

Date: April 6, 2020
Time: 1 pm
Location: Teleconference – Details to follow

Welcome and Introductions			
1.0	<ul style="list-style-type: none"> a. Agenda Review b. Notice of Proxies c. Adoption of the Agenda (D) d. Declarations of Interest e. Approval of Minutes –November 7, 2019 (D) <ul style="list-style-type: none"> ▶ draft minutes attached as a separate document f. Correspondence – none 	Pg.	<i>Chair Graham</i>
Staff Reports, Updates and Presentation			
1.0	Source Protection Update —Presentation and staff report attached (I).....	1	<i>Kestrel Wraggett</i>
2.0	Risk Management Official Annual Reports – Staff Report attached (I) Summary of the Risk Management Official annual reporting as provided by the Risk Management Officials.	3	<i>Brian Stratton Tessa Di Iorio</i>
3.0	Source Protection Annual Progress Report – Staff Report attached (D) A presentation, discussion and staff report on the Annual Progress Report due to the MECP by May 1, 2020. The report includes a supplemental form and a public facing component. A comment sheet is provided to supplement the discussion, if desired. (internal draft of both progress reports attached as a separate document for members)	18	<i>Kestrel Wraggett</i>
Other			
4.0	Other Business		<i>Chair Graham</i>
5.0	Member Inquiries		<i>Chair Graham</i>
6.0	Next Meeting – TBD		<i>Chair Graham</i>
7.0	Adjournment		<i>Chair Graham</i>

(I) = Information (D) = Decision

Delegations: If you wish to speak to an item on the Agenda please contact Kestrel Wraggett before the meeting (kestrel.wraggett@mrsourcewater.ca or 1-800-267-3504 x 1148)

If you are a member of the public and would like to join the teleconference please contact the above for remote meeting details.

1.0 Source Protection Program Update

Date: April 6, 2020
To: Mississippi-Rideau Source Protection Committee
From: Kestrel Wraggett, Project Manager
Mississippi-Rideau Source Protection Region

Recommendation:

That the Mississippi-Rideau Source Protection Committee receive for information this update on the Source Protection Program.

Recent Milestones

- November 28, 2020: The Source Protection Authority submitted the 2020-2021 funding application to the Ministry of the Environment, Conservation and Parks.
- January 7, 2020: The Source Protection Authority submitted the final Section 34 Amendment for the North Grenville well and revised DNAPL policies.
- February 26, 2020: The Source Protection Authority submitted the Final Draft Report to the Ministry of the Environment, Conservation and Parks.

2020-2021 Funding Application

On November 28, 2020, the 2020-2021 DWSP funding application was submitted to the Ministry of the Environment, Conservation and Parks. On February 4th SPA staff had a teleconference with MECP to review the workplan. SPA staff and MECP agreed on some minor changes and the workplan was favourable to all. The SPA is currently waiting on the agreement to be sent from MECP for signatures.

Section 34 Amendment

On January 7, 2020, the Section 34 amendment was submitted to the MECP for the North Grenville well and revisions to the DNAPL policies. The Source Protection Authority expects to hear approval of the amendments shortly. Once approval is received from the MECP, the amendments will take effect upon the posting of the information notice on the Environmental Registry.

Final Draft Report Submission

On February 26, 2020, the final draft annual and financial report was submitted. The final report is due May 1st which will wrap up 2019 – This is further discussed in Section 3.0.

Proposed Amendments to Directors Technical Rules

The province has engaged SPA Regions across the province on proposed changes to the Phase II Technical Rules. Mississippi-Rideau Source Protection staff attended an engagement session in Kingston in November and provided comments to the province. We expect to see the proposed amendments posted on the Environmental Registry sometime this spring. Source Protection staff are unsure at this time of how the proposed changes would affect the MR-SPR.

Climate Change

A climate change assessment tool was developed in cooperation with the MECP, Conservation Ontario and the Ontario Climate Consortium, and released to source protection authorities in January 2020. The tool allows SPAs to conduct local climate change vulnerability assessments on drinking water systems.

Source Protection staff attended a training session on how to implement the climate change assessment in January and found it to be a very useful tool. Source Protection staff are unsure at this time on how the tool will be implemented within the MR-SPR.

SPC Governing Rules of Procedure

Updates to the governing rules of procedure, code of conduct and conflict of interest were approved by the Rideau Valley Source Protection Authority and Mississippi Valley Source Protection Authority on November 28, 2019 and February 19, 2020, respectively. **The updated rules were sent via email to SPC members and must be signed.**

2.0 Risk Management Official Annual Report (2018)

Date: April 4, 2019
To: Mississippi-Rideau Source Protection Committee
From: Brian Stratton, Risk Management Official
Mississippi-Rideau Source Protection Region

Recommendation:

That the Mississippi-Rideau Source Protection Committee receive for information the Risk Management Official Annual Reports for the 2019 calendar year.

Background

The Mississippi-Rideau Source Protection Plan contains some policies that regulate significant drinking water threats using Part IV of the *Clean Water Act*. Municipalities are responsible for these Part IV policies however they have the option of transferring their enforcement authority to another body. In the Mississippi-Rideau Source Protection Region, all municipalities except the City of Ottawa have chosen to transfer their Part IV enforcement authority to the Source Protection Authorities (SPA) which is the Conservation Authorities. Qualified staff with specialized training have been appointed by the Source Protection Authority or Municipality to implement Part IV Policies in our region.

Risk Management Official Annual Reports

Section 81 of the *Clean Water Act* requires each Risk Management Official to submit an annual report that summarizes the actions taken by risk management staff. Each report applies to a calendar year and must be submitted to the SPA by February 1 in the year following the year to which the report applies. The report will be submitted to the MECP if requested by the Director. Section 65 of the *Clean Water Act* Regulation 287/07 sets out the required content of the report.

Outside the City of Ottawa, the focus of 2019 was to work with property owners to establish Risk Management Plans for existing activities where required. Risk management staff completed work reaching out to property owners, conducting site visits and cataloguing the information gathered.

In the City of Ottawa, Risk Management staff retained assistance from the Mississippi-Rideau Source Protection Region to support Part IV policy implementation for existing significant drinking water threat activities. Risk Management staff reached out to property owners, conducted site visits and began work on Risk Management Plans for existing activities.

Attachments:

- Risk Management Official Annual Reports for 2019
- 1. Rideau Valley Source Protection Area (2 reports)
- 2. Mississippi Valley Source Protection Area (2 reports)

Risk Management Official (Fuel / Chemicals / Agriculture)
Annual Report
for the Rideau Valley Source Protection Area
 Required under Section 81 of the *Clean Water Act*

Risk Management Official (RMO): Brian Stratton, P. Eng.

Period: January 1- December 31, 2019

Source Protection Region: Mississippi-Rideau

Source Protection Area: Rideau Valley

Municipalities:

- Township of Drummond / North Elmsley
- Township of Merrickville-Wolford
- Montague Township
- Municipality of North Grenville
- Town of Perth
- Township of Rideau Lakes
- Town of Smiths Falls
- Tay Valley Township
- Village of Westport

Required Report Content (under section 65 of O. Reg. 287/07)		Number	Details
1	Risk Management Plans agreed to by the RMO under subsection 56(1) or 58(5) of the Act and the number of plans established by the RMO under subsection 56(6), 58(10) or (12) of the Act	7	See below
2	Risk Management Plans the RMO refused to agree to or to establish under subsection 56(9), 58(15) or (16)	0	n/a
3	Orders issued under Part IV of the Act	0	n/a
4	Notices given to or by the RMO under subsection 61(2), (7) and (10)	0	n/a
5	Inspections carried out under section 62 of the Act (for the purpose of enforcement)	0	n/a
6	Risk assessments submitted under section 60 of the Act	0	n/a
7	RMO caused a thing to be done under section 64 of the Act	0	n/a
8	Prosecutions and convictions under section 106 of the Act	0	n/a

Description of Work Conducted in 2019 in the Rideau Valley Source Protection Area (Outside the City of Ottawa)

Our Risk Management staff worked with property owners to develop Risk Management Plans for the storage of fuel, the handling and storage of dense non-aqueous phase liquids and storage of manure in the Rideau Valley Source Protection Area (outside of the City of Ottawa), specifically in Smiths Falls, Merrickville and North Grenville.

Details of Risk Management Plans Agreed To:

RMP Ref. #	Location	Vulnerable Area	Activity
DNE-5-AG	09199080100550200000	Smiths Falls	AG
MONT-3-DNAPL	09010000300070200000	Merrickville	DNAPL
NG-6-DNAPL	17197160403456500000	North Grenville	DNAPL
NG-7-DNAPL	07197160403240300000	North Grenville	DNAPL
NG-9-DNAPL	07197190101900000000	North Grenville	DNAPL
NG-11-DNAPL	07197160404150200000	North Grenville	DNAPL
NG-16-DNAPL	07197180403280800000	North Grenville	DNAPL

Risk Management Official Annual Report for the Mississippi-Rideau Source Protection Region

Required under Section 81 of the *Clean Water Act*

Risk Management Official (RMO): Tessa Di Iorio, M.Sc., P.Geo.

Period: January 1- December 31, 2019

Source Protection Region: Mississippi-Rideau

Source Protection Area: Rideau

Municipality: The City of Ottawa

Required Report Content (under section 65 of O. Reg. 287/07)		Number	Details
1	Risk Management Plans agreed to by the RMO under subsection 56(1) or 58(5) of the Act and the number of plans established by the RMO under subsection 56(6), 58(10) or (12) of the Act	2	See Table 1
2	Risk Management Plans the RMO refused to agree to or to establish under subsection 56(9), 58(15) or (16)	0	n/a
3	Orders issued under Part IV of the Act	0	n/a
4	Notices given to or by the RMO under subsection 61(2), (7) and (10)	0	n/a
5	Inspections carried out under section 62 of the Act (for the purpose of enforcement)	0	n/a
6	Risk assessments submitted under section 60 of the Act	0	n/a
7	RMO caused a thing to be done under section 64 of the Act	0	n/a
8	Prosecutions and convictions under section 106 of the Act	0	n/a

The City of Ottawa Risk Management Office implements Part IV policies, including:

- review of development applications within vulnerable areas made under the *Planning Act* related to new activities;
- Section 59 internal screening procedures for *Planning Act* and *Building Code Act* applications will be amended following the enactment of a Section 59 By-Law, which is being developed as part of the Official Plan and Zoning By-Law conformity updates;
- initial development of an RMO database to facilitate threats verification and RMP management for existing activities.

Rideau-Mississippi Source Protection staff was retained by the City to support Part IV policy implementation related to existing significant drinking water threat activities (fuel and agriculture), which includes verification of existing threats and if necessary, negotiating Risk Management Plans in vulnerable areas to safeguard drinking water sources. The Source Protection Support contract is being extended into 2020 to include existing DNAPL threats and complete the threats verification and RMP development related to fuel storage.

Table 1: Information requirements for established Risk Management Plans

Information required in Section 65 (1) of O.Reg. 287/07: Risk Management Plans agreed to by the RMO under subsection 56(1) or 58(5) of the Act			
RMP #	The location of the property to which the plan relates.	The wellhead protection area of surface water intake protection zone where the property is located.	The activity to which the plan relates.
Ottawa-MR-Fuel-6	1 Temple Street	Richmond – King’s Park WHPA-A (vulnerability score 10)	Storage of fuel
Ottawa-MR-Fuel-7	14 Butterwick Street	Munster WHPA-B (vulnerability score 10)	Storage of fuel

Risk Management Official (Fuel / Chemicals) Annual Report for the Mississippi Valley Source Protection Area Required under Section 81 of the *Clean Water Act*

Risk Management Official (RMO): Brian Stratton, P. Eng.

Period: January 1- December 31, 2019

Source Protection Region: Mississippi-Rideau

Source Protection Area: Mississippi Valley

Municipalities:

- Beckwith Township
- Town of Carleton Place
- Municipality of Mississippi Mills

Required Report Content (under section 65 of O. Reg. 287/07)		Number	Details
1	Risk Management Plans agreed to by the RMO under subsection 56(1) or 58(5) of the Act and the number of plans established by the RMO under subsection 56(6), 58(10) or (12) of the Act	2	See below
2	Risk Management Plans the RMO refused to agree to or to establish under subsection 56(9), 58(15) or (16)	0	n/a
3	Orders issued under Part IV of the Act	0	n/a
4	Notices given to or by the RMO under subsection 61(2), (7) and (10)	0	n/a
5	Inspections carried out under section 62 of the Act (for the purpose of enforcement)	2	n/a
6	Risk assessments submitted under section 60 of the Act	0	n/a
7	RMO caused a thing to be done under section 64 of the Act	0	n/a
8	Prosecutions and convictions under section 106 of the Act	0	n/a

Description of Work Conducted in 2019 in the Mississippi Valley Source Protection Area (Outside the City of Ottawa)

Our Risk Management staff worked with business owners to develop two Risk Management Plans for the storage of dense non-aqueous phase liquids in the Mississippi Valley Source Protection Area (outside of the City of Ottawa), specifically in Almonte. Both Risk Management Plans required an initial inspection from the Risk Management staff.

Details of Risk Management Plans Agreed To:

RMP Ref. #	Location	Vulnerable Area	Activity
MM-1-DNAPL	09310300301180000000	Almonte	DNAPL
MM-2-DNAPL	09310200251784000000	Almonte	DNAPL

Risk Management Official Annual Report for the Mississippi-Rideau Source Protection Region

Required under Section 81 of the *Clean Water Act*

Risk Management Official (RMO): Tessa Di Iorio, M.Sc., P.Geo.

Period: January 1- December 31, 2019

Source Protection Region: Mississippi-Rideau

Source Protection Area: Mississippi

Municipality: The City of Ottawa

Required Report Content (under section 65 of O. Reg. 287/07)		Number	Details
1	Risk Management Plans agreed to by the RMO under subsection 56(1) or 58(5) of the Act and the number of plans established by the RMO under subsection 56(6), 58(10) or (12) of the Act	0	n/a
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7	RMO caused a thing to be done under section 64 of the Act	0	n/a
8	Prosecutions and convictions under section 106 of the Act	0	n/a

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- review of development applications within vulnerable areas made under the *Planning Act* related to new activities;
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- initial development of an RMO database to facilitate threats verification and RMP management for existing activities.

Rideau-Mississippi Source Protection staff was retained by the City to support Part IV policy implementation related to existing significant drinking water threat activities (fuel and agriculture), which includes verification of existing threats and if necessary, negotiating Risk Management Plans in vulnerable areas to safeguard drinking water sources. The Source Protection Support contract is being extended into 2020 to include existing DNAPL threats and complete the threats verification and RMP development related to fuel storage.

3.0 2019 Annual Progress Report to MECP

Date: April 6, 2020
To: Mississippi-Rideau Source Protection Committee
From: Kestrel Wraggett, Project Manager
Mississippi-Rideau Source Protection Region

Recommendation:

That the Mississippi-Rideau Source Protection Committee receive for review the draft Annual Progress Report for 2019;

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 6, 2020 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 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 third Annual Progress Report since the Source Protection Plan came into effect on January 1, 2015. The first Annual Progress Report was submitted on May 1, 2018 and the second on May 1, 2019.

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 2019 supplemental form and annual report. Instead of submitting Word documents, responses this year are to be entered online.

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 8.

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 35 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 54 policies addressing drinking water threat activities, 48 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. 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 were 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 several 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, some non-legally binding policies, and a few others.
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.
9. **Science-based Assessment Reports: Work Plans:** no work plans were required to be implemented for our assessment reports.
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.

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, 2020.

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