



3889 Rideau Valley Drive
PO Box 599, Manotick ON K4M 1A5
T 613-692-3571 | 1-800-267-3504
F 613-692-0831 | www.rvca.ca

AGENDA

SOURCE PROTECTION AUTHORITY April 25, 2024 6:30 pm 1/24 Page

- 1.0 Agenda Review**
- 2.0 Adoption of Agenda**
- 3.0 Declaration of Interest**
- 4.0 Approval of Minutes from November 23, 2023**
Attached separately.
- 5.0 Source Protection Committee Appointments** **1-2**
- 6.0 Annual Progress Report 2023** **3-41**
- 7.0 RMO Annual Reports 2023** **42-45**
- 8.0 Governing Policies Update** **46-69**
- 9.0 Member Inquiries**
- 10.0 New Business**
- 11.0 Upcoming Meetings**
To be determined
- 12.0 Adjournment**

**Proudly working in partnership
with our 18 watershed municipalities**

Athens, Augusta, Beckwith, Central Frontenac, Clarence-Rockland,
Drummond/North Elmsley, Elizabethtown-Kitley, Merrickville-Wolford, Montague,
North Dundas, North Grenville, Ottawa, Perth, Rideau Lakes, Smiths Falls, South Frontenac, Tay Valley, Westport

5.0 Source Protection Committee Appointments

Date: April 25, 2024
To: Rideau Valley Source Protection Authority
From: Marika Livingston, Project Manager
Mississippi-Rideau Source Protection Region

Recommendation:

That the Rideau Valley Source Protection Authority re-appoint the following individuals to the Mississippi-Rideau Source Protection Committee for a 5-year term:

Michel Kearney to represent the City of Ottawa, Municipal Sector;
Scott Bryce to represent the Groundwater Systems, Municipal Sector;
Peter McLaren and Drew Lampman to represent the Economic Sector; and,
Eleanor Renaud to represent the Municipalities with No Systems, Municipal Sector.

Background

As outlined in the *Clean Water Act, 2006*, under Ontario Regulation 288/07, the Mississippi-Rideau Source Protection Committee was created to develop a Source Protection Plan to protect municipal sources of drinking water in this region. The Committee oversees the source protection program, and the composition ensures that a variety of local interests are represented at the decision-making table.

Current Membership

As per resolution SPA-2-2/17, the Mississippi-Rideau Source Protection Committee membership is currently:

Economic Sector – 4 members
Municipal Sector – 4 members
Environment / Health / Public Sector – 4 members
Total – 12 members

Renewal and Reappointments

In accordance with *O. Reg. 288/07*, Source Protection Committee members may only be appointed for a maximum term of five (5) years. Five (5) of the twelve (12) membership appointments expire in 2023, with the remaining seven (7) seats expiring in 2024.

Of the seven (7) seats due for renewal, five (5) members are seeking re-appointment, one (1) member has already been appointed and one (1) member is not seeking re-appointment. It is beneficial to welcome member renewals to promote consistency; many members have been on the Committee since its inception (2007) and therefore have a long history and a great understanding of the complex Source Water Protection Program

and the Clean Water Act, 2006. One member is not seeking reappointment and recruitment for their seat will commence later in 2024.

The following candidates are recommended for consideration for renewal and re-appointment of a term of 5 years:

- Economic: Drew Lampman (a member since 2007)
- Economic: Peter McLaren (a member since 2007)

In accordance with the Regulation, the following individuals have been jointly selected by the municipalities they represent. It is requested the Source Protection Authority consider re-appointing the following candidates for a term of 5 years.

- Municipal, Groundwater seat: Scott Byrce (a member since 2007)
- Municipal, City of Ottawa seat: Michel Kearney (a member since 2016)
- Municipal, No Municipal Systems seat: Eleanor Renaud (a member since 2007)

Next Steps

Once the proposed members are re-appointed by both Source Protection Authorities, Source Protection staff will prepare letters of appointment.

6.0 Annual Progress Report 2023

Date: April 25, 2024

To: Rideau Valley Source Protection Authority

**From: Marika Livingston, Project Manager
Mississippi-Rideau Source Protection Region**

Recommendation:

That the Rideau Valley Source Protection Authority receive the 2023 Source Protection Annual Progress Report (public facing report and supplemental form), including the Source Protection Committee comments and grading;

And further, that the Rideau Valley Source Protection Authority direct staff to submit the Annual Progress Report (public and supplemental form) to the Ministry of the Environment, Conservation and Parks as required by the Clean Water Act and Regulations.

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 of 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.

There are two components of the progress reporting, a public facing report document and a supplemental reporting form that is to be provided directly to the MECP.

This is the seventh Annual Progress Report since the Source Protection Plan came into effect on January 1, 2015. The previous Annual Progress Reports were submitted on May 1st of 2018, 2019, 2020, 2021, 2022 and 2023.

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 were 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

There are ten general sections in the public report that pull information from the MECP supplemental reporting form.

Annual Progress Reporting Supplemental Form for Source Protection

This form 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, 2024.

Attachments

1. Source Protection Annual Progress Report—Public Facing Document
2. Annual Progress Reporting Supplemental Form

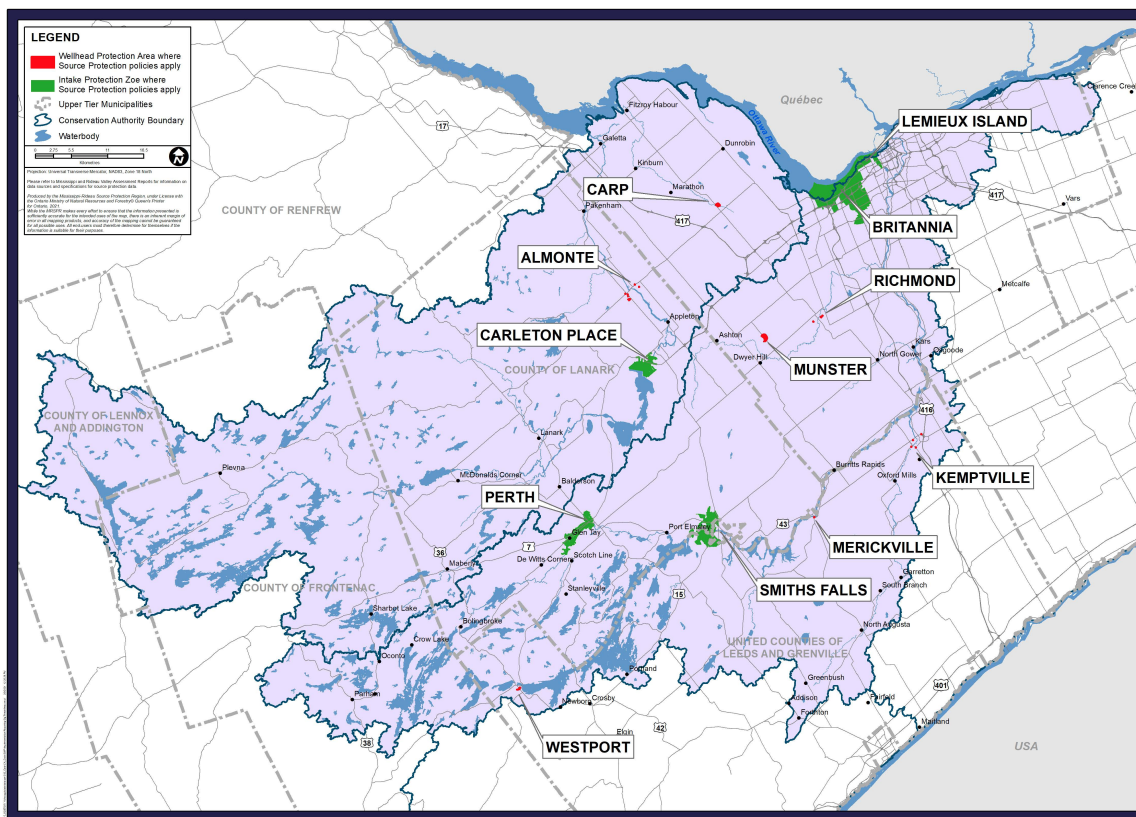
Source Protection Annual Progress Report

I. Introduction

As required by the *Clean Water Act* and its regulations, this report outlines the progress made in implementing the Mississippi-Rideau Source Protection Plan (MRSP) in 2023. Our Source Protection Region is made up of the Mississippi Valley and the Rideau Valley Source Protection Areas.

Source protection focuses on protecting sources of municipal drinking water such as lakes, rivers or underground aquifers that supply people with drinking water, from contamination and overuse.

About three quarters of the population of the Mississippi-Rideau Region live in an area that is serviced by the 13 municipal drinking water systems that are the focus of the MRSP. This report highlights progress made towards implementing this plan, which contains policies to protect these 13 local drinking water sources, spread across two watersheds.



II. A message from your local Source Protection Committee

Our progress score on achieving source protection plan objectives this reporting period:

P: Progressing Well/On Target – The majority of the source protection plan policies have been implemented and/or are progressing.

Overall, the Source Protection Committee feels that implementation of Source Protection Plan policies is progressing well in the Mississippi-Rideau Region.

The Source Protection Committee met on April 4, 2024 to discuss the Annual Progress Report, which was provided to them prior to the meeting with the Agenda package. At the meeting, the Committee reviewed each item in the report, and agreed on a grade where needed. Each section was presented and discussed as questions or comments arose. Following the review of each section, the Committee completed the overall progress score for the reporting period. Committee members also had an opportunity to provide written comments, if desired, to staff.

III. Our Watershed

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

The Mississippi-Rideau Source Protection Region is made up of two Source Protection Areas: the Mississippi Valley Source Protection Area; made up of the lands that drain into the Mississippi River (called the Mississippi watershed) and the Rideau Valley Source Protection Area; made up of the lands that drain into the Rideau River (the Rideau watershed). All or part of 31 municipalities fall within the Mississippi-Rideau Source Protection Region. About three-quarters of the population of the Mississippi-Rideau Region live in an area that is serviced by the 13 municipal drinking water systems which are the focus of the Mississippi-Rideau Source Protection Plan. These 13 drinking water systems serve communities across the Region, and are divided into eight municipal wells (taking water from the ground), and five surface water systems (taking water from local rivers):

Groundwater Systems: Almonte, Munster, Carp, Richmond (King's Park), Kemptville, Richmond (W. Dev lands), Merrickville, and Westport.

Surface Water Systems: Carleton Place, Smiths Falls, Perth, Ottawa (Lemieux) and Ottawa (Brittania).

To develop the Source Protection Plan, a local committee with multiple stakeholders was created to oversee the source protection program and to guide its content. This committee includes members representing municipalities in the region, the agricultural community, industry, government and non-governmental organizations, as well as members of the public. It is supported by the two Conservation Authority's Board of Directors, which is referred to as the "Source Protection Authority", when completing source protection work. Source Protection focuses on protecting rivers, lakes and groundwater where they supply drinking water systems that serve villages, towns and cities. This work is going on locally in 19 source protection regions and areas across Ontario. Between 2006 and 2012, studies were completed to help find out where the water for these systems was most vulnerable, by mapping areas around water treatment plant intake pipes (Intake Protection Zones or IPZs) and around municipal wells (Wellhead Protection Areas or WHPAs) to show where water comes from, how quickly it gets there, and how vulnerable it is to contamination or overuse. These areas are the focus of where policies in the Source Protection Plan apply today, to protect the sources of the 13 drinking water systems. Policies include prohibiting a few high-risk activities, requirements for risk management plans, the use of existing or amended approval processes, and education and outreach to encourage voluntary good practices. Highly vulnerable aquifers (HVAs), where soil is thin or absent and underlying bedrock contains large cuts and gaps characterize 89% of the region. Moreover, approximately 13% of the region is characterized as Significant Groundwater Recharge Area, where there are gravel deposits or soil features that allow a significant amount of rain and snowmelt to move down into the groundwater. In these areas, there are policies encouraging the wise use of road salt, promoting best management practices through education and outreach, and policies aimed at managing waste disposal sites.

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

1. Source Protection Plan Policies and Addressing Significant Risks

P: Progressing Well/On Target.

There are 50 significant threat policies in the Mississippi-Rideau Source Protection Plan. These policies either prohibit or manage activities. 46 of the policies that address significant drinking water threats have been implemented (92%); 3 are still in progress (6%); and 1 of the significant threat policies is not applicable (2%). In 2023, there was no change in significant threat policy implementation. The outstanding significant threat policies are related to Risk Management Plans that are still in negotiation.

As a result of policies being continually implemented in our region, approximately 99% of existing significant drinking water threats on the landscape have been addressed (i.e., eliminated or managed). We are on track to address all 100% existing significant threats to our sources of drinking water.

2. Municipal Progress: Addressing Risks on the Ground

P: Progressing Well/On Target

In the Mississippi-Rideau Source Protection Region, 15 municipalities have vulnerable areas where significant drinking water threat policies are included in the SPP. Legally binding policies apply to portions of Wellhead Protection Areas or Intake Protection Zones.

Municipalities work to ensure that their day-to-day planning decisions conform with the source protection plan policies. All municipalities in our source protection region have processes in place to ensure that their day-to-day decisions conform with our source protection plans.

Municipalities regulate development through their powers under the Planning Act. Updating the Official Plan and Zoning By-Laws tools will help to ensure that decisions on planning matters are consistent with Source Protection Plan policies.

In our Source Protection Region, municipalities are required to update their Official Plans either before, or during their next five-year review after January 1, 2015. Zoning must be updated within three years of the Official Plan amendments.

In the Mississippi-Rideau Region, all municipalities have completed their Official Plan amendments, and 13 have completed or are in the process of completing their Zoning By-Law amendments (two municipalities are upper tier and do not have Zoning By-Laws).

3. Septic Inspections

P: Progressing Well/On Target

When an on-site sewage system is functioning properly, contaminants from the system are greatly reduced or eliminated. A key part of protecting drinking water is therefore accomplished through the Mandatory On-Site Sewage System Maintenance Inspection Program. Through inspections, this program ensures that on-site sewage systems are functioning properly where they are considered a significant drinking water threat.

100% of on-site sewage systems identified as a significant threat have been inspected in the first 5 year cycle in accordance with the Ontario Building Code, and minor maintenance work was completed where required. 2021 began the second 5 year cycle and 1 of 2 mandatory on-site sewage systems inspections were completed. The remaining inspection was completed in 2022 and found the system to be functioning as required.

4. Risk Management Plans

S: Satisfactory

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 drinking water is better protected. A Risk Management Official works with the person to decide on the components of the Risk Management Plan. There are currently five Risk Management Officials in the Mississippi-Rideau Region, four of these work at the Conservation Authorities and one works at the City of Ottawa. In the region, all municipalities except for the City of Ottawa have delegated risk management responsibilities to the Conservation Authorities. Since the SPP took effect, a total of 50 Risk Management Plans have been established in the Mississippi-Rideau Region with 1 Risk Management Plan being established this reporting period. In 2023, 23 inspections were carried out within the Region to verify Risk Management Plans were still accurate and ensure compliance. There have been no cases of non-compliance with established Risk Management Plans observed to date. There are 2 properties (parcels) remaining that require Risk Management Plans. One (1) property is agricultural and one (1) property has a fuel oil tank. For fuel and chemical handling or storage, Risk Management Plans look to address preventative maintenance, monitoring, spills response knowledge and information. For agricultural sites, they look to document existing best management practices, or work with persons to implement best management practices in a practical way.

5. Provincial Progress: Addressing Risks on the Ground

P: Progressing Well/On Target

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 three years to complete the review and make any necessary changes. The Ministries have completed this review for previously issued provincial approvals. Processes have been developed and implemented to screen new provincial approvals within vulnerable areas and are reported on annually.

All of these have been reviewed, for conformity to our Source Protection Plan. Only 2 Prescribed Instruments were amended or replaced because of the conformity exercises as described above. In 2023, 4 wastewater and sewage works applications and 1 hauled sewage application were screened in our Region for Source Water Protection Policies. None were determined to be significant drinking water threats.

6. Source Protection Awareness and Change in Behaviour

A total of 63 Drinking Water Protection Zone signs have been installed in the Mississippi-Rideau Source Protection Region along municipal and county roads to mark the 13 drinking water systems in the Source Protection Plan. A total of 9 Drinking Water Protection Zone signs have been installed in the Mississippi-Rideau Source Protection Region along provincial roads. These signs alert travelers to the vulnerable areas and some direct them to our website for more information.

A comprehensive education and outreach program, 'Living in the Zone', has been developed. This includes resources on the Source Protection Region website. Social media campaigns are frequently posted to raise awareness on protecting drinking water.

In 2022, the Ministry of Environment, Conservation and Parks released the Best Practices for Source Water Protection to help individuals with private drinking water systems assess the risk/vulnerability of their drinking water source and inform them on how to properly protect this source of drinking water. Alongside the Best Practices the MECP provided funding for Source Protection Areas/Regions to provide advice and support to people with drinking water systems not included in a Source Protection Plan (SPP). The Mississippi-Rideau Source Protection Region initiated a pilot project to address concerns raised by local lake associations. These concerns were focused on waterfront property owners sourcing their drinking water from the lake through surface water intakes. The project was divided into two phases: Phase 1 was to characterize the lakes, survey residents, assess vulnerability and determine possible drinking water risks using the Best Practices guidance and Phase 2 is the education and outreach component based on the results of Phase 1. Phase 2 progressed in 2023, and included the production of 3 short videos, a social media campaign, jointly hosting 3 informational webinars and the initiation of a new Source Protection Plan policy which involves the establishment of a working group with to discuss private drinking water protection and more.

In 2022, the Mississippi-Rideau Source Protection Region transitioned the municipal annual reporting templates to an online format. Municipal representatives were provided with login privileges and access to the Electronic Annual Reporting platform to answer questions related to Source Protection Plan implementation and risk management (if applicable). This transition was an effort to streamline reporting and reduce inefficiencies. The first year went well, but in 2023 the Province required municipalities to report on policy implementation statuses in a new online interface. Mississippi-Rideau Source Protection staff supported this transition and hosted a training session to ensure the transition went smoothly.

In 2023, significant effort was put into advancing the Section 36 Update as committed to in our submitted Section 36 Workplan to the Ministry in 2018. Additionally, Mississippi-Rideau Source Protection staff reviewed the 2021 Technical Rule Changes and in 2023, consulted with Municipal Working Group members to discuss proposed policy changes to align with the updates.

In 2023, the City of Ottawa, a municipality in our Source Protection Region, launched a Fuel Oil Tank Replacement Rebate Program. The program offers financial incentives to remove existing fuel oil tanks that are located near municipal wells and replace them with an alternate heating source (air source heat pump or natural gas), that are not considered a significant drinking water threat. The goal of the fuel tank incentive program is to eliminate existing fuel threats and protect rural communal drinking water resources.

The 2007 and 2009 Mississippi-Rideau Source Protection Region (MRSPR) water budget studies were completed over 15 years ago and are now considered to be somewhat out of date. On-going community growth in the MRSPR will put additional demand on drinking water supplies, so up-to-date water budget studies are considered important. Climate change is also a major driver in the need to update the water budget studies due to its effect on precipitation, evapotranspiration, and surface water and groundwater resources. In 2023, the MRSPR initiated a conceptual water budget update and hired a team of consultants to manage this work.

7. Source Protection Plan Policies: Summary of Delays

Overall, policy implementation is Progressing Well in our region. Some policy tools are challenging to implement, and require significant time to build relationships with landowners, business operators, and other key individuals across the region. In particular, the policies that require negotiation of Risk Management Plans with individuals have been challenging to implement. Progress has been made to identify properties that require risk management plans, refine threat numbers and identify sites that do not require plans at this time. Some Risk Management Plans for existing activities are not yet complete, and staff are working hard to finish all required plans across the Region at identified properties, however additional time is required to complete this work. The risk management program is still new and managing activities in this way requires trust and relationship building between staff and affected landowners. There must be consideration for the type and extent of risk management measures asked for, as well as their feasibility for individuals to complete. Provincial funding previously offered assistance with implementing risk management programs. However, this funding was not renewed, resulting in additional pressures on our small municipalities to fund the Risk Management Office. Fortunately, we have had success leveraging existing incentive programs offered by our Conservation Authorities.

Risk management staff at the Conservation Authorities have worked to implement policies, and 50 Risk Management Plans are in place. Over the last few years, staff developed a practical and straightforward approach to implement Risk Management Plans, focusing on best management practices and spills response. As of 2023, 2 properties (parcels) still require risk management plans. There have been some challenges with a few non-responsive landowners within the Source Protection Region which has proven to be difficult. The SPA has explored legal options and alternatives to address these conflicts.

For the outstanding agricultural Risk Management Plan, risk management staff have made progress in 2023 towards coming to an agreement. Staff will rely on existing incentive programs to help offset the costs of implementing Risk Management measures.

For the outstanding Fuel Oil Risk Management Plan, the City of Ottawa initiated a Fuel Oil Replacement Incentive Program. They will contribute funds towards replacing fuel oil with an alternative heat source. The homeowner without a Risk Management Plan, is proceeding with connecting to Natural Gas and decommissioning the oil tank, following this heating season by the end of 2024.

8. Source Water Quality: Monitoring and Actions

In our source protection region/area, no issues have been identified in our local science-based assessment reports regarding the quality of the sources of municipal drinking water.

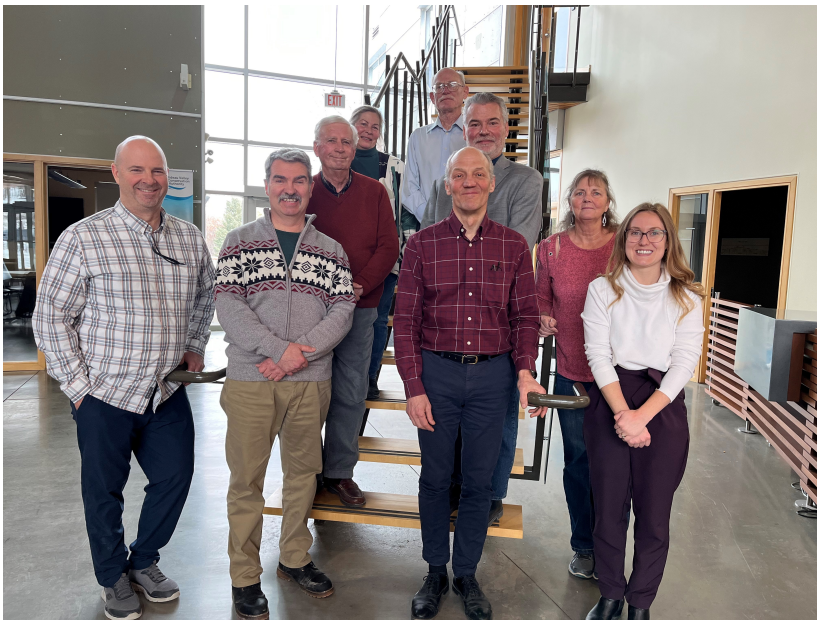
9. Science-based Assessment Reports: Work Plans

No work plans were required to be implemented for our assessment reports.

10. More from the Watershed

To learn more about our source protection region/area, visit our website at:

www.mrsourcewater.ca



Top left photo: 2024 SPC Membership

Top right photo: Rideau Valley Conservation Authority summer students at the May 2023 Smiths Falls Water Treatment Plant Open House

Bottom right photo: Local Kemptville automotive repair shop with their Spill Kit, delivered during Fall 2023 Risk Management site visits.





Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id	Completed	Question	
10	True	As applicable to your source protection region/area, indicate if all relevant implementing bodies submitted a status update/annual report to the source protection authority for the previous reporting year. If "No" is selected for any implementing body(ies), then please complete the Comments field below with details including the name of the specific implementing body along with an explanation, if available, for not submitting a status update/annual report as required by a monitoring policy. *NOTE: Where a listed implementing body(ies) is not applicable/relevant to your source protection region/area, then simply select "No" and explain that it is not an applicable implementing body in your source protection region/area in the Comments field text box.	
Response			Answer
Risk Management Official			Yes
Municipality			Yes
Conservation Authority			Yes
Local Health Unit			Yes
MECP - Waste Disposal Sites - Landfilling and Storage			Yes
MECP - Wastewater/Sewage Works			Yes
MECP - Pesticides			Yes
MECP - Hauled Sewage/Biosolids			Yes
MECP - Hauled Sewage/Biosolids Inspections			Yes
MECP - Permit to Take Water			Yes
MECP - Permit to Take Water Inspections			Yes
MECP - Municipal Residential Drinking Water Systems			Yes
MECP - Municipal Residential Drinking Water Systems Inspections			Yes
MECP - Source Protection			Yes
MECP - Waste Disposal Sites - Landfilling and Storage Inspections			Yes
MECP - Wastewater/Sewage Works Inspections			Yes
MECP - Conditions Sites			Yes
MECP - NMA - ASM and NASM Inspections			Yes
MECP - Environmental Monitoring			Yes
MECP - Fuel			Yes
MECP - Great Lakes			Yes



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

MECP - Spills Response	Yes
MECP - Wells	Yes
OMAFRA	Yes
MNRF	Yes
MTO	Yes
MMAH	Yes
MGCS-TSSA	Yes
MENDM	Yes
Provincial Board/Commission	No
Federal Departments/Agencies/Commissions/Crown Corporations	No
Private Entity/Company	No
Association/Organization	No

Comment: If "no" is selected, the implementing body was not required to submit an annual report.



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id	Completed	Question	Category
20	True	Did the Source Protection Authority indicate the status of all threat policies as contained in their source protection plan? Please provide details in the response field text box in the Policy Interface for policies with a "No Progress Made" and "No information available/no response received" implementation status especially for legally-binding policies that address significant drinking water threat activities and for any moderate/low threat policies that use prescribed instruments and Planning Act tools.	Implementation status of source protection plan policies
Answer:		Yes	
Comment:			

Report Id	Completed	Question	Category
21	True	Did the source protection authority(ies) confirm the accuracy of the implementation status of all threat policies as contained in their source protection plan and located on the policy interface database for the current reporting year?	Monitoring Policy Implementation
Answer:		Yes	
Comment:			

Report Id	Completed	Question	Category
22	True	Did all source protection authority(ies) confirm that if a policy is significant and legally binding and has not been implemented by a person or a body by the implementation date specified in the policy, that there are written comments that include a description of the failure and the reasons for the failure as per O.Reg 287/07 s.52(1) 1.?	Monitoring Policy Implementation
Answer:		Yes	
Comment:			



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id	Completed	Question	Current Year	Cumulative Count
30	True	Number of risk management plans agreed to or established within the source protection area/region (to address existing and future threats) in this reporting period (i.e., annual total).	1	50
Provincial Total			1	50
Comment:				

Report Id	Completed	Question	Current Year	Cumulative Count
31	True	Number of properties (i.e., parcels) with risk management plans agreed to or established in this reporting period.	1	53
Provincial Total			1	53
Comment:				

Report Id	Completed	Question	Current Year	Cumulative Count
32	True	How many existing* significant drinking water threats have been managed through the established risk management plans in this reporting period (* meaning engaged in OR enumerated as existing significant threats)?	1	54
Provincial Total			1	54
Comment:				



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id	Completed	Question	Current Year	Cumulative Count
40	True	How many section 59 notices were issued in this reporting period for activities to which neither a prohibition (section 57) nor a risk management plan (section 58) policy applied, as per ss. 59(2)(a) of the Clean Water Act?	0	2
Provincial Total			0	2
Comment:				

Report Id	Completed	Question	Current Year	Cumulative Count
41	True	How many section 59 notices were issued in this reporting period for activities to which a risk management plan (section 58) policy applied, as per ss. 59(2)(b) of the Clean Water Act?	0	0
Provincial Total			0	0
Comment:				

Report Id	Completed	Question	Current Year	Cumulative Count
61	True	State the total number of inspections (including any follow-up site visits) that were carried out for activities (existing or future) that are prohibited under section 57 of the Clean Water Act in this reporting period. If no inspections were conducted in the previous calendar year, please explain.	0	0
Provincial Total			0	0
Comment: No inspections for S. 57 were completed.				



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id	Completed	Question	Current Year	Cumulative Count
62	True	Among the inspections conducted for section 57, how many showed that activities were taking place on the landscape even though they were prohibited (i.e., in contravention) under section 57 of the Clean Water Act in this reporting period?	0	0
Provincial Total			0	0
Comment:				

Report Id	Completed	Question	Current Year	Cumulative Count
63	True	How many new properties were identified with s.57 prohibited activities during the reporting year (do not include properties established outside of this reporting year)?	0	0
Provincial Total			0	0
Comment:				

Report Id	Completed	Question	Current Year	Cumulative Count
70	True	How many existing significant drinking water threats have been prohibited as a result of section 57 prohibitions in this reporting period?	0	0
Provincial Total			0	0
Comment:				



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id	Completed	Question						
80	True	State the total number of inspections (including any follow-up site visits) that were carried out for activities that require a risk management plan under section 58 of the Clean Water Act in this reporting period. If no inspections were conducted in the previous calendar year, please explain.						
		<table border="1"> <thead> <tr> <th>Current Year</th> <th>Cumulative Count</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">23</td> <td style="text-align: center;">120</td> </tr> <tr> <td style="text-align: center;">Provincial Total</td> <td style="text-align: center;">23</td> </tr> </tbody> </table>	Current Year	Cumulative Count	23	120	Provincial Total	23
Current Year	Cumulative Count							
23	120							
Provincial Total	23							
Comment: 23 businesses handling and storing DNAPLs were visited, as a follow-up to their previously negotiated RMP. The site visits were to verify that the RMP was still accurate, remind RMP holders of their obligations and ensure no change in activities or ownership had happened since we last visited.								

Report Id	Completed	Question						
81	True	Among the inspections conducted for section 58, how many were in contravention with section 58 of the Clean Water Act in this reporting period (i.e., person engaging in a drinking water threat activity without a risk management plan as required by the source protection plan)?						
		<table border="1"> <thead> <tr> <th>Current Year</th> <th>Cumulative Count</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">Provincial Total</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Current Year	Cumulative Count	0	0	Provincial Total	0
Current Year	Cumulative Count							
0	0							
Provincial Total	0							
Comment:								



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id	Completed	Question	Current Year	Cumulative Count
82	True	Among the inspections for section 58, how many were in non-compliance with the specific contents of the risk management plan in this reporting period? (NOTE: Please only include those inspections that showed non-compliance with measures/conditions to manage the actual threat activity.)	0	0
Provincial Total			0	0
Comment:				

Report Id	Completed	Question	Current Year	Cumulative Count
83	True	State the total number of notices issued where there were cases of contraventions and/or non-compliance found with section 57 in this reporting period.	0	0
Provincial Total			0	0
Comment:				

Report Id	Completed	Question	Current Year	Cumulative Count
84	True	State the total number of notices issued where there were cases of contraventions and/or non-compliance found with section 58 in this reporting period.	0	1
Provincial Total			0	1
Comment:				



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id	Completed	Question	Current Year	Cumulative Count
85	True	State the total number of orders issued for contraventions and/or non-compliance found with section 57 in this reporting period.	0	0
Provincial Total			0	0
Comment:				

Report Id	Completed	Question	Current Year	Cumulative Count
86	True	State the total number of orders issued for contraventions and/or non-compliance found with section 58 in this reporting period.	0	0
Provincial Total			0	0
Comment:				



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id Completed Question

220 True List the municipality(ies) (including upper-, lower-, and single-tier) within the source protection region/area that are required to complete Official Plan and Zoning exercises to conform to the latest source protection plan, and indicate the status of those exercises for each applicable municipality. "Latest source protection plan" means the first approved plan or any subsequent approved plan update. *NOTE: Applies to every municipality affected by land use planning or Part IV type policies. Where the official plan and/or zoning by-law status for any particular municipality needs to be changed/updated, then please do so by deleting the entry for that particular municipality by clicking on the red "-" (minus) sign and then re-select the municipality name from the drop down list of municipalities followed by selecting the updated status of the conformity exercise for the official plan and zoning by-law from the drop down list for that particular municipality. After doing so, please be sure to add the municipality as your response by clicking on the green plus sign.

Municipality	Official Plan	Zoning By Law
Town of Carleton Place	Completed	Completed
Town of Mississippi Mills	Completed	Completed
Town of Perth	Completed	Completed
Town of Smiths Falls	Completed	Completed
Township of Beckwith	Completed	Completed
Township of Drummond/North Elmsley	Completed	Completed
Township of Montague	Completed	Completed
Township of Rideau Lakes	Completed	Completed
Township of Tay Valley	Completed	Completed
Village of Westport	Completed	Completed
City of Ottawa	Completed	In Progress/Updates Underway
Municipality of North Grenville	Completed	In Progress/Updates Underway
Village of Merrickville-Wolford	Completed	In Progress/Updates Underway
Lanark, County of	Completed	Not Applicable
Leeds and Grenville, United Counties of	Completed	Not Applicable

Comment:



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id	Completed	Question	Current Year	Cumulative Count
240	True	State the number of source water protection signs installed on provincial highways in the source protection region/area in this reporting period.	0	9
Provincial Total			0	9
Comment:				

Report Id	Completed	Question	Current Year	Cumulative Count
241	True	State the number of source water protection signs installed on municipal roads in the source protection region/area in this reporting period.	0	63
Provincial Total			0	63
Comment: No new signs. but many signs were replaced due to damage or fading				

Report Id	Completed	Question	Current Year	Cumulative Count
242	True	State the number of source water protection signs installed at other locations (if applicable) in the source protection region/area in this reporting period.	0	2
Provincial Total			0	2
Comment: Two waterway signs were installed, one in Rideau Lakes and one in Smiths Falls.				



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id	Completed	Question	Category
260	True	Current total overall number of on-site sewage systems that are assessed as significant drinking water threat activities and that are required to be inspected every five years in accordance with the Ontario Building Code.	Sewage System Inspections
Answer:		2	
Comment:			

Report Id	Completed	Question	Category
261	True	Of those requiring inspections, how many inspections of on-site sewage systems were due to be carried out in this reporting period? If not applicable or no inspections of on-site sewage systems were due to be carried out in this reporting period because they were already inspected earlier within the inspection cycle or will be inspected in a future year within the cycle, then please enter "0" and state either explanation in the comment field.	Sewage System Inspections
Answer:		0	
Comment: Due for re-inspection in 2026 and 2027			

Report Id	Completed	Question		
262	True	How many on-site sewage system inspections were completed in this reporting period?		
			Current Year	Cumulative Count
			0	2
Provincial Total			0	2
Comment:				



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id	Completed	Question	Current Year	Cumulative Count
263	True	How many of the inspected on-site sewage systems required minor maintenance work in this reporting period?	0	2
Provincial Total			0	2
Comment:				

Report Id	Completed	Question	Current Year	Cumulative Count
264	True	How many of the inspected on-site sewage systems required major maintenance work (e.g., tank replacement, etc.) in this reporting period?	0	0
Provincial Total			0	0
Comment:				

Report Id	Completed	Question	Category
265	True	How many of the inspected on-site sewage systems required no maintenance work?	Sewage System Inspections
Answer:	0		
Comment:			



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id	Completed	Question	
266	True	For those on-site sewage systems that were not inspected in this reporting period but should have been inspected, and are now out of compliance, please indicate why they were not all inspected from among the reasons below. [Note: For municipalities that have not yet initiated the mandatory on-site sewage system inspection program, please see the next reportable to provide your response if this is the case].	
		Response	Answer
		landowner refused entry, compliance order being sought	No
		inspections delayed/postponed due to COVID-19 restrictions	No
		vulnerable area changed and on-site sewage system(s) no longer a threat activity	No
		other. Please specify in the comment box below.	No
		Comment:	



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id Completed Question

270 True Complete the information below regarding environmental monitoring of drinking water issues identified in accordance with the Technical Rules within your source protection region/area. Begin by selecting the drinking water system, the specific well or intake, the drinking water issue, the delineation status, and the observation of the concentration. [OPTIONAL]: In the comments field, describe any actions or behavioural changes that might be contributing to reported changes in the concentration of the issue or parameter. Where the drinking water issue, well or intake, delineation status, or observation of any previously listed drinking water system needs to be changed/updated, then please do so by deleting the entry for that particular drinking water system by clicking on the red minus sign on the right side of the entry and then re-select the drinking water system from the dropdown list of drinking water systems followed by selecting the associated well or intake, the drinking water issue, its delineation status, and the observation from the dropdown list for that particular drinking water system. After doing so, please be sure to add the drinking water system as your response by clicking on the green plus sign on the right side of the entry. If this reportable is not applicable to your source protection region/area, please indicate as such by choosing "No system with issues," "Not Known/Available," "No issue," "Not applicable," and "No observation," respectively, under the drop down menu options under each of the categories of this reportable. Do not leave blank.

DWIS Number	DWIS Name	Issue	ICA Delinated	Observation
	-- No system with issues --	-- No Issue --	--Not Applicable --	-- No Observation --

Comment:

Report Id Completed Question

280 True How many notices about transport pathways (meaning a condition of land resulting from human activity (e.g., pits and quarries, improperly abandoned wells, geothermal system, etc.) that increases the vulnerability of a raw water supply of a drinking water system) did the source protection authority receive from municipalities in this reporting period (as per O. Reg. 287/07, ss. 27(3))?

	Current Year	Cumulative Count
--	---------------------	-------------------------

	0	4
--	---	---

Provincial Total

	0	4
--	---	---

Comment:



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id	Completed	Question	Response	Answer
281	True	Where transport pathway notices were received, indicate the action(s) taken by the source protection region/area in response to receiving these notices:		
			Provided information to municipalities about changes in vulnerability	No
			Provided notice to Source Protection Committee for information	No
			Situation continues to be monitored	No
Comment:				



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id	Completed	Question	
300	True	[OPTIONAL]: If and where there are successful examples for each of the following initiatives in the source protection region/area (including from local municipalities, residents and businesses) that occurred in this reporting period that the authority wishes to highlight, then please indicate in the Comments field below. In your comments, please include details for each of the selected topics. Please limit the descriptions provided (e.g., one example for each topic or more could be included when the source protection authority feels they are exceptional/quite successful).	
		Response	Answer
		Education and Outreach (in description include details, if available, on type and percentage of target population reached, outcome(s) achieved, etc.)	No
		Incentives (in description include details, if available, on outcome(s) achieved, how widely available was the incentive, etc.)	No
		Stewardship Programs	No
		Best Management Practices	No
		Pilot Programs	No
		Research	No
		Specify Action (e.g., road salt management, municipal by-laws, legislative or regulatory amendments, mapping, review of fuel codes, new airport facility design standards to manage runoff of chemicals from de-icing of aircraft, instrumentation, etc.)	No
		Climate Change (e.g., data collection)	No
		Spill prevention/spill contingency/emergency response plan updates	No
		Transport pathways	No
		Water quantity	No
		Great Lakes	No
		Other policies (i.e., strategic action, etc.)	No
		Comment: This optional question was not answered in the previous reporting period.	



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id Completed Question

305 True

Complete the table below with the count data for each significant drinking water threat activity/local threat activity/condition being engaged in (i.e., enumerated as 'existing' significant threats) at the time of source protection plan approval or approval of amendments that include new / changing protection zones. Please use the best available information/desktop exercises, reports from Risk Management Officials, and other implementing bodies to provide the counts below. For convenience, the count data from the previous reporting year have been copied over, but please be sure to review, edit, and confirm the counts for accuracy in the table below. [CWA Section 46(1)(a)]

The running tally consists of the formula: A+B-C-D where:

A = Number of significant drinking water threats estimated when the source protection plan was first approved

B = Number of additional significant drinking water threats counted after the first source protection plan approval (not part of the original estimate)

C = Number of significant drinking water threats included in A that were determined through field verification to no longer exist because: (i) the threat was not actually engaged in at a particular location after all OR (ii) it was no longer engaged in (e.g., land may still have an agricultural operation but owner is no longer applying pesticides for their own reasons)

D = Number of significant drinking water threats addressed because a policy is implemented. (It is understood that multiple policies/policy tools may address a single threat on the landscape. If any one policy is implemented and directed at that single threat it is considered addressed.)

In the comments box below summarize any remaining significant threats needing to be addressed for each source protection authority and what actions will be taken to eliminate those threats. If all threats have been addressed for each source protection authority(ies) write "All known significant threats have been addressed" in the comments box. Note that this summary response will be posted under the objective summary section 2 of the report.

ThreatId	Threat	A	B	C	D
1	The establishment, operation or maintenance of a waste disposal site within the meaning of Part V of the Environmental Protection Act.	0	0	0	0
2	The establishment, operation or maintenance of a system that collects, stores, transmits, treats or disposes of sewage.	130	0	0	130
3	The application of agricultural source material to land.	14	21	30	5
4	The storage of agricultural source material.	42	0	37	4



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

5	The management of agricultural source material.	0	0	0	0
6	The application of non-agricultural source material to land.	0	0	0	0
7	The handling and storage of non-agricultural source material.	0	0	0	0
8	The application of commercial fertilizer to land.	0	0	0	0
9	The handling and storage of commercial fertilizer.	1	0	1	0
10	The application of pesticide to land.	32	0	0	32
11	The handling and storage of pesticide.	5	0	5	0
12	The application of road salt.	37	0	0	37
13	The handling and storage of road salt.	0	0	0	0
14	The storage of snow.	18	0	18	0
15	The handling and storage of fuel.	129	0	111	17
16	The handling and storage of a dense non-aqueous phase liquid.	2	30	10	22
17	The handling and storage of an organic solvent.	2	0	2	0
18	The management of runoff that contains chemicals used in the de-icing of aircraft.	0	0	0	0
19	Water taking from an aquifer without returning the water to the same aquifer or surface water body	0	0	0	0
20	Reducing recharge of an aquifer	0	0	0	0
21	The use of land as livestock grazing or pasturing land, an outdoor confinement area or a farm-animal yard. O. Reg. 385/08, s. 3.	45	0	34	10
22	The establishment and operation of a liquid hydrocarbon pipeline	0	0	0	0
1000	Water conditioning salts from water softeners	0	0	0	0



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

1001	Transportation of specified substances along corridors	0	0	0	0	
1002	Spill of Tritium from Nuclear Generating Station	0	0	0	0	
1003	Handling storage of fuel	0	0	0	0	
1004	Transportation, storage and handling of diesel/gasoline	0	0	0	0	
1005	Transportation of Agricultural and Non-Agricultural Source Materials	0	0	0	0	
1006	International Shipping Channel within IPZ2	0	0	0	0	
1007	Transportation of hazardous substances along transportation corridors	0	0	0	0	
1008	Transportation or Storage and Handling of Fuel in an Event Based Area	0	0	0	0	
1009	Waterfowl	0	0	0	0	
1010	Local condition	0	0	0	0	
257	260	Totals:	457	51	248	257

Comment: 3 outstanding threats. 1 fuel tank threat (to be removed in 2024 when they connect to natural gas), 2 agricultural threats to be managed by 1 Risk Management Plan.

MECP Calc (C+D)/(A+B): 99 %



Source Water Protection Annual Report 2023 - Supplemental Form SPR - Mississippi - Rideau

Report Id	Completed	Question	Category
310	True	<p>Please provide comments below to explain the overall progress made in addressing existing significant threat activities and include the percentage of overall progress made within the comments provided. The percentage of overall progress made in addressing local threats and conditions that are taking place on the landscape is determined by taking the total number in column D (i.e., significant drinking water threat addressed because policy is implemented) from the table above (reportable 305) adding it to C (i.e., significant threats determined through field verification to no longer be threats) and dividing it by the number that is derived by adding the total numbers in columns A and B. In other words, overall progress made = $(C+D)/(A + B)$.</p> <p>Answer: The overall progress in addressing these significant threats since Source Protection Plan implementation is 99%. Progress has been made by implementing bodies managing threat activities, verifying and removing threats where needed in the Mississippi-Rideau Region.</p> <p>Many potential threats were removed around the time of Source Protection Plan approval by staff through a combination of field and GIS verification, including the storage of snow and commercial fertilizer, and the organic solvent threats.</p> <p>Threats remaining to be managed (3) for application and storage of agricultural source material, the handling and storage of fuel, grazing and pasturing represent threats that remain to be managed by risk management plans. One (1) fuel oil threat will be removed in 2024 when the owner converts to natural gas and removes the existing oil tank. A Risk Management Plan for the remaining agricultural threats is under negotiation.</p>	Addressing existing enumerated threats

Comment:

Report Id	Completed	Question	Category
320	True	<p>If applicable, where the 2013/2017 technical rules were used for the assessment report update/amendment, provide a summary of steps taken to further assess or implement the plans of work described in technical rule 30.1: Water Budget Tier 3 not included in your original assessment report(s).</p> <p>Answer: Not applicable</p>	Assessment report information gaps

Comment:



Source Water Protection Annual Report 2023 - Supplemental Form SPR - Mississippi - Rideau

Report Id	Completed	Question	Category
321	True	If applicable, where the 2013/2017 technical rules were used for the assessment report update/amendment, provide a summary of steps taken to further assess or implement the plans of work described in technical rule 50.1: GUDI for WHPA-E or F not included in your original assessment report(s).	Assessment report information gaps
Answer:		Not applicable	
Comment:			

Report Id	Completed	Question	Category
322	True	If applicable, where the 2013/2017 technical rules were used for the assessment report update/amendment, provide a summary of steps taken to further assess or implement the plans of work described in technical rule 116: Issue Contributing Area not included in your original assessment report(s).	Assessment report information gaps
Answer:		Not applicable	
Comment:			

Report Id	Completed	Question	Category
323	True	[OPTIONAL] If applicable where the 2021 technical rules were used for the assessment report update/amendment, provide a summary of steps taken to further assess or implement the plans of work described in technical rule 30.1: Water Budget Tier 3 not included in your original assessment report(s).	Assessment report information gaps
Answer:		Not applicable	
Comment:			



Source Water Protection Annual Report 2023 - Supplemental Form SPR - Mississippi - Rideau

Report Id	Completed	Question	Category
324	True	[OPTIONAL] Where the 2021 technical rules were used for the assessment report update/amendment, provide a summary of steps taken to further assess or implement the plans of work described in technical rule 50.1: GUDI for WHPA-E or F not included in your original assessment report(s).	Assessment report information gaps
Answer:		Not applicable	
Comment:			

Report Id	Completed	Question	Category
330	True	Does the source protection authority have any other item(s) on which it wishes to report? If so, please explain.	Other reporting items
Answer:		No further items to discuss	
Comment:			



Source Water Protection Annual Report

2023 - Supplemental Form

SPR - Mississippi - Rideau

Report Id	Completed	Question		
350	True	In the opinion of the Source Protection Committee, to what extent have the objectives of the source protection plan been achieved in this reporting period?		
		Response	Answer	
		Progressing Well - The majority of the policies from the approved original or an amended source protection plan have been implemented and/or are progressing well	Yes	
		Satisfactory - Some of the policies from the approved original or an amended source protection plan have been implemented and/or are progressing well	No	
		Limited Progress made - A few of the policies from the approved original or an amended source protection plan have been implemented and/or are progressing well	No	
Comment:				



Source Water Protection Annual Report 2023 - Supplemental Form SPR - Mississippi - Rideau

Report Id	Completed	Question	Category
351	True	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.	Achievement of source protection plan objectives
Answer:		<p>Overall, the Source Protection Committee feels that implementation of Source Protection Plan policies is progressing well in the Mississippi-Rideau Region.</p> <p>The Source Protection Committee met on April 4, 2024 to discuss the Annual Progress Report, which was provided to them prior to the meeting with the Agenda package. At the meeting, the Committee reviewed each item in the report, and agreed on a grade where needed.</p> <p>Each section was presented and discussed as questions or comments arose. Following the review of each section, the Committee completed the overall progress score for the reporting period. Committee members also had an opportunity to provide written comments, if desired, to staff.</p>	
Comment:			

7.0 Risk Management Official Annual Reports

Date: April 25, 2024
To: Rideau Valley Source Protection Authority
From: Marika Livingston, Project Manager
Mississippi-Rideau Source Protection Region

Recommendation:

That the Rideau Valley Source Protection Authority receive for information the Risk Management Official Annual Reports for the 2023 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 MECP if requested by the Director. Section 65 of the *Clean Water Act* Regulation 287/07 sets out the required content of the report.

Attachments: Risk Management Official Annual Reports for 2023
1. Rideau Valley Source Protection Area (2 reports)

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, 2023

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	1	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*;
- Section 59 internal screening procedures for *Planning Act* and *Building Code Act* applications will be amended following new zoning by-law procedures to be drafted in 2024 in consultation with local Source Protection Regions;
- development of an RMO database to facilitate threats verification and RMP management for existing activities.

Within the Rideau Valley Source Protection Area, there are eight established Risk Management Plans (RMPs) for existing significant drinking water threat activities which fall under Part IV policies under the Clean Water Act; five RMPs manage DNAPL threats and three RMPs relate to existing fuel threats (residential heating oil). Note that one of the existing fuel RMPs will be rescinded in 2024 since the owner plans to convert to natural gas heating as part of the City's Fuel Tank Incentive Program. In 2023, one fuel RMPs was rescinded, and two outstanding fuel threats (no RMP established) were removed as threats because the owners converted to natural gas; rebates were provided through the Fuel Tank Incentive Program. There is one outstanding fuel threat, which will be removed as a threat in 2024 since the owner plans to convert to natural gas as part of the Fuel Tank Incentive Program.

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 #	Location of the property to which the plan relates.	Wellhead protection area or surface water intake protection zone where the property is located.	Activity to which the plan relates.
OTTAWA-05-DNAPL	6659 Franktown Road	Richmond – WHPA-C (vulnerability score 6)	Storage and handling of DNAPL

Risk Management Official (Fuel / Chemicals) 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, 2023

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	0	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 2023 in the Rideau Valley Source Protection Area (Outside the City of Ottawa)

Risk Management Staff focused on compliance inspections in the Mississippi-Rideau Source Protection Region in 2023, whereby 22 businesses that handle and store Dense Non Aqueous Phase Liquids (DNAPLs) were visited.

8.0 Governing Policies Update

Date: April 25, 2024
To: Rideau Valley Source Protection Authority
From: Marika Livingston, Project Manager
Mississippi-Rideau Source Protection Region

Recommendation:

That the Rideau Valley Source Protection Authority approve the revised Governing Rules of Procedure, Code of Conduct and Conflict of Interest, as presented.

Background

Under the Clean Water Act every Source Protection Committee (SPC) in Ontario must prepare Rules of Procedure, Code of Conduct and Conflict of Interest Policies.

On January 30, 2008 the Mississippi-Rideau Source Protection Committee (MR SPC) adopted Governing Policies and the Source Protection Authorities (SPA) approved them shortly after.

Amendments have been made to our Governing Policies in 2019 (to reflect new committee size and representation) and in 2020 (to allow for online virtual meetings due to COVID-19 restrictions).

In August 2022, longtime MR SPC Chair, Ken Graham, did not seek reappointment when his 5-year term expired. Unlike SPC members, who are appointed by our Source Protection Authorities, SPC Chairs are appointed by the Minister of Environment, Conservation and Parks in accordance with Section 7(4) of the Clean Water Act, 2006.

In September 2022, the Ministry commenced recruitment for Chair vacancies across the Province. Applications were due early October 2022. In February 2023, 3 of the 7 Chair vacancies were filled. To date, 4 Chair seats remain vacant—this includes our Chair.

In our Governing Policies document, Section 2.5.4 (summarized below) describes what to do when our Chair is absent. Since August 2022, we have been electing a Chair pro-tempore at each meeting per our Rules.

- Upon receiving notice about the Chair's absence, the Committee shall elect a Chair pro-tempore from the Committee members present, who, for the purposes of that meeting, has all the powers and shall perform all duties of the Chair.
- The Chair pro-tempore shall preside over the meeting for so long as the Chair remains absent from the meeting and until the immediate business at hand is completed.

However, hosting an election at each meeting is time consuming and there is uncertainty around handling Chair duties in between meetings. As such, staff propose to amend our Governing Policies document to include a new clause about electing an Interim Acting Chair in the absence of a Minister appointment. This will eliminate the need to host elections at each meeting and also extends the Interim Acting Chair the ability to preside over Chair matters in between meetings.

Proposed Update

An amended Governing Rules of Procedure, Code of Conduct and Conflict of Interest is attached separately for review. A new section has been added, 2.5.5 Chair Vacancy—Due to Lack of Appointment by Minister and describes the procedure to elect an Interim Acting Chair until we receive notification of a Minister appointment. Changes are highlighted in blue.

Attachments

Governing Rules of Procedure, Code of Conduct and Conflict of Interest

**MISSISSIPPI-RIDEAU SOURCE PROTECTION REGION
SOURCE PROTECTION COMMITTEE**

**GOVERNING RULES OF PROCEDURE,
CODE OF CONDUCT AND CONFLICT OF INTEREST**

December 2, 2020

Chair

Project Manager

Approval by Mississippi-Rideau Source Protection Committee: October 27, 2020

Approval by Mississippi Valley Source Protection Authority: December 2, 2020

Approval by Rideau Valley Source Protection Authority: November 26, 2020

Effective Date: December 2, 2020

TABLE OF CONTENTS

1	INTRODUCTION	1
2	RULES OF PROCEDURE	2
2.1	APPOINTMENTS	2
2.2	CALLING OF MEETINGS	2
2.3	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY	3
2.4	FISCAL YEAR	3
2.5	PROCEDURE FOR CONDUCTING MEETINGS.....	4
2.5.1	General	4
2.5.2	Commencement of Meeting.....	4
2.5.3	Quorum	4
2.5.4	Chair Absent	4
2.5.5	Chair Vacancy—Due to Lack of Appointment by Minister.....	5
2.5.6	Order of Proceedings - Agendas and Minutes	5
2.5.7	Public Delegations	5
2.5.8	Decision Making - Consensus, Proxies and Voting.....	6
2.5.9	Virtual Meetings	6
2.5.10	Rules of Conduct and Debate	7
2.5.11	Length of Meetings	8
2.5.12	Confidential Matters	9
2.5.13	Inquiries	9
2.6	SERVICES TO COMMITTEE BY LEAD AUTHORITY	9
2.7	PER DIEM AND EXPENSES	9
2.8	FUNCTIONS AND RESPONSIBILITIES.....	10
2.8.1	Members	10
2.8.2	Chair.....	11
2.8.3	Project Manager	11
2.8.4	Working Groups.....	11
2.8.5	Signing Officers	12
2.9	INDEMNITY	12
3	CODE OF CONDUCT AND CONFLICT OF INTEREST	13
3.1	General	13
3.2	Attendance.....	13
3.3	Confidential Information.....	13
3.4	Media Relations.....	14
3.5	Conflicts of Interest.....	14
3.6	Prohibited Activities.....	15
3.7	Gifts and Benefits.....	15
3.8	Anti-Harassment Policy	16
3.9	Personal Conduct (which interferes with performance of duties).....	17
4	ACKNOWLEDGEMENT	18
5	SCHEDULE A - Compensation and Expenses for Chair.....	19
6	SCHEDULE B - Compensation and Expenses for Members.....	20

**GOVERNING POLICIES
OF THE
MISSISSIPPI-RIDEAU SOURCE PROTECTION REGION
SOURCE PROTECTION COMMITTEE**

1 INTRODUCTION

Drinking water source protection committees established by source protection authorities under the *Clean Water Act, 2006* are responsible for the preparation of terms of reference, assessment reports and source protection plans for source protection areas in accordance with the Act, regulations and Director's rules.

Members of the Source Protection Committee (SPC) bring to the committee a wide range of relevant knowledge and expertise relating to the committee's role, acquired as a result of experience in both the private and public sector. Committee Members join the committee to contribute to the source protection planning process under the *Clean Water Act, 2006*.

This governance document is passed under powers conferred on the Committee by the *Clean Water Act, 2006, S.O. 2006*.

The purpose of this document is to set out the rules of procedure and standard of conduct expected of Members of the Mississippi-Rideau Source Protection Committee (MRSPC). It also sets out the procedure to be followed by members in disclosing conflicts and perceived conflicts, as well as the consequences of failing to comply with that procedure.

In this document, "Committee" refers to the Mississippi-Rideau Source Protection Committee as defined by Ontario Regulation 288/07.

Definitions of terms used throughout the document correspond to those definitions given in Section (1) of the *Clean Water Act, 2006, S.O. 2006* and Ontario Regulation 288/07.

Upon appointment to the Committee, each Member shall acknowledge in writing that they have received and read this governance document and in particular, to uphold the Code of Conduct and Conflict of Interest Policy. The lead Source Protection Authority (SPA) will retain a copy of each members signed acknowledgment.

2 RULES OF PROCEDURE

2.1 APPOINTMENTS

1. The Ontario Minister of the Environment appoints the Chair of the Source Protection Committee. The twelve voting members are appointed by the Mississippi-Rideau Source Protection Authorities (i.e., the Boards of the Mississippi Valley Conservation and Rideau Valley Conservation Authority). The membership of the Committee shall be in accordance with Ontario Regulation 288/07 under the *Clean Water Act, R.S.O. 2006*.
2. The term of appointment and filling of vacancies shall be done in accordance with Ontario Regulation 288/07.

2.2 CALLING OF MEETINGS

1. The Committee shall at its first meeting and every six months thereafter establish a meeting schedule for the following six months and publish this schedule on the Mississippi-Rideau Source Protection Region website at www.mrsourcewater.ca.
2. The Committee shall meet at least once a month until the proposed Terms of Reference is submitted to the Source Protection Authorities.
3. Notice of all Committee meetings shall be conveyed to Members and Liaison Members, 7 calendar days prior to the date of the meetings by email and posted on the Mississippi-Rideau Source Protection Region website at www.mrsourcewater.ca. The notice shall include the time and place of the meeting and the agenda items to be discussed.
4. Delivery of the agenda package to the Committee Members will be to the contact mailing and/or email address provided to the Project Manager. Draft minutes of the previous meeting will be emailed or posted to the Committee within the agenda package for the next meeting. Approved minutes will be posted on the website.
5. Only under exceptional circumstances may the Committee receive material for an item on the agenda in less than 7 calendar days. Committee may suspend the Rules of Procedure to consider an item either by consensus or the approval of 2/3 - majority vote of the members present.
6. Any member of the public wishing notice of meetings shall leave their name and address or email address with the Project Manager. The Project Manager or his/her designate shall inform that person, by email or in writing or by telephone, in advance of other meetings.
7. On occasion the Chair may call meetings in addition to the regularly scheduled meetings.

2.3 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

1. In keeping with the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the *Municipal Freedom of Information and Protection of Privacy Act* (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:
 - a. personal matters about an identifiable individual, including employees;
 - b. a proposed or pending acquisition or disposition of land for Committee purposes;
 - c. litigation or potential litigation, affecting the Committee, including matters before administrative tribunals;
 - d. the receiving of advice that is subject to solicitor-client privilege, including communication necessary for that purpose;
 - e. a matter in respect of which Committee is authorized by statute to hold a closed meeting; or
 - f. the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*.
2. Members shall not use confidential information for any improper use which includes, but is not limited to, using confidential information to the benefit of the member's private interest or disclosing confidential information to third parties without the consent of the party to whom the information relates. Any such activity will result in disciplinary action for the member.
3. During any period where an emergency has been declared to exist in all or part of the Mississippi-Rideau Source Protection Region (SPR), under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, staff shall implement best practices to make meetings of the M-R SPC open to the public in accordance with section 18(1) of Ontario Regulation 288/07 under the *Clean Water Act, 2006*. Where possible, M-R SPR staff shall provide for alternative means to allow the public to participate in any meetings electronically.
4. Subject to subsection 2.3.3, in times of technological failure (e.g., Internet outage, system crash), failure to open a meeting to the public through means of electronic meeting participation does not call the meeting into question.

2.4 FISCAL YEAR

The fiscal year of the Committee shall be the calendar year.

2.5 PROCEDURE FOR CONDUCTING MEETINGS

2.5.1 General

1. These procedures, other than those procedures required by Provincial Statute or Regulation, are established to provide guidance to the Committee, and any non compliance shall not necessarily invalidate the proceedings of the Committee.
2. The regulations governing the procedure of the Committee shall be observed in all meetings, as far as they are applicable.
3. Any Administrative Policy or Procedure of the Committee may be temporarily suspended when two-thirds (2/3) majority of the members present determine to do so by vote, and if it is in the best interests of transacting certain business.

2.5.2 Commencement of Meeting

1. The Chair of the Committee shall preside over all Committee meetings. He/She shall call the meeting to order promptly at the time designated, or as soon thereafter as a quorum is present. He/She shall preserve order and decorum and decide upon all questions of order.
2. The Project Manager or his/her designate will record the names of members present and members absent.

2.5.3 Quorum

1. The Committee shall conduct business only when a quorum is present. One or more vacancies in the membership of the Committee does not prevent the Committee from conducting business as long as the number of members in office is sufficient to maintain quorum.
2. A quorum for any meeting of the Committee shall consist of the Chair or Chair pro-tempore, plus two-thirds of the twelve members of the Committee (8 members). Participation by teleconference, when necessary in extenuating circumstances, will count toward quorum. If no quorum is present one-half hour after the time appointed for a meeting of the Committee, the Project Manager records the names of those present and the meeting shall stand adjourned until the next meeting.

2.5.4 Chair Absent

1. In the event of the absence of the Chair from any meeting, the members present shall, upon receiving notice of the absence, or after a waiting period of fifteen (15) minutes from the time of the duly called meeting, elect a Chair pro-tempore from the Committee members present, who, for the purposes of that meeting, has all the powers and shall perform all duties of the Chair. The Chair pro-tempore shall preside over the meeting for so long as the Chair remains absent from the meeting and until the immediate business at hand is completed. The

Project Manager or his/her designate shall preside over the election of the Chair pro-tempore. The Chair pro-tempore shall not vote on any matter.

2. The Committee may elect a Chair **pro-tempore** from among the voting members. The order of procedure for the elections shall be:
 - a. an open verbal nomination, no seconder required;
 - b. the calls for nomination;
 - c. each nominee has the opportunity to speak to his/ her nomination, stating a willingness to stand;
 - d. motion to close nominations; and,
 - e. elections shall be held by secret ballot on those accepting the nomination. Ballots will be distributed to qualified members only and no member may vote by proxy. In the event of a tie the names shall be put into a container and the winner drawn.

2.5.5 Chair Vacancy—Due to Lack of Appointment by Minister

1. In the event that the Committee has a Chair vacancy due to a lack of appointment by the Minister of Environment, Conservation and Parks, the Committee will elect an Interim Acting Chair. This elected Interim Acting Chair will preside over all Chair matters, until the Minister appoints a Chair. Election procedures as outlined in 2.5.4 (2) apply.

Elections at each meeting are not required unless the elected Interim Acting Chair is absent, in which case procedures outlined in 2.5.4 (1) apply.

2.5.6 Order of Proceedings - Agendas and Minutes

1. The Agenda of the meeting shall be taken up in the order in which it stands on the Agenda unless otherwise decided by the Committee.
2. The minutes of all meetings of the Committee shall be recorded by the Project Manager or his/her designate.
3. The minutes of the previous meeting shall not be read unless the reading thereof is requested by resolution.
4. The Committee will deal only with matters that appear on the agenda unless the matter is of an emergency nature and with the approval of two-thirds (2/3) majority vote of the members present, and all pertinent information is made available.

2.5.7 Public Delegations

1. A delegation speaking to matters on an agenda will be encouraged to notify the Project Manager or his/her designate of their interest to make a submission as early as possible prior to the Committee meeting.

2. A delegation to any Committee meeting will be considered for matters not on the agenda, if requested in writing at least fourteen (14) days prior to a meeting, or if otherwise approved by the Chair. Such written request must state the purpose of the delegation. The Chair may limit the number of delegations per meeting.
3. A delegation to any meeting of the Committee will be allotted a maximum of five (5) minutes for their related presentation. Organizations will be encouraged to identify one key spokesperson. Delegations will be encouraged to provide written material for consideration of the Committee.

2.5.8 Decision Making - Consensus, Proxies and Voting

1. The Committee shall attempt to make decisions through consensus. If the Chair determines that reasonable efforts have been made to achieve consensus but the Committee has been unable to make a decision by consensus, the decision may be made by a vote of two-thirds (2/3) majority of the members present, not counting the Chair.
2. At any meeting, each Voting Member is entitled to one vote; the Chair cannot vote as per Ontario Regulation 288/07.
3. A voting member may participate by proxy, with the exception of election votes for Chair pro-tempore. At least 24 hours prior to the meeting, the member who is absent must inform the Chair in writing (e.g., by email) of the person who will be acting as the proxy; provide a detailed outline of what the opinion and vote is for particular issues by the absentee member; and, a description of conditions that applies to the proxies. Proxies must be another voting member of the Committee.
4. A minimum of eight (8) members present including proxies is required upon all matters coming before the meeting, with two thirds (2/3) majority vote to pass a motion.

PRESENT	MINIMUM AFFIRMATIVE
8	6
9	6
10	7
11	8
12	8

2.5.9 Virtual Meetings

1. All meetings of the source protection committee are to take place in-person unless an emergent matter requires immediate direction from the committee and there are significant obstacles to hosting an in-person meeting, such as severe weather. This will be determined at the discretion of the Chair and Project Manager and committee members will be provided with a minimum of 24 hours' notice.
2. In such circumstances:

- 1.2 Any Committee Member may participate in meetings electronically and shall have the ability to:
 - (a) register a vote;
 - (b) be counted towards determining quorum; and
 - (c) participate in a meeting that is closed to the public;
- 1.3 Staff will post direction on the Mississippi-Rideau SPR website (www.mrsourcewater.ca) one week in advance of the meeting advising external stakeholders and the public how to obtain the coordinates to participate in the virtual meeting.

2.5.10 Rules of Conduct and Debate

1. No person, other than a member of the Committee, shall be allowed to address the Chair without permission of the Chair, except the liaison representatives appointed by the Source Protection Authorities or Ministry of the Environment.
2. Written notice of motion may be given by any Voting Member of the Committee and shall be forthwith placed on the Agenda of the next meeting.
3. When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn or to extend the hour of closing the procedures.
4. When a motion is proposed, then an amendment and subsequently an amendment to the amendment (sub-amendment), the vote of the members shall first be taken on the sub-amendment, then on the amendment, and finally on the main motion. Only two (2) amendments (an amendment and a sub-amendment) may be proposed at the same time to a question. When one or both amendments have been disposed of, a further amendment or sub-amendment may be entertained by the Chair. When either an amendment or a sub-amendment has been carried, the question is put on the motion (or amendment) as amended.
5. The Chair, when the meeting is ready for the decision on any question, shall read the question (motion) before calling for the vote. He/she shall first call for those who favour the question, and next for those who oppose it.
6. Voting shall be by show of hands. Any member may request a recording of the vote by calling of the vote. A member has a right to abstain from voting. Abstention from voting upon any matter will be deemed as a blank vote which is neither for nor against the motion.
7. Every member may speak once for no more than five (5) minutes on each motion amendment or sub-amendment. Additional time or additional opportunities to speak on the same motion, amendment or sub-amendment may be granted by the Chair after all members have had an opportunity to speak.

8. When a member desires to speak, he/she shall address the Chair and confine himself/herself to the question under debate. No member shall interrupt another while speaking.
9. When a member transgresses the rules, the Chair shall call him/her to order; in that case the member so called to order shall come to order, unless permitted to explain by the Chair.
10. Every motion must be put in writing by the recording secretary and seconded. It shall then be in the possession of the Committee, and can be disposed of only by a vote, unless the Committee unanimously allows the mover to withdraw it. A single voice can prevent such withdrawal.
11. Any member may require the motion under discussion to be read at any period of the debate, but not so as to interrupt the speaker.
12. When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn or to extend the hour of closing the procedures.
13. After the motion has been put by the Chair, no debate shall be allowed, nor shall any other motion be made until the question under discussion has been decided, and the decision of the Chair as to whether the question has been put shall be conclusive.
14. At a subsequent meeting, any member may move to have reconsidered any motion which has already been decided. A motion to reconsider is not debatable, but shall be voted upon immediately. If a motion to reconsider a resolution is carried by 2/3 majority, then the meeting must reconsider said resolution immediately.
15. Every substantive motion shall require five (5) days notice before it will be considered. This requirement may be waived with the consent of 2/3 of all members of the Board. A substantive motion is one which sets or alters Committee policy.
16. If any member challenges the Chair on a ruling, other than that based on the rules of order, the member shall explain his/her basis for the objection, and the question shall be put in the form of a motion, duly moved and seconded, and debated if required, and voted on. A simple majority vote in favour of the motion carries the motion and the ruling is defeated or overturned.

2.5.11 Length of Meetings

1. Every effort should be made to adjourn Committee meetings after four (4) hours of deliberation. The Chair shall not permit the meeting to continue beyond four (4) hours without the consent of the two thirds (2/3) majority of the members present.

2.5.12 Confidential Matters

1. Where a confidential matter arises, in keeping with Section 2.3 of this regulation (Freedom of Information and Protection of Privacy), 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, specifically:
 - a. personal matters about an identifiable individual, including employees;
 - b. a proposed or pending acquisition or disposition of land for Committee purposes;
 - c. litigation or potential litigation, affecting the Committee, including matters before administrative tribunals;
 - d. the receiving of advice that is subject to solicitor-client privilege, including communication necessary for that purpose;
 - e. a matter in respect of which Committee is authorized by statute to hold a closed meeting; or
 - f. the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*.

2.5.13 Inquiries

1. Any inquiry made at a meeting of the Committee shall be submitted in writing and referred to the Project Manager for response. The Project Manager or his/her designate shall respond in writing to the inquiry and the response shall be distributed to all members of the Committee.

2.6 SERVICES TO COMMITTEE BY LEAD AUTHORITY

1. Rideau Valley Conservation Authority, the lead Source Protection Authority, will provide the following services to the Committee:
 - a. an auditor qualified under Section (38) of the *Conservation Authorities Act*;
 - b. a solicitor(s);
 - c. a bank(s) with which the Committee will conduct its financial business during the current fiscal year; and,
 - d. signing authorities for legal and financial instruments.

2.7 PER DIEM AND EXPENSES

1. The Chair shall receive remuneration and expenses from the province in keeping with his/her letter of appointment as outlined in Schedule A.
2. Committee members will receive a per diem for their participation at Committee meetings, and any other such meetings to which they are appointed to or directed in advance by the Committee to attend as outlined in Schedule B. Liaison representatives may be compensated in keeping with Ministry guidance.

3. If no quorum is present, one-half of the per diem rate will be paid for those members in attendance.
4. It is the intent of the Province that members not be paid twice for their involvement with the Committee. Should the member wish to collect the per diem, their employer may need to be made aware so that the intent of the Province can be followed.
5. All per diem expenses, mileage and other allowable expenses are to be in accordance with the procedural direction and policies of the Mississippi Valley and Rideau Valley Source Protection Authorities as outlined in Schedule B.

2.8 FUNCTIONS AND RESPONSIBILITIES

2.8.1 Members

As per Section 2 of Ontario Regulation 288/07, the Committee members consist of 12 members, as follows:

- 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.

The members' primary responsibilities are to the Committee. It is understood that members bring the viewpoints of various sectors to the Committee; however their primary responsibility is to meet the legislated requirements of the Committee. Ultimately the Committee must develop Source Protection Plans to protect sources of drinking water from significant risks. These plans must be based on best available science.

Subject to the *Clean Water Act* and attending Regulations, the Committee is 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 Ontario Regulation 287/07 within the required timeframe;
- c. provide notice of a drinking water hazard in keeping with Ontario Regulation 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 Source Protection Plans in keeping with the Regulations within the prescribed timeframe; and,
- f. undertake public consultation as required by Regulation.

2.8.2 Chair

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. ensure that all financial activities of the Committee are carried out correctly and with strict observance of all legal requirements and regulations;
- d. be "ex-officio", a member of all Working Groups, sub-committees and ad hoc Working Groups;
- e. preside over the Source Protection Committee meetings; and,

2.8.3 Project Manager

The Project Manager of the Committee shall represent the Committee in such capacity as and when required, subject to the direction of the Chair of the Committee:

- a. to administer and coordinate the total program of the Committee and to give or cause to be given all notices required by this document;
- b. to keep or cause to be kept accurate records of meetings and accounts of the Committee;
- c. to provide direction and instructions for the consultants, contractors and other individuals engaged to assist in the program of the Committee;
- d. direct the preparation of material or projects to be undertaken by the Committee and to provide such reports as might be from time to time requested by the Committee;
- e. to be responsible for all documentary requirements necessary to obtain approval under the *Clean Water Act*;
- f. to direct the preparation of budget estimates in accordance with the requirements of the Committee;
- g. to carry out or cause to be carried out required financial transactions on behalf of the Committee;
- h. to communicate all instructions from the Committee and its various committees and to supervise the carrying out of all such communications; and,
- i. to 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.

2.8.4 Working Groups

1. The Committee may establish Working Groups or Sub-committees from time to time to consider and recommend policy direction and actions on specific issues, programs, projects, etc. to advance drinking water source protection. Summaries of these meetings will be circulated to the Committee.

2. These working groups will be expected to follow the same Rules of Procedure, Code of Conduct, and Conflict of Interest Policies as the Committee. The Chair is an ex-officio member of Working Groups or Sub-committees established by the Committee.

2.8.5 Signing Officers

The signing officers of the Committee shall be the signing officers of Rideau Valley Conservation Authority, the lead Source Protection Authority.

2.9 INDEMNITY

In keeping with Section 98 of the *Clean Water Act, 2006*, every member of the Committee and the member's heirs, executors, administrators and estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the funds of the Committee from and against all costs charges, and expenses whatsoever which Member of the Committee sustains or incurs in any or about any action, suit or proceeding which is brought, commenced, or prosecuted against the member for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by the member in or about the execution of the duties of the member's office; all other costs, charges and expenses the member sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by the member's own wilful neglect or default.

3 CODE OF CONDUCT AND CONFLICT OF INTEREST

3.1 General

As duly appointed members of the Committee, members are responsible to:

- a. regularly attend Committee meetings;
- b. become aware and knowledgeable of programs, projects, and activities of the Committee;
- c. work collaboratively with their fellow members in developing Source Protection Plans;
- d. keep the sectors and organizations which they represent informed of Committee programs, projects and activities; and,
- e. be prepared to discuss issues and make decisions at all Committee meetings.

Source Protection Committee members will conduct themselves in a manner that:

- a. supports the objectives of the Committee;
- b. brings credibility and goodwill to the Committee;
- c. respects fair play and due process;
- d. demonstrates respect for individuals in all manifestations of their cultural diversity and life circumstances;
- e. respects and gives fair consideration to diverse and opposing viewpoints
- f. demonstrates good faith, prudent judgment, honesty, transparency and openness in their activities on behalf of the Committee;
- g. avoids real or perceived conflicts of interest; and,
- h. publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of Committee business.

Members shall abide by and be governed by the Rules of Procedure, Code of Conduct, and Conflict of Interest Policies as set by the Committee to the satisfaction of the Source Protection Authorities.

3.2 Attendance

Members are expected to attend all meetings. The Chair may approach the Source Protection Authorities to have a member removed if the Chair believes that the absence of a member is having an impact on the Committee.

3.3 Confidential Information

1. The Committee is bound by the Freedom of Information and Protection of Privacy Act (FIPPA). Members have access to confidential information by reason of their participation on the Source Protection Committee and shall conduct themselves in keeping with FIPPA. Where a Member is unsure of the status of information, before making any release he/she shall discuss it with the Project Manager who may see fit to consult with the Chair.

For example, particular care should be exercised in releasing information relating to the following matters:

- personal information about any individual;
- items under litigation;
- personnel matters;
- information about suppliers provided for evaluation which might be useful to competitors;
- sources of complaints about a variety of matters where the identity of the complainant is given in confidence;
- items under negotiation;
- information supplied in support of license applications, etc., where such information is not part of the public documentation;
- schedule of prices in contract tenders; and,
- personal opinions regarding the Committee's policies, regulations and programs should not be given to the public.

The preceding is not an exclusive list.

2. Although the business of the Committee is to be open and transparent, it will be important that personal privacy is maintained throughout the development of the Plans. For this reason, among others, portions of the business of the Committee will be considered private and will be conducted 'In Camera'. Discussions of the Committee, Working Groups, or Sub-committees undertaken in camera, and information related to such discussions, are to be treated with the strictest of confidence. Committee members will continue be bound by FIPPA requirements after they are no longer on the Committee.

3.4 Media Relations

Only the Chair or the Project Manager or his/her designate should comment to the media on behalf of the Committee on policy matters. This policy is not intended to restrict the ability of Members to express an opinion where the Member is not commenting on behalf of the Committee.

3.5 Conflicts of Interest

1. A Member will be considered to have a conflict of interest where he or she or a member of his or her family (spouse, partner, children, parents, or siblings) has a direct or indirect financial interest in a matter, a contract or proposed contract with the Source Protection Committee (SPC) or its agent, the lead Source Protection Authority, and where the Member could influence the decision made by the SPC with respect to the matter or contract.
2. If a potential conflict exists because of a Member's personal or family interest in a property matter, a business dealing with the SPC, or similar circumstance, the Member must advise the SPC of the situation, either verbally or in writing, and this shall be reflected in the minutes. If it is not clear that a conflict exists, then the member should seek independent legal advice.

3. Where a Member declares a conflict, they must refrain from comment and withdraw from the room during the deliberations and voting on the matter.
4. Members should not engage in private employment or render services for any person or corporation where such employment or services are considered a conflict of interest as defined by the Province of Ontario Conflict of Interest legislation. Where a Member is or becomes involved in such private employment and fails to declare a conflict of interest, the Member must resign from the Committee.
5. The conflict of interest policies do not limit members from voting on issues which apply to all areas of the Source Protection Region or voting on matters which result in the issuing of a request for proposals.

3.6 Prohibited Activities

Members shall not:

1. Use the property of Committee, Conservation Authorities, or their agents for personal use.
2. Misrepresent their role as a Member to a third party to further the Member's private interest.
3. Hold oneself out as an official of the Government of Ontario or infer to a third party that the Member has the capacity to deliver a favourable decision from the government.
4. Make representations to a third party that the Government of Ontario has endorsed the business activity that the Member is engaged in.
5. Members shall not use their position or confidential information for private gain or in anyway that benefits the private interest of the Member or a third party.

Partaking in a prohibited activity will result in disciplinary action.

3.7 Gifts and Benefits

1. In order to preserve the image and integrity of the SPC, members shall not accept any gifts, payments, services, privileges or favours from any person or business or organization that has dealings with the Committee except in cases where the value of such item is nominal, received very infrequently, and acceptance of such items does not impair the ability (in fact or appearance), to perform one's duties in an objective and impartial manner. Such gifts, if any, must always be of a form and substance that an impartial observer could not construe them as an improper incentive. All gifts should be reported to the Chair or Project Manager.
2. The "gifts" policy does not apply to gifts received in connection with services to professional organizations or non-profit community groups.

3.8 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 fellows in a fair and equitable manner free from discrimination and/or harassment.

1. Harassment may include, but is not limited to the following:
 - a. **Sexual Harassment**
 - unwelcome remarks, jokes and innuendos or taunting about a person's body, attire, sexual orientation or gender;
 - practical jokes of a sexual nature which causes awkwardness or embarrassment;
 - leering (suggestive staring) or other gestures;
 - unnecessary physical contact such as touching;
 - physical assault; and,
 - demands for sexual favours or repeated unwanted social invitations.
 - b. **Racial or Ethnic Harassment**
 - unwelcome remarks, jokes, innuendos or taunting about a person's racial or ethnic background, colour, place of birth, citizenship or ancestry;
 - the displaying of derogatory or offensive racist pictures or material;
 - refusing to converse or work with a Member or volunteer because of his or her racial or ethnic background; and,
 - insulting gestures or practical jokes based on racial or ethnic grounds, which cause embarrassment or awkwardness.
 - c. **Other Harassment**
 - unwelcome remarks jokes, innuendo or taunting about a person's age, record of offenses, marital status, family status, handicap or creed.
2. **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
 - ii. discuss the situation, in confidence, with the Chair or Project Manager;
 - iii. keep a short written record of dates, incidents and names of witnesses, if any;
 - iv. if necessary, prepare a written complaint.

3. Investigation

Upon receipt of a verbal or written complaint, the Chair or Project Manager will conduct an investigation in confidence. The Chair or Project Manager may make

use of advice from Human Resources or legal experts as may be deemed necessary. If the investigation concludes that harassment has occurred, appropriate disciplinary action will be taken (this may include suspension or termination). If the investigation concludes that the complaint is unfounded the complaint and investigation file will be destroyed. The Member or staff who issued the complaint will be informed of the results of the investigation and of any action taken.

3.9 Personal Conduct (which interferes with performance of duties)

1. Members are expected to conduct themselves in an appropriate manner and any conduct that deliberately frustrates the work of the committee may result in termination of the members' appointment.
2. A member may be removed by the Source Protection Authorities (SPAs), on its own initiative or at the request of the Chair.
3. Pursuant to Ontario Reg. 288/07, s. 7(4) appointments are subject to the condition that members attend meetings and abide by the Code of Conduct and Conflict of Interest Policy. Failure to abide by these conditions is grounds for the removal of the member from the Committee. The SPAs may also remove a member if the Authority is of the opinion that the member does not meet the conditions of appointment described Section 7 of the Regulation which pertains to residing, owning or renting land, or being employed within the Mississippi-Rideau Source Protection Region.
4. The source protection authorities shall provide the member and the chair with an opportunity to make in-person submissions to the authority before it considers the request, either publicly or in-camera, to remove the member from office, and further, the member and chair will be entitled to be present to receive the Authorities' decision, including the reasons for the final decision.
5. A Member who has concerns about the conduct of another Member regarding compliance with the Code of Conduct or Conflict of Interest Policy should raise concerns with the Chair. The Chair will conduct an investigation following Section 3.8.3 of this document.
6. A Member who has concerns about the conduct of the Chair regarding compliance with the Code of Conduct or Conflict of Interest Policy should raise those concerns with the Minister. The Minister will conduct an appropriate process to determine compliance.
7. Procedures to be followed in dealing with the removal of a member from office are as described in section 22 of Ontario Regulation 288/07.

4 ACKNOWLEDGEMENT

I, _____, a Member of the Source Protection Committee for the Mississippi-Rideau Source Protection Region, hereby acknowledge that I have reviewed the Governing Rules of Procedure, Code of Conduct and Conflict of Interest Policy for Members of the Source Protection Committee dated _____ and further acknowledge that I understand that it is a condition of my appointment to the Source Protection Committee that I will comply with the Governance Document and, in particular, the Code of Conduct and Conflict of Interest policy.

Date: _____

Print Name of Member

Signature of Member

Print Name of Project Manager

Signature of Project Manager

5 SCHEDULE A - Compensation and Expenses for Chair

Remuneration and expenses of the chair of the source protection committee for Mississippi-Rideau Source Protection Region shall be in keeping with his/her letter of appointment from the Ontario Minister of the Environment dated August 20, 2007 as follows:

- A. For each day of attendance, for a period in excess of three hours, at a meeting of the source protection committee, or upon other official business of the committee,

\$350
- B. For each occasion that the chair is engaged upon business of the source protection committee for a period in excess of one hour but not in excess of three hours for which remuneration would be paid under paragraph 1 except for the short duration of the business proceedings, one-half of the daily rate set out in paragraph A.
- C. Paragraph A applies in like manner for each day that the chair is engaged for a period in excess of three hours, in preparation for a meeting or other official business of the source protection committee.
- D. Paragraph B applies in like manner for each occasion that the chair is engaged for a period in excess of one hour but not in excess of three hours, in preparation for a meeting or other official business of the source protection committee.
- E. Necessary travel and other allowable expenses incurred by the chair in the performance of his or her duties as a member of the source protection committee.
- F. For each hour in a day in excess of nine and a half hours, at a meeting of the source protection committee, upon other official business of the source protection committee, or traveling necessary to the official business of the source protection committee, 0.08 of the daily rate set out in paragraph A.
- G. No chair receiving payment under paragraph C and D shall receive more than one day's payment with respect to any one day of meetings of the Committee, or upon other official business of the Committee.
- H. Paragraph G does not apply if the Minister authorizes more than one day's preparation because of the quantity or complexity of the material to be reviewed.

6 SCHEDULE B - Compensation and Expenses for Members

All per diem expenses, mileage and other allowable expenses of the Members of the Source Protection Committee are to be in accordance with the procedural direction and policies of the Mississippi-Rideau Source Protection Authorities as follows:

Per Diem Rate for MRSPC Members: \$200

- “per diem” is the amount payable for work periods in excess of three hours; when less than three hours of work is involved; one-half of the per diem rate will be paid.
- Only one per diem payment can be paid to an individual for each calendar day. The per diem base is deemed to be seven and a half hours.
- Committee members will receive a per diem for their participation at Source Protection Committee and working group meetings, public consultation sessions, and training workshops, and they will receive mileage expenses to and from those events

Mileage Rate for MRSPC Members: \$0.44 per kilometre