



GUELPH-GUELPH/ERAMOSA WATER QUANTITY POLICY DEVELOPMENT STUDY

**Project Outline for Technical Study
(RMMEP), Policy Development and
Source Protection Plan Update**

August 2017

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1. Project Overview

The *Clean Water Act, 2006*, requires the completion of a Tier 3 Water Budget and Local Area Risk Assessment (Tier 3 Assessment) for the municipal systems in the Guelph/Eramosa Township and the City of Guelph. This project began in 2008 with a focus on the City's system. Starting in 2014, the project included Guelph/Eramosa's system. Deliverables produced as part of the project were reviewed by municipalities affected and subject to peer review by a Provincial Peer Review Committee that, as a team of qualified and independent experts, reviewed the deliverables to ensure a scientifically defensible water budget and ensure consistency with the expectations of the water budget technical rules. The Provincial Peer Review committee was engaged on a continuous improvement basis and provides for the involvement and participation by the broad scientific and engineering communities.

The Grand River Conservation Authority (GRCA), in its capacity as the Grand River Source Protection Authority, is the lead authority in the Lake Erie Source Protection Region, responsible for the administration of the Source Protection Program under the *Clean Water Act, 2006* throughout the Grand River, Long Point Region, Kettle Creek, and Catfish Creek Watersheds. The Lake Erie Region Source Protection Committee has the responsibility to develop and update the Grand River Source Protection Plan, and to ensure that municipal drinking water sources are protected from contamination and depletion. The GRCA was the overall project manager for the Tier 3 Assessment and was responsible for providing the Project Management Team and coordinating the Provincial Peer Review.

The Guelph-Guelph/Eramosa Tier 3 Water Budget and Risk Assessment Reports have been completed and were presented to the Lake Erie Region Source Protection Committee on April 6, 2017. Report SPC-17-04-04 directed staff to incorporate the components of the Tier 3 Water Budget and Risk Assessment Report into an updated Grand River Assessment Report. Report SPC-17-04-04 also laid out the next steps including the risk ranking exercise and threats management strategy, a technical study also called Risk Management Measures Evaluation Process (RMMEP). This technical study, although not mandatory under the *Clean Water Act, 2006*, is typically undertaken when a Tier 3 water budget and risk assessment assigns a significant risk to water quantity, which is the case for the Guelph-Guelph/Eramosa Tier 3 risk assessment. The deliverables from the Tier 3 risk assessment and RMMEP are technical, science-based inputs that will form some of the basis for developing water quantity policies for the Guelph-Guelph/Eramosa Tier 3 Water Quantity Wellhead Protection Area (WHPA-Q) and Water Quantity Intake Protection Zone (IPZ-Q). The Grand River Source Protection Plan is then updated to include a summary of the Tier 3 technical work and the water quantity policies and submitted to the Ministry of the Environment and Climate Change for review and approval.

This document provides a project outline for the technical work (RMMEP), policy development, and source protection plan update.

2. Project Scope

2.1. Technical Study (RMMEP)

This study provides for technical input to assist the Lake Erie Region Source Protection Committee and municipalities in formulating water quantity policies within the Water Quantity Wellhead Protection Area (WHPA-Q) and Water Quantity Intake Protection Zone (IPZ-Q) for the City of Guelph and Township of Guelph/Eramosa municipal water supply systems. A RMMEP is typically undertaken when a WHPA-Q/IPZ-Q is assigned a significant risk level in a Tier 3 water budget and risk assessment.

The RMMEP follows the *Guide Water Quantity Risk Management Measures Evaluation Process* prepared by the Toronto and Region Conservation Authority (TRCA) for the use of Source Protection Committees in preparation of the Source Protection Plans under the *Clean Water Act, 2006* (January 2013), in particular the list of tasks identified in the guide including identification and ranking of significant water quantity threats, selecting and evaluating risk management measures, and developing a threats management strategy. **Appendix A** shows a flowchart of the Risk Management Measures Evaluation Process, taken from the TRCA's guide.

This technical study will evaluate and determine the water takings that have the greatest impact on the municipal drinking water systems. Using the Tier 3 groundwater flow model, risk management measures will be evaluated to determine the most effective approach for reducing the water quantity risks of the City of Guelph's and Guelph/Eramosa Township's systems. Risk management measures to be evaluated could include options such as: optimized municipal pumping, water conservation, water loss management and education and outreach programs.

Activities to be evaluated include all water takings and land development areas that have the potential to reduce groundwater recharge within the WHPA-Q. Water takings include all the municipal water supply wells, as well as permitted and non-permitted water takers. The impact of each individual or group of water takings is reviewed and their impact on the municipal water wells is quantified and ranked using the Tier 3 groundwater flow model. Similarly, water takings and land development in the IPZ-Q will be evaluated on their potential to reduce surface water flow at the Eramosa intake given the interconnection with WHPA-Q through the Arkell recharge system.

The results of the threats ranking are used to guide the selection of preliminary risk management measures using the Risk Management Measures Catalogue, a web-based tool available at trcagauging.ca/RmmCatalogue/QuantityIndex.aspx. The measures selected are then evaluated by developing and testing a number of risk management scenarios using the Tier 3 model. For example, if the greatest threat to a municipal water well is from elevated municipal demand, risk management measures may include shifting a portion of the demand to a nearby municipal well, if it can be accommodated. The preliminary risk management measures are tested in the groundwater flow model and the risk level to the WHPA-Q is recalculated until a set of risk management measures are identified that can, theoretically, successfully reduce the risk level applied to the WHPA-Q from significant to moderate or low. These potential measures are documented in a threats management strategy.

The results of the technical study, including the risk ranking, summarized and documented in the threats management strategy, provides technical input that provides a foundation for policy development.

2.2. Water Quantity Policy Development

The process for the Guelph-Guelph/Eramosa water quantity policy development study will be undertaken in two steps. Step 1 will include the development of a Water Quantity Discussion Paper, and can be undertaken somewhat in parallel with the technical study (RMMEP). Step 2 will be the actual development of the water quantity policies, which includes the selection of the policy options and drafting of the policy text.

2.2.1. Water Quantity Discussion Paper

The Water Quantity Discussion Paper will outline the current legislative framework in Ontario for managing the prescribed drinking water threats #19 (an activity that takes water from an aquifer or a surface water body without returning the water taken to the same aquifer or surface water body) and threat #20 (an activity that reduces the recharge of an aquifer) as prescribed in Ontario Regulation 287/07 section 1.1 (1). The discussion paper will also lay out all the possible policy tools that the *Clean Water Act, 2006* provides to manage drinking water quantity threats #19 and #20. These range from using education and outreach and incentive programs, to land use planning, prescribed instruments, and Part IV approaches, such as risk management plans, and prohibition. Lastly, the discussion paper will aim to shortlist the most promising policy tools that could be used to manage the water quantity threats. The discussion paper will be developed using workshops to gain input and advice from the Lake Erie Region Source Protection Committee, implementing municipalities and the community. For more detail on the process of developing the water quantity discussion paper see section 8.2.1.

2.2.2. Water Quantity Policy Development

The actual development of water quantity policies will benefit from a number of inputs, including the water quantity discussion paper describing the most promising policy tools and the results from the technical study, e.g., risk ranking and threats management strategy, describing possible management measures to address the water quantity threat. This step includes the selection of the preferred policy options, identifying policy approaches, and the drafting of the policy text. Policy development happens under the oversight of the Lake Erie Region Source Protection Committee and is a collaborative process amongst partner municipalities, with input from the community. For more detail about the process of water quantity policy development please see section 8.2.2.

2.3. Grand River Source Protection Plan Update

The results of the Guelph-Guelph/Eramosa Tier 3 water budget and risk assessment and associated water quantity policies will need to be included in an updated Grand River Source Protection Plan and will follow a section 34 update. The *Clean Water Act, 2006* enables source protection plans and assessment reports to be revised using a locally initiated amendment under section 34. A section 34 update requires, among other things, municipal endorsement (i.e., Council resolution) of those municipalities affected by the changes, and a formal public consultation process for a minimum of 35

days. Following formal public consultation and finalization, the updated Grand River Source Protection Plan is submitted to the Ministry of the Environment and Climate Change for review and approval.

3. Key Project Participants

The following is a list of the key participants in the Guelph-Guelph/Eramosa Water Quantity Policy Development Study:

Project Team:	The Project Team leads all the technical studies (RMMEP) and policy development components and is responsible for all decisions related to this project except the Source Protection Plan update which is led by the Lake Erie Region Source Protection Committee. The Project Team is comprised of staff from the GRCA, City of Guelph, Guelph/Eramosa Township, Wellington County, Wellington Source Water Protection, MOECC, and supporting consultants (see Section 4).
Lake Erie Region SPC:	The Lake Erie Region Source Protection Committee is responsible for the development of the Source Protection Plans in the Lake Erie Region, and as such is responsible for overseeing the update of the Grand River Source Protection Plan and Assessment Report, with support from GRCA staff.
Project Consultant Team:	The Project Consultant Team is responsible for conducting the technical study (RMMEP) with direction from the Project Team. Matrix Solutions Inc. has been retained by the City of Guelph to complete the RMMEP.
Implementing Municipalities Group:	The Implementing Municipalities Group (IMG) will have an important role to review and provide input at major milestones of the technical study as well as water quantity policy development process. Implementing municipalities are those that will be responsible for implementing water quantity policies and include the City of Guelph, County of Wellington, Townships of Guelph/Eramosa and Puslinch, Town of Erin, Region of Halton, Towns of Milton and Halton Hills, Region of Waterloo, and Township of Woolwich (see Section 5).
Community Liaison Group:	The Community Liaison Group (CLG) provides a forum for the community to be informed about the project and provide input on the policy development process at major milestones (see Section 6).

Third Party Facilitator: The GRCA will retain a third party facilitator to chair workshops and CLG meetings and to provide facilitation and secretariat services.

4. Project Team

The organizations participating in the Project Team, and their designated representatives, are outlined in **Table 1**. The project team is chaired by the GRCA (Martin Keller or his designate). In the event of a conflict between Project Team members, responsibility for the final decision rests with the Grand River Source Protection Authority as the overall project lead for the Water Quantity Policy Development study.

Table 1: Project Team Members and Affiliations

Organization	Representative
Grand River Conservation Authority, lead CA in Lake Erie Source Protection Region (LESPR)	Martin Keller (Source Protection Program Manager) Ilona Feldmann (Source Protection Program Assistant)
The City of Guelph (Guelph), municipal water system owner	Dave Belanger (Water Supply Program Manager) Peter Rider (Risk Management Official) Emily Stahl (Manager Technical Services)
Guelph-Eramosa Township (Guelph-Eramosa), municipal water system owner	Harry Niemi (Director Public Works)
Wellington Source Water Protection (WSWP), representing Guelph-Eramosa Township, Township of Puslinch, Town of Erin and Wellington County	Kyle Davis (Risk Management Official)
Wellington County (Wellington)	Mark Paoli (Manager of Policy Planning)
Ministry of the Environment and Climate Change (MOECC)	Kathryn Baker (Source Protection Programs Branch) Cynthia Doughty (West Central Region)
Matrix Solutions Inc. (Matrix)	Paul Chin (Consultant Project Manager) Jeff Melchin (Consultant Hydrogeologist)

5. Purpose of the Implementing Municipalities Group (IMG)

The Water Quantity Wellhead Protection Area (WHPA-Q) for the Guelph-Guelph/Eramosa water supply systems encompasses all of the City of Guelph, and a large portion of the Townships of Guelph/Eramosa and Puslinch. The WHPA-Q also extends into the Town of Milton (Halton Region) and a small area extends into the Region of Waterloo. The southwestern boundary of the Guelph-Guelph/Eramosa WHPA-Q overlaps with the Region of Waterloo WHPA-Q. The Water Quantity Intake Protection Zone

(IPZ-Q) covers a significant portion of Guelph/Eramosa Township and the Town of Erin and also includes the Towns of Milton and Halton Hills.

Municipalities within the WHPA-Q and IPZ-Q will play a significant role in implementing the water quantity policies that are to be developed, and, on a risk-ranking basis, should be engaged in the development of the strategies to manage the water quantity threats, and the development of the water quantity policies. Workshops and / or meetings are therefore planned to present the findings and facilitate discussion and input from the Implementing Municipalities Group (IMG).

Implementing municipalities include the City of Guelph, County of Wellington, Townships of Guelph/Eramosa and Puslinch, Town of Erin, Region of Halton, Towns of Milton and Halton Hills, Woolwich Township, and Region of Waterloo.

5.1. IMG Mandate

The mandate of the IMG is to provide municipal input at important milestones during the technical study (RMMEP) and policy development. The IMG is non-political and IMG workshops are not public. The IMG does not address specific property issues or concerns outside the scope of the Water Quantity Policy Development study. Specifically, the role of the IMG is to:

- Provide municipal insights, identify issues, and suggest how these might be addressed within the scope of the Water Quantity Policy Development study;
- Provide a forum for two-way communication between the IMG municipal representative(s)/ their municipalities and the Project Team; and
- Provide feedback on other relevant matters that the Project Team, within the scope of the RMMEP and policy development, refers to the IMG for comment.

5.2. IMG Members

IMG membership is comprised of the following municipalities that lie within the WHPA-Q and IPZ-Q. The municipalities and their respective contacts are listed in **Table 2**.

Table 2: IMG Members and Contacts

Municipalities	Contact Name
City of Guelph	TBD
Wellington County	TBD
Township of Guelph/Eramosa	TBD
Township of Puslinch	TBD
Town of Erin	TBD
Region of Halton	TBD
Town of Milton	TBD
Town of Halton Hills	TBD

Region of Waterloo	TBD
Woolwich Township	TBD

Each member municipality normally has one seat on the IMG and can identify their IMG municipal representative. Member municipalities can bring more than one representative to an IMG workshop if the agenda topic requires different sets of skills and expertise. The following are the key terms and conditions of IMG membership:

- Membership is voluntary and uncompensated.
- Municipal representative(s) understand, accept, and agree to abide by the terms outlined in this document.
- Municipal representative(s) are willing to commit to participate on the IMG throughout the duration of the technical study (RMMEP) and water quantity policy development (a minimum of six meetings /workshops).
- Municipal representative(s) agree to attend as many IMG workshops as possible, and identify and brief an alternate (if applicable) from their municipality in the event that attendance is not possible.
- Through their participation on the IMG, municipal representative(s) agree to ensure a two-way flow of information between the municipality they represent and the Project Team.

5.3. Term of IMG Membership

Membership in the IMG is for the duration of the project; currently planned at approximately 15 months.

5.4. IMG Roles and Responsibilities

The IMG acts in an advisory capacity to the Project Team and is not responsible for making decisions. Decisions regarding the technical study (RMMEP) and water quantity policy development are the responsibility of the Project Team. In the event of a conflict between Project Team members, responsibility for the final decision rests with the Grand River Source Protection Authority as the overall project lead for the Water Quantity Policy Development study.

The IMG provides its comments to the Project Team. The following are the roles and responsibilities for each:

IMG Municipal representative(s) will:

- Advise the Project Team of their municipality's perspectives relating to this study;
- Provide feedback and perspectives on presentations or reports tabled by the Project Team, and information brought forward by the IMG municipal representative(s) or others;
- Help the IMG operate effectively by offering suggestions and alternatives to issues, interests, and problems;

- Review relevant project materials and provide constructive feedback, advice, and perspective;
- Attend IMG workshops or brief alternates (if applicable) if attendance is not possible;
- Review the results of IMG discussions to ensure the workshops are accurately recorded in the summary notes; and
- When requested, provide feedback in a timely fashion, typically within seven (7) days or as determined by the Project Team.

Project Team members will:

- Strive to provide accurate, understandable information to IMG municipal representative(s), such that they can contribute informed advice and recommendations;
- Help the IMG function effectively by providing information, suggestions and alternatives to issues, interests, and problems being discussed;
- Ensure that appropriate Project Team representatives (or other resource people) are present at discussions on specific issues or components of the process;
- Listen carefully to the advice and perspectives of IMG municipal representative(s);
- Provide material for review in advance of IMG workshops where possible; and
- Circulate final IMG workshop summary notes.

The GRCA point of contact for all IMG correspondence is:

Martin Keller

Source Protection Program Manager
Lake Erie Source Protection Region
Grand River Conservation Authority
400 Clyde Road, Box 729
Cambridge, ON N1R 5W6
(519) 620-7595
mkeller@grandriver.ca

5.5. IMG Workshops and Logistics

5.5.1. Meeting Frequency

The Project Team has planned for a minimum of six workshops with the IMG over the course of the project. IMG workshops will take place at a suitable location in close proximity to the study area.

5.5.2. Facilitation

GRCA will engage a third party facilitator to chair IMG workshops and provide facilitation and secretariat services. These services will include:

- Develop workshop workbooks, if necessary, in consultation with the Project Team;
- Chair and facilitate IMG workshops; and
- Record keeping and preparation of IMG workshop summary notes.

5.5.3. IMG Workshop Workbooks and Summary Notes

Workshop workbooks with any appended information are circulated at least one week in advance of the date of the workshop.

Summary notes of the workshops will be drafted and circulated to the Project Team and IMG municipal representative(s) within two weeks following each workshop for review and comment.

5.6. Reporting Relationship

The Water Quantity Policy Development study is structured into multiple steps, as outlined in Section 2 (Project Scope) and Section 8 (Timelines and Processes). At each major milestone, a draft memo, report or workbook is circulated at least one week prior to the IMG workshop. At the IMG workshop, the Project Team presents the findings of each phase to the group. In addition to feedback at the IMG workshop, written comments can be submitted within seven (7) days following the IMG workshop, or as directed by the Project Team. Any written comments received are reviewed by the project team. IMG summary notes are then finalized and circulated and the draft memo or report is revised to become a Final Draft Report, and is accepted by the Project Team.

6. Purpose of the Community Liaison Group (CLG)

The Community Liaison Group (CLG) provides a forum for a diverse range of stakeholders and residents in the City of Guelph and surrounding areas to communicate their perspectives and observations on the water quantity policy development to the Project Team and consultants. Further, it enables the Project Team to keep the community informed about the project and its progress, and communicate challenges, interests, or other relevant information to the broader community.

The role of the CLG is to provide feedback and observations within the scope of this Water Quantity Policy Development study (see Section 2). The CLG is not a forum for the discussion on items such as the ethics of water bottling, current provincial policy on Permits to Take Water, or other issues outside the scope of this study.

6.1. CLG Mandate

The mandate of the CLG is to provide feedback and observations at important milestones during the policy development. The CLG is non-political. The CLG does not address specific property issues or concerns outside the scope of the Water Quantity Policy Development study. Specifically, the role of the CLG is to:

- Provide a sense of any community interests and how these might be addressed within the scope of the Water Quantity Policy Development study;
- Provide a forum for two-way communication between the members / their organizations and the Project Team; and

- Provide feedback on other relevant matters that the Project Team, within the scope of policy development, refers to the CLG for comment.

6.2. CLG Membership

CLG membership is comprised of representatives from interested and/or potentially affected stakeholder organizations that lie within the WHPA-Q and IPZ-Q in the following sectors:

- Business
- Industrial / Commercial / Institutional (ICI) water users
- Communal water users
- Agriculture
- Environment / Conservation
- General public

Stakeholder organizations in each sector propose the CLG member for their organization. To engage stakeholders in participating in the CLG, GRCA sends letters of interest to stakeholder organizations. The selection process for the general public seats is carried out through an application process. To screen general public member applicants, the application form will include a knowledge component. Public members are expected to not be affiliated with any group or organization.

The size of the CLG is determined by the Project Team, and will be around 20 members. The outreach and selection process for members from the industrial, commercial, institutional, and communal water use sector will be based on the results of the threats ranking, once available. The Project Team confirms the members of the CLG based on the level of interest among prospective participating organizations, while striving to achieve the balance of sectoral interests outlined above.

The CLG also includes representation from the neighbouring Halton-Hamilton Source Protection Region.

The following are the key terms and conditions of CLG membership:

- Membership is voluntary and uncompensated.
- Members understand, accept, and agree to abide by the terms outlined in this document.
- Members are willing to commit to participate on the CLG throughout the duration of the Water Quantity Policy Development study (a minimum of four meetings /workshops).
- Members agree to attend as many CLG meetings as possible, and identify and brief an alternate from their organization in the event that attendance is not possible.
- Through their participation on the CLG, members (except General Public members) agree to ensure a two-way flow of information between the organizations they represent and the Project Team.

6.3. Term of CLG Membership

Membership in the CLG is for the duration of the project; currently planned at approximately 15 months.

6.4. CLG Roles and Responsibilities

The CLG acts in an advisory capacity to the Project Team and is not responsible for making decisions. Decisions regarding the Water Quantity Policy Development study are the responsibility of the Project Team. In the event of a conflict between Project Team members, responsibility for the final decision rests with the Grand River Source Protection Authority as the overall project lead for the Water Quantity Policy Development study.

The CLG provides its comments to the Project Team. The following are the roles and responsibilities for each:

CLG members will:

- Advise the Project Team of their organization's/community's perspectives relating to this project;
- Provide feedback and perspectives on presentations or reports tabled by the Project Team, and information brought forward by CLG members or others;
- Help the CLG operate effectively by offering ideas, suggestions and alternative solutions to any issues;
- Review relevant project materials and provide constructive feedback, advice, and perspective;
- Attend CLG meetings or brief alternates if attendance is not possible; and
- Review the results of CLG discussions to ensure the meetings are accurately recorded in the meeting minutes.

Project Team members will:

- Strive to provide accurate, understandable information to CLG members, such that they can contribute informed advice and recommendations;
- Help the CLG function effectively by providing information, suggestions and alternative options to any issues;
- Ensure that appropriate Project Team representatives (or other resource people) are present at discussions on specific issues or components of the process;
- Listen carefully to the advice and perspectives of CLG members;
- Provide material for review in advance of CLG meetings where possible; and
- Circulate and publicly post final CLG meeting minutes.

The GRCA point of contact for all CLG correspondence is:

Martin Keller

Source Protection Program Manager
Lake Erie Source Protection Region
Grand River Conservation Authority
400 Clyde Road, Box 729
Cambridge, ON N1R 5W6

(519) 620-7595
mkeller@grandriver.ca

6.5. CLG Meetings and Logistics

6.5.1. Meeting Frequency

The Project Team has planned for a minimum of four meetings / workshops with the CLG over the course of the project. CLG meetings will take place at a suitable location in close proximity to the study area.

6.5.2. Facilitation

GRCA will engage a third party facilitator to chair workshops and CLG meetings and provide facilitation and secretariat services. These services will include:

- Develop meeting agendas and workshop workbooks in consultation with the Project Team and the CLG;
- Chair and facilitate CLG meetings and workshops; and
- Record keeping and preparation of minutes for CLG meetings and workshop summary notes.

6.5.3. Meeting Minutes and Workshop Summary Notes

CLG meeting minutes are taken and circulated to CLG members within two weeks following each meeting for review and comment and are subject to email approval.

Summary notes of the workshops will be drafted and circulated to the Project Team and CLG members within two weeks following each workshop for review and comment.

Final minutes and workshop summary notes are posted at www.sourcewater.ca/GGET-Tier3 for public access.

6.5.4. Agendas and Workbooks

Meeting agendas and workshop workbooks with any appended information are circulated at least one week in advance of the next meeting / workshop. Members can suggest agenda items within the scope of the project for future CLG meetings at each CLG meeting.

6.5.5. Public Access

CLG meetings and workshops are open to members of the public and held at locations within the community that can accommodate attendance by members of the public. Any members of the public wishing to attend CLG meetings are welcome to observe the meeting. CLG meetings do not include a question/answer period and won't accept delegations. Members of the general public in attendance to observe are not part of the CLG meeting structure. Any questions from observers must be directed to the CLG's general public members or appropriate sector members, prior to, or following the meeting. Project team members can observe the CLG meetings and may be asked to contribute to presentations and / or discussions at the request of the Project Team chair.

6.6. Reporting Relationship

The Water Quantity Policy Development study is structured into multiple steps, as outlined in Section 2 (Project Scope) and Section 8 (Timelines and Processes). At each major milestone, a draft memo, report or workbook is publicly posted at least one week prior to the CLG meeting/workshop. At the CLG meeting/workshop, the Project Team present the findings of each phase to the group. Written comments are accepted for two weeks following the CLG meeting/workshop, and CLG meeting minutes are finalized and posted on <http://www.sourcewater.ca/GGET-Tier3>. Written comments received are reviewed by the Project Team. The memo or report is then revised to become a Final Draft Report, get accepted by the Project Team and is posted on <http://www.sourcewater.ca/GGET-Tier3>.

7. Project Tasks and Participants Roles

Project participants have different roles, depending on the task of the project. **Table 3** lists the major tasks of the Water Quantity Policy Development study and provides an overview of the participant's roles for each of the tasks in this project.

Table 3: Project Tasks and Project Participants Roles

Tasks	Source Protection Committee	Project Team	Implementing Municipalities Group (IMG)	Community Liaison Group (CLG)
Risk Ranking	Receive results	Lead	Receive results	Receive results
Scenario Development	Receive results	Lead	Input / Review	
Threats Management Strategy	Receive results	Lead	Input / Review	
Discussion Paper	Input / Review	Lead	Input / Review	Input / Review
Policy Development	Input / Review	Lead	Input / Review	Input / Review
SPP Update	Lead	Input / Review through formal public consultation		

8. Timelines and Processes

The original timeline of December 31, 2017 for submitting an updated Grand River Source Protection Plan were communicated by Minister Murray's plan approval letter from November 2015. This timeline is no longer achievable. The timelines are now given by the funding agreement between the Province and the Grand River Conservation Authority. The current 2017/18 grant funding agreement includes funding to complete the technical components of this project (i.e. RMMEP) by March 2018. It is expected that the policy development will extend into the 2018/19 fiscal year. The following sections describe the process for the technical study (RMMEP), discussion paper and policy development, and

update of the Grand River Source Protection Plan. Timelines have been included for better understanding of the process and time needed for the different tasks; they are estimated and may shift, depending on various factors, e.g., provincial and municipal elections held in 2018.

Figure 1 depicts the different tasks of this project and the expected completion dates of each of the tasks.

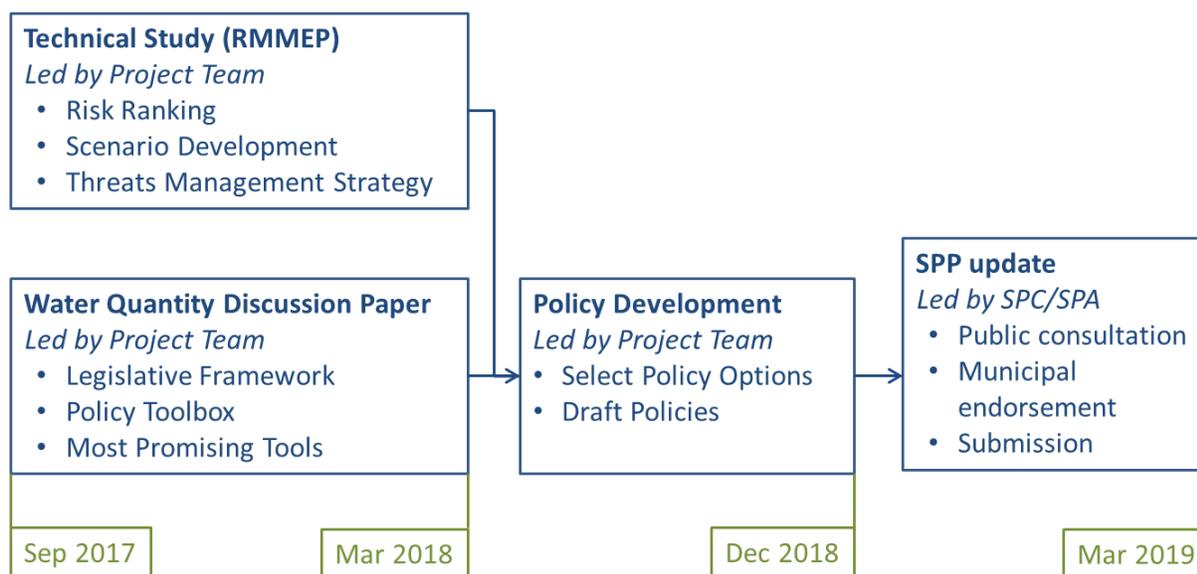


Figure 1: Project Tasks and Timelines for the Guelph-Guelph/Eramosa Water Quantity Policy Development study

8.1. Technical Study (RMMEP)

The technical study (RMMEP) is led by the Project Team, with input from the Implementing Municipalities Group (IMG) at the scenario development and threats management strategy stages. The Community Liaison Group (CLG) will receive the results of the technical study after completion of the work. **Table 4** lists the steps, meetings of the key participants, and expected timelines for the risk ranking, scenario development, and threats management strategy for the Guelph-Guelph/Eramosa Water Quantity Policy Development study:

Table 4: Timelines, Tasks and Key Participants for technical study (RMMEP)

Timeline	Item / Task	Responsible for Item / Task
Aug / Sep 2017	Preparations for Project Team Kick-Off meeting: - Refine and update information for permitted water quantity takings identified as significant risks (water quantity threats) - Conduct threats ranking	Project Consultant
Sep 25, 2017	Project Team Technical Study Kick-Off meeting (#1) for RMMEP to outline study goals and objectives, review threats ranking and develop	Project Team

	preliminary RMM scenarios	
	- draft memo detailing threats ranking and preliminary RMM scenarios to be conducted	Project Consultant
1 st week Oct 2017	Project Team teleconference call (meeting #2) to agree on preliminary RMM scenarios	Project Team
	- run preliminary RMM scenarios and draft memo with RMM scenario results	Project Consultant
1 st week Nov 2017	Project Team holds Workshop A with Implementing Municipalities Group (IMG) (meeting #3) to review RMM scenario results and develop additional RMM scenarios	Project Team and IMG
	- draft memo on results of preliminary RMM scenarios and detailing additional RMM scenarios	Project Consultant
2 nd week Nov 2017	Project Team teleconference call (meeting #4) to agree on additional RMM scenarios	Project Team
	- run additional RMM scenarios and draft memo with additional RMM scenario results	Project Consultant
2 nd week Dec 2017	Project Team meeting (#5) to review additional RMM scenario results and develop series of climate change scenarios	Project Team
	- draft memo detailing climate change scenarios	Project Consultant
3 rd week Dec 2017	Project Team teleconference call (meeting #6) to agree on climate change scenarios	Project Team
	- run climate change scenarios and draft memo with climate change scenario results	Project Consultant
Late Jan 2018	Project Team meeting (#7) to review climate change scenarios results	Project Team
	- draft technical report that describes all RMM scenario results and proposes preferred RMMs and recommendations for Threats Management Strategy	Project Consultant
Mid Feb 2018	Project Team holds Workshop B (meeting #8) with Implementing Municipalities Group (IMG) to discuss proposed RMMs and recommendations for Threats Management Strategy	Project Team and IMG
	- draft Threats Management Strategy report	Project Consultant
Mid Mar 2018	Project Team holds Workshop C (meeting #9) with Implementing Municipalities Group (IMG) to refine proposed management targets and policy outcomes	Project Team and IMG
	- finalise technical report including Draft Threats Management Strategy	Project Consultant
Late Mar 2018	Project Team meeting (#10) to accept final Draft Threats Management Strategy	Project Team
April 5, 2018	Lake Erie Region Source Protection Committee to receive results of technical study	SPC
Mid April, 2018	Community Liaison Group (CLG) meeting (#11) to receive results of technical study	CLG

8.2. Water Quantity Policy Development

8.2.1. Water Quantity Discussion Paper

The development of the Water Quantity Discussion Paper is led by the project team, with input from the Implementing Municipalities Group (IMG) and the Community Liaison Group (CLG) through two workshops. Lake Erie Region Source Protection Committee members and other technical experts, if necessary, will also be invited to the workshops. The workshops will review the current legislative framework for managing water takings and activities reducing groundwater recharge, identify gaps in the framework and focus on the evaluation of the available policy tools, through an assessment of strengths, weaknesses, opportunities, and challenges.

Since the discussion paper is developed in parallel to the technical study (RMMEP) and to reduce the number of meetings, project team meetings are scheduled to address the technical study (RMMEP) and discussion paper development during the same meeting, where possible. **Table 5** lists the steps, meetings of the key participants, and expected timelines for developing the Water Quantity Discussion Paper:

Table 5: Timelines, Tasks and Key Participants for developing the Water Quantity Discussion Paper

Timeline	Item / Task	Responsible for Item / Task
Sep 25, 2017	Project Team Discussion Paper Kick-Off meeting (#12) to outline steps for development of water quantity discussion paper	Project Team
	Project Team to develop draft water quantity workbook and prepare for workshop	Project Team
Nov 2017	Project Team to hold Workshop D (meeting #13) with the IMG to discuss and evaluate current legislative framework and provide feedback on policy tools / approaches for managing water quantity threats	Project Team and IMG
Nov 2017	Project Team to hold Workshop E (meeting #14) with the CLG to discuss and evaluate current legislative framework and provide feedback on policy tools / approaches for managing water quantity threats	Project Team and CLG
	- Provide written comments to Project Team	Workshop Participants
Jan 2017	Project Team meeting (#15) to review workshop outcomes and comments received	Project Team
	- Complete and finalise discussion paper	Project Team
Apr 5, 2018	Lake Erie Region Source Protection Committee to receive and release final Water Quantity Discussion Paper	SPC

8.2.2. Water Quantity Policy Development

Water quantity policy development is led by the Project Team, on behalf of the Lake Erie Region Source Protection Committee. It is a collaborative process between the partners on the Project Team to strive for consistency in policy outcomes, building on inputs such as the results of the technical study (e.g., risk

ranking, threats management strategy) and the water quantity discussion paper. **Table 6** lists the steps, meetings of the key participants, and expected timelines for the Guelph-Guelph/Eramosa Water Quantity Policy Development study:

Table 6: Timelines, Tasks and Key Participants for Water Quantity Policy Development

Timeline	Item / Task	Responsible for Item / Task
Apr 2018	Project Team Policy Development Kick-Off meeting (#16) to outline steps for selecting water quantity policy options and drafting policies	Project Team
May 2018	Project Team to develop draft policy approaches (selecting policy tools, intent of policies, and desired policy outcome)	Project Team
Jun 2018	Project Team to hold Workshop F (meeting #17) with the IMG to present and discuss draft policy approaches	Project Team and IMG
Jun 2018	Project Team to hold Workshop G (meeting #18) with the CLG to present and discuss draft policy approaches	Project Team and CLG
Jul 5, 2018	Lake Erie Region Source Protection Committee receives draft policy approaches for review and discussion	SPC
Jul 2018	Source Protection Authority circulates policy approaches to municipalities for information	SPA
Jul / Aug 2018	Project Team develops draft policy texts	Project Team
Sep 2018	Project Team to hold Workshop H (meeting #19) with the IMG to present and discuss draft policy texts	Project Team and IMG
Sep 2018	Project Team to hold Workshop I (meeting #20) with the CLG to present and discuss draft policy texts	Project Team and CLG
Oct 4, 2018	Lake Erie Region Source Protection Committee receives draft policy texts for review and discussion	SPC
Late Oct 2018	Source Protection Authority circulates policy approaches to municipalities for endorsement ¹	SPA
Nov 2018	Project Team to revise policy texts	Project Team
Dec 6, 2018	Lake Erie Region Source Protection Committee receives revised policy texts for review and discussion	SPC

8.3. Grand River Source Protection Plan Update

The Lake Erie Region Source Protection Committee, together with the Grand River Source Protection Authority, is responsible for the update and submission of the Grand River Source Protection Plan to the Ministry of Environment and Climate Change, and meeting regulatory requirements such as public consultation. **Table 7** lists the steps, meetings of the key participants, and expected timelines for updating the Grand River Source Protection Plan and Assessment Report that includes the Guelph-Guelph/Eramosa Tier 3 Water Budget and Risk Assessment results and water quantity policies. The

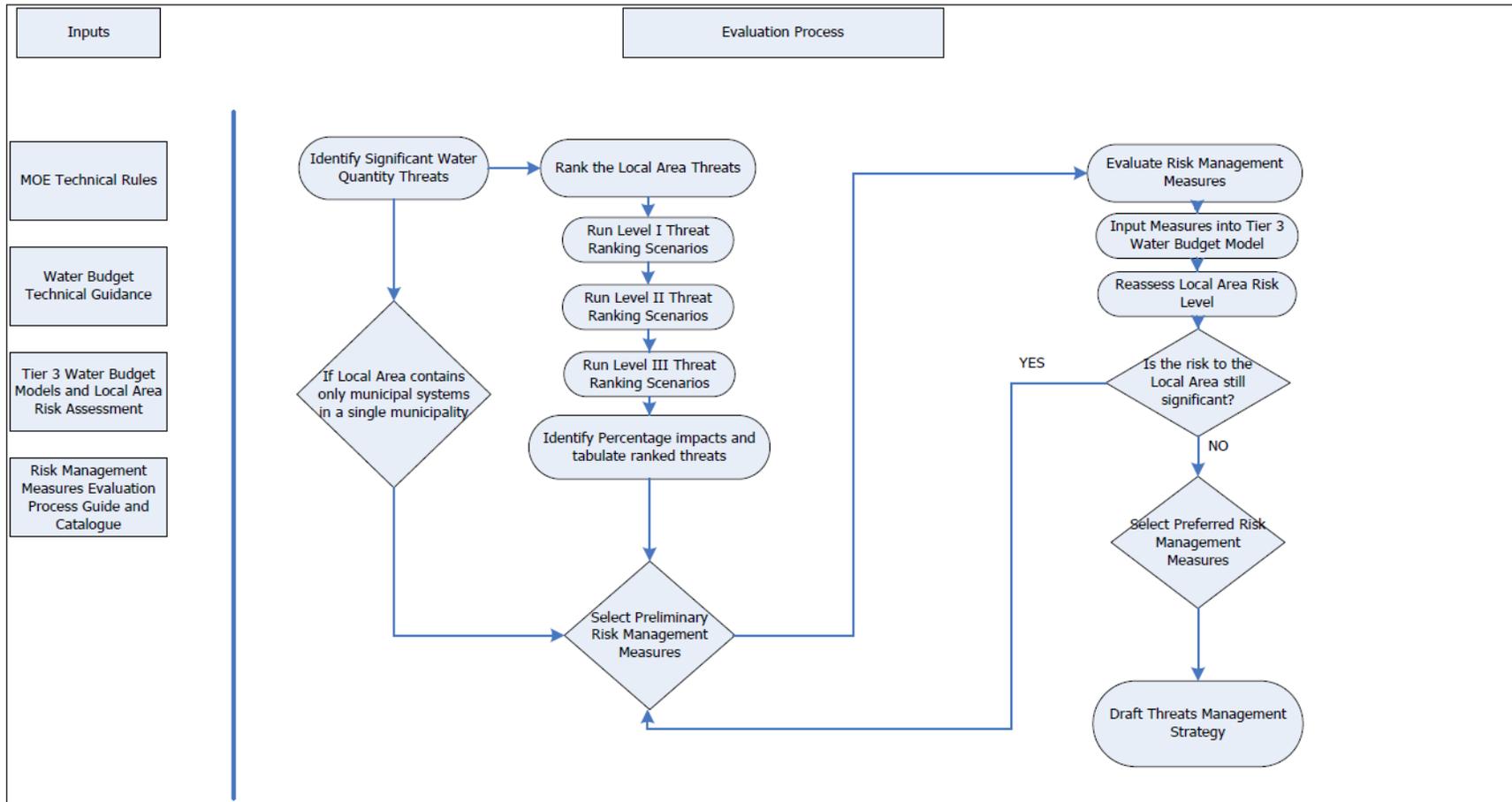
¹ With the next municipal elections held on October 22, 2018, requests for municipal council resolutions will be sent to municipal councils after the election date, and it will be up to the new Council to consider the request. This may impact the timeline for the Grand River Source Protection Plan Update.

Grand River Source Protection Plan update is undertaken according to section 34 of the Clean Water Act, 2006 and will also include other updated components (e.g. new wells and associated wellhead protection areas, revised policies, etc.) unrelated to the Guelph-Guelph/Eramosa Tier 3 Water Budget and Risk Assessment and water quantity policies. With the section 34 update requirement for municipal council endorsement prior to formal public consultation, the municipal election in October 2018 may impact the timelines as laid out in **Table 7** for updating the Grand River Source Protection Plan.

Table 7: Timelines, Tasks and Key Participants for Water Quantity Policy Development

Timeline	Item / Task	Responsible for Item / Task
Jan 2019	Lake Erie Region Source Protection Committee receives complete updated Grand River Source Protection Plan and Assessment Report and releases documents for public consultation. Includes other unrelated updated components.	SPC
Jan / Feb 2019	Formal Public consultation of complete updated Grand River Source Protection Plan and Assessment Report. Includes other unrelated updated components.	SPC/SPA
Mar 7, 2019	Lake Erie Region Source Protection Committee receives comments from public consultation and releases updated Grand River Source Protection Plan to Grand River Source Protection Authority	SPC
Mar 28, 2019	Grand River Source Protection Authority submits updated Grand River Source Protection Plan and updated Assessment Report to Ministry of Environment and Climate Change	SPA

Appendix A: Water Quantity Risk Management Measures Evaluation Process



Source: Guide Water Quantity Risk Management Measures Evaluation Process, Toronto Region Conservation Authority, January 2013.