



**PLANNING OFFICIALS WORKING GROUP
TERMS OF REFERENCE**

Name of Working Group:

PLANNING OFFICIALS WORKING GROUP

Drinking Water Source Protection Issue(s) or Topic(s) to be addressed:

- clusters and other facilities that may be designated
- zoning and land use near municipal drinking water sources
- policies for inclusion in planning documents

Mandate:

The Planning Officials Working Group will operate as an ad hoc committee and in an advisory capacity for the purpose of providing advice on planning-related matters to the Source Protection Committee of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region.

Specific areas to be discussed will be:

- Relationship between source protection measures and other legislated planning requirements
- Mechanics of updating planning documents, such as official plans, to conform to Source Protection Plans
- Method for source protection mapping to be incorporated into schedules for official plans and other planning documents
- Drinking Water Source Protection issues that will have municipal planning implications
- On an interim basis (i.e., before completion of Assessment Reports and Source Protection Plans), review of development proposals that pertain to the mandate of the SPC and have been forwarded to the SPC by third parties
- Information and advice on how to develop Source Protection policy recommendations that will be easily incorporated into municipal planning documents and accepted by the public, municipal councils and the OMB.

Size of Working Group:

The number of members in the Planning Officials Working Group shall be a maximum of fourteen plus the Working Group Chair.

Composition of the Working Group:

4 staff from County planning departments
3 staff or Planning Advisory Committee representatives from municipalities
1 staff from Niagara Escarpment Commission
2 staff from Conservation Authorities
1 staff from Health Unit
1 general interest
1 building/construction industry
2 SPC members (1 serves as Chair)

Plus other resource individuals to participate in an ex officio capacity, as may be required from time to time

SPC representation on Working Group:

The Chair of the Working Group will be an SPC member appointed by the SPC. One additional SPC member will be appointed to the Planning Officials Working Group and would logically be a municipal sector representative. The SPC Chair is an ex officio member of all working groups.

Timeline of Working Group:

The terms of reference for the Planning Officials Working Group will expire on September 30, 2010. Extension of this time frame will be at the discretion of the SPC.

Working Group reports to the SPC:

The Working Group shall hold meetings a minimum of four times per year. Minutes of meetings will be recorded. Meeting minutes, as well as a Progress Report from the Working Group Chair, will be provided to the SPC at the next SPC meeting following the Working Group meeting.

A preliminary report on Drinking Water Source Protection issues that will have municipal planning implications will be due May 31, 2009.

A report on mapping requirements will be due September 30, 2009.

A preliminary report on policy recommendations with regard to planning matters will be due February 28, 2010.

A summary report that outlines the findings and recommendations of the Working group will be due on May 31, 2010.

Staff resources required:

A recording secretary will be provided to record the minutes of meetings. One DWSP staff person will be assigned to attend meetings and serve as liaison with the DWSP program. DWSP staff will be responsible for the preparation of agendas and other support functions. The Working Group Chair may request, through the Project Manager, for additional staff to attend a particular meeting in order to provide information to the Working Group.

Additional notes:

Advertisements will be published to solicit Working Group members from the categories of 'general interest' and 'building/construction industry'. The two SPC members on the Working Group shall be tasked with making the selection of these two Working Group members from among the expressions of interest that are received by the published deadline.