



Our Watershed, Our Blueprint: Peterborough Watershed Plan

Technical Working Group

Terms of Reference

1. Study Overview

The City of Peterborough has initiated a Watershed Planning Study (known as Our Watershed, Our Blueprint). The development of a watershed plan is a priority undertaking in the Peterborough Area, and is identified as an action in the Sustainable Peterborough Action Plan. Under the theme of Water, the strategic direction is to “Protect watersheds to ensure healthy water quality and quantity”.

In addition, policies contained in the Growth Plan, Provincial Policy Statement and legislated under the Places to Grow Act require municipalities to undertake watershed planning as a basis for identifying and protecting the water resource system and to inform land use and infrastructure planning and decision making.

The watershed planning process involves: preparing background information to characterize the watersheds; drafting a vision, including goals and objectives that are guided by science, engagement and consultation; conducting technical studies related to water quantity and water budgets, water quality assessments, natural hazards, climate change, natural systems, cumulative effects; and preparing land-use and management scenarios.

Throughout the watershed planning process, the City will implement various forms of engagement and consultation methods to inform/educate, consult, involve, collaborate and empower the public, stakeholders and agencies. A Technical Working Group (TWG) is being established consisting of technical subject matter experts who live and work in the community. The goal of this group will be to solicit input and gain expertise on the various technical aspects of the study, such as hydrology, climate change, natural hazards, water quality, and cumulative effects.

2. Project Scope

The Watershed Plan will focus on the primary watersheds that drain through, or are directly adjacent to, the City of Peterborough. The watershed planning process will be undertaken over the course of two years. Issues that will be analysed through the study include:

- Urban Flooding
- Riverine Flooding
- Degradation of Water Quality
- Climate Change Impacts
- Degradation of Natural Heritage System

The project will generally be undertaken in three phases. Phase one is the Watershed Characterization and development of the watershed vision, goals and objectives. Phase two will involve undertaking the detailed watershed planning elements or technical components of the plan. This includes development of water quantity/water budget models, water quality assessments and modeling, natural hazard assessment, climate change assessment/adaptation planning and criteria, NHS mapping/policy review, and a cumulative effects assessment. Phase three will include the Watershed Plan development and implementation.

3. Key Project Participants

The following is a list of key participants in the Watershed Planning Study:

Project Team	The Project Team leads the Watershed Planning Study and is responsible for all decisions related to this project. Members of the City of Peterborough and supporting project consultants form the Project Team.
Project Consultant Team	The City has obtained the services of a highly qualified consulting team to assist in the preparation of a watershed plan. Aquafor Beech Limited, in association with LURA Consulting, Earthfx Incorporated and SGL Planning and Design, will undertake the detailed study components required as part of the watershed planning process.
Project Steering Committee	The Project Steering Committee consists of City staff members from various departments who lead projects or implement policy that may be impacted by a watershed plan.
Watershed Coordinating Committee	The Watershed Coordinating Committee includes study area Municipalities, the County, First Nations and the Conservation Authority and provides a forum to review, discuss, and share information in relation to the watersheds and the Watershed Plan.
Technical Working Group	The Technical Working Group will consist of technical subject matter experts who live and work in the community. This group will provide input and expertise on the various technical aspects of the study.
First Nations and Metis	The study process includes direct consultation and accommodation with Williams Treaty First Nations and

other First Nations and Metis groups having an interest in the watershed planning process.

General Public

The project team will be looking for feedback from the public and stakeholders during each phase of the project to inform the development of the Watershed Plan.

4. Purpose of the Technical Working Group

The TWG provides a forum for a diverse range of experts living or working in the City of Peterborough to communicate their perspectives and observations on the technical components of the Watershed Planning Study to the Project Team and consultants.

5. Mandate

The mandate of the TWG is to provide feedback and observations at important milestones during the Watershed Planning Study. The TWG is non-political and does not address concerns outside the scope of the study. Specifically, the role of the TWG is to:

- Share their expertise on the technical aspects of the Watershed Planning Study; and
- Provide feedback on any other relevant matters that the Project Team refers to the TWG for comment.

6. TWG Membership

TWG membership will be comprised of representatives with expertise in the following areas:

- Water quality
- Hydrology and hydraulics
- Infrastructure
- Natural heritage
- Climate change

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

- Membership is voluntary and uncompensated.
- Members understand, accept, and agree to abide by these Terms of Reference.
- Members are willing to commit to participate on the TWG throughout the duration of the study (anticipated completion in spring 2021).
- Members agree to attend as many TWG meetings as possible and follow up with the Project Team in the event that attendance is not possible.

7. Roles and Responsibilities

The TWG acts in an advisory capacity to the Project Team and is not responsible for making decisions. Decisions regarding the study are the responsibility of the Project Team.

The Project Team will:

- Strive to provide accurate, comprehensible information to answer queries made by the TWG.
- Ensure that appropriate Project Team personnel (or other resource people) are present at discussions on specific issues of the Watershed Plan.
- Ensure that the Project Team personnel working with the TWG are able to respond to matters raised and provide timely responses and/or decisions.
- Ensure that the input received from the TWG is fully considered as part of Watershed Plan and the watershed planning process.
- Strive to operate in a consensus mode, where participants openly discuss views and opinions, and seek to develop common ground and narrow areas of disagreement to the best of their ability.
- Ensure that the results of TWG discussions are accurately recorded in the meeting records, or in additional reports that members may determine are needed.
- Address and respond to input and recommendations from the TWG in a timely manner. Responses will be provided at the following TWG meeting, where possible; a timeframe for a response will be provided if a response is not possible at the following TWG meeting.

As a TWG member, each participant will:

- Exercise their duties ethically and identify and /or avoid potential conflicts of interest.
- Consider and address any matters, issues or information referred to them by the Project Team relating to the technical aspects of the Watershed Plan.
- Strive to operate in a consensus mode, where participants openly discuss views and opinions, and seek to develop common ground and narrow areas of disagreement to the best of their ability.
- Provide comments and/or responses within the timelines requested, which are based on project timelines that the Project Team will identify (which may vary depending on the topic).

8. Meetings and Logistics

8.1. Meeting Frequency

It is anticipated that there will be approximately six (6) TWG meetings over the project duration. Communication and engagement updates will be provided as appropriate. The TWG will contribute to the following reports:

- Gap Analysis Report
- Draft Watershed Characterization Report
- Draft Watershed Planning Technical Reports
- Final Watershed Plan Report
- Draft Implementation Plan
- Final Implementation Plan

8.2. Facilitation and Secretariat

The following facilitation and secretariat services for the TWG will be provided by the City and their consultant (Aquafor Beech or sub-consultants):

- Organization and facilitation of TWG meetings;
- Distribution of meeting notices and TWG contact list management;
- Development of meeting agendas and other supporting materials;
- Record keeping and summaries for TWG meetings;
- Ongoing communication (e.g., emails, phone discussions) to address questions or clarify concerns; and
- Notification of any other relevant opportunities for public engagement (including public meetings and activities).

8.3. Agendas

Agendas and supporting information will be circulated at least one week in advance of the next meeting. Members can suggest agenda items for future TWG meetings at each TWG meeting.

8.4. Meeting Summaries

TWG meeting summaries will be prepared by Aquafor Beech and circulated to TWG members following each meeting for review and comment.

9. Freedom of Information and Protection of Privacy

Please note that all information will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and the *Access to Information Act*. With the exception of personal information, all information provided through the Technical Working Group process will form part of the public record including the names of the member organizations.

The Point of Contact for all TWG correspondence is:

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