.

Moved by: N. Haydt

Seconded by: R. Cerna

carried

THAT the Lake Erie Source Protection Region Management Committee receives the presentation as information.

a) Report 17-04-01 – Program Manager’s Update

M. Keller and W. Wright-Cascaden attended a provincial chairs and program managers meeting in Toronto at the end of March, 2017. M. Keller provided a couple highlights from the meeting:

- Attendees received a presentation on the provincial water bottling moratorium and engagement on water quantity management. Lake Erie Region will be inviting Ministry staff to the July 6, 2017 meeting to provide a similar presentation to the SPC.
- The ministry is undertaking a program review and design project and will be making recommendations; Lake Erie staff will update the management committee as necessary.

There are currently two vacant seats on the Lake Erie Region Source Protection Committee (SPC). Work is ongoing to fill the SPC municipal seat for Wellington, Dufferin, Southgate, and Halton municipalities, led by the Township of Centre Wellington. The Township will work with the municipalities in this group to jointly nominate a representative for appointment by the Grand River Source Protection Authority (SPA) to the SPC. The Ontario Federation of Agriculture (OFA) has agreed to lead the process to fill the vacant economic (agricultural) seat and is soliciting interest from the Wellington County area. Lake Erie Region staff will report to the management committee as the process progresses.

One of the top work priorities for the 2017/18 fiscal year is the progression and development of Tier 3 water quantity studies and policies. Lake Erie Region staff will be working on a number of Tier 3 water budget studies and several water quality technical studies. The water quality studies are primarily with respect to the addition of and update to municipal wells. It is expected that the water quality studies included in the 2017/18 funding agreement will be completed by the end of the fiscal year.

N. Haydt asked if the contract awarded to Matrix Solutions Inc. for work on Norfolk County wells was a tender; M. Keller replied that Lake Erie Region staff follow the GRCA’s purchasing policy, which has progressive procurement levels to ensure a competitive process. The study needed to be put on hold temporarily in 2016/17 due to capacity issues at the GRCA and Matrix. N. Haydt asked if a timeline had been established for the study; M. Keller replied in the affirmative. However, unexpected changes to the scope of the Guelph/Guelph-Eramosa and Centre Wellington Tier 3 studies as a result of the focus on the water bottling industry and water takings in general resulted in these Tier 3 studies requiring more resources and time than initially anticipated which had a ripple effect on other studies. J. Farwell added that board-approved purchasing policies were available through the GRCA’s website.

Moved by: N. Haydt

Seconded by: K. Smale

carried

THAT the Lake Erie Source Protection Region Management Committee receives report 17-04-01 Program Manager’s Report – Status Update – for information.

b) Report 17-01-02 – Financial Update

The draft final report for the 2016/17 Grant Funding Agreement was submitted to the MOECC on February 13, 2017. The draft final report will be revised and the final report submitted April 25, 2017. Overall, staffing costs were slightly underspent, particularly technical support; the complicated nature of the Tier 3 studies resulted in a delay in progress of other technical studies. As a result, disbursements – e.g., third-party consultant costs – were also underspent. Similarly GIS and data management were under budget. Lake Erie Region staff adjusted the FTE for the 2017/18 fiscal to reflect the changing nature of the program.

Lake Erie Region requested an increase in staffing resources for the 2017/18 fiscal to support technical studies, specifically Tier 3 work. The majority of the disbursement budget is dedicated to Tier 3 studies with the remaining attributed to SPC supports costs, meeting costs, travel etc.

K. Smale was concerned by the 2016/17 surplus and asked how the Province will handle the unspent funds. M. Keller responded that based on the grant funding agreement, the Province provides installments. The Province will adjust the final installment payout taking into account the unspent 2016/17 funds. There is no ability to defer money from one fiscal to another. N. Haydt commented that the 2017/18 final approved budget summary was weak and did not provide enough detail to move the budget through the management committee. N. Haydt added that traditionally one would see a percentage increase, e.g., FTEs, and requested that the budget be broken down further. M. Keller replied that the breakdown of the fiscal summary has traditionally been the way the budget has been presented to the management committee. However, more detail could be provided. J. Farwell proposed that the complete 2016/17 final report that was submitted to the Province be circulated to the management committee. N. Haydt asked if the GRCA manages GIS data and if that data is available to our municipal partners; M. Keller replied in the affirmative and indicated that the GRCA manages Lake Erie Region Source Protection Program data and provides source protection GIS data layers through an open data license and website download tool. N. Haydt asked M. Keller if he were aware of how many municipalities download the data; M. Keller replied that Lake Erie Region staff work with a number of municipalities that use the data but the exact number is unknown.

C. Evanitski referred back to K. Smale's initial comment about Lake Erie Region's budget surplus and added that the issue of funding is a topic the Joint Advisory Committee (JAC) has shared with the MOECC. C. Evanitski strongly advised spending the allotments provided by the Ministry if possible.

J. Farwell proposed that an amendment be made to the recommendation in Report 17-01-02 – Financial Update, directing Lake Erie Region staff to provide greater detail regarding the 2017/18 Source Water Protection Funding Agreement.

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|---------------------|-----------------|----------------|
| Moved by: | N. Haydt | |
| Seconded by: | R. Cerna | carried |

THAT the Lake Erie Source Protection Region Management Committee receives report 17-04-02 Financial Update – for information.

AND THAT the Lake Erie Source Protection Region Management Committee direct staff to finalize and submit the 2016/17 Final Report to the Ministry of the Environment and Climate Change.

AND THAT the Lake Erie Source Protection Region Management Committee direct staff to provide a more detailed analysis of the 2017/18 approved Source Water Protection base operating budget.

c) Report 17-04-03 – SPC Public Interest Member Applications Review

J. Farwell asked the management committee if anyone would like to put forward a recommendation for public interest representative. J. Farwell put forward applicant T. Nevills. Management committee members discussed the six applications received, including geographic representation. All management committee members expressed support for the recommendation that T. Nevills be appointed to the SPC by the Grand River SPA.

Moved by: J. Farwell
Seconded by: N. Haydt **carried**

THAT the Lake Erie Source Protection Region Management Committee recommends T. Nevills be appointed by the Grand River Source Protection Authority to fill the vacant public interest representative position on the Lake Erie Region Source Protection Committee.

7. Business Arising from Previous Meetings

None

8. Update from Conservation Authorities

Catfish Creek Conservation Authority

K. Smale reported that CCCA Board of Directors has a new Chair (R. Cerna) and vice chair, the CA will host an envirothon competition May 2, tree planting is underway and campgrounds have been prepped for the season.

Kettle Creek Conservation Authority

E. VanHooren reported KCCA will be planting 50,000 trees this season, the CA purchased a drone, campgrounds will open May 1 and the CA is coordinating and participating in water festival in May.

Grand River Conservation Authority

J. Farwell reported that GRCA tree planting events are starting, campgrounds open May 1 and the environmental assessment for the proposed new hydro production facility at Parkhill Dam in Cambridge has started.

Long Point Region Conservation Authority

C. Evanitski reported that LPRCA is gearing up for parks season, have undergone some recent staff changes and the board passed their new budget.

N. Haydt felt that the partner CAs should cross-promote one-another more frequently; J. Farwell agreed and suggested that Conservation Ontario be approached for more cross-promotional activity.

9. New Business

None

10. Date of Next Meeting

TBD

11. Adjourn

The meeting adjourned at 1:10p.m.

Moved by: C. Evanitski

THAT the Lake Erie Source Protection Region Management Committee meeting of April 20, 2017 be adjourned.

DATE: January 8, 2018
TO: Kettle Creek Source Protection Authority
FROM: Elizabeth VanHooren
SUBJECT: Source Protection Program Update 2018

RECOMMENDATION:

That the Source Protection Program Update 2018 be received as information.

BACKGROUND:

The Ministry of Environment and Climate Change (MOECC) has changed the source protection funding administrative process by switching to Grants Ontario Portal, starting with the 2018/19 drinking water source protection funding applications. Grants Ontario is currently being used for grants from a wide range of sectors, including Community, Culture, Economic Development, Heritage, Immigration, Infrastructure, Libraries, Indigenous, and Tourism etc. Staff understand that MOECC is aiming to administer all provincial grants through this portal. Grand River Conservation Authority (GRCA) as the region's lead source protection authority will continue to submit an application on behalf of the region.

Kettle Creek Section 36 Work Plan

The *Clean Water Act, 2006* enables assessment reports and source protection plans to be revised using one of four methods:

- 1) A locally initiated amendment under section 34;
- 2) A Minister ordered amendment under section 35;
- 3) An update resulting from a review under section 36; or
- 4) An amendment under section 51 of O.Reg.287/07 for minor/administrative revisions.

At the time of approval for each Lake Erie Region Source Protection Plan, the Minister specified which parts of the Assessment Report and Source Protection Plan were to be reviewed under s.36 of the Act.

A work plan must be developed for each assessment report and plan in consultation with the Source Protection Committee, Source Protection Authorities, municipalities and the MOECC as part of the review process. The work plan will set out what aspects of the assessment report and source protection plan should be reviewed. A Kettle Creek work plan is due for submission to the MOECC in November 2018.

Over the next several months Lake Erie Region staff will consult with Kettle Creek Source Protection Authority staff and their respective municipalities to identify factors, e.g., growth and infrastructure changes, policy effectiveness, implementation challenges, and technical rules changes, that will influence the scope of assessment report and source protection plan updates that will be addressed within the work plan. Information collected through the annual progress reports will also be considered. As the work plan is developed, staff will provide updates.

2017/18 and 2018/19 Financial Update

Staff have budgeted for \$6,000 in staff wages to support the source protection program in 2018. These funds are distributed to Kettle Creek from GRCA to support the development of the required Section 36 work plan and the annual report and other outreach services.

RECOMMENDATION:

That the Source Protection Program Update 2018 be received as information.