

**Date:** April 3, 2025  
**Time:** 1 pm  
**Location:** Lemieux Island Water Purification Plant  
1 Onigam St, Ottawa, ON K1Y 2C4

## Source Protection Committee Meeting

Item Number	Item Title	Page	Person Responsible
1.0	<b>Welcome and Introductions</b> a. Agenda Review b. Notice of Proxies c. Adoption of the Agenda (D) d. Declarations of Interest e. Approval of Minutes –December 12, 2024 (D) ▶ draft minutes attached as a separate document		<i>Interim Chair</i>
	<b>Staff Reports, Updates and Presentation</b>		
2.0	Source Protection Staff Update (presentation) .....(I)		<i>Marika Livingston</i>
3.0	Annual Progress Reporting ..... (D)	1-4	<i>Marika Livingston</i>
	<b>Other</b>		
4.0	Other Business		<i>Interim Chair</i>
5.0	Member Inquiries		<i>Interim Chair</i>
6.0	Next Meeting -TBD		<i>Interim Chair</i>
7.0	Adjournment		

(I) = Information (D) = Decision

**Delegations:** If you wish to speak to an item on the Agenda please contact Marika Livingston before the meeting ([marika.livingston@mrsourcewater.ca](mailto:marika.livingston@mrsourcewater.ca)) or 613-692-3571 x 1148)

### 3.0 2024 Annual Progress Report to MECP

**Date:** April 3, 2025  
**To:** Mississippi-Rideau Source Protection Committee  
**From:** Marika Livingston, Project Manager  
Mississippi-Rideau Source Protection Region

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#### **Recommendation:**

That the Mississippi-Rideau Source Protection Committee receive for review the draft Annual Progress Report for 2024;

And further, that the Mississippi-Rideau Source Protection Committee assess and grade the progress achieved so far, providing a grade achieved through discussion at the meeting of April 3, 2025 to be recorded in the meeting minutes;

And further that the Mississippi-Rideau Source Protection Committee direct staff to summarize the comments, notes, grading and discussion and provide the Annual Progress Report to the Source Protection Authority for their approval.

#### **Annual Reporting Requirements**

The *Clean Water Act* (Section 46) requires the Annual Progress Report to be prepared and:

- Describe measures taken to implement the Plan
- Describe the results of monitoring programs
- Describe extent to which objectives set out in the plan are being achieved
- Contain other information as prescribed by the regulations

Ontario Regulation 287/07 (Section 52) describes other information to be included:

- Description and reasons for policy delays
- Description of steps taken to address deficiencies in information
- Summary of the report prepared and submitted by the RMO each year
- Any other information the SPA considers advisable

#### **Background**

The Source Protection Authorities are required to submit an Annual Progress Report each year, under Section 46 Ontario's *Clean Water Act*. The report is to be submitted to the Ministry of Environment, Conservation and Parks (MECP) by May 1 of each year and is to be provided to the SPC for comment at least 30 days prior to this. The report summarizes:

- Measures taken to implement the source protection plan;
- Results of monitoring policies;
- The extent to which objectives of the plan are being achieved; and,
- Other information that might be required by the regulation.

This is the eighth Annual Progress Report since the Source Protection Plan came into effect on January 1, 2015.

There are two components of the progress reporting, a public facing report document and a supplemental form. The MECP has an electronic reporting tool to summarize responses for the 2024 supplemental form and annual report.

The purpose of this staff report is to provide guidance to assist with the interpretation of the Annual Progress Reporting documents, and to outline the process for the SPC review of these documents.

Committee members have been provided with a draft version of both the public facing report and the supplemental reporting form prior to the meeting. Committee members were provided with a comment sheet for written comments and are asked to provide these if desired, by April 3.

Staff will provide a presentation summarizing the reporting information, and the committee will have the chance to verbally discuss and come to a consensus on the report scoring. The discussion and scoring will be summarized in the reports.

### **Implementing Bodies**

The policies in the Source Protection Plan are implemented by “implementing bodies”, who report to the Source Protection Authority each year, usually by February 1, according to the monitoring policies in the Source Protection Plan:

- Municipalities (15 with legally binding responsibilities, 16 with only non-legally binding responsibilities)
- Risk Management Staff
- Principal Authority – approval agency for septic systems – Health Unit, municipality or Conservation Authority depending on location
- Ontario Ministries (OMAFRA, MECP, MNRF, MTO, MGCS/TSSA and MMAH)
- Source Protection Authority (SPA) – the Conservation Authority in its legislated role under the *Clean Water Act*

Reports were received from most implementing bodies, compiled and analyzed by Source Protection staff to respond to the reportable items in the public facing and supplementary Annual Progress Reporting forms.

### **Reportable Themes**

The public and supplemental reporting forms are grouped into themes, corresponding to the reporting that was provided by implementing bodies. Themes include overall progress (implementation status) of policies, monitoring policy implementation, municipal progress, septic inspections, risk management plans, provincial progress, and source protection awareness. There are ten general sections in the public facing annual report, and over 60 reportable items included in the supplemental reporting form for the MECP.

## Public Facing Annual Progress Report

The public portion of the Annual Progress Report includes an introductory section which includes Source Protection Committee comments, information about the Mississippi-Rideau Source Protection Region, and an overall 'grade' for the region in achieving source protection plan objectives. Where the form asks for grading, there are three options for the SPC:

- P: Progressing Well/On Target, meaning that the majority of the source protection plan policies have been implemented and/or are progressing
- S: Satisfactory, meaning that some of the source protection plan policies have been implemented and/or are progressing
- L: Limited progress, meaning that a few of the source protection plan policies have been implemented and/or are progressing

It has ten general sections, that pull information from the MECP supplemental reporting form, and include:

1. **Source Protection Plan Policies:** this section reports a percentage of the policies that are considered to be 'implemented' and 'in progress' in the region. It requires the SPC to grade the overall plan implementation progress, based on information gathered from the implementing bodies. Progress has been made in implementing many policies in the Source Protection Plan according to the timelines set out in the plan. There are 56 policies addressing drinking water threat activities, 50 of which address significant drinking water threat activities, and 6 that address moderate-low drinking water threat activities. There are 16 policies that are not directly associated with addressing specific drinking water threat activities, such as administrative policies, education-outreach, transportation corridors and transport pathways and 15 monitoring policies. Most of the policies are either in progress or are considered implemented.
2. **Municipal Progress:** this section summarizes information on municipal implementation progress for land-use planning and asks the committee to grade the overall progress towards implementing these policies. It also includes information on day to day planning decisions from the municipal progress reports.
3. **Septic Inspections:** there are two on-site sewage systems that require inspection every five years, according to the Building Code. These two systems are inspected by the Principal Authority. The committee is asked to grade the overall progress towards implementing these policies.
4. **Risk Management Plans:** there are several plans required at sites throughout the Mississippi-Rideau Region. Several plans have been negotiated and agreed to, and a few are under negotiation currently or have had a site visit by a Risk Management Official or Inspector. More detailed information is provided in the supplemental form outlining the number of inspections, and information is available outlining delays in implementing risk management policies. The committee is asked to grade the overall progress towards implementing these policies.

5. **Provincial Progress:** this section gives a general summary of information on the reviews by provincial implementing bodies and reports on the progress reviewing previously issued provincial approvals and asks the committee to grade the overall progress.
6. **Awareness and Change in Behaviour:** this report section provides information on road signs in the region and on education and outreach programs and tools in use. No grading is required.
7. **Source Protection Plan Policies: Summary of Delays:** this section discusses policy tools where there are delays in implementation, causing the policy to not meet the dates specified in the source protection plan. In the Mississippi-Rideau Region, this section focuses on discussing a few risk management policies for existing activities. No grading is required.
8. **Source Water Quality: Monitoring and Actions:** no issues have been identified in our assessment reports regarding the quality of municipal drinking water sources, so this section has not been completed. No grading is required.
9. **Science-based Assessment Reports: Work Plans:** no work plans were required to be implemented for our assessment reports, so this section has not been completed. No grading is required.
10. **More from the Watershed:** this section highlights some of the feedback received during the annual reporting process from municipalities with legally binding policy responsibilities. No grading is required.

### **Annual Progress Reporting Supplemental Form for Source Protection**

This form (now online) is meant to provide a standardized form across the province for sharing critical information from the source protection authorities on implementation progress. It is to be completed and provided to the MECP by May 1, 2025.

The report has been provided along with the agenda for committee information and discussion, and to support the information provided in the public facing annual progress report. This report, along with the public facing report, is for submission directly to the MECP to provide additional detail they require to assess plan implementation progress.

### **Attachments**

1. Source Protection Annual Progress Report – Draft for SPC review (public facing report) – attached as a separate document
2. Annual Progress Reporting Supplemental Form for Source Protection – Draft for SPC information (MECP report) – attached as a separate document
3. Comment Sheet – Annual Progress Reporting – attached as a separate document