



**SEVERN SOUND SOURCE PROTECTION AUTHORITY
MEETING NO. 01-19-SS SPA
Thursday April 16, 2020 9:30 a.m.
To be held by online video and telephone conferencing**

1. **Welcome and call to order**

2. **Adoption of Agenda**

3. **Declaration of Pecuniary Interest**

4. **Adoption of Minutes from March 13, 2020 SS SPA Meeting**
Business Arising From the Minutes

5. **Source Protection Committee Update**
Chair, Lynn Dollin

6. **Simplifying the Annual Reporting Process**
Staff Report No. 03-20-SS SPA and presentation from the Project Manager of the Source Protection Region regarding simplifying the Annual Reporting Process

7. **Risk Management Official/Risk Management Inspector Update**
Staff Report No. 04-20-SS SPA from the Risk Management Official/Risk Management Inspector regarding the Severn Sound Source Protection Authority (SS SPA) Drinking Water Source Protection Update and SSEA Risk Management Services Update.

8. **Other Business**

Adjourn

South Georgian Bay Lake Simcoe Source Protection Region

**SEVERN SOUND SOURCE PROTECTION AUTHORITY
MEETING NO. 01-20-SS SPA
March 13, 2020
DRAFT MINUTES**

Township of Tay Council Chambers, 450 Park Street, Victoria Harbour, ON

Present:

SSEA Chair, Deputy Mayor Steffen Walma	Township of Tiny
SSEA Vice Chair, Councillor Paul Wiancko	Township of Georgian Bay
SSEA Past Chair, Councillor Ron Stevens	Township of Severn
Councillor Jeff Bumstead	Township of Tay
Deputy Mayor Anita Dubeau	Town of Penetanguishene
Councillor Carole McGinn	Town of Midland
Councillor Perry Ritchie	Township of Springwater

Regrets:

Councillor Jeff Bumstead	Township of Tay
Councillor Ian Veitch	Township of Oro-Medonte

Staff:

Julie Cayley	Executive Director
Melissa Carruthers	Risk Management Official/ Inspector
Judy Limoges	Treasurer
Laurie Barron	Corporate Services Coordinator
Sean Ryan	Co-op Student

1. Welcome and call to order

Chair Walma called the meeting to order at 10:05 a.m.

2. Adoption of Agenda

Motion: 2020-01

Moved by: R. Stevens

Seconded by: P. Wiancko

RESOLVED THAT: the Severn Sound Source Protection Authority approve the 01-20-SSSPA meeting agenda dated March 13, 2020.

Carried;

3. Declaration of Pecuniary Interest

None declared

4. Adoption of Minutes from April 18, 2019 meeting

Motion: 2020-02

Moved by: R. Stevens

Seconded by: P. Wiancko

RESOLVED THAT: the Severn Sound Source Protection Authority approve the 01-19-SSSPA meeting minutes held on April 18, 2019.

Carried;**Business Arising from the Minutes**

None noted

5. Appointment of Members to the Source Protection Committee

Staff Report No. 01-20-SS SPA and presentation from the Risk Management Official/Risk Management Inspector regarding the Source Protection Committee and the Appointment of Members representing the Severn Sound Source Protection Authority (SS SPA) watershed.

Motion: 2020-03

Moved by: C. McGinn

Seconded by: A. Dubeau

RESOLVED THAT: the presentation and Staff Report No. 01-20-SSSPA presented by Melissa Carruthers, Risk Management Official/Risk Management Inspector regarding the Source Protection Committee be received for information and;

FURTHER THAT: the appointment of Jeff Hamelin and Andy Campbell to the South Georgian Bay – Lake Simcoe Source Protection Committee be approved.

Carried;**6. Risk Management Official/Risk Management Inspector Update**

Staff Report No. 02-20-SS SPA from the Risk Management Official/Risk Management Inspector regarding the Severn Sound Source Protection Authority (SS SPA) Drinking Water Source Protection Update and SSEA Risk Management Services Update.

Motion: 2020-04

Moved by: R. Stevens

Seconded by: P. Ritchie

RESOLVED THAT: Staff Report No. 02-20-SSSPA regarding an update as to the activities that have been undertaken by SSSPA from January 1 to February 14th, 2020 be received for information.

Carried;**7. Other Business**

None noted.

Adjourn

Motion: 2020-05

Moved by: P. Wiancko

Seconded by: C. McGinn

RESOLVED THAT: this meeting of the Severn Sound Source Protection Authority held on March 13, 2020 adjourn at 10:18 a.m. to meet again on April 16, 2020 or at the call of the chair.

Carried;

South Georgian Bay Lake Simcoe Source Protection Region

To: Steffen Walma, Chair, Severn Sound Source Protection Authority

From: Lynn Dollin, Chair, South Georgian Bay Lake Simcoe Source Protection Committee

CC: Bill Thompson, Project Manager, South Georgian Bay Lake Simcoe Source Protection Region

Date: April 8, 2020

Re: **Source Protection Committee Update**

Chair Walma and Members:

It's my pleasure to bring you a brief update from the Source Protection Committee since the last Severn Sound Source Protection Authority Board meeting.

The Source Protection Committee last met in October 2019. At that meeting, the Committee discussed a proposed amendment to the Source Protection Plan to allow York Region to add a new well to their drinking water system. Amendments of this sort are now required before the Ministry of Environment, Conservation and Parks will issue an amended Drinking Water Works Licence, in order to ensure that all new wells receive the same level of protection under the Source Protection Plan as pre-existing wells do. I understand, in working with your staff, that similar amendments will be initiated to support municipalities in the Severn Sound watershed in the coming months.

Since that time, I have been working with Julie Cayley, and representatives of the other two Source Protection Authorities in our Region, to appoint new members to the Source Protection Committee. Unfortunately, many of the Committee members saw their terms end last December, and 15 new members needed to be appointed, to ensure that the committee could continue to function. I'm happy to say that many of our long-standing members were reappointed, giving continuity to the work of the committee. Several other members took the opportunity to retire from the committee, and while I will miss working with them, I certainly respect their decision to do so. We have been able to recruit new committee members to fill those vacancies however, and I'm excited with the skill sets and life experience these new members bring with them.

I was particularly sorry to see both Herb Proudley and John Boucher retire. They ably represented the Severn Sound watershed on the Committee for over a decade. You've appointed very capable new members in Andy Campbell and Jeff Hamelin however, and I'm confident that you'll continue to be well represented going forward. I want to express my particular thanks to this Board in your flexibility in meeting, despite inclement weather, in order to make those appointments.

Of course, the current pandemic has also required us to adapt. Our in person meeting and orientation scheduled for April 2nd, has been changed to a virtual meeting on April 30th. I look forward to reconnecting with both our new and existing SPC members in person as soon as we are able.

At the next meeting, we will be discussing the 2019 annual report on implementation progress. This report tracks the work that municipalities, Risk Management Officials and Provincial Ministries have done to implement our Source Protection Plan. Your staff will provide you an overview of that report, and the SPC's comments on progress, at a future SSEA meeting.

Thank you for your time,

Lynn Dollin
Chair

South Georgian Bay Lake Simcoe Source Protection Region

Staff Report No: 03-20-SS SPA
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Agenda Item No: 3

TO: Severn Sound Source Protection Authority

FROM: Bill Thompson, Project Manager – South Georgian Bay Lake Simcoe Source Protection Region

DATE: April 16, 2020

SUBJECT: Inefficiencies in Annual Reporting process

RECOMMENDATION: THAT Staff Report No. 03-20-SS SPA regarding the annual reporting requirements associated with Source Protection Plan implementation be received; and

FURTHER THAT The Severn Sound Source Protection Authority Board authorize staff to request the Minister review Regulation 287/07 in order to reduce an unnecessary workload

Purpose of Staff Report

The purpose of this Staff Report No. 03-20-SS SPA is to bring the attention of the Source Protection Authority Board of Directors to work required by Provincial Regulation which appears to be unnecessary, and to seek Board Resolution requesting the Minister of Environment, Conservation and Parks initiate a review of the Regulation.

Background:

The *Clean Water Act* establishes a framework for reporting on the progress in implementing Source Protection Plans. Under the Act, all implementing bodies (including municipalities) are to report to the Source Protection Authority (SPA) by February 1 of each year, and the SPA is to compile this information and submit a Region-wide report to the Director of the MECP’s Source Protection Program Branch by May 1.

The annual reporting questions posed to implementing bodies come from three sources: 1) Regulation 287/07 under the *Clean Water Act*, 2) MECP staff, and 3) questions developed for local implementers by the South Georgian Bay-Lake Simcoe Source Protection Committee. It is important to note that only those questions posed by the MECP form the basis of the May 1st report, while answer to questions under the Regulation do not need to be submitted unless specifically requested, which to date has not occurred.

This annual reporting process is an extremely valuable part of the Source Protection program, as it ensures that SPA staff remain aware of the state of progress made by implementing bodies, and supports staff in providing this information in a presentation to the Board of Directors, and Source Protection Committee, on an annual basis.

Issues:

Risk Management Officials (RMOs) who are responsible for completing these reports have indicated that meeting the reporting requirements is a significant workload taking multiple days to complete. In addition, the large reporting burden combined with regular RMO duties and a lack of clarity in some of the questions asked, resulted in concerns that the quality of some answers may have been compromised.

As a result of these concerns, staff worked with the Source Protection Committee and MECP to reduce the number of non-regulated questions. These efforts have led to the list of questions being reduced by approximately one-half from 121 to 60.

While the reduction in question has lessened RMO workload there a significant workload remains in answering questions required under O. Reg. 287/07, which neither the SPC nor MECP staff have the authority to revise.

These questions include a requirement that RMOs report, on an annual basis, the details of every:

- Risk Management Plan negotiated,
- Risk Management Plan rejected by the RMO,
- Order issued,
- Notice issued,
- Inspection carried out, and
- Prosecution carried out.

In each case, 'details' include the location, including well or drinking water system that it pertains to, and which of the designated activity it addresses. As there is an estimated 372 Risk Management Plans required in our Source Protection Region, and as each plan will require periodic inspections, this represents a significant and on-going workload in data entry for Risk Management Officials.

These details have been required to be submitted by Risk Management Officials since 2016. LSRCA, working with our local Source Protection Authority partners, has developed mechanisms

for Risk Management Officials to meet these reporting requirements. *In that time however, MECP has not asked to have this information submitted to the Province, which suggests that the time spent filling in this data has not been a good use of Risk Management Officials' time.*

Source Protection Authority staff are of the opinion that the Regulation could be revised to read that Risk Management Officials must retain this information, and make it available upon request by the Province. Staff is of the opinion that this would achieve the same goal, with a reduction in what appears to be unnecessary red tape.

Summary & Recommendations:

The *Clean Water Act* creates a framework for implementing bodies to report annually on progress being made in implementing the Source Protection Plan. This reporting process is valuable; however, some questions which exist in Regulation require extensive amount of time for data entry, and do not appear to be used by the Ministry.

It is therefore RECOMMENDED THAT Staff Report No. 3-20-SS SPA regarding the annual reporting requirements associated with Source Protection Plan implementation be received; and FURTHER THAT The Severn Sound Source Protection Authority Board authorize staff to request the Minister review Regulation 287/07 in order to reduce an unnecessary workload.

Prepared by:



Bill Thompson,
Project Manager, South Georgian Bay Lake Simcoe Source Protection
Authority

Source Water Protection

South Georgian Bay Lake Simcoe Region



Inefficiencies in Annual Reporting process

Bill Thompson

Project Manager, South Georgian Bay Lake Simcoe Source Protection Region



Water
is life.
Protect
Yours.

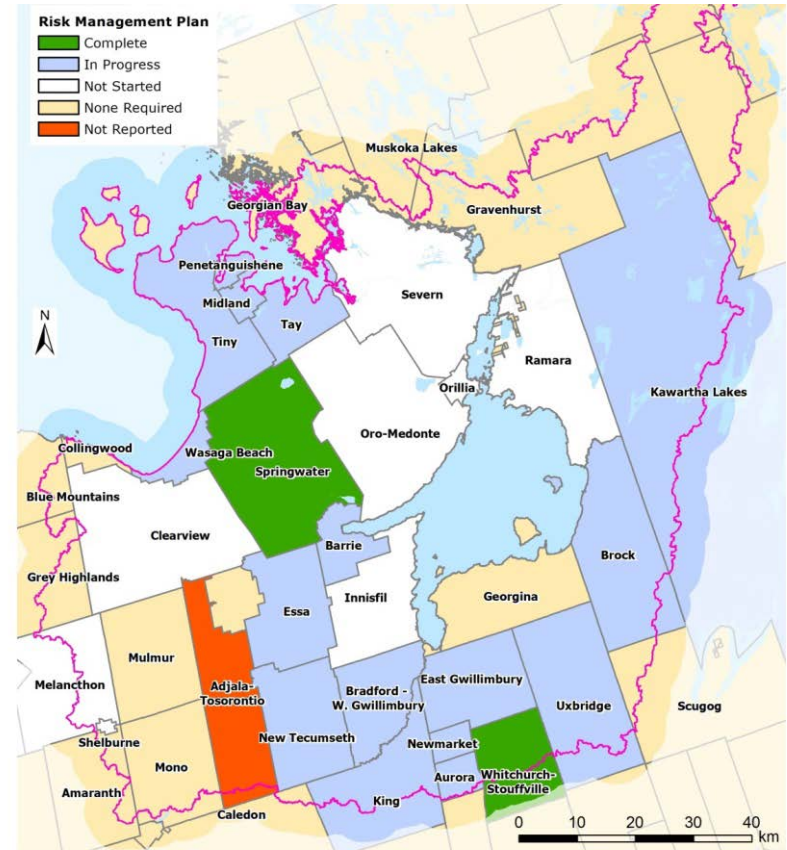
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Sourcewater Protection annual reporting

- Required under *Clean Water Act*
- Completed by RMOs, municipalities, Ministries, SPAs
- Very important part of the program
- Allows us to track progress, and identify challenges in policy implementation

Some key metrics:

- Risk Management Plan status
- Official Plan and zoning bylaws
- Septic Inspections
- Prescribed Instruments (i.e. Ministry Progress)
- Cumulative count of significant drinking water threats



Questions come from three sources:

Provincial Regulation

Clean Water Act, 2006

ONTARIO REGULATION 287/07


GENERAL

Annual reports
65. (1) An annual report prepared by a risk management official under section 81 of the Act shall contain the following information with respect to the reporting period for which the report is prepared:

1. # of RMPs
 - Details
2. # of RMPs Refused
 - Details
3. # of Orders
 - Details
4. # of Risk Assessment
 - Details
5. # of Caused a Thing
 - Details

Source Protection Committee

SPC
AR Working
Group
Questions



MECP staff

Ministry of Environment, Conservation and Parks, Source Protection Program Branch

Annual Progress Reporting Supplemental Form for
Source Protection

December 22, 2014

UPDATE #1: February 1, 2017 to clarify instructions and responsibilities.

UPDATE #2: November 2017

UPDATE #3: August 2018 (See Appendix A for notes on revisions made to this updated version of the supplemental form)

Annual reporting review

- Staff reviewed annual report questions, and proposed removing those that:
 - Are not longer needed, as answer is now known
 - Is redundant
 - Has not proved useful to staff or SPC
 - Requires more detail than is needed by staff or SPC
- Source Protection Committee endorsed proposals
- Number of questions halved from 120 to 60

Some questions remain

- Regulations require RMOs provide details on:
 - Risk Management Plans negotiated
 - Risk Management Plans rejected
 - Orders issued
 - Notices issued
 - Inspections carried out
 - Prosecution carried out
- “Details” include location (drinking water system, vulnerable area) and activity being addressed

Value of Regulation unclear

- RMOs report to Source Protection Authority annually since 2016
- No process has been developed to pass that information along to Ministry

SPA staff recommend

- Risk Management Officials could be required to maintain this information, and make it available upon request
- This would be consistent with current government's focus on red tape reduction

Thank you

Water
is life.
Protect
Yours.



Water *is life.* **Protect** *Yours.*



South Georgian Bay Lake Simcoe Source Protection Region

**Severn Sound Source Protection Authority (SPA)
April 16th, 2020 meeting**

STAFF REPORT

No: 04-20-SS SPA
Date: April 16th, 2020
To: Chair and Members of the SSEA Board of Directors
From: Melissa Carruthers, Risk Management Official /
Risk Management Inspector

SUBJECT: Severn Sound Source Protection Authority (SS SPA) Drinking Water Source Protection Update and SSEA Risk Management Services Update

APPLICABLE STRATEGIC PLAN GOALS:

Goal 1: Sound Science

- Continue to offer exceptional services as the Source Protection Authority for Severn Sound

Goal 2: Supportive Partnerships

- Strengthen & build relationships for the implementation of Part IV of the Clean Water Act
-

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 04-20-SS SPA regarding an update as to the activities that have been undertaken by SS SPA staff from February 17 to March 31st, 2020 and SSEA Risk Management staff during the SSEA Q1 of 2020 be received for information; and

FURTHER THAT: The SS SPA board approve SSEA staff to request LSRCA staff to draft a letter to MECP on behalf of the SWP region requesting swift approval of the 2020/2021 fiscal year budget regarding the drinking water source protection program.

Purpose of Staff Report

The purpose of this report is to provide an update on the activities that Severn Sound Source Protection Authority staff has completed from February 17 to March 31, of 2020 as well as an update of SSEA Risk Management staff during the SSEA Q1 of 2020.

Furthermore this report will provide an update on the importance of receiving provincial funding in a timely fashion.

Background

Under the *Clean Water Act, 2006* the SSEA is one of the Source Protection Authorities within the South Georgian Bay Lake Simcoe Source Protection Region (SGBLS SPR) and work with our member municipalities as well as the District Municipality of Muskoka to implement the Drinking Water Source Protection (DWSP) Program.

Historically staff of the SSEA has been delegated by 8 municipalities (District Municipality of Muskoka, Townships of Georgian Bay, Severn, Oro-Medonte, Tay, Tiny, and Towns of Midland and Penetanguishene) to preform risk management services on behalf of their municipality under Part IV of the *Clean Water Act*. To date that work has included verifying significant drinking water threats (SDWTs) via phone calls, surveys, and site visits and if a SDWT was found, the negotiation of a risk management plan are underway. Answering inquiries from the general public or municipal staff and commenting on development proposals is also a large part of what the risk management staff does.

Last fiscal (2019/20) the Ministry of the Environment, Conservation and Parks (MECP) did not approve the budget until August of that fiscal year. This creates a very difficult operating situation for SSEA, including incurring significant cost in good faith for almost the first two fiscal quarters before we received an approved budget and contract from MECP. The SSEA, LSRCA and NVCA were part of a 2020 budget negotiation conference call January 27, 2020 and have not yet heard confirmation of 2020 budget approval from MECP.

Analysis:

SPA – During February 17 to March 31 of 2020 Source Protection Authority staff has completed the following tasks:

- Continuing to support municipalities in updating Assessment Reports for new or changing water systems
- Participated in teleconference with MECP, LSRCA, and NVCA regarding a regional work plan and potential provincial funding for the 2020/21 government fiscal year. It is critical to the SSEA small municipal members, particularly critical now with the current COVID-19 crisis and increased financial burdens within municipal operations, that this budget approval NOT be delayed. Protecting Municipal Source Water is critical now more than ever
- Submitted final invoice to LSRCA for the 2019/20 fiscal year. Overall spending for the year was under budget.

RMO - During the first quarter of 2020 risk management staff has completed the following tasks:

- Communicated to member municipalities that during the COVID-19 pandemic the completion of risk management plans continues to be a top priority. Risk Management staff have been and will be working remotely and are fully available via email and phone. All field work, inspections, and in person meetings are cancelled until further notice. Scheduled inspections have either been cancelled or completed by phone where possible. Completion of risk management plans will continue to be a top priority for Risk Management staff and draft plans

will continue to be developed with email correspondence. Delays are expected due communication challenges during self isolation, email communications as well as various owners/operators having to focus on how they are handling COVID-19 for their respective businesses

- Commented on 9 development applications, answered 9 inquiries, send out 3 Draft Risk Management Plans, issued 1 *Clean Water Act* s.59 Notice to Proceed, 2 Site Clearance Letters, and conducted 4 site visits

Attachment:
Status of Risk Management Plans in the Severn Sound Area table

Prepared by:

Approved for Submission by:

Original signed by

Original signed by

Melissa Carruthers, Risk Management
Official / Risk Management Inspector

Julie Cayley, Executive Director

Status of Risk Management Plans in the Severn Sound Area – As of March 31, 2019

Municipality	RMPs Remaining	Intial Contact Made	Site Visit Complete	Draft RMP in Progress	Draft RMP Out	Signature Stage
Penetangusihene	2	1	1	1	1	
Oro-Medonte	1	1	1	1	1	
Tay	1	1	1	1		
Midland	16	15	15	15		
Tiny	20	20	2	10	11	9
Severn	10	10	3	6		
Georgian Bay	0					
totals	50	48	23	34	13	9
<i>*RMP = Risk Management Plan</i>						