



Raisin-South Nation Source Protection Region

Source Protection Committee Meeting Agenda

April 7, 2022

9:30 a.m.

via ZOOM Online

<https://us06web.zoom.us/j/89298826385?pwd=emhPdm1PdHBHMnB4ckFTc1hKeDF0Zz09>

Meeting ID: 892 9882 6385; Passcode: 649199; Toll-free: 855-703-8985

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1. Call to Order
 2. Chair's Remarks
 3. Approval of Agenda
 4. Declaration of Conflict of Interest
 5. Delegations / Presentations
 - a. Program Update - PowerPoint Presentation: Staff
 6. Approval of Minutes
 - a. Source Protection Committee Minutes of November 25, 2021 1-4
 7. New Business
 - a. Project Manager's Update: Lisa Van De Ligt 5-6
 - b. 2021 Annual Progress Report: Lisa Van De Ligt 7-20
 - c. Source Protection Plan Amendment update: Alix Jolicoeur 21-22
 - d. City of Ottawa – New Municipal Well update: Lisa Van De Ligt 23-24
 - e. Consultation Plan: Shannon Gutoskie 25-27
 - f. SPC Procedural Manual Update: Shannon Gutoskie 28-46
 - g. SPC Membership: Shannon Gutoskie 47
 8. Correspondence
 - a. Email advising of release of best practices for source water protection for communities and landowners not covered by the *Clean Water Act*. February 18, 2022. To DWSP Program Managers from Kirsten Corrigan, Director, Conservation and Source Protection Branch, Ministry of the Environment, Conservation and Parks. 48



- b. Email advising of release of 2021 Director's Technical Rules. December 3, 2021. To DWSP Program Managers from Kirsten Corrigan, Director, Conservation and Source Protection Branch, Ministry of the Environment, Conservation and Parks. 49
 - c. Email advising of release of provincial guidance materials to support incorporating 2021 Director's Technical Rules into assessment reports and source protection plans. February 15, 2022. To DWSP Program Managers from Kirsten Corrigan, Director, Conservation and Source Protection Branch, Ministry of the Environment, Conservation and Parks. 50
 - d. Shadow Ridge, Greely, New Municipal Well Project. Notice from City of Ottawa to Source Protection Authority under subsection 48 (1.1) of Ontario Regulation 287/07 (Amendments, source protection plan). January 28, 2022. 51-53
9. Date of Next SPC Meeting: To Be Determined
10. Adjournment

Raisin-South Nation Source Protection Committee

Draft Minutes

November 25, 2021 – 9:30 am

Virtual Meeting via Zoom

- PRESENT:** Raymond Beauregard, Chair
Josée Brizard, The United Counties of Prescott and Russell
Elaine Kennedy, Great River Network
Lawrence Levere, The United Counties of Leeds and Grenville
Don Munro, General Public Representative
Walter Oeggerli, Agriculture Representative
Jacqueline Pemberton, Agriculture Representative
Brian Powell, Agriculture Representative
Robert Rathburn, City of Cornwall
Tom Van Dusen, General Public Representative
Blair Walker, Aggregates Representative
Carma Williams, The United Counties of Stormont, Dundas and Glengarry
Stephen Wilson, Commercial / Industrial Representative
- LIAISONS :** Bryan McGillis, Raisin Region Source Protection Authority
François St-Amour, South Nation Source Protection Authority
Mary Wooding, Ministry of Environment, Conservation and Parks
Idalia Milan, Eastern Ontario Health Unit
- REGRETS:** Michel Kearney, City of Ottawa
- ABSENT:** Adrian Wynands, Clean Water Committee
- STAFF:** Lisa Van De Ligt, Project Manager
Richard Pilon, General Manager, RRCA
Angela Coleman, General Manager, SNC
Phil Barnes, Team Lead, Watershed Management, RRCA
Laura Crites, Planning Technician, SNC
Shannon Gutoskie, Communications Specialist, SNC
Alix Jolicoeur, Watershed Planner, SNC
Alison McDonald, Team Lead, Approvals, SNC
John Mesman, Team Lead, Communications, SNC



GUESTS: Grace Donnelly, Ministry of Environment, Conservation and Parks

Notice was posted to the Source Protection website ahead of the meeting, inviting the public to request access to the Zoom meeting.

1. Call to Order

Ray Beauregard, Chair, welcomed all in attendance and called the meeting to order at 9:35 AM.

2. Chairman's Remarks

Ray Beauregard, Chair, provided a verbal update on recent happenings with the Source Protection program.

3. Approval of Agenda

Resolution #8/21

Moved by: Elaine Kennedy

Seconded by: Jacqueline Pemberton

THAT the Source Protection Committee approve the November 25, 2021 agenda as submitted.

CARRIED

4. Declaration of Conflict of Interest

None

5. Delegations / Presentations

a) Staff presented project and program updates.

6. Approval of Minutes

Resolution #9/21

Moved by: Stephen Wilson

Seconded by: Carma Williams

THAT the minutes of the February 25, 2021, meeting of the Raisin-South Nation Source Protection Committee be approved.

CARRIED



7. New Business

a) Project Manager's Update

Resolution #10/21

Moved by: Elaine Kennedy

Seconded by: Jacqueline Pemberton

THAT the Raisin-South Nation Source Protection Committee receive and file the Project Manager's Update.

CARRIED

b) Proposed Agriculture Policy Update

Resolution #11/21

Moved by: Jacqueline Pemberton

Seconded by: Don Munro

THAT Raisin-South Nation Source Protection Committee approve the proposed policies as presented and direct staff to update the Source Protection Plan and Explanatory Document as needed.

CARRIED

c) Proposed Liquid Hydrocarbon Pipeline Policy Update

Resolution #12/21:

Moved by: Elaine Kennedy

Seconded: Don Munro

THAT the Raisin-South Nation Source Protection Committee approve the proposed policies as presented and direct staff to update the Source Protection Plan and Explanatory Document for consultation.

CARRIED

8. Correspondence

Correspondence was included in the agenda package.

9. Date of Next Meeting

The date of the next meeting is to be determined, targeting February 2022.



10. Adjournment

Resolution #13/21

Moved by: Tom Van Dusen

Seconded by: Elaine Kennedy

THAT the Source Protection Committee meeting of November 25, 2021 be adjourned at 10:45 AM.

Recorded by: Lisa Van De Ligt

Ray Beauregard
Chair

Lisa Van De Ligt
Project Manager

To: Raisin-South Nation Source Protection Committee
From: Lisa Van De Ligt, Project Manager
Date: March 30, 2022
Subject: Project Manager's Update

RECOMMENDATION:

THAT the Raisin-South Nation Source Protection Committee receive and file the Project Manager's Update.

The last Source Protection Committee (SPC) meeting was November 25, 2021. Since then, staff have continued to meet deliverables identified in the 2021-2022 agreement with the Ministry of Environment, Conservation and Parks (MECP) and on-going Drinking Water Source Protection (DWSP) initiatives. Below are the highlights:

Program Management

- Submission of 2021-22 Final Financial/Progress Report to MECP.
- Submission of 2022-2024 workplan to MECP.
- Received "Best Practices for Source Water Protection" guidance document from MECP (see Correspondence 8.a).
- Received Phase 2 Technical Rules (December 2021) and guidance document from MECP (February 2022) (see Correspondences 8 b. and 8 c.).
- Risk Management Official annual reporting received (to be submitted to SPAs by February 1 annually).
- Drafted Source Protection Region's 2021 Annual Report on Implementation (to be submitted to MECP by May 1 annually).
- Drafted Source Protection Committee Procedural Manual Updates.

Meetings

- Monthly Raisin-South Nation Source Protection Team meetings.
- Monthly Eastern Region project managers meetings.
- Quarterly provincial Source Protection Committee Chairs meeting.
- Quarterly provincial project manager and communications meetings.

Source Protection Plan amendments

- Comprehensive review under Section 36 of the *Clean Water Act* (Minister's Order):
 - Incorporated SPC-approved policy updates into Source Protection Plan.
 - Finalizing Assessment Report updates.
 - Assessing recently released Phase 2 Director Technical Rules and guidance material to determine impact to Source Protection Plan updates and timelines.
 - Preparation of public consultation plan.
- On-going communications with municipalities regarding locally-initiated amendments under Section 34 of the *Clean Water Act*.
- South Nation Source Protection Authority received notice from the City of Ottawa under Section 48 (1.1) of Ontario Regulation 287 under the *Clean Water Act* to officially inform them of their new municipal wells for Shadow Ridge, Greely.

Communications

- Ongoing DWSP communications campaigns (e.g. social media).
- Preparation of 2021 Raisin-South Nation Source Protection Region annual newsletter for municipalities.



Lisa Van De Ligt,
Project Manager
Raisin-South Nation Source Protection Region

To: Raisin-South Nation Source Protection Committee
From: Lisa Van De Ligt, Project Manager
Date: March 30, 2022
Subject: 2021 Annual Progress Report

RECOMMENDATION:

THAT the Source Protection Committee receive and file the 2021 Annual Progress Report.

AND FURTHER THAT, in the opinion of the Source Protection Committee, implementation of the Source Protection Plan is progressing well/on target.

AND FURTHER THAT staff be directed to include the Source Protection Committee's comments on implementation progress in the 2021 Annual Report for to the Ministry of Environment, Conservation and Parks.

Purpose:

To review and seek the Source Protection Committee's opinion on progress towards achieving the Raisin-South Nation Source Protection Plan's objectives.

Background:

The Raisin-South Nation Source Protection Plan came into effect April 1, 2015, providing a framework of policies to protect the quality and quantity of the source waters for municipal drinking water systems located in the Raisin-South Nation Source Protection Region.

Ontario Regulation 287/07, Section 22 (1) lists the following two objectives for all Source Protection Plans developed in Ontario:

- "1. To protect existing and future drinking water sources in the source protection area.
2. To ensure that, for every area identified in an assessment report as an area where an activity is or would be a significant drinking water threat,
 - i. *the activity never becomes a significant drinking water threat, or*
 - ii. *if the activity is occurring when the source protection plan takes effect, the activity ceases to be a significant drinking water threat. O. Reg. 246/10, s. 12."*

Source Protection Authorities (SPA) are required to submit annual reports on implementation progress to the Ministry of the Environment, Conservation and Parks (MECP) under section 46 of the *Clean Water Act* (2006). The 2021 Annual Progress Report will be the fifth report on implementation progress since the Plan came into effect.

Annual progress reports are prepared using data provided by municipalities, provincial ministries, and other implementing bodies as required. Municipal and provincial reports are required to be submitted to the SPAs annually by February 1st and reflect implementation efforts from the previous calendar year, January 1 to December 31, 2021.

Staff collect and evaluate implementation data to populate two reporting templates provided by the MECP: 1) a summary-level annual progress report and 2) a more detailed supplemental form. The summary-level annual progress reports must be shared with the Source Protection Committee (SPC) at least 30 days before being submitted to MECP.

The Committee is required to review the annual progress report and provide written comments about the extent to which, in the opinion of the Committee, the objectives set out in the plan are being achieved by the measures described in the report.

Discussion:

The Raisin-South Nation SPC was circulated the draft 2021 Annual Progress Report on March 14, 2022 (Attached) along with a comment form with 2 questions:

1. *In the opinion of the SPC, to what extent have the objectives of the source protection plan been achieved in this reporting period?*

Three response options are provided by the MECP:

- ☐ Progressing Well/On Target – The majority of the source protection plan policies have been implemented and/or are progressing.
- ☐ Satisfactory – Some of the source protection plan policies have been implemented and/or are progressing.
- ☐ Limited progress – A few source protection plan policies have been implemented and/or are progressing.

Staff recommend a response of progressing well/on target, similarly to past reporting years. The rationale for this assessment is described further below.

2. *Please provide comments to explain how the Source Protection Committee arrived at its opinion. Include a summary of any discussions that might have been had amongst the Source Protection Committee members, especially where no consensus was reached.*

Staff recommend the following response, similarly to past reporting years:

The objectives of the Source Protection Plan, as per Ontario Regulation 287/07, Section 22(1) are:

1. To protect existing and future drinking water sources in the source protection area; and,
2. To ensure that, for every area identified in an assessment report as an area where an activity is or would be a significant drinking water threat that,
 - i. *The activity never becomes a significant drinking water threat, or*
 - ii. *If the activity is occurring when the source protection plan takes effect, the activity ceases to be a significant drinking water threat.*

The policies were developed by taking into consideration the following three guiding principles:

1. Effectiveness (does the policy effectively protect sources of drinking water).
2. Appropriateness (is the policy practical and does it avoid regulatory duplication).
3. Fiscal Responsibility (is the policy cost-effective and reasonable).

99% of the activities identified as significant drinking water threats in the Assessment Reports for the source protection areas have been removed or mitigated through risk management measures. The risk management measures implemented are effective, appropriate and fiscally responsible.

SPC members have until April 12, 2022 to provide additional written comments to the Project Manager (Lisa Van De Ligt) prior to finalizing the report for final submission to MECP by May 1, 2022. The Annual Report will be posted to the Raisin-South Nation Source Protection Region website (yourdrinkingwater.ca).



Lisa Van De Ligt,
Project Manager

Raisin-South Nation Source Protection Region

Attachment: Source Protection Draft 2021 Annual Progress Report

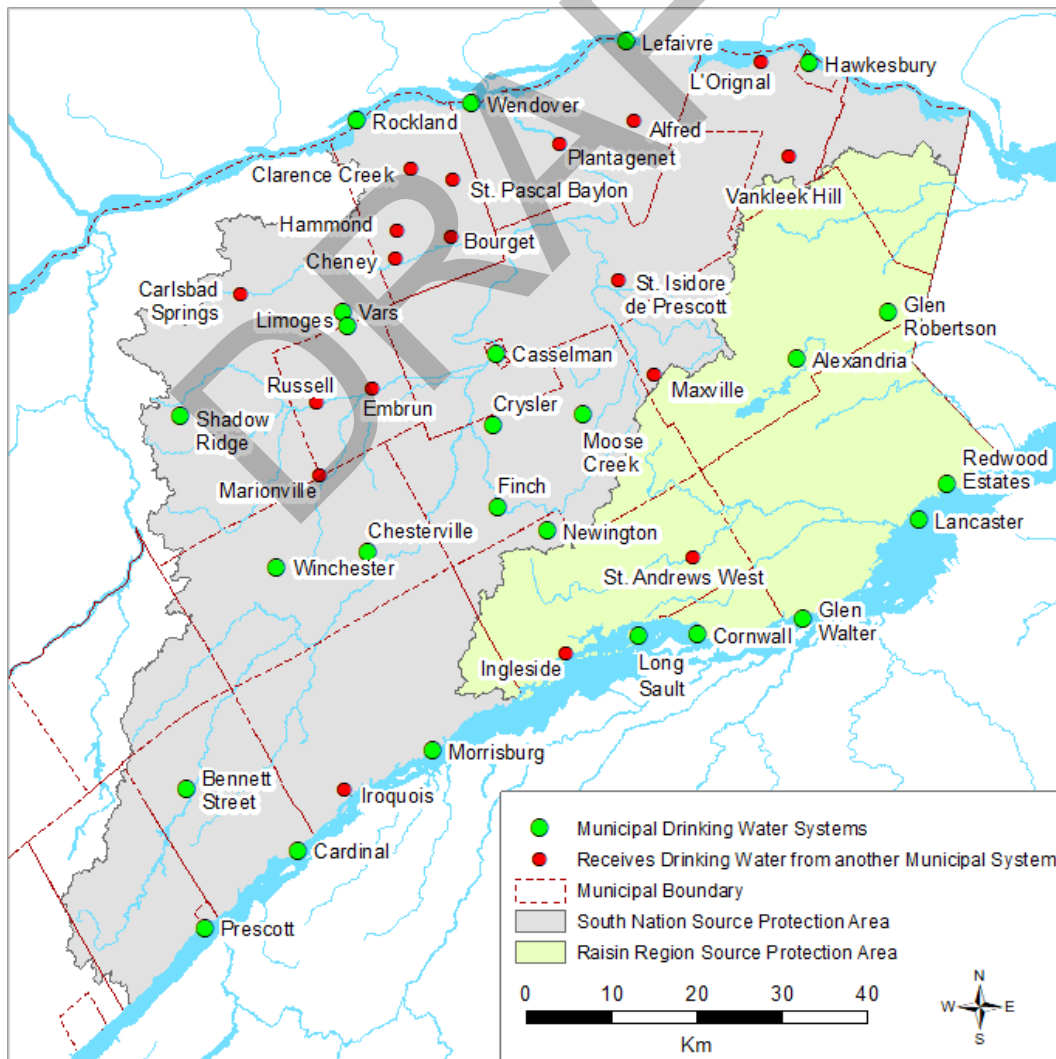
Source Protection

Draft 2021 Annual Progress Report

I. Introduction

This annual progress report outlines the progress made in implementing the source protection plans for the Raisin Region Source Protection Area and the South Nation Source Protection Area in 2021 as required by the Clean Water Act and regulations. Drinking water source protection protects existing and future sources of municipal drinking water from overuse and contamination, ensuring an adequate supply of clean water for both current and future generations.

This report is written for submission to the Ministry of the Environment, Conservation and Parks as required, but also informs the residents, municipalities, stakeholders, etc. of progress made on implementation to date.



II. A message from your local Source Protection Committee

The Raisin-South Nation Source Protection Committee comments will be added here.

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III. Our Watershed

To learn more, please read our assessment report(s) and source protection plan(s)

The Raisin-South Nation Source Protection Region encompasses a land mass of over 7,000 km² and is comprised of two Source Protection Areas: Raisin Region Source Protection Area (2,000 km²) and South Nation Source Protection Area (5,000 km²). The total population of the region as per the 2016 census was 273,687. The total population served by municipal drinking water systems is 129,239.

Raisin Region Source Protection Area

The Raisin Region Source Protection Area is comprised of the Raisin Region Conservation Authority's jurisdiction, plus additional watershed-based areas to the south west (Nash Creek) and north (Rigaud River).

The following municipal drinking water sources are protected by the source protection plan:

- Redwood Estates (Township of South Glengarry): 1 groundwater well
- Glen Robertson (Township of North Glengarry): 1 groundwater well
- Long Sault (Township of South Stormont): 1 surface water intake
- Cornwall (City of Cornwall): 1 surface water intake
- Glen Walter (Township of South Glengarry): 1 surface water intake
- Lancaster (Township of South Glengarry): 1 surface water intake
- Alexandria (Township of North Glengarry): 1 surface water intake

South Nation Source Protection Area

The South Nation Source Protection Area includes the jurisdiction of South Nation Conservation with the addition of the Town of Prescott and additional watershed-based area to the north east along the Ottawa River.

The following municipal drinking water sources are protected by the source protection plan:

- Vars (City of Ottawa): 2 groundwater wells
- Limoges (The Nation Municipality): 2 groundwater wells
- Shadow Ridge, Greely (City of Ottawa): 1 groundwater well
- Crysler (Township of North Stormont): 2 groundwater wells
- Moose Creek (Township of North Stormont): 3 groundwater wells
- Finch (Township of North Stormont): 2 groundwater wells
- Winchester (Township of North Dundas): 6 groundwater wells
- Chesterville (Township of North Dundas): 2 groundwater wells
- Newington (Township of South Stormont): 2 groundwater wells
- Bennett St., Spencerville (Township of Edwardsburgh/Cardinal): 1 groundwater well
- Prescott (Town of Prescott): 1 surface water intake
- Cardinal (Township of Edwardsburgh/Cardinal): 1 surface water intake
- Morrisburg (Township of South Dundas): 1 surface water intake
- Rockland (City of Rockland): 1 surface water intake

- Wendover (Township of Alfred-Plantagenet): 1 surface water intake
- Lefaivre (Township of Alfred-Plantagenet): 1 surface water intake
- Hawkesbury (Town of Hawkesbury): 1 surface water intake
- Casselman (Village of Casselman): 1 surface water intake

There are communities within the South Nation Source Protection Area that are serviced through regional distribution systems where the municipal sources of water are protected through the Source Protection Plan of the Mississippi-Rideau Source Protection Region (i.e. Carlsbad Springs, Russell, Embrun, Marionville).

To learn more about the Raisin-South Nation Source Protection Region, or to read the Source Protection Plan and Assessment Report, visit www.yourdrinkingwater.ca.

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IV. At a Glance: Progress on Source Protection Plan Implementation

1. Source Protection Plan Policies

P : Progressing Well/On Target

All of the policies (100%) that address significant drinking water threats are implemented, in progress or have been evaluated and determined to require no further action(s).

Pursuant to subsection 36 (1) of the Clean Water Act, Source Protection Regions were directed by the Province to amend their Source Protection Plan and Assessment Report to comply with amendments to the Province's General Regulations and Director's Technical Rules and include approved local interest updates. Amendments are currently in progress by the Raisin-South Nation Source Protection Committee and Source Protection Region.

2. Municipal Progress: Addressing Risks on the Ground

Eighteen (18) municipalities in our source protection region have vulnerable areas where significant drinking water threat policies apply. These municipalities include: City of Cornwall, City of Ottawa, City of Clarence-Rockland, Village of Casselman, Town of Prescott, Town of Hawkesbury, Champlain Township, Township of Edwardsburgh/Cardinal, Township of Alfred and Plantagenet, Russell Township, The Nation Municipality, Augusta Township, Township of North Dundas, Township of South Dundas, Township of North Stormont, Township of South Stormont, Township of North Glengarry and the Township of South Glengarry.

All of the municipalities (100%) in our source protection region have processes in place to ensure that their day-to-day planning decisions conform with our source protection plans. The two largest municipalities (City of Ottawa and the City of Cornwall) have designated their own Risk Management Officials for this purpose, while the remaining municipalities have designated the local conservation authorities for risk management duties. Risk Management Officials screen building permits and planning applications in the vulnerable areas.

Municipalities in our source protection region are also required to update their Official Plan to ensure conformity with the local source protection plan. Seventeen (17) of 18 municipalities have finalized their Official Plan update, and one is in progress.

3. Septic Inspections

P : Progressing Well/On Target

The Ontario Building Code requires all septic systems within highly vulnerable areas be included in a Mandatory On-site Sewage System Inspection Program. Under the program, inspections are required on a five (5) year cycle.

The on-site sewage inspection program varies across the Source Protection Region. Septic systems within the City of Ottawa are inspected by the Ottawa Septic System Office (OSSO). The Townships of North Glengarry and South Glengarry retain their own septic inspectors. The remaining municipalities where septic systems are considered a significant threat have delegated septic inspection to the South Nation Conservation Septic Inspection Office.

Municipalities in the Raisin-South Nation Source Protection Region have completed most of the initial round of inspections. To date, 251 of 274 total septic systems have been inspected as per the Ontario Building Code. Of those outstanding initial inspections, one is a recent addition, and 22 were not inspected due to non-responsive or non-compliant landowners.

The 5-year re-inspection cycle was due to start in 2020/2021 for some septic systems. Some inspections were postponed due to COVID-19 restrictions. The Ottawa Septic System Office inspections were temporarily put on hold as a new well system is planned for Greely.

With the exception of the City of Ottawa septic systems, the original septic systems identified in the Assessment Report were inspected through the Source Protection Municipal Implementation Fund (SPMIF) which was available for small municipalities to offset initial implementation costs of Source Water. The costs of future inspections will fall onto municipalities and they will decide how to recover the costs of the inspections.

4. Risk Management Plans

P : Progressing Well/On Target

A risk management plan is a document that outlines the actions required to address an activity that has the potential to contaminate drinking water. These actions manage the risk associated with the activity so that all threats to drinking water are properly managed. A Risk Management Official (RMO) works with the person engaging in the threat activity to decide on the necessary components of the risk management plan.

Since the Raisin-South Nation Source Protection Plan took effect in 2015, a total of 108 risk management plans have been established. A single risk management plan can apply to multiple properties. The total number of properties covered by a risk management plan is 222. One new risk management plans was established in 2021, which included 2 inspections (initial and follow-up site visit).

We anticipate there is a 100% compliance rate with the risk management plans established in our source protection region.

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5. Provincial Progress: Addressing Risks on the Ground

P : Progressing Well/On Target

Provincial ministries (e.g. Ministry of Environment, Conservation and Parks; and Ontario Ministry of Agriculture, Food, and Rural Affairs) are responsible for the implementation of source protection policies included in the Raisin-South Nation Source Protection Plan that use prescribed instruments to reduce the risk of significant threat activities.

Ontario ministries are reviewing previously issued provincial approvals (i.e., prescribed instruments, such as environmental compliance approvals under the Environmental Protection Act) where they have been identified as a tool in our Plan to address existing activities that pose a significant risk to sources of drinking water. The provincial approvals are being amended or revoked where necessary to conform with plan policies. Our policies set out a timeline of 3 years to complete the review and make any necessary changes. The ministries have reported full completion (100%) of the review of previously issued provincial approvals in the source protection region.

Provincial ministries are implementing their respective review protocols to screen all applicable new applications.

6. Source Protection Awareness and Change in Behaviour

Conservation Authority partners have worked to develop tools and resources which satisfy the Education and Outreach Policies and help establish permanent resources for future Source Water Protection program delivery.

Print Media and Landowner Resources

- Risk Management Plan Binder and Toolkit for property owners
- Six (6) activity fact sheets (DNAPLs, organic solvents, etc.)
- Distribution of SWP brochure series (Agri-Action, Fuel Tools, Pesticide Wise, Septic Solutions, Water Smart, Well Informed)
- Distribution of fuel tags and stickers for homeowners
- Boater Awareness Campaign postcards, keychains, and boat stickers with Spills Action Response Centre contact information

Signage

- Boater Awareness Campaign signage displayed at river access points (boat launches and public and private marinas) – approximately 40 signs distributed
- SWP Road Signage (displayed on roadways outside vulnerable drinking water protection zones) – 87 in the Raisin-South Nation Source Protection Region

Social Media and Website

- Issued local press release
- Maintained the Source Protection Website (yourdrinkingwater.ca)
- Maintained social media presence
- Issued first annual Raisin-South Nation Source Protection Region newsletter update; circulated to member municipalities
- 3 week province-wide education blitz on Drinking Water Source Protection road signs

Education and Outreach

- Licensed to deliver Yellow Fish Road community program, educating community members on storm drains (South Nation SPA)
- Licensed to deliver Stream of Dreams Community Art and Environmental Education Program (subsidized with other grants and partners) (South Nation SPA)
- Online guest lecture for St. Lawrence College Environmental Technician course
- Due to the ongoing COVID-19 Pandemic, in-person education and outreach efforts were postponed in 2021

Land Use Planning

- Source water protection has become an integral part of the municipal planning process. Pre-consultation processes taking into account source water protection implications have lead to better overall planning and development decisions.

7. Source Protection Plan Policies: Summary of Delays

This is not applicable to our source protection region.

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8. Source Water Quality: Monitoring and Actions

In the Raisin-South Nation Source Protection Region, no issues were identified in our local assessment report(s) regarding the quality of the source(s) of municipal drinking water.

The source protection authorities continue to work with municipalities to pro-actively identify trends in source water quality which could trigger a formal issues evaluation process, and require additional environmental monitoring.

9. Science-based Assessment Reports: Work Plans

No work plans were required to be implemented for our assessment report(s).

10. More from the Watershed

The Region's success with implementing the source protection plan can be attributed to a coordinated and consistent effort in addressing the activities listed as drinking water threats. Small municipalities within the source protection region have benefited from delegating municipal enforcement of the Clean Water Act to the respective conservation authorities. Staff at both conservation authorities have worked together to develop streamlined risk management practices, documentation, data management systems, and education and outreach materials.

Funding for initial source protection implementation was made possible for small municipalities through the provincial Source Protection Municipal Implementation Fund. Without this fund, municipalities in our region would have faced financial challenges establishing the risk management plans. The fund removed the burden of a potential surcharge to landowners requiring risk management plans. This resulted in a more expedient and agreeable risk management plan negotiation process.

While some large municipalities may potentially have the capacity to deliver source protection programs, many medium and small sized municipalities will struggle to afford the additional cost.

Continued provincial funding and support for the Source Protection Program is essential to empower small and rural municipalities to mitigate risk and deliver safe, clean, drinking water thus ensuring small municipalities and rural Ontario stays open for business.

To: Raisin-South Nation Source Protection Committee
From: Alix Jolicoeur, SNC Senior Planner
Date: March 24, 2022
Subject: Source Protection Plan Amendment - Update

RECOMMENDATION:

THAT the Raisin-South Nation Source Protection Committee receive and file the Source Protection Plan amendment update.

Purpose:

The Source Protection Plan is being revised as part of a comprehensive review under section 36 of the *Clean Water Act* (order from the Minister). Policy updates were scoped as part of a formal workplan consultation with the local Source Protection Authorities, municipalities, and the Ministry of Environment, Conservation and Parks (MECP).

Discussion:

Policy Updates

At the Source Protection Committee meeting in November 2021, draft amended Hydrocarbon pipeline policies and an amended Agricultural policy were presented for consideration and approved by the Committee. The Source Protection Plan and Explanatory Document have been updated to include these and other previously approved policy updates. Additional edits to the Source Protection Plan and Explanatory Document were completed to reflect updated Ministry titles, Acts and Legislation. Revisions to the Plan and Explanatory Document are almost complete.

It was also noted that the implementer for policy SALT-5, the Salt Institute, no longer exists. SALT-5 applies to storage and application of salt on private property where this could be considered a significant drinking water threat. The threat is managed through education and outreach. Staff are identifying a new implementer based on consultation with other Source Protection Authorities.

Technical Updates

The Section 36 update also includes technical edits to the Source Protection Plan and Assessment Report. The technical work to update the Assessment Report has been completed and staff are finalizing edits to the Report.

Additionally, MECP released amendments to the Director's Technical Rules in December 2021 (see Correspondence 8b.). Implementation guidelines were provided on February 15, 2022 (see Correspondence 8c.). Questions were submitted to MECP about how to best incorporate these

amendments.

The new Director's Technical Rules do not need to be implemented as part of the current section 36 update; however, new wells would still be subject to the amended Director's Technical rules. Staff are aware of three new or modified municipal wells planned to come online in the next couple of years. To avoid having two sets of policies, one for existing wells and one for new wells, the Director's Technical Rules will be incorporated into the on-going section 36 amendments.

There are no major updates to the Assessment Report anticipated based on the amended Director's Technical Rules. Staff do not expect there to be any modification to existing vulnerable areas or scoring of any vulnerable area.

The amended Director's Technical Rules will require amendments to some threat circumstances. Staff will determine what changes are required and what impact these changes may have on the implementation of our Source Protection Plan policies, if any.

Staff are drafting amendments to the Assessment Report, Source Protection Plan, and Explanatory Document as required. Once MECP provides a response to outstanding questions on the new Technical Rules staff will assess the scope and impact of the changes on the section 36 timelines. An update will be brought to the Committee on expected timelines and potential changes in the future.



Alix Jolicoeur
Senior Planner
South Nation Conservation

To: Raisin-South Nation Source Protection Committee
From: Lisa Van De Ligt, Project Manager
Date: March 30, 2022
Subject: City of Ottawa – New Municipal Well update

RECOMMENDATION:

THAT the Raisin-South Nation Source Protection Committee receive and file the City of Ottawa – New Municipal Well update report.

Purpose:

To update the SPC on the City of Ottawa – New Municipal Well.

Background:

The Raisin-South Nation Source Protection Plan includes a policy which recommends that the City of Ottawa explore the opportunity to deepen the Shadow Ridge Municipal Well to the Nepean Aquifer to reduce the significant threats related to septic systems and septic system holding tanks in the Village of Greely (Policy SEWG-4c).

The City of Ottawa initiated the Nepean Aquifer Study in December 2016 to explore the potential to deepen the Shadow Ridge Municipal well system to the Nepean Aquifer, and gain information about the hydrogeologic properties of the Nepean Aquifer within Greely. As a result of the study, the Nepean Aquifer was confirmed to be a viable and prolific source.

The City of Ottawa is undergoing a project to construct two deeper municipal supply wells to service the Shadow Ridge Subdivision in Greely. The deeper well system is intended to replace the existing overburden municipal supply wells and will be less vulnerable to contamination from shallow activities that pose potential significant drinking water threats.

The City of Ottawa acquired land to construct the new municipal wells for Shadow Ridge, adjacent to the existing pumping station and municipal water treatment and distribution facility. The City will be moving forward with drilling a new deeper well by the end of 2022.

Discussion:

On February 10, 2022, the South Nation Source Protection Authority (SPA) received a Notice from the City of Ottawa under Section 48 (1.1) of Ontario Regulation 287 under the *Clean Water Act* (see Correspondence 8d.) to inform the SPA of the project.



The Source Protection Region will work together with the South Nation Source Protection Authority, City and MECP to prepare the required updates to the Assessment Report and Source Protection Plan. If the timing aligns, this update may be included in the current comprehensive review under Section 36 of the *Clean Water Act*. Alternatively, this update will be completed as a locally-initiated amendment to the Plan under Section 34 of the *Clean Water Act*.

A handwritten signature in black ink that reads "Lisa Van De Ligt".

Lisa Van De Ligt,
Project Manager
Raisin-South Nation Source Protection Region

To: Raisin-South Nation Source Protection Committee
From: Shannon Gutoskie, SNC Communications Specialist
Date: March 24, 2022
Subject: Public Consultation Plan for Source Protection Plan Updates

RECOMMENDATION:

THAT the Source Protection Committee receives and files the Public Consultation Plan for Source Protection Plan Updates, as presented.

Purpose:

To guide public consultations for Section 36 Updates to the Raisin-South Nation Source Protection Plan and support staff completing the engagement and consultation framework provided in the *Clean Water Act*, 2006.

Discussion:

The public consultation requirements for updates to the Source Protection Plan are similar to those used during initial plan development; however, for locally initiated amendments and s.36 orders issued to date, only one public consultation opportunity is required and there is no requirement for a public meeting.

The public consultation period must be for a minimum of 35 days and notification of this consultation must be provided to all implementing bodies, persons believed to be engaged in significant drinking water threat activities and affected municipalities.

The following outreach is proposed:

- Public Presentation (virtual TBD)
- Dedicated Webpage with Consultation Documents and Plan Updates
- Frequently Asked Questions Guide
- Memo to Councils and Stakeholder Letters
- Newspaper Ads and Press Release
- Campaigns: Social Media, Letters to Affected Property Owners

A copy of the Public Consultation Plan is attached. Staff will begin preparing content and material for the public consultations. Public consultation is anticipated to take place in Fall 2022, pending timelines and feedback received during the early engagement and pre-consultation stages of the Section 36 updates.

Shannon Gutoskie

Shannon Gutoskie,

SNC Communications Specialist

Attachment: Public Consultation Plan for Source Protection Plan Updates

Public Consultation Plan for Section 36 Updates to the Raisin-South Nation Source Protection Plan

1.0 Introduction

The purpose of the *Clean Water Act*, 2006 is to protect Ontario's existing and future sources of drinking water as part of an overall commitment to safeguard human health and the environment.

A key focus of the legislation is the preparation of science-based assessment reports and locally developed Source Protection Plans.

Under Section 36 of the Act, the Ministry of the Environment, Conservation and Parks (MECP) required the submission of workplans to review Source Protection Plans. The purpose of this document is to guide public consultation for Section 36 updates and support the Raisin-South Nation Source Protection Authority staff completing the engagement and consultation framework provided in the *Clean Water Act*, 2006.

2.0 Public Consultation Overview

The public consultation requirements for revisions are similar to those during initial plan development; however, for locally initiated amendments and s.36 orders issued to date, only **one public consultation opportunity is required** and there is no requirement for a public meeting. The Source Protection Authority may have a public meeting depending on local circumstances and the scope and scale of the changes.

The public consultation period must be for a minimum of **35 days** (or as otherwise noted in a Minister's order), and notification of this consultation must be provided to all implementing bodies, persons believed to be engaged in significant drinking water threat activities and affected municipalities.

Consultation is required with First Nations with reserve land in the area affected by the amendments, and consideration for broader First Nations engagement is appropriate to help keep the lines of communication open.

Public consultation notices for locally-initiated amendments and following Minister's orders issued to date must be published online and in a local newspaper, and hard copies made available at one or more locations that are sufficiently accessible to give the public a reasonable opportunity to inspect the amendments or updates.

3.0 Best Practices for Consultation

The MECP prepared a Source Protection Bulletin “Requirements for Plan and Assessment Report Revisions” that is included in Appendix A which provides a framework for staff to follow when preparing updates to Source Protection Plans.

A Consultation and Engagement Sub-Working Group was also established in 2020 from the Drinking Water Source Protection Communications Working Group to review past consultations on updates to Source Protection Plans and to review legislative requirements and how they can be delivered safely during the COVID-19 Pandemic.

This review created the guide “Best Practices for Pre and Public Consultation for Section 36 Updates to Source Protection Plans”.

The guide includes some of the following topics:

- Planning Process for s.36 Updates
- Early Engagement for s.36 Updates
- Pre-consultation for s.36 Updates
- Minimum Legislative Requirements for s.36 Updates
- Community and Public Engagement Planning
- Online Virtual Public Consultations
- Virtual Consultation Platforms
- Other Public Consultation Options
- Addressing Public Consultation Comments
- Sample templates, notices, and plans

4.0 Proposed Public Engagement Activities & Products

- Public presentation (virtual TBD)
- Dedicated consultation webpage on www.yourdrinkingwater.ca with links from SNC and RRCA websites
- Consultation Documents and Plan Updates uploaded to website (including updated version and tracked changes version)
- Frequently Asked Questions Guide
- Memo to Council – distributed to local municipalities
- Stakeholder Letter
- Newspaper advertisements
- Press releases
- Campaigns: social media, letters to affected property owners

To: Raisin-South Nation Source Protection Committee
From: Shannon Gutoskie, SNC Communications Specialist
Date: March 24, 2022
Subject: Raisin-South Nation Source Protection Committee Procedural Manual Update

RECOMMENDATION:

That the Raisin-South Nation Source Protection Committee receive the Raisin-South Nation Source Protection Committee Procedural Manual update and direct staff to provide the updated Manual to the Source Protection Authorities for approval.

Purpose:

To obtain Committee feedback on the updated Procedural Manual.

Discussion:

The Raisin-South Nation Source Protection Committee Procedural Manual is a requirement under Ontario Regulation 288/07, made under the *Clean Water Act*, 2006: “written rules of procedure for conducting the business of the Committee that are satisfactory to the Source Protection Authority”.

These rules are subject to change by the Committee and will include procedures on meetings, Municipal Freedom of Information and Protection of Privacy, administration and operations, conflict of interest, and a code of conduct.

Since the last manual update in 2008, several meeting and membership appointment procedures have changed. An updated Procedural Manual has been prepared for discussion and includes the following proposed updates:

2. Meeting Procedures

- Frequency change from the 4th Thursday of each month to 2-4 times per year
- Addition of electronic meetings

4. Administrative and Operational Procedures

- Composition of Membership:

Original:

Municipal Sector	Economic Sector	Other Interests
Municipal (5)	Agricultural (3) Commercial/Industrial(1) Aggregates (1)	Clean Water Committee (1) Great River Network Council (1) Eastern Ontario Water Resources Committee (1) General Public (2)

First Nations (2)

Proposed revised:

Municipal Sector	Economic Sector	Other Interests
Municipal (5)	Agricultural (3) Commercial/Industrial (1) Aggregates (1)	Clean Water Committee (1) Great River Network Council (1) General Public (3)

- Change from three-year term to no less than six months to not more than five years.
- Removal of member duty to provide a quarterly report of progress to the Source Protection Authorities within the region.

The updated Manual is attached for review. Should the Committee be satisfied with the Manual updates, an updated Manual will be presented to the Source Protection Authorities for approval.

Shannon Gutoskie

Shannon Gutoskie
SNC Communications Specialist

Attachments: Draft Raisin-South Nation Source Protection Committee Procedural Manual,
Summarized Revisions



Raisin-South Nation Source Protection Committee DRAFT Procedural Manual

April 2022

Chair

Resolution

Effective Date:

Endorsed by the Raisin Region Source Protection Authority:

Endorsed by the South Nation Source Protection Authority:

Revision No.	Effective Date	Source Protection Committee Resolution	Raisin Region Source Protection Authority Endorsement	South Nation Source Protection Authority Endorsement
Original	February 28, 2008	#12/08	February 21, 2008	February 21, 2008

DRAFT

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Purpose

Regulation O. Reg. 288/07 requires “written rules of procedure for conducting the business of the Committee that are satisfactory to the Source Protection Authority”. These rules are subject to change by the Committee from time to time.

1. Definitions

In this “Procedural Manual”:

“Committee” means the Raisin-South Nation Source Protection Committee established pursuant to Section 7 of the *Clean Water Act, 2006* and Ontario Regulation 288/07.

“SPA” means Source Protection Authority.

“MECP” means Ministry of the Environment, Conservation, and Parks

“MFIPPA” means Municipal Freedom of Information and Protection of Privacy

“Website” means www.yourdrinkingwater.ca

2. Meeting Procedures

2.1 Meetings

The Committee shall at its first meeting establish a meeting schedule of 2 – 4 times throughout the year and publish this schedule online.

The Committee may hold special meetings as determined by the Chair or, in the event the Chair is unable to call a meeting, the Regional Project Manager may do so with the approval of 2/3 of the Committee. Approval shall be obtained by e-mail or telephone.

Members shall be notified of special meetings by staff by way of e-mail and/or telephone.

Any member of the general public who wishes to be advised of scheduled or special meetings, in a manner other than website access, shall contact the Regional Project Manager and request another form of notice. The Regional Project Manager shall comply with the request so long as it is not unduly cumbersome.

2.2 Electronic Meetings

The Chair may hold regular and special Committee meetings electronically.

Committee members may participate in meetings electronically and shall have the ability to:

- a) Register a vote;
- b) Be counted towards determining quorum;
- c) Participate in meetings closed to the public.

The Committee shall make viewing electronic meetings accessible online to the public.

2.3 Delegations

Delegations to the Committee must give a minimum 2 weeks' notice of their interest in making a presentation. Delegations should provide written information for consideration of the Committee 2 weeks prior to the meeting.

Delegations to the Committee may take place during in-person or electronic meetings. It is the responsibility of the Chair or Regional Project Manager to communicate with delegations on how to participate in electronic meetings.

Delegations are limited to a 15-minute presentation unless previous time allocations have been made. Questions and answers may follow the presentation and time should be limited to an additional 15 minutes.

Delegations may be provided additional time to the time set out in clause 5.3 at the discretion of the Chair and through prior arrangements with staff.

Delegations may be requested to appear a second time.

If delegations wish to appear a second time, it is at the discretion of the Committee.

2.4 Chairperson

Pursuant to Reg. 288/07, the Chairperson shall preside at all meetings of the Committee. If the Chair is not able to preside, the members present shall appoint an acting Chair from amongst themselves prior to the call to order.

The Chair shall not cast a vote at any meeting.

The Chairman is an ex-officio Member of Working Groups established by the Committee.

2.5 Quorum and Voting

Pursuant to Reg. 288/07, a quorum is at least two thirds of the Voting Members appointed to the Committee plus the Chair. If no quorum is present one-half hour after the time appointed for a meeting of the Committee, the Regional Project Manager or his/her designate records the names of those present and the meeting shall stand adjourned until the next meeting.

Pursuant to Reg 288/07, new members need not be appointed if the number of members is sufficient to maintain quorum.

Recorded votes must be requested by a Committee member prior to the call for votes.

The Chair shall determine if an issue is debated strongly enough such that one or more members may wish for a recorded vote. In which case, the Chair may enquire prior to calling for a vote if a recorded vote is requested.

The Committee shall strive to achieve consensus on issues, however all motions must pass with a minimum of 60% of voting members in favour.

The following chart outlines the required votes:

Voting Members	Votes Required to Carry a Motion
11	7
12	7
13	8
14	8
15	9
16 Member Committee: Quorum is 11 18 Member Committee: Quorum is 12	

Proxy votes may only be used in specific circumstances and according to the following procedures:

- A proxy vote can be used where a Member cannot attend and wishes to vote on a staff recommendation that has been prepared in a staff report for consideration of the Committee and circulated to the Committee at least 48 hours prior to the vote.
- Only an existing Member of the Committee may cast a proxy vote on behalf of another Member using the 'proxy form' which states the staff recommendation, vote in favour or against and the absent Member's name. Two copies of the proxy form must be completed and signed and sent to the Member and the SPC Chair prior to the start of the SPC Meeting.
- The proxy will not be counted towards quorum.
- If new information is presented at the meeting that causes the staff recommendation to be altered, other than for grammar or clarification purposes, then the proxy vote is null and void and may not be used.

Abstentions are permitted.

To reconsider a decision of the Committee, a motion to reconsider will require a two thirds vote of the voting members present. A motion may only be re-introduced once for reconsideration.

2.6 Meeting Format

Rules of procedure for Committee meetings shall adhere to the rules provided herein. Where necessary, the current edition of Robert's Rules of Order will be referred to.

Committee Members may verbally present motions at any meeting for items on the agenda. Notice of motion is required for new topics or agenda items.

2.7 Minutes Format

The minutes of all meetings of the Committee shall be recorded by the Regional Project Manager or his/her designate. The minutes shall not contain summaries of discussion. The minutes shall contain date, time, attendees, regrets, formal motions, indications of carried or defeated, place of next meeting.

Recorded votes shall be recorded clearly indicating each Committee Member by name and a clear indication of opposed or in favour.

Within 30 days after any meeting, the Project Manager or his/her designate shall email or send a copy of the minutes of that meeting to the Committee. Minutes approved by the Committee will be posted on the source water protection website.

2.8 Closed Meetings

Where a confidential matter arises, a resolution closing the meeting to the public shall be passed and it shall state the general nature of the subject matter to be discussed. A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- a) Personal matters about an identifiable individual;
- b) A proposed or pending acquisition or disposition of land;
- c) Labour relations or employee negotiations;
- d) Litigation or potential litigation;
- e) Advice that is subject to solicitor-client privilege;
- f) If the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.

2.9 Membership

The Term of appointment and filling of vacancies shall be done in keeping with O.Reg 288/07. Upon a vacancy or continued absence of three consecutive meetings occurring in any office of the Committee, the Committee may fill that vacancy in keeping with the Regulations. In extraordinary circumstances (e.g. Illness, subpoenas) a Member may be excused from a meeting with a resolution from the Committee. Where such permission is granted, the absence shall not be recorded against the Member's attendance record. Sending regrets is not considered permission to be excused.

Membership is determined by the Source Protection Authority and Section 22 of Reg. 288/07.

3. Municipal Freedom of Information and Protection of Privacy

In keeping with the MFIPPA, all meetings are open to the public; all matters arising out of Committee meetings and supporting technical reports shall form part of the public record and shall be available for public review immediately upon request. Exceptions to the foregoing include the following matters:

- Personnel records or issues;
- Ongoing property negotiations;
- Court cases in which the Committee is involved;
- Discussions which could adversely affect the interests of a third party;
- A personal or financial matter about an identifiable individual.

The Source Protection Committee Members shall be governed at all times by the provisions of the MFIPPA.

In the instance where a Committee Member vacates their position on the Source Protection Committee they will continue to be bound by MFIPPA requirements.

4. Administrative and Operational Procedures

4.1 Per Diem and Mileage

Chair shall receive compensation from the province in keeping with their terms of office. Voting Members shall receive a per diem allowance for attending Committee meetings and working group meetings to which they are appointed or directed by the Committee to attend in advance of the meeting. Where a Member has been requested by the Chair to attend a meeting relating to Committee business, the Member shall be eligible for per diem and mileage. First Nations and other Liaison Members will be compensated in keeping with Ministry guidance.

If no quorum is present, 50% of the per diem rate shall be paid to those in attendance. Mileage will be fully reimbursed.

Voting Members will be paid for mileage costs incurred for Committee meetings. First Nations and other Liaison Members will be compensated in keeping with Ministry guidance.

All per diem expenses, mileage, and allowances (e.g. meal costs for an approved training session) to be in accordance with the procedural direction of the Lead Source Protection Authority:

- a) Per Diem Rate: \$200

Only one per diem payment can be paid to an individual for each calendar day.

- b) Mileage Rate: \$0.40 per kilometer

Or as adjusted by the Lead Source Protection Authority.

4.2 Functions of Members, Duties and Working Groups

As a duly appointed Voting Member, it is your responsibility to:

- a) Attend Committee meetings;
- b) Become aware and knowledgeable of programs, projects, and activities of the Committee;
- c) Attend public meetings;
- d) To keep the organizations which you represent informed of Committee programs, projects and activities;
- e) Be prepared to discuss issues at all Committee meetings.

Description of Composition as per Section 2 of O. Reg 288/07: 15 Members plus a Chair, with the

10

following membership composition:

- 1/3 of the Members must reflect the interests of the local municipalities,
- 1/3 of the Members must reflect the interests of agriculture, commerce, industry, and small business,
- 1/3 of the Members must reflect other interests including environmental and other public interests.

Municipal Sector	Economic Sector	Other Interests
Municipal (5)	Agricultural (3)	Clean Water Committee (1)
	Commercial/Industrial (1)	Great River Network Council (1)
	Aggregates (1)	General Public (3)

Liaison (non-voting): 1 from each SPA, 1 from Health Units, 1 from the MECF

4.3 Term of Appointment and Vacancies

The term of appointment shall be as outlined in O.Reg. 288/07 in section 8 and 9, respectively. In general, this means that the terms of appointment for Committee Members is not less than six months and not more than five years.

Vacancies on the Committee shall be filled through an open competitive process coordinated through the Lead Source Protection Authority.

4.4 Duties

Subject to the *Clean Water Act* and attending Regulations, the Members are responsible to:

- a) Oversee the preparation of rules of procedure including a code of conduct and conflict of interest policy within the required timeframe;
- b) Oversee the preparation and submission of a Terms of Reference in the prescribed manner and in keeping with O.Reg 287/07 within the required timeframe. This includes a map showing the source protection region boundaries, a list of municipalities within the region, defining which drinking water systems will or will not be subject to the Act, identification and allocation of tasks, demonstrated consideration for the Great Lakes Agreements and public consultation and the total budget for the ensuing year;
- c) Provide notice of a drinking water hazard in keeping with O.Reg 286/07;
- d) Oversee the preparation and submission of the Assessment Report in keeping with the

Regulations, and technical guidance modules within the prescribed timeframe;

- e) Oversee the preparation and submission of a Source Protection Plan in keeping with the Regulations within the prescribed timeframe;
- f) Undertake public consultation as required by Regulation.

4.5 Working Groups

The Committee may establish Working Groups:

- a) To consider and recommend policy direction and actions on (but not limited to) programs and projects to advance drinking water source protection;
- b) Shall have a summary of these meetings circulated to the Committee;
- c) A Committee member that has been officially appointed to a Working Group shall be compensated according to clause 13.1.

4.6 Chair Duties

The Chair of the Committee shall provide direction for all phases of the Committee's activities and shall see that all business of the Committee is conducted in a fair and just manner and shall in particular:

- a) Represent the Committee at such functions as warrant the interest of the Committee, except where this responsibility is specifically assigned to some other person;
- b) Direct the Project Manager in the day-to-day operation and administration of the Committee;
- c) Be "ex-officio", a Member of all Working Groups appointed from time to time by the Committee;
- d) Preside over the Source Protection Committee meetings.

4.7 Regional Project Manager

The Regional Project Manager of the Committee shall work with the Chair to coordinate and manage Committee business. The Regional Project Manager will:

- a) Administer and coordinate the program of the Committee;
- b) Direct the preparation of material or projects to be undertaken by the Source Protection Authority and to provide such reports as might be from time to time requested by the Committee;

- c) Be responsible for all documentary requirements necessary to obtain approval under the *Clean Water Act*;
- d) Work with the Source Protection Management Committee to prepare all budget estimates in accordance with the work plan requirements of the Committee;
- e) Communicate all instructions from the Committee and its various committees to the administration of the Committee and to supervise the carrying out of all such communications;
- f) Be responsible for the preparation of reports and correspondence to other agencies, governments and individuals dealing with the policy of the Committee on particular items.

4.8 Indemnity

In keeping with Section 99 of the *Clean Water Act*, 2006, every Member of the Committee and her or his heirs, executors, administrators and estate and effects respectively, shall from time to time and at all times be indemnified and saved harmless from and against all costs charges, and expenses whatsoever which Member of the Committee sustains or incurs in or about any action, suit or proceeding which is brought, commenced, or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of his office; all other costs, charges and expenses he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own willful neglect or default.

5. Conflict of Interest

If there is a matter before the Committee that touches on a Member's "direct or indirect pecuniary interest", then there is a duty on the Member to refrain from participating in the decision-making process related to the matter.

Where a Member declares a conflict, they must refrain from comment and withdraw from the room during the deliberations and voting on the matter.

Where a Member declares a conflict, it will be recorded in the minutes.

Except as defined in the Committee Procedural Manual, the process and operation of conflict of interest issues shall be in accordance with the Municipal Conflict of Interest Act, R.S.O. 1990.

6. Code of Conduct

6.1 Confidential Information

Members have access to confidential information by reason of their participation on the Source Protection Committee. Members must not make such information available unless it is public information. Where a Member is unsure of the status of information, before making any release he/she shall discuss it with the Chair who may see fit to consult with the Regional Project manager.

Confidential information shall include any items discussed in closed session or distributed to the Committee that is marked 'confidential'. In addition, no information should be released (but not exclusively) relating to the following matters:

- a) Personal information about any individual;
- b) Items under litigation;
- c) Personnel matters;
- d) Information about suppliers provided for evaluation which might be useful to competitors;
- e) Sources of complaints about a variety of matters where the identity of the complainant is given in confidence;
- f) Items under negotiation;
- g) Information supplied in support of licence applications, etc., where such information is not part of the public documentation;
- h) Schedule of prices in contract tenders prior to approval;
- i) Personal opinions regarding RRCA/SNC policies, regulations and programs should not be given to the public.

6.2 Media Relations

Contact with the media on behalf of the entire committee is to be undertaken only by media spokespersons as designated by the Chair. The Chair and/or Project Manager will most often be relied upon as media spokesperson. When members provide comments to the media it should be clear that they are providing their individual opinion, or speaking about their sector specifically, and not speaking on behalf of the entire Committee.

6.3 Confidentiality

All Members are required to refrain from the use or transmission of confidential or privileged information while working for the Source Protection Committee and after membership ends on the Source Protection Committee.

6.4 Gifts and Benefits

In order to preserve the image and integrity of the Source Protection Committee, business gifts should be discouraged; however, the Source Protection Committee recognizes that moderate hospitality is an accepted courtesy of a business relationship.

6.5 Anti-Harassment Policy

Every Member of the Committee, the staff or consultants are entitled to work in an environment that is free from discrimination and/or harassment. The Chair will take prompt and appropriate action to prevent, discourage or respond to incidents of discrimination or harassment. Every Member, staff or consultant of the Committee will deal with their colleagues in a fair and equitable manner free from discrimination and/or harassment.

Harassment may include (but is not limited to) the following:

a) Sexual Harassment

- i. Unwelcome remarks, jokes, and innuendos about a person's body, attire, sexual orientation or gender;
- ii. Practical jokes of a sexual nature which cause awkwardness or embarrassment;
- iii. Displaying pornographic pictures or other offensive material;
- iv. Leering (suggestive staring) or other gestures;
- v. Unnecessary physical contact such as touching, patting or pinching;
- vi. Physical assault;
- vii. Demands for sexual favours or repeated unwanted social invitations

b) Racial or Ethnic Harassment

- i. Unwelcome remarks, jokes and innuendos about a person's racial or ethnic background, colour, place of birth, citizenship or ancestry;
- ii. The displaying of derogatory or offensive racist pictures or material;

- iii. Refusing to converse or work with an Member or volunteer because of his or her racial or ethnic background;
- iv. Insulting gestures or practical jokes based on racial or ethnic grounds, which cause embarrassment or awkwardness;

b) Other Harassment

- i. Unwelcome remarks, jokes and innuendos about a person's age, record of offenses, marital status, family status, handicap or creed;

c) A Member or volunteer who feels they are being harassed at work should:

- i. Make it clearly known to the offender that their conduct is unacceptable and should not be repeated; and/or discuss the situation, in confidence, with the Chair or Regional Project Manager;
- ii. Keep a short written record of dates, incidents and names of witnesses, if any; if necessary, prepare a written complaint.

To: Raisin-South Nation Source Protection Committee
From: Shannon Gutoskie, SNC Communications Specialist
Date: March 24, 2022
Subject: Source Protection Committee Membership

RECOMMENDATION:

THAT the Source Protection Committee direct staff to recruit an Other Interest representative to fill the current membership vacancy.

Purpose:

To update the Source Protection Committee on the vacancy that is to be filled on the Raisin-South Nation Source Protection Committee for the 'Other interest' representation.

Discussion:

The Raisin-South Nation Source Protection Committee currently has 1 vacancy under Other Interests - Eastern Ontario Water Resources Committee (EOWRC). The EOWRC was combined with SNC's Clean Water Committee, which already has representation on the SPC.

Per the proposed update to the Committee's Procedural Manual, the vacancy would be for recruitment of a "member at large" that can demonstrate representation of "environmental interests" within the Region. The Source Protection Committee is comprised of 15 members, 4 liaisons and the Chair. Membership consists of:

- Municipal representatives (5)
- Economic sector representatives (5)
 - 3 members representing the agricultural sector
 - 1 member for the aggregate sector
 - 1 member for the industrial/commercial sector
- Other interest representatives (5)
 - 3 members representing environmental interests
 - 2 members representing the public interest at large

Notice of the vacancy will be released in May 2022 following approval of the updated SPC procedural manual by the Source Protection Authorities (April/May). Committee members are encouraged to share the notice with their networks. The notice will be posted for a minimum of 1 month and the vacancy is expected to be filled by the end of the year.

Shannon Gutoskie

Shannon Gutoskie,
SNC Communications Specialist

Lisa Van De Ligt

From: protection, source (MECP) <source.protection@ontario.ca>
Sent: February 18, 2022 10:26 AM
Subject: Best practices for source water protection on ontario.ca

SENT ON BEHALF OF KIRSTEN CORRIGAL, DIRECTOR, CONSERVATION AND SOURCE PROTECTION BRANCH

Good day,

I am excited to share that the Ministry of the Environment, Conservation and Parks has released [best practices for source water protection](#) to help ensure communities and landowners in areas not covered by provincially-approved source protection plans have the tools they need to protect their drinking water sources.

Types of drinking water systems not generally included in source protection plans include privately-owned wells or cottage lake intakes and communal well systems for places like hamlets or campgrounds.

The new user-friendly best practices provide easy to understand information and tips to help protect these drinking water sources from contamination, such as how to ensure a septic system is functioning properly and how to store on-site fuel tanks and pesticides safely. The best practices also provide municipalities with information on how to use existing regulatory and non-regulatory tools under the Planning Act, Municipal Act and septic inspection programs under the Ontario Building Code to protect sources of drinking water.

Let us know what you think about the best practices by taking part in our [survey on ontario.ca](#) and sharing it with your members, citizens, staff and committees as applicable. Your feedback will help us continually improve best practices and ensure they are a useful tool for protecting drinking water sources.

Sincerely,

Kirsten Corrigan, Director
Conservation and Source Protection Branch

Lisa Van De Ligt

From: protection, source (MECP) <source.protection@ontario.ca>
Sent: December 3, 2021 10:18 AM
To: mpearson@bmross.net; John Williamson; dswright@bell.net; Thomas Fuerth; Bob Edmondson; Wendy Wright-Cascaden; mayor.lucy@tbaytel.net; mayor@timmins.ca; kgraham20@xplornet.ca; spcchair@npca.ca; Wayne Belter; Maxwell Christie; raymondbeauregard@hotmail.com; the.ed@rogers.com; Lynn Dollin; Gerard Bilodeau; Dean Edwardson; jthunt@eagle.ca; mmacdonald@abca.on.ca; dclarkson@mvca.on.ca; Kelsey Guerette; Holly Evans; dbalika@conservationontario.ca; kgavine@conservationontario.ca; Rick Wilson; Ivey, Janet; laurie.nelson@trca.ca; Katie Stammler; Laura Monforton; Chitra Gowda; mkeller@grandriver.ca; Ilona Feldmann; gailw@lakeheadca.com; info@lakeheadca.com; Crystal Percival; Laura Cummings; brian.stratton@mrsourcewater.ca; Thomas Proks; David Ellingwood; Amy Dickens; Lisa Van De Ligt; Carl Seider; k.gillan@greysable.on.ca; Marlene McKinnon; Bill Thompson; M.Wilson@LSRCA.on.ca; Madison Keegans; allainj@thamesriver.on.ca; Keith Taylor; Trent Bos LTC
Cc: Wooding, Mary (MECP); Forrest, Elizabeth (MECP); Jacoub, George (MECP); Moulton, Jennifer L. (MECP); Lavender, Wendy (MECP); Kinch, Pat (MECP); Corrigan, Kirsten (MECP); Sarwary, Ghzal (MECP); CSPB Coordinator (MECP)
Subject: Updates to the Director's Technical Rules for Source Protection Plans
Attachments: 2021 Amendments to Technical Rules_cln.pdf; 2021 Amendments to Technical Rules_trk.pdf

SENT ON BEHALF OF KIRSTEN CORRIGAL, DIRECTOR, CONSERVATION AND SOURCE PROTECTION BRANCH

Good Day All:

I am pleased to share that the Ministry of the Environment, Conservation and Parks has posted a policy decision on the Environmental Registry of Ontario updating the technical rules for assessing source protection vulnerability and risks under the *Clean Water Act, 2006*.

These updates will help ensure that source protection efforts are supported by current science and that the quality of Ontario's drinking water continues to be protected, as committed to in the Made-in-Ontario Environment Plan.

Many of you had the opportunity to provide input on these updates through working groups and interactive sessions held in 2019 and 2020, as well through the proposal on the Environmental Registry. I would like to thank you for your constructive feedback and contributions, which have been invaluable in developing and refining the updates.

The updated technical rules are posted to the Environmental Registry of Ontario (English: <https://ero.ontario.ca/notice/019-2219>; French: <https://ero.ontario.ca/fr/notice/019-2219>).

Attached to this email is a tracked-change version of the updates to the Director's Technical Rules.

If you have any questions on the technical rules, please contact your Liaison Officer and George Jacoub, Technical Expert at George.Jacoub@Ontario.ca.

From: protection, source (MECP) <source.protection@ontario.ca>
Sent: February 15, 2022 12:39 PM
To: mmacdonald@abca.on.ca; Donna Clarkson; Kelsey Guerette; Ivey, Janet; kstammmler@erca.org; Chitra Gowda; mkeller@grandriver.ca; gailw@lakeheadca.com; crystal.percival@mattagamiregion.ca; Laura Cummings; Thomas Proks; David Ellingwood; Amy Dickens; Lisa Van De Ligt; Carl Seider; Marlene McKinnon; Bill Thompson; Madison Keegans; welkerj@thamesriver.on.ca; Keith Taylor
Cc: mpearson@bmross.net; willj@kos.net; dswright@bell.net; Thomas Fuerth; Bob Edmondson; Wendy Wright-Cascaden; mayor.lucy@tbaytel.net; mayor@timmins.ca; Ken Graham; spcchair@npca.ca; wpb@belterworks.com; Maxwell Christie; raymondbeauregard@hotmail.com; the.ed@rogers.com; Terry Rainone; Idollin@innisfil.ca; gnbmci50@gmail.com; dean_edwardson@outlook.com; jthunt@eagle.ca; dbalika@conservationontario.ca; Corrigan, Kirsten (MECP); Forrest, Elizabeth (MECP); Wooding, Mary (MECP); Eby, Catherine (MECP); Lavender, Wendy (MECP); Moulton, Jennifer L. (MECP); CSPB Coordinator (MECP); Jacoub, George (MECP); Sarwary, Ghzal (MECP)
Subject: Guidance to support the incorporation of the 2021 Director's Technical Rules in Source Protection Plans
Attachments: Bulletin2_ClimateChange-SourceProtection Considerations_Feb2022.pdf; Bulletin1_2021TRs-Implementation Guidance_Feb2022.pdf

SENT ON BEHALF OF KIRSTEN CORRIGAL, DIRECTOR, CONSERVATION AND SOURCE PROTECTION BRANCH

Good day, all:

I am pleased to share the guidance materials attached to help support incorporating the 2021 Director's Technical Rules (Rules) into future assessment reports and source protection plans.

The guidance material includes two (2) technical bulletins that help explain:

- the technical specifics behind the amended Rules,
- the approach specified in the Rules to consider climate change risks to drinking water quality, and
- how future updates of source protection plans can incorporate the amended Rules under s.34 and s.36 of the *Clean Water Act, 2006*.

I encourage you to read the Rules in conjunction with the guidance materials to help you prioritize the necessary technical work to address urgent local matters and work plan for the next 2 fiscal years and beyond. The amended Rules may be found here: <https://www.ontario.ca/page/2021-technical-rules-under-clean-water-act>.

If you have any questions on the guidance or the Rules, please contact your Liaison Officer and the technical lead of the Rules, George Jacoub, at George.Jacoub@Ontario.ca.

Sincerely,

Kirsten Corrigan, Director
Conservation and Source Protection Branch

January 28, 2022

George Darouze
Chair, South Nation Source Protection Authority
38 Victoria Street, P.O. Box 29
Finch, Ontario, K0C 1K0

Re: SHADOW RIDGE, GREELY, NEW MUNICIPAL WELL PROJECT
Notice from Owner to Source Protection Authority under subsection 48 (1.1)
of Ontario Regulation 287/07 (Amendments, source protection plan)

Dear Mr. George Darouze,

The City of Ottawa is undergoing a project to construct two deeper municipal supply wells to service the Shadow Ridge Subdivision in Greely. The deeper well system is intended to replace the existing overburden municipal supply wells and will be less vulnerable to contamination from shallow activities that pose potential significant drinking water threats.

Background – Shadow Ridge, Greely, Well Deepening Project

The existing municipal supply wells for the Shadow Ridge development in Greely extract water from the overburden sand aquifer. The supply wells have experienced issues related to elevated nitrate levels (approaching, but not exceeding, half of the Maximum Acceptable Concentration for drinking water). The nitrate source is likely anthropogenic due to shallow groundwater contamination. Potential nitrate sources have been identified within the current wellhead protection area, which is the area that contributes groundwater to the supply wells. Potential nitrate sources include private septic systems, agricultural nutrient application (manure or chemical fertilizer) and storage of non-agricultural source material (i.e. compost) within the existing wellhead protection area.

The Source Protection Plan for the Raisin-South Nation Source Protection Region (effective January 1, 2015) includes a policy which recommends that the City of Ottawa explore the opportunity to deepen the Shadow Ridge Municipal Well to the Nepean Aquifer to reduce the significant threats related to septic systems and septic system holding tanks in the Village of Greely (Policy SEWG-4c). Furthermore, the Source Protection Plan explanatory document provides the rationale for the Policy: “The Shadow Ridge municipal system (Greely) is currently drawing water from a shallow aquifer. It has been strongly recommended that the City of Ottawa explore deepening this well to the deep aquifer to eliminate many of the significant drinking water threats in this area.”

The City of Ottawa initiated the Nepean Aquifer Study in December 2016 to explore the potential to deepen the Shadow Ridge Municipal well system to the Nepean Aquifer, and gain information about the hydrogeologic properties of the Nepean Aquifer within Greely. As a result of the study, the Nepean Aquifer was confirmed to be a viable and prolific source. The City of Ottawa acquired land to construct the new municipal wells for Shadow Ridge, adjacent to the existing pumping station and municipal water treatment and distribution facility. The City will be moving forward with drilling a new deeper well by the end of 2022.

Purpose of this Notice

The purpose of this notice is to inform the South Nation Source Protection Authority (SPA) that the City of Ottawa is seeking an application under Section 32 of the *Safe Drinking Water Act, 2002*, and as described in Section 3 of Ontario Regulation 205/18 (Municipal Drinking Water Systems in Source Protection Areas) made under that *Act* in relation to the Drinking Water Works Permit for the well. Consequently, the SPA may propose an amendment to the approved Source Protection Plan and Assessment Report under Section 34 of the *Clean Water Act* for a new well system to supply the Shadow Ridge subdivision in Greely.

Request for Notification – Completion of Source Protection Technical Work

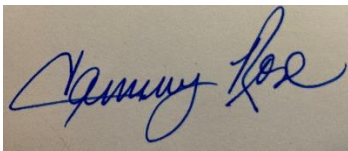
The City of Ottawa will manage the preparation of technical studies to update mapping of vulnerable areas for the new well system at Shadow Ridge, Greely. Studies will be submitted to the SPA for review upon completion.

The City requests that the SPA provide notification to the City when the technical work is completed to your satisfaction, specifically:

- (i) the mapping of any new vulnerable areas or the alteration of any existing vulnerable areas, and
- (ii) within the vulnerable areas, the identification of the areas where an activity or condition is or would be a significant drinking water threat, a moderate drinking water threat and a low drinking water threat.

We thank you for your support and look forward to working together on this project.

Sincerely,



Tammy Rose,
General Manager, Infrastructure and Water Services
City of Ottawa
Tammy.Rose@ottawa.ca
613-282-6344

CC Lisa Van De Ligt, Project Manager, Drinking Water Source Protection, Raisin-South
Nation Source Protection Region
Mary Wooding, Source Protection Liaison, Source Protection Programs Branch, Ontario
Ministry of Environment, Conservation and Parks
George Darouze, Chair of South Nation Source Protection Authority
Ray Beauregard, Chair of Raisin-South Nation Source Protection Committee
Angela Coleman, General Manager, Secretary/Treasurer, South Nation Conservation
Eric Tousignant, City of Ottawa, Senior Engineer, Project Manager
Jeff DeLoyde, City of Ottawa, Senior Engineer, Infrastructure Projects