

Terms of Reference Content (O. Reg. 287/07)

The Terms of Reference must include the following:

1. A map showing the boundaries of the source protection area and every municipality, in which any part of the source protection area is located.
2. If the source protection area is part of a source protection region, a map of the source protection region with the boundaries of every source protection area in the region and of every municipality, in which any part of the region is located.
3. A list of the names of the municipalities in which any part of the source protection area is located (single, upper, and lower tiered municipalities).
4. A copy of all the council resolutions that have been passed:
 - a. To include drinking water systems other than municipal residential drinking water systems; and
 - b. to exempt a municipal residential drinking water system from consideration under the Assessment Report because it meets the conditions set out in subsection 5(1), (2) or (4) in the Miscellaneous regulation (O. Reg. 286/07).
5. A table listing all of the existing and planned drinking water systems that will undergo source protection planning. The table must include the following information about these systems:
 - a. The drinking water system number, if one has been assigned;
 - b. The name of the drinking water system;
 - c. The owner of the drinking water system;
 - d. The operating authority of the drinking water system; and
 - e. The source of raw water for the system– surface water, groundwater, or surface and groundwater.
6. A table listing the information in paragraph 5 for all municipal residential drinking water systems that are exempted, pursuant to subsection 5(1) of O.Reg. 286/07, from consideration under the assessment report.
7. A table setting out drinking water systems that the Minister has notified the Committee he or she may require to be included in the source protection planning process. The Minister may indicate the systems in a letter to the source protection committee before the terms of reference has been submitted to the Minister for approval. The table must include the same information listed in paragraph 5.
8. A list of matters that may require consultation with a source protection committees for another source protection area during the completion of the assessment report and source protection plan. The name of the other source protection committee and a description of the matter must be included.

9. A work plan that identifies the major tasks to be completed in the preparation of the assessment report and the source protection plan, and includes the following information:
 - a. The person or body that is responsible for completing the task (source protection committee, source protection authority and/or municipality);
 - b. The estimated completion date for the task; and
 - c. The estimated costs incurred to complete the task.
10. The date by which the source protection authority must submit the source protection plan to the Minister for approval. This date must not extend past the date set out in the Time Limits regulation (section 3 of O. Reg. 285/07).