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Tuesday, February 11, 2008

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**MEETING OF THE SOURCE PROTECTION COMMITTEE #2/08
February 11, 2008**

The Source Protection Committee Meeting #2/08, was held in the South Theatre, Black Creek Pioneer Village, on Monday, February 11, 2008. The Acting Chair Irv Harrell, called the meeting to order at 10:10 a.m.. Chair Susan Self took over chairing the meeting upon arrival at the meeting.

PRESENT

Jessica Annis	Member
Andrea Bourrie	Member
Wendy Burgess	Member
Bob Burnside	Member
Michael D'Andrea	Member
Neil Garbe	Member (To be confirmed*)
Jessica Ginsburg	Member
Robert Goodings	Member
Irv Harrell	Member
Robert Hester	Member
David Kentner	Member
Heather Laidlaw	Member
Peter Miasek	Member
Lynn Moore	Member
Peter Orphanos	Member
John Presta	Member
Fred Ruf	Member
Mark Schiller	Member
Susan Self	Chair
Howard Shapiro	Member

ABSENT

Juli Abouchar	Member
Michael Garrett	Member

* Neil Garbe's nomination and appointment is in progress by the Region of York to replace Debbie Korolnek. When confirmed by York Region, Mr. Garbe's appointment needs to be confirmed at the next Source Protection Authority meeting.

RES.#A9/08 - MINUTES

Moved by: David Kentner
Seconded by: Heather Laidlaw

THAT the Minutes of Meeting #1/08, held on February 11, 2008, be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

The following responses to questions raised at SPC Meeting #1/08, held on January 29, 2008, were presented by Kate Turner, Interim Liaison Officer, Source Protection Programs Branch, Drinking Water Management Division, Ministry of the Environment.

QUESTION: Will the consultation process be streamlined for amending the Terms of Reference?

ANSWER: MOE has heard from several SPCs that flexibility would be appreciated, so MOE will be evaluating the option of amending the Regulation to streamline consultation on any amendments. Suggestions on who should be consulted on amendments would be helpful.

QUESTION: Is there enough flexibility in the process of consultation on the Terms of Reference to allow for alternative ways of doing it?

ANSWER: This depends on what the proposed alternative method is. As a general rule, SPCs should check their consultation ideas against the regulation to make sure it meets the intent of the law and the minimum requirements. If it really is not obvious whether the proposed idea would be acceptable, then the SPC can consult MOE.

QUESTION: Is there a presentation Ian Smith gave in the past on the results of the jurisdictional scan by MOE on source water protection approaches elsewhere?

ANSWER: MOE staff will make a presentation on the jurisdictional scan at a future meeting. The presentation was lost but Michael D'Andrea indicated he may have a copy of it.

QUESTION: Can the SPC post the Terms of Reference on the EBR?

ANSWER: No.

QUESTION: Can the Terms of Reference and budget be amended?

ANSWER: Yes, but keep in mind that the estimates are used in the provincial budgeting process.

QUESTION: Is there more detail from MOE on where this is all going ie. what will be in a SPP and what are we working toward; what restrictions, policies, etc. will be established?

ANSWER: The Source Protection Plan Discussion Paper will not be ready by mid-March when the CTC SPC was hoping to hear about this topic. Aside from what has already been given (examples of policies and implementation tools), it does not seem that MOE will be able to provide any further insight on source protection plans until the summer.

CORRESPONDENCE

- (a) A letter dated January 21, 2008 from Ian Smith, Director, Source Water Protection Branch, MOE, in regard to Terms of Reference Funding and Work Plan Guidance Memo.
- (b) A bulletin provided by Ian Smith, Director, Source Water Protection Branch, MOE, in regard to Municipal Terms of Reference Bulletin Template.
- (c) A memo dated February 2, 2008 from Robert Goodings, SPC Member, in regard to WEF Journal and articles that may be of interest.
- (d) An email dated February 6, 2008 from Ian Smith, Director, Source Water Protection Branch, MOE, in regard to Guidance on the Preparation of the Terms of Reference under the Clean Water Act, 2006 and Ontario Regulation 287/07.

RES.#A10/08 - CORRESPONDENCE

Moved by: John Presta
Seconded by: Andrea Bourrie

THAT above-noted correspondence (a) - (d) be received.

CARRIED

Correspondence (A)

Ministry of
Environment

Ministry of the
Natural Resources



January 21, 2008

MEMORANDUM

TO: Source Protection Committee Chairs
Source Protection Region Project Managers

FROM: Ian Smith
Director
Source Protection Programs Branch
Ontario Ministry of the Environment

Dan Marinigh
Director (A)
Lands and Waters Branch
Ontario Ministry of Natural Resources

SUBJECT: Re: Terms of Reference Funding and Work Plan Guidance

During our meeting on December 3rd and 4th, 2007, several issues came up regarding the Terms of Reference (ToR). We would like to provide some clarification and guidance on two of these matters:

- (1) The alignment of the Terms of Reference estimated costs and the program funding.
- (2) Guidance on how to workplan for the Assessment Report and Source Protection Plan.

1) The alignment of the Terms of Reference and the program funding

The regulation requires that Source Protection Committees (SPC) provide estimated costs in the Terms of Reference to complete tasks for the Assessment Report and the Source Protection Plan. These cost estimates will be done in partnership with Source Protection Authorities (SPAs) and municipalities who decide to undertake some of the tasks. It is important to note that the Terms of Reference regulation requires estimated costs as there is recognition that assumptions are made when determining those financial matters. It should also be noted that in many Source Protection Regions, residual funds from previous grants for technical studies are in reserve accounts and these funds must be reconciled in calculating the specific estimated costs of each SPA.

The Ministry of the Environment (MOE) and Ministry of Natural Resources (MNR) will then review these estimated cost, and the investments to date, base allocations and any residual funds from previous technical studies grants to determine if there will be a "net remaining" request and how that 'net' will be met; possibly through reallocation of MNR base funding or additional new funding if available. In the absence of new funding, discussions may ensue on how to complete the work within the available funding.

MOE and MNR work with SPAs (specifically the project managers) and the SPC Chairs to clearly communicate how the allocated funding will be available to each Source Protection Region so that the Terms of Reference estimated costs can align as closely as possible with the funds provided.

MOE will be using the estimated costs in the Terms of Reference as a benchmark to monitor overall source protection funding requirements.

2) Guidance on how to work plan for the Assessment Report and Source Protection Plan.

a) Completing the work plan for the Assessment Report

The objective of the Terms of Reference is to develop a work plan that outlines who is responsible for undertaking what tasks in order to complete the Assessment Report and the Source Protection Plan.

The guidance for the work to complete the Assessment Report has been available since 2005 (and periodically updated). MOE and MNR have provided capacity building and technical studies funding for that work. We recognize that without a final Assessment Report regulation and Director's Rules, we cannot state that these tasks are complete. However, we can assure you the regulations and Director's Rules will not dismiss the work currently underway or already completed. The most likely scenario is that additional work, such as consultation, may be required.

The steps for completing the Assessment Report are in the presentation made during the SPC training sessions. MOE hopes to have the draft Assessment Report regulations and Director's Rules available shortly for your review and use in completing this component of the Terms of Reference.

b) Completing the work plan for the Source Protection Plan

While work has been done on what will be required in the Assessment Report, there is little beyond the legislation as to what will be in the Source Protection Plan (SPP). We recognize that the Source Protection Plan is highly dependent upon the outcome of the Assessment Report, and that these circumstances pose challenges when asking for a work plan for the Source Protection Plan.

As a result, we may request that the SPC, once the Assessment Report is submitted for approval and the regulations and guidance for the SPP are in place, provide an updated Terms of Reference. While we have heard concerns about the lengthy consultation process around an amended Terms of Reference, it may be that at the conclusion of the Assessment Report such a consultation on work planning for the Source Protection Plan would be appropriate.

In the meantime, we are advising the following options for consideration:

- a) If a municipality is willing to undertake the work in the vulnerable areas around their drinking water system (e.g. wellhead protection areas and intake protection zones) for the Assessment Report, request that the municipalities also be assigned as leads to develop the policies for significant drinking water threats that may occur in those vulnerable areas. As a result the council resolution that is needed to agree to undertake the task should include both undertaking the work in the vulnerable areas and the lead role to develop the policies for the threats around those vulnerable areas. You may emphasize that the Terms of Reference will be updated and that the municipality may reconsider the issue once the Assessment Report is submitted for approval.
- b) Assign the SPC as the lead for all tasks under the Source Protection Plan and review this assigning in consultation with municipalities when the Assessment Report is submitted for approval.

Should you have any questions or comments, please do not hesitate to call Keith Willson, Manager of Source Protection Approvals (416) 314 - 0560 or keith.willson@ontario.ca.

Thank you for your considerable efforts in advancing the Drinking Water Source Protection Program.

Ian Smith
Director
Source Protection Programs Branch
Ontario Ministry of the Environment

Cc: Dan Marinigh
A/Director Lands and Waters Branch Ontario Ministry of Natural Resources

Correspondence (C)



Insert CA logo

[Insert Date]

Municipal Bulletin

The Clean Water Act requires that source protection committees develop the Terms of Reference, Assessment Report and Source Protection Plan for their local Source Protection Areas. The Terms of Reference for your Source Protection Area is due in August 2008.

Your responsibilities during the Terms of Reference planning stage:

- 1) Participate in consultations on the development of the Terms of Reference.
- 2) Consider if bringing in additional drinking water systems, and if so pass council resolution(s) for the systems' inclusion in the Terms of Reference.
- 3) Identify if your municipal residential drinking water system (or any well or intake) is being taken out of use within the next five years. If so it is eligible to be excluded from source protection planning if the council passes a resolution to this effect.
- 4) Negotiate with the Source Protection Committee to do work for the Assessment Report and Source Protection Plan; follow up with council resolution agreeing to undertake tasks.
- 5) Comment on the proposed Terms of Reference.

An update from your local Source Protection Committee!

- [Insert any key updates that would that would be of interest to municipalities and/or require decisions from municipalities]

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Correspondence (C)

February 2, 2008

Memo to Members on CTC Source Protection Committee

Re: WEF Journal and articles that may be of interest.

Earlier this year I received a copy of the journal - *Winter 2007 –Volume 2 - INFLUENTS – Official Publication of the Water Environment Association of Ontario*. The prime topic in this edition is written on the front cover.

Source Water Protection – the drinking and wastewater connection .

I wondered if members of the Source Committee would be interested in reading it so asked the editor of *Influents* to send a number of copies to Beverley Thorpe for distribution.

It is clear that the wastewater industry is quite interested in the topic that is central to our activities.

I trust that you may be interested in some of the articles I have identified.

In the Spotlight pages 8 and 9

The sentence – “There should be a unified approach from the province on understanding and protecting water resources, particularly the Great Lakes.” Is in fact an issue before the CTC Source Protection Committee.

Source Water Protection and Stormwater Management – Where the Clean Water Act Meets With Stormwater management – Pages 20 to 24

This is a long article outlining the history of creation and content of the many Provincial Acts of interest to the committee. The two inserts on page 24 are very good outlines of the City of Toronto’s *Wet Weather Flow Policy* and description of *Water Balance in Toronto*. I expect we will learn more about this as time goes on.

Drinking Water Quality Management Standard – Pages 26 and 27

While this topic is not central to our Committee business, it does outline the conditions imposed on municipal waterworks systems by the Province’s *Drinking Water Quality Management Standard* and *Municipal Drinking water Licence*. I expect that Municipal and publicly owned and operated water and wastewater systems that are in the CTC areas are meeting these.

Environmental Legislation Fatigue – Pages 28 and 29

The information on these pages needs no introduction to the Committee members. It may signal to our committee that our Terms of Reference will add to this fatigue and we should recognize this in making our decisions.

Regulatory News – MOE Releases New Guidelines for Chemical and Waste Storage Pages 44 and 45

An interesting article for two reasons – one of our committee members Juli Abouchar co authored it, - and it deals with one of the potential risks to water quality for both the Well Head Protection Zones and the Intake Protection Zones.

The rest of the journal is about the people, companies and organizations that are dealing with the central issues in protecting drinking water quality.

Correspondence (D)

Received via email February 6, 2008

To: Chairs and Project Managers

Sent on Behalf of Ian Smith, Director, Source Protection Programs Branch – Ministry of the Environment

Please find attached a copy of the Ministry of the Environment's "*Guidance on the Preparation of the Terms of Reference under the Clean Water Act, 2006 and Ontario Regulation 287/07*".

We trust that this document provides information to assist you in continuing to move forward with your source protection committee in the preparation of the terms of reference required under the *Clean Water Act* .

In the coming days, the Project Managers will also receive an email containing the Terms of Reference Wizard and installation instructions. The Wizard is a computer tool to assist in organizing and formatting all the information you and the committee compile for your terms of reference. I am pleased to note that Daniella Molnar will be leading the first Wizard training session for those Project Managers that are available on March 5, 2008. Prior to this session, Daniella will be distributing an updated version of the Terms of Reference Guidance that incorporates additional instructions related to the Wizard. While we encourage you to practice using the Wizard after you receive it, we recommend you wait until you receive the Wizard training and written instructions to begin populating the Wizard with data.

My staff are available to answer any specific questions you have about the content of this Guidance document and the terms of reference requirements under the *Clean Water Act* . Please don't hesitate to contact Daniella Molnar or Debbie Scanlon.

Regards,

Ian

(File circulated with agenda, printed copies available at meeting.)

SECTION I - ITEMS FOR COMMITTEE ACTION

RES.#A11/08 - INTERIM WATERSHED CHARACTERIZATION REPORT FOR TORONTO AND REGION SOURCE PROTECTION AREA, FEBRUARY 19, 2007

Receipt and acceptance of Interim Watershed Characterization report by CTC Source Protection Committee for use as a foundation document for the Toronto and Region Source Protection Area Assessment Report.

Moved by: Mark Schiller
Seconded by: Fred Ruf

THAT the presentation by Don Ford, Manager, Geoenvironmental, TRCA, and Project Lead, Toronto and Region Source Protection Area, in regard to the Interim Watershed Characterization Report for Toronto and Region Source Protection Area, February 19, 2007, be received;

THAT the CTC Source Protection Committee receive and accept the Interim Watershed Characterization Report for the Toronto and Region Source Protection Area (TRSPA) as a foundation document for the Assessment Report (Module 1);

THAT the Response to Peer Evaluation of TRCA's Preliminary Watershed Characterization Report be received;

THAT the Peer Evaluation of Interim Watershed Characterization Reports (CTC Region), Workshop Report, December 4, 2006 be received;

AND FURTHER THAT the Watershed Characterization Peer Evaluation, Summary Report for Toronto and Region Conservation Authority by Conservation Ontario, December 2007, be received.

CARRIED

**** NOTE: THIS RESOLUTION WAS RE-OPENED AND AMENDED AS PER RESOLUTION #A13/08**

BACKGROUND

At CTC Source Protection Committee (SPC) Meeting #1/08, held on January 29, 2008, members of the SPC requested that staff prepare a report and make a presentation on the work that has been completed to date on watershed characterization and water budget to seek the SPC acceptance of this work as a foundation for the work required for the assessment reports to be prepared.

The SPC is required to prepare Terms of Reference outlining the work to be done to complete Assessment Reports and Source Protection Plans for each source protection area within the CTC Watershed Region. A foundation report will serve as a starting point for completion of the respective module of the assessment report. The SPC must consider the extent to which the completed work will address the requirements of Assessment Report and what additional work will be required. The SPC will then review and accept the final module and the assessment report.

The *Interim Watershed Characterization Report* provides a description of the physical, sociological, and economic characteristics of the TRCA watersheds based on guidance issued by the Ministry of the Environment (MOE). The most current version of the provincial guidance module is available from the MOE's website at:

www.ene.gov.on.ca/en/water/cleanwater/cwa-guidance.php.

In addition, Toronto and Region Conservation (TRCA) produced a series of maps drawn from geo-referenced, digital information. These maps provide a broad understanding of distributions and patterns of the physical, sociological and economic characteristics across the watershed. The objective was to combine the available information from TRCA studies with work completed by our municipal partners, the Province of Ontario, and the federal government and identify gaps to be filled by subsequent studies.

In TRCA's case, the available documentation included a wide range of studies from land use and wellhead protection area mapping provided by our partner municipalities to fisheries management plans produced by TRCA in partnership with the Ministry of Natural Resources and the federal Department of Fisheries and Oceans to watershed planning studies completed by TRCA. All of these studies have drawn on knowledge generated through previous conservation authority and municipal projects, including:

- watershed plans;
- regional monitoring programs;
- wellhead protection area delineation;
- permits to take water; and
- environmental assessments for water supplies.

Toronto and Region Conservation has received funding from the Province of Ontario since November 2004 to complete source protection initiatives to fill the identified gaps. In addition, other supporting studies were undertaken by TRCA's municipal partners, including:

- wellhead protection area delineation;
- water quality assessment; and
- threats inventories.

Current Status

Toronto and Region Conservation staff prepared a *Preliminary Watershed Characterization Report* in July, 2005 based on data available to TRCA as of December 31, 2004. This report was updated with new data in June 2006 and then extensively reviewed by staffs of the municipalities, Conservation Ontario, and Ministry of Natural Resources at a facilitated workshop held on September 20 and 21, 2006. TRCA incorporated responses to comments received at the workshop into a revised report entitled *Interim Watershed Characterization Report* (printed copies to be made available at meeting, electronic version on SPC CD#2). The workshop facilitator's report as well as the table outlining the peer reviewers' comments and how they were addressed are attached with the agenda and printed copies will be made available at the February 11, SPC meeting.

The *Interim Watershed Characterization Report*, was provided to Conservation Ontario for peer evaluation in March 2007 and comments were received in January 2008. The comment table from Conservation Ontario is attached with the agenda and printed copies will be made available at the February 11, SPC meeting. In general, comments were positive. A number of information gaps were gaps identified in the areas covered by municipal projects (i.e., water quality and threats inventories). These gaps will be addressed in preparing the assessment report. The work required to address the gaps will be identified in the Terms of Reference for the Toronto and Region Source Protection Area.

RATIONALE

TRCA has prepared an *Interim Watershed Characterization Report*. Peer reviews are complete for this report. Comments are welcome from the Source Protection Committee, and will be incorporated into the overall process. Although there are data and knowledge gaps identified in the report, it can serve as a foundation document for input into the Assessment report along with the other documents prepared by TRCA's municipal partners.

Report prepared by: Don Ford, extension 5369

Emails: dford@trca.on.ca

For Information contact: Don Ford, extension 5369

Emails: dford@trca.on.ca

Date: February 05, 2008

Attachments: Please refer to electronic files circulated with agenda as referenced.

MOTION TO RE-OPEN

RES.#A12/08

Moved by: John Presta

Seconded by: Heather Laidlaw

THAT item 7.1 - Interim Watershed Characterization Report for Toronto and Region Source Protection Area, February 19, 2007, be re-opened.

CARRIED

AMENDMENT

RES.#A13/08 -

INTERIM WATERSHED CHARACTERIZATION REPORT FOR TORONTO AND REGION SOURCE PROTECTION AREA, FEBRUARY 19, 2007

Receipt and acceptance of Interim Watershed Characterization report by CTC Source Protection Committee for use as a foundation document for the Toronto and Region Source Protection Area Assessment Report.

Moved by: Andrea Bourrie

Seconded by: Jessica Ginsburg

THAT the second paragraph of the main motion be amended to read:

THAT the CTC Source Protection Committee receive the Interim Watershed Characterization Report for the Toronto and Region Source Protection Area (TRSPA) as a foundation document for the Assessment Report (Module 1), subject to staff addressing the following issues and any issues identified by email to the project lead and Communications Administration Coordinator, CTC Region three weeks after presentation of the report (March 3, 2008):

- **groundwater quantity and quality concerns identified in the report to be identified as a concern, for example, salt and pesticides;**
- **salt be identified as a concern in the Town of Whitchurch-Stouffville in the revisions to the watershed characterization report when they are done as part of the Assessment Report preparation.**

THE AMENDMENT WAS

CARRIED

THE MAIN MOTION, AS AMENDED, WAS

CARRIED

THE RESULTANT MOTION READS AS FOLLOWS:

THAT the presentation by Don Ford, Manager, Geoenvironmental, TRCA, and Project Lead, Toronto and Region Source Protection Area, in regard to the Interim Watershed Characterization Report for Toronto and Region Source Protection Area, February 19, 2007, be received;

THAT the CTC Source Protection Committee receive the Interim Watershed Characterization Report for the Toronto and Region Source Protection Area (TRSPA) as a foundation document for the Assessment Report (Module 1), subject to staff addressing the following issues and any issues identified by email to the project lead and Communications Administration Coordinator, CTC Region three weeks after presentation of the report (March 3, 2008):

- **groundwater quantity and quality concerns identified in the report to be identified as a concern, for example, salt and pesticides;**
- **salt be identified as a concern in the Town of Whitchurch-Stouffville in the revisions to the watershed characterization report when they are done as part of the Assessment Report preparation.**

THAT the Response to Peer Evaluation of TRCA's Preliminary Watershed Characterization Report be received;

THAT the Peer Evaluation of Interim Watershed Characterization Reports (CTC Region), Workshop Report, December 4, 2006 be received;

AND FURTHER THAT the Watershed Characterization Peer Evaluation, Summary Report for Toronto and Region Conservation Authority by Conservation Ontario, December 2007, be received.

RES.#A14/08 -

CONCEPTUAL WATER BUDGET REPORT FOR TORONTO AND REGION SOURCE PROTECTION AREA, APRIL 2007

Receipt and acceptance of Conceptual Water Budget Report by CTC Source Protection Committee as a foundation document for use in development of the Toronto and Region Source Protection Area Assessment Report.

Moved by: Jessica Ginsburg
Seconded by: Peter Orphanos

THAT the presentation by Don Ford, Manager, Geoenvironmental, TRCA, and Project Lead, Toronto and Region Source Protection Area, in regard to the Conceptual Water Budget Report for Toronto and Region Source Protection Area, April, 2007, be received;

THAT the CTC Source Protection Committee receive and accept the Conceptual Water Budget Report for the Toronto and Region Source Protection Area (TRSPA) as a foundation document for the Assessment Report (Module 7);

THAT the CTC Source Protection Committee receive as information the Draft Tier 1 Water Budget Report for the Toronto and Region Source Protection Area and that staff be directed to report back to the committee after completion of the peer review of this report to seek acceptance of the revised report;

AND FURTHER THAT the document, Response to TRCA Conceptual Water Budget Peer Review Process, be received.

AMENDMENT
RES.#A15/08

Moved by: Jessica Ginsburg
Seconded by: Peter Orphanos

THAT the second paragraph of the main motion be amended to read:

THAT the CTC Source Protection Committee receive the Conceptual Water Budget Report for the Toronto and Region Source Protection Area (TRSPA) as a foundation document for the Assessment Report (Module 7), subject to staff addressing the following issues and any issues identified by email to the project lead and Communications Administration Coordinator, CTC Region three weeks after presentation of the report (March 3, 2008):

- **that the report be amended to indicate that there is not an obligation to develop the source protection plan in the context of the watershed plan;**
- **that a presentation be made at a future meeting on the relationship between source protection plans and watershed plans;**

AND FURTHER THAT the third paragraph be removed from the main motion.

THE AMENDMENT WAS

CARRIED

THE MAIN MOTION, AS AMENDED, WAS

CARRIED

THE RESULTANT MOTION READS AS FOLLOWS:

THAT the presentation by Don Ford, Manager, Geoenvironmental, TRCA, and Project Lead, Toronto and Region Source Protection Area, in regard to the Conceptual Water Budget Report for Toronto and Region Source Protection Area, April, 2007, be received;

THAT the CTC Source Protection Committee receive the Conceptual Water Budget Report for the Toronto and Region Source Protection Area (TRSPA) as a foundation document for the Assessment Report (Module 7), subject to staff addressing the following issues and any issues identified by email to the project lead and Communications Administration Coordinator, CTC Region three weeks after presentation of the report (March 3, 2008):

- **that the report be amended to indicate that there is not an obligation to develop the source protection plan in the context of the watershed plan;**
- **define the relationship between source protection plans and watershed plans;**

AND FURTHER THAT the document, Response to TRCA Conceptual Water Budget Peer Review Process, be received.

BACKGROUND

At CTC Source Protection Committee (SPC) Meeting #1/08, held on January 29, 2008, members of the SPC requested that staff prepare a report and make a presentation on the work that has been completed to date on water budgets to seek the SPC acceptance of this work as a foundation for the work required for the assessment reports.

The SPC is required to prepare Terms of Reference outlining the work to be done to complete Assessment Reports and Source Protection Plans for each source protection area within the CTC Source Protection Region. A foundation report will serve as a starting point for completion of the respective module of the assessment report. The SPC must consider the extent to which the completed work will address the requirements of Assessment Report and what additional work will be required. The SPC will then review and accept the final module and the assessment report.

The Ministry of the Environment (MOE) prepared Guidance Module 7: *Water Budget and Water Quantity Risk Assessment*, which outlines the steps to:

- estimate the quantity of water flowing through a watershed;
- understand the pertinent processes and pathways water follows, and
- assess the reliability of water supply sources from a quantity perspective.

The goals of the water budget/water quantity risk assessment process are to:

- compile surface water, groundwater, and water use data,
- identify watershed communities where the reliability of water supplies is questionable, and
- highlight key factors that may limit the reliability of the water supply.

This process should identify appropriate risk management activities that may be required to ensure a reliable supply of municipal drinking water. The most current version of the Ministry of the Environment's Guidance Module 7 is available from the MOE's website at www.ene.gov.on.ca/en/water/cleanwater/cwa-guidance.php.

For Toronto and Region Conservation (TRCA), the available data and knowledge included an extensive hydrologic database along with a three-dimensional groundwater flow model produced by the York-Peel-Durham-Toronto groundwater management study team in partnership with the Conservation Authority Moraine Coalition (CAMC). This information was supplemented by water use studies completed by TRCA's municipal partners and a water use survey conducted by TRCA field staff in 2005-2006. Surface water flow data were obtained from stream gauges operated by the Water Survey of Canada, and groundwater level data were obtained from 22 monitoring wells in TRCA's share of the Provincial Groundwater Monitoring Network.

Toronto and Region Conservation (TRCA) has received funding from the Province of Ontario since November 2004 to complete initiatives to fill identified data and knowledge gaps, such as actual water use and numerical model uncertainty.

Current Status

In February 2006, TRCA, with the help of a consultant (Gartner Lee Limited) prepared a draft Conceptual Water Budget. This report summarized the hydrology and hydrogeology of the TRCA watersheds, along with the water budget parameters (i.e., precipitation, evapotranspiration, runoff, recharge, and groundwater discharge). The key issues identified in this report were the distribution of the water budget parameters across the watersheds, and differences between the surface water and groundwater modelling results from studies that had been previously undertaken (i.e. prior to source water protection).

The peer review for this component was initiated in 2006 and included external consultants (Golder Associates Limited, and S.S. Papadopoulos and Associates), the Ministry of Natural Resources, the Regional Municipalities of Peel, York, and Durham, as well as the City of Toronto. The document, *Response to TRCA Conceptual Water Budget Peer Review Process*, provides the table summarizing the peer review comments and the response to the comments (circulated with the agenda and printed copies will be available at the February 11, SPC meeting). Peer reviewers were explicitly requested to confirm their agreement to the disposition of their comments.

The revised report entitled *Draft Accepted Conceptual Water Budget Report* was issued in April 2007 (electronic version available on SPC CD#1, printed copies provided at SPC meeting#1/08). This revised report addressed all of the peer review comments, with the exception of several issues (i.e., maps and analysis required in guidance issued by the province after the draft report was prepared) that were deferred to the Tier 1 study.

In accordance with the provincial guidance, the recommendation from this report was to continue with a Tier 1 level stress assessment for all of TRCA's watersheds using coupled surface water and groundwater models.

The Tier 1 report has now been prepared in draft (printed copies will be available at the February 11, SPC meeting). Formal peer review is now being undertaken with the Municipal Technical Advisory Working Group, and the same peer review team utilized for the Conceptual Water Budget Report. A peer review meeting has been tentatively scheduled for Thursday, March 6, 2008 for the consultants and technical staff to make a presentation to peer reviewers and to answer initial questions. Written comments are being sought from the peer reviewers.

Comments and responses will be tracked as was done for the Conceptual Water Budget, including acceptance of the peer reviewers on the disposition of their comments. The revised report will be brought to the Source Protection Committee for receipt and acceptance.

RATIONALE

Toronto and Region Conservation has prepared a *Draft Accepted Conceptual Water Budget Report* for our watersheds and a *Draft Tier 1 Water Budget Report*. The peer review for is complete for the Conceptual Water Budget, and is underway for the *Draft Tier 1 Water Budget Report*. Comments are welcome from the Source Protection Committee, and will be incorporated into the overall process. Although there are identified gaps in the reports, they can serve as foundation documents for the Assessment report along with the other documents prepared by TRCA's municipal partners.

Report prepared by: Don Ford, extension 5369

Emails: dford@trca.on.ca

For Information contact: Don Ford, extension 5369

Emails: dford@trca.on.ca

Date: February 05, 2008

Attachments: Please refer to electronic files circulated with agenda as referenced.

RES.#A16/08 - INTERIM WATERSHED CHARACTERIZATION REPORT FOR CREDIT VALLEY SOURCE PROTECTION AREA, FEBRUARY 28, 2007
Receipt and acceptance of Interim Watershed Characterization Report by CTC Source Protection Committee for use as a foundation document for the Credit Valley Source Protection Area Assessment Report.

Moved by: Peter Orphanos
Seconded by: Heather Laidlaw

THAT the presentation by John Kinkead, Manager, CVC, and Project Lead, Credit Valley Source Protection Area, in regard to the Interim Watershed Characterization Report for Credit Valley Source Protection Area, February 28, 2007, be received;

THAT the CTC Source Protection Committee receive and accept the Interim Watershed Characterization Report for the Credit Valley Source Protection Area (CVSPA) as a foundation document for the Assessment Report (Module 1);

AND FURTHER THAT the document, Watershed Characterization Peer Evaluation, Summary Report for Credit Valley Conservation by Conservation Ontario, December 2007, be received.

CARRIED

**** NOTE: THIS RESOLUTION WAS RE-OPENED AND AMENDED
AS PER RESOLUTION #A18/08**

BACKGROUND

At CTC Source Protection Committee (SPC) Meeting #1/08, held on January 29, 2008, members of the SPC requested that staff prepare a report and make a presentation on the work that has been completed to date on watershed characterization and to seek the SPC acceptance of this work as a foundation for the work required for the assessment reports to be prepared.

The SPC is required to prepare Terms of Reference outlining the work to be done to complete Assessment Reports and Source Protection Plans for each source protection area within the CTC Source Protection Region. A foundation report will serve as a starting point for completion of the respective module of the assessment report. The SPC must consider the extent to which the completed work will address the requirements of Assessment Report and what additional work will be required. The SPC will then review and accept the final module and the Assessment Report.

The Interim Watershed Characterization Report provides a description of the physical, sociological, and economic characteristics of the Credit River Watershed based on guidance issued by the Ministry of the Environment (MOE). The most current version of the provincial guidance module is available from the MOE's website at www.ene.gov.on.ca/en/water/cleanwater/cwa-guidance.php.

In addition, Credit Valley Conservation (CVC) produced a series of maps drawn from geo-referenced, digital information. These maps provide a broad understanding of distributions and patterns of the physical, sociological and economic characteristics across the watershed. The objective was to combine the available information from CVC studies with work completed by our municipal partners, the Province of Ontario, and the federal government and identify gaps to be filled by subsequent studies.

Over the years, CVC has undertaken numerous watershed based investigations. These investigations have occurred hand in hand with other work undertaken by partner municipalities and other stakeholders within the watershed. All of these studies have drawn on knowledge generated through previous CVC and municipal projects, including:

- watershed plans;
- regional monitoring programs;
- wellhead protection area delineation;
- permits to take water; and
- environmental assessments for water supplies.

CVC has received funding from the Province of Ontario since November 2004 to complete source water protection initiatives to fill the identified gaps. In addition, other supporting studies were undertaken by CVC's municipal partners, including:

- wellhead protection area delineation;
- water quality assessment; and
- threats inventories.

Current Status

CVC staff prepared a Preliminary Watershed Characterization Report in July, 2005, based on data available to December 31, 2005. This report was updated with new data in June 2006 and then extensively reviewed by staffs of the municipalities, Conservation Ontario, and Ministry of Natural Resources at a meeting held on November 14, 2006. CVC incorporated responses to comments received at the meeting and thereafter, into a revised report entitled *Interim Watershed Characterization Report* (electronic version on SPC CD#2, printed copies will be provided at the February 11, SPC meeting).

The *Interim Watershed Characterization Report*, was provided to Conservation Ontario for peer evaluation in March 2007 and comments were received in January 2008. The comment table from Conservation Ontario has been circulated with the agenda and printed copies will be available at the February 11, SPC meeting. In general, comments were positive. A number of information gaps were gaps identified in the areas covered by municipal projects (i.e., water quality and threats inventories). These gaps will be addressed in preparing the assessment report. The work required to address the gaps will be identified in the Terms of Reference for the Credit Valley Source Protection Area.

RATIONALE

CVC has prepared an Interim Watershed Characterization Report. Peer review comments are complete for this report. Comments are welcome from the Source Protection Committee, and will be incorporated into the overall process. Although there are identified gaps in the reports, they can serve as foundation documents for the Assessment report along with the other documents prepared by CVC's municipal partners.

Report prepared by: Kerry Mulchansingh, 905-670-1615 extension 383

Emails: kmulchansingh@creditvalleycons.com

For Information contact: Kerry Mulchansingh, 905-670-1615 extension 383

Emails: kmulchansingh@creditvalleycons.com

Date: February 05, 2008

Attachments: Please refer to electronic files circulated with agenda as referenced.

MOTION TO RE-OPEN

RES.#A17/08

Moved by: Heather Laidlaw

Seconded by: Robert Goodings

THAT item 7.3 - Interim Watershed Characterization Report for Credit Valley Source Protection Area, February 28, 2007, be re-opened.

CARRIED

AMENDMENT
RES.#A18/08 -

INTERIM WATERSHED CHARACTERIZATION REPORT FOR CREDIT VALLEY SOURCE PROTECTION AREA, FEBRUARY 28, 2007

Receipt and acceptance of Interim Watershed Characterization Report by CTC Source Protection Committee for use as a foundation document for the Credit Valley Source Protection Area Assessment Report.

Moved by: John Presta
Seconded by: Jessica Ginsburg

THAT the second paragraph of the main motion be amended to read:

THAT the CTC Source Protection Committee receive the Interim Watershed Characterization Report for the Credit Valley Source Protection Area (CVSPA) as a foundation document for the Assessment Report (Module 1), subject to staff addressing any issues identified by email to the project lead and Communications Administration Coordinator, CTC Region three weeks after presentation of the report (March 3, 2008);

THE AMENDMENT WAS CARRIED

THE MAIN MOTION, AS AMENDED, WAS CARRIED

THE RESULTANT MOTION READS AS FOLLOWS:

THAT the presentation by John Kinkead, Manager, CVC, and Project Lead, Credit Valley Source Protection Area, in regard to the Interim Watershed Characterization Report for Credit Valley Source Protection Area, February 28, 2007, be received;

THAT the CTC Source Protection Committee receive the Interim Watershed Characterization Report for the Credit Valley Source Protection Area (CVSPA) as a foundation document for the Assessment Report (Module 1), subject to staff addressing any issues identified by email to the project lead and Communications Administration Coordinator, CTC Region three weeks after presentation of the report (March 3, 2008);

AND FURTHER THAT the document, Watershed Characterization Peer Evaluation, Summary Report for Credit Valley Conservation by Conservation Ontario, December 2007, be received.

RES.#A19/08 -

CREDIT VALLEY GROUNDWATER MODEL WATER BUDGET UPDATE, DRAFT MODELLING REPORT, MAY 2006 (GROUNDWATER MODELLING REPORT) AND WATER QUALITY STRATEGY WATERSHED MODEL DEVELOPMENT AND APPLICATION TO FUTURE MANAGEMENT SCENARIOS, DRAFT REPORT, APRIL 2006 (SURFACE WATER MODELLING REPORT) AND DRAFT INTEGRATED WATER BUDGET REPORT FOR THE CREDIT RIVER WATERSHED, FEBRUARY 2008, FOR THE CREDIT VALLEY SOURCE PROTECTION AREA

Receipt and acceptance of the Credit Valley Conservation Water Quality Strategy Watershed Model Development and Application to Future Management Scenarios Draft Report, April 2006 (Surface Water Modelling Report) and Credit Valley Groundwater Model Water Budget Update, Draft Modelling Report May 2006 (Groundwater Modelling Report) by CTC Source Protection Committee as foundation documents for the Credit Valley Source Protection Area Assessment Report.

Moved by: Peter Orphanos
Seconded by: Lynn Moore

THAT the presentation by John Kinkead, Manager, CVC, and Project Lead, Credit Valley Source Protection Area, in regard to the Credit Valley Groundwater Model Water Budget Update, Draft Modelling Report, May 2006 (Groundwater Modelling Report) and Water Quality Strategy Watershed Model Development and Application to Future Management Scenarios, Draft Report, April 2006 (Surface Water Modelling Report) for the Credit Valley Source Protection Area, be received;

THAT the CTC Source Protection Committee receive and accept Credit Valley Conservation Water Quality Strategy Watershed Model Development and Application to Future Management Scenarios Draft Report, April 2006 (Surface Water Modelling Report) and Credit Valley Groundwater Model Water Budget Update, Draft Modelling Report May 2006 (Groundwater Modelling Report) as foundation documents for the Assessment Report (Module 7);

THAT the CTC Source Protection Committee receive as information the Draft Integrated Water Budget Report for the Credit River Watershed, for the Credit Valley Source Protection Area and that staff be directed to report back to the committee after completion of the peer review of this report to seek the SPC acceptance of the revised report;

THAT the document, Response to Peer Review Comments (Surface Water Modelling Update), October 2006, be received;

AND FURTHER THAT the document, Response to Peer Review Comments (Groundwater Model Report), October 2006, be received.

AMENDMENT
RES.#A20/08

Moved by: Peter Orphanos
Seconded by: Lynn Moore

THAT the second paragraph of the main motion be amended to read:

THAT the CTC Source Protection Committee receive Credit Valley Conservation Water Quality Strategy Watershed Model Development and Application to Future Management Scenarios Draft Report, April 2006 (Surface Water Modelling Report) and Credit Valley Groundwater Model Water Budget Update, Draft Modelling Report May 2006 (Groundwater Modelling Report) as foundation documents for the Assessment Report (Module 7), subject to staff addressing any issues identified by email to the project lead and Communications Administration Coordinator, CTC Region three weeks after presentation of the report (March 3, 2008);

THE AMENDMENT WAS CARRIED

THE MAIN MOTION, AS AMENDED, WAS CARRIED

THE RESULTANT MOTION READS AS FOLLOWS:

THAT the presentation by John Kinkead, Manager, CVC, and Project Lead, Credit Valley Source Protection Area, in regard to the Credit Valley Groundwater Model Water Budget Update, Draft Modelling Report, May 2006 (Groundwater Modelling Report) and Water Quality Strategy Watershed Model Development and Application to Future Management Scenarios, Draft Report, April 2006 (Surface Water Modelling Report) for the Credit Valley Source Protection Area, be received;

THAT the CTC Source Protection Committee receive Credit Valley Conservation Water Quality Strategy Watershed Model Development and Application to Future Management Scenarios Draft Report, April 2006 (Surface Water Modelling Report) and Credit Valley Groundwater Model Water Budget Update, Draft Modelling Report May 2006 (Groundwater Modelling Report) as foundation documents for the Assessment Report (Module 7), subject to staff addressing any issues identified by email to the project lead and Communications Administration Coordinator, CTC Region three weeks after presentation of the report (March 3, 2008);

THAT the CTC Source Protection Committee receive as information the Draft Integrated Water Budget Report for the Credit River Watershed, for the Credit Valley Source Protection Area and that staff be directed to report back to the committee after completion of the peer review of this report to seek the SPC acceptance of the revised report;

THAT the document, Response to Peer Review Comments (Surface Water Modelling Update), October 2006, be received;

AND FURTHER THAT the document, Response to Peer Review Comments (Groundwater Model Report), October 2006, be received.

BACKGROUND

At CTC Source Protection Committee (SPC) Meeting #1/08, held on January 29, 2008, members of the SPC requested that staff prepare a report and make a presentation on the work that has been completed to date on water budgets to seek the SPC acceptance of this work as a foundation for the work required for the assessment reports.

The SPC is required to prepare Terms of Reference outlining the work to be done to complete Assessment Reports and Source Protection Plans for each source protection area within the CTC Source Protection Region. The SPC must consider the extent to which the completed work will address the requirements of Assessment Report and what additional work will be required. The SPC will then review and accept the final module and the assessment report.

The Ministry of the Environment (MOE) prepared Guidance Module 7: *Water Budget and Water Quantity Risk Assessment*, which outlines the steps to:

- estimate the quantity of water flowing through a watershed;
- understand the pertinent processes and pathways water follows, and
- assess the reliability of water supply sources from a quantity perspective.

The goals of the water budget/water quantity risk assessment process are to:

- compile surface water, groundwater, and water use data,
- identify watershed communities where the reliability of water supplies is questionable, and
- highlight key factors that may limit the reliability of the water supply.

This process should identify appropriate risk management activities that may be required to ensure a reliable supply of municipal drinking water. The most current version of the Ministry of the Environment's Guidance Module 7 is available from the MOE's website at www.ene.gov.on.ca/en/water/cleanwater/cwa-guidance.php.

In Credit Valley Conservation's (CVC) case, the available data and knowledge included an extensive hydrologic database along with previous (prior to Source Protection initiatives) numerical modeling studies undertaken on behalf of CVC. This information was supplemented by water use studies completed by CVC's municipal partners. Surface water flow data were obtained from stream gauges operated by the Water Survey of Canada and CVC, and groundwater level data were obtained from numerous monitoring wells in CVC's share of the Provincial Groundwater Monitoring Network.

CVC has received funding from the Province of Ontario since November 2004 to complete initiatives to fill identified data and knowledge gaps, such as actual water use and numerical model uncertainty.

Current Status

In May 2006, CVC, with the help of consultants (Ebnoflo and Aquaresources Inc) prepared two separate draft reports (circulated electronically with the agenda and printed copies will be available at the February 11, SPC meeting): a surface water modelling report and a groundwater budget update draft modelling report. They summarized the hydrology and hydrogeology of the Credit Valley Watershed, along with the water budget parameters (i.e., precipitation, evapotranspiration, runoff, recharge, and groundwater discharge). The key issues identified in these report were the distribution of the parameters across the watershed, and the relation between the surface water modelling inputs (as recharge to the groundwater systems) and groundwater (flow) modeling results.

The peer review for these modelling documents were undertaken in late 2006 and included external consultants (Golder Associates Limited, and S.S. Papadopoulos and Associates), the Ministry of Natural Resources, the regional municipalities of Peel, cities of Mississauga and Brampton, and the towns of Orangeville, Erin, and Halton Hills. The comment tables from this peer review process has been circulated with the agenda and printed copies will be available at the February 11, SPC meeting.

In accordance with the provincial guidance, the recommendation from the review was to continue with an integrated Tier 2 level stress assessment for the Credit Valley Watershed using coupled surface water and groundwater models. Modeling work in the integrated Tier 2 study did build upon the outputs of these two precursor reports, and from recommendations coming out of the peer reviewer process.

The Tier 2 integrated report has now been prepared in draft (printed copies available at the February 11, SPC meeting). Formal peer review is now being undertaken with the Municipal Technical Advisory Working Group, and the same peer review team utilized for the precursor surface water and groundwater modeling initiatives. A peer review meeting has been scheduled for Tuesday, February, 26, 2008 for the consultants and technical staff to make a presentation to peer reviewers and to answer initial questions. Written comments are being sought from the peer reviewers.

Comments and responses will be tracked as was done for the earlier water budget reports, including acceptance by the peer reviewers on the disposition of their comments. The revised report will be brought to the Source Protection Committee for receipt and acceptance.

RATIONALE

CVC has prepared a draft final Integrated Tier 2 Report for our watershed, and the peer review is underway. Comments are welcome from the Source Protection Committee, and will be incorporated into the overall process. This report can serve as foundation document for the Assessment report along with the other documents prepared by CVC's municipal partners.

Report prepared by: Kerry Mulchansingh, 905-670-1615 extension 383

Emails: kmulchansingh@creditvalleycons.com

For Information contact: Kerry Mulchansingh, 905-670-1615 extension 383

Emails: kmulchansingh@creditvalleycons.com

Date: February 05, 2008

Attachments: Please refer to electronic files circulated with agenda as referenced.

RES.#A21/08 -

TERMS OF REFERENCE FOR ASSESSMENT REPORTS AND SOURCE PROTECTION PLANS

Report back on progress towards completing Terms of Reference for each source protection area within the CTC Region.

Moved by: Michael D'Andrea
Seconded by: Lynn Moore

THAT the CTC Source Protection Committee (SPC) receive this staff report;

THAT staff be requested to continue to take the necessary actions to develop the milestone products and report back at the March 17, 2008 meeting of the CTC SPC on progress to date and seek approval of any further directions required at that time;

AND FURTHER THAT the draft minutes of the Municipal Terms of Reference Liaison Working Group meeting #1/08, be received.

CARRIED

**** NOTE: THIS RESOLUTION WAS RE-OPENED AND AMENDED AS PER RESOLUTIONS #A23/08 & #A24/08**

BACKGROUND

At CTC SPC Meeting #1/08, held on January 29, 2008, a staff report was received and the CTC SPC authorized by Resolution #A5/08 the amended schedule and plan to develop draft terms of reference for approval by the SPC and to report back at the February 11, 2008 meeting on progress and to seek further direction as required.

Current Status

The Municipal Terms of Reference Liaison Working Group (WG) met on January 30, 2008. The draft minutes of that meeting and meeting materials have been circulated electronically with the agenda and printed copies will be made available.

Attachment 1 to this report is the revised schedule of meetings and milestone dates based on the comments from the SPC and the WG. Attachment 2 is a table summarizing the work completed or underway to address the modules of the assessment report and a graphic illustrating the relationship of the modules to completing the assessment report. This summary table should be read in conjunction with the Municipal Technical Studies Table, provided (electronically and printed) with the agenda of SPC meeting #1/08, to provide a fuller description of the studies being funded directly by the Ministry of the Environment.

CA staff are currently contacting the municipal staff to update the information in the Municipal Technical Studies Table and to obtain reports (draft or completed) to assess the completeness of the work and what additional work needs to be identified through the Terms of Reference. Updated information will be provided to the SPC at future meetings, along with reports for receipt and acceptance by the SPC as available.

Next Steps

Invitations will be sent to the commissioners of planning and works for all CTC Region municipalities to attend the dinner meeting on March 19, 2008 to engage senior municipal staff in the development of the TOR and seek their support.

On February 22, 2008, the WG (plus additional municipal representatives as identified by the municipal SPC members) will attend a facilitated workshop to identify the key deliverable tasks to complete assessment reports and develop source protection plans. Discussions will also take place to identify who should take the lead for various tasks, and begin estimating timelines and costs to the extent possible.

On March 3, 2008, chair Susan Self, SPC municipal members Mark Schiller and Michael D'Andrea and project manager Beverley Thorpe will meet with the chairs and project managers of the other four source protection regions in the Lake Ontario Collaborative, along with Larry Moore. This meeting is to begin discussions on how the TORs for all five source protection regions (eight source protection areas) can reflect and build upon the work of the Lake Ontario Collaborative.

On March 5, MOE will be providing hands-on training on the Terms of Reference Wizard for CA staff. This training will clarify the deliverables and expectations from the MOE as well as providing more guidance on dealing with emerging issues.

RATIONALE

Staff have prepared revised schedule of dates and milestone deliverables and the Municipal Terms of Reference Liaison Working Group (WG) has begun meeting. Work is currently underway to move forward to prepare the material required to produce draft Terms of Reference for review and approval by the SPC. Staff will continue to provide updates on progress and seek direction at meetings of the SPC as identified in the table in Attachment 1.

Report prepared by: Beverley Thorpe, 416-661-6600 extension 5577

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For Information contact: Beverley Thorpe, 416-661-6600 extension 5577

Emails: bthorpe@trca.on.ca

Date: February 05, 2008

Attachments: 2

Attachment 1

UPDATED CTC Source Protection Region Meeting Schedule, Milestone Deliverables & Decision Points for Terms of Reference

Month	CTC SPC Meetings	Municipal Terms of Reference Liaison Working Group Meetings	CTC Technical Committee Meetings	Other Meetings/Consultations
January				
Jan. 8				Kick-off meeting of the CTC Municipal Technical Advisory Working Group
Jan. 15			Prepare for draft Table of Contents Prepare proposed meeting schedule	
Jan. 16	Formal Notice to municipalities re commencement of TOR work			
Jan. 29 10am – 3pm	Progress on TOR			
Jan. 30 1pm – 4pm TRCA Office		Update on TOR from Technical Committee meeting Jan. 15 Set the stage for Feb. 22 meeting	Joint meeting with Municipal Liaison Group	
February				
Feb. 11 10am – 3pm Black Creek	Progress on TOR			
Feb. 21 10am – 4 pm Black Creek			Prepare for workshop with project management consultant to develop deliverable breakdown structure and estimated effort and responsibility for each of major Terms of Reference tasks	
Feb. 22 10am – 4pm Black Creek		Workshop with project management consultant to develop deliverable breakdown structure and estimated effort and responsibility for each of major Terms of Reference tasks	Joint meeting with Municipal Liaison Working Group	

Month	CTC SPC Meetings	Municipal Terms of Reference Liaison Working Group Meetings	CTC Technical Committee Meetings	Other Meetings/Consultations
March				
Mar. 3 5 pm - 6pm				SPC Chairs & PMs in L. Ont. Collaborative meet with Mark Schiller, Michael D'Andrea & Larry Moore to discuss how to coordinate respective TORs
Mar. 5 all day			MOE training on Terms of Reference Wizard	
Mar. 17 10am – 3pm Black Creek	Progress on TOR			
Mar. 19 10am – 4pm TRCA Office			Timelines Resource estimates Who does what	
Mar. 19 5:30pm – 9:00pm Black Creek				Dinner meeting with SPC municipal members, commissioners of planning and works and CA CAOs to present work in-progress and seek advice on how to work with councils
Mar. 26 1pm – 4pm		Draft TOR		
Mar. 28	Draft TOR circulated to members			
April				
Apr. 14 10am – 3pm Black Creek	Progress on TOR			
Apr. 16 Black Creek		10am – 12pm Draft TOR Meet with Technical Committee in morning	10am – 4pm Joint meeting with Municipal Liaison group in morning	1pm – 4pm Meeting with the Liaison Working Group to discuss draft TOR in afternoon
Apr. 30 1pm – 4pm Black Creek		Final Draft TOR Meet with Technical Committee	Joint meeting with Municipal Liaison Working Group	

Month	CTC SPC Meetings	Municipal Terms of Reference Liaison Working Group Meetings	CTC Technical Committee Meetings	Other Meetings/Consultations
May				
May 13 10am – 3pm Black Creek	Approve Draft TOR			
May 14 or later	Post TOR for public comment. Written comments accepted until June 18 (dependent on date of posting)			
June				
June 4 Date may change – dependent on TOR posting				Public consultation meeting, Credit Valley SPA Will require some SPC members in attendance
June 5 Date may change – dependent on TOR posting				Public consultation meeting, Toronto and Region SPA and Central Lake Ontario SPA Will require some SPC members in attendance
June 9 10 am – 3 pm Black Creek	Review initial comments on TOR			
June 10-23 TBD				Other meetings with stakeholder groups to be determined
June 24 Black Creek		10am – 12pm Review written comments on TOR Revise TOR as required Meet with Technical Committee in morning	10am – 4pm Joint meeting with working groups	1pm – 4pm Meeting of the Municipal Technical Advisory Working Group with the Municipal Liaison Working Group to discuss draft TOR in afternoon

Month	CTC SPC Meetings	Municipal Terms of Reference Liaison Working Group Meetings	CTC Technical Committee Meetings	Other Meetings/Consultations
July				
July 8 10 am – 3 pm Black Creek	Review written comments on TOR Review revised TOR from working group			
July 10 1pm – 4pm TBD		Final meeting re TOR Meet with Technical Committee	Joint meeting with Municipal Liaison Working Group	
July 20	TOR circulated to members			
August				
Aug. 11 10 am – 3pm Black Creek	Final meeting re approval of TOR			
Aug. 19	Submission of TOR to each SPA no later than August 22.			
	Notice for public to comment on TOR to each authority.			
Sept. 18	Deadline for public comments.			
Oct. 22	Must submit TOR to Minister with all comments no later than Oct. 22, 2008.			

CTC source protection staff will be responsible for preparing draft documents for review by the various committees, organizing meeting arrangements, locations etc, agenda and meeting notes, notices and newspaper ads and completing the terms of Reference in the Access database (Wizard) as mandated by the Ministry of the Environment.

Attachment 2

Relationship amongst the seven modules that make up the assessment report

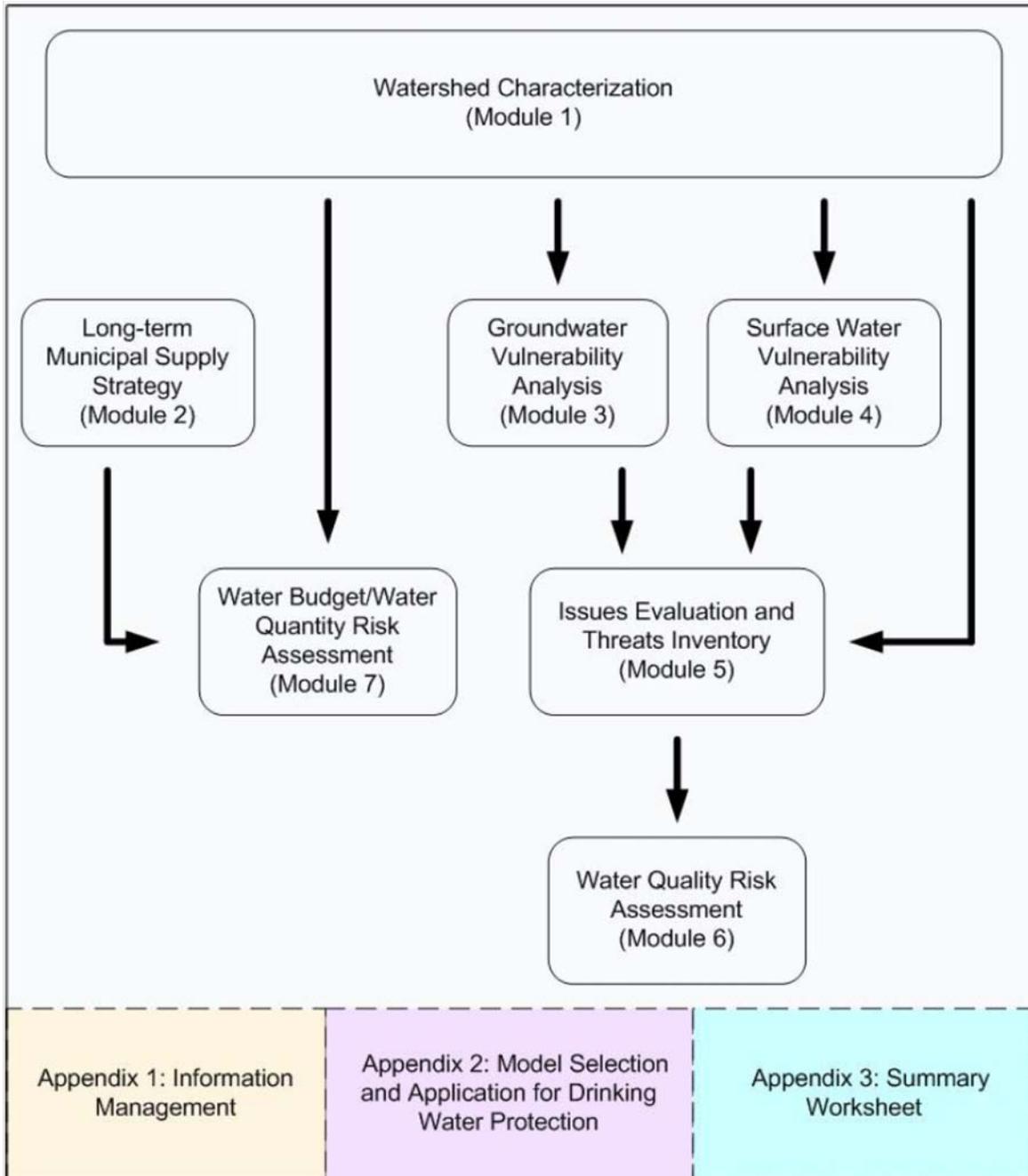


Figure 1: Source Water Protection Assessment Process.

MOTION TO RE-OPEN
RES.#A22/08

Moved by: John Presta
Seconded by: Peter Orphanos

THAT item 7.5 - Terms of Reference for Assessment Reports and Source Protection Plans, be re-opened.

CARRIED

AMENDMENT #1
RES.#A23/08 -

TERMS OF REFERENCE FOR ASSESSMENT REPORTS AND SOURCE PROTECTION PLANS

Report back on progress towards completing Terms of Reference for each source protection area within the CTC Region.

Moved by: John Presta
Seconded by: Robert Goodings

THAT the following be added after the main motion:

THAT John Presta and Robert Goodings be added to the list of invitees to attend the March 3, 2008 meeting to discuss the Terms of Reference and Lake Ontario Collaborative;

AMENDMENT #2
RES.#A24/08

Moved by: David Kentner
Seconded by: Lynn Moore

THAT the following be added after Amendment #1:

THAT Jessica Ginsburg be added as a member of the Municipal Terms of Reference Liaison Working Group;

AND FURTHER THAT any additional Source Protection Committee members interested in being a member of the Municipal Terms of Reference Liaison Working Group advise staff of their interest.

AMENDMENT #1, WAS CARRIED

AMENDMENT #2, WAS CARRIED

THE MAIN MOTION, AS AMENDED, WAS CARRIED

THE RESULTANT MOTION READS AS FOLLOWS:

THAT the CTC Source Protection Committee (SPC) receive this staff report;

THAT staff be requested to continue to take the necessary actions to develop the milestone products and report back at the March 17, 2008 meeting of the CTC SPC on progress to date and seek approval of any further directions required at that time;

THAT the draft minutes of the Municipal Terms of Reference Liaison Working Group meeting #1/08, be received;

THAT John Presta and Robert Goodings be added to the list of invitees to attend the March 3, 2008 meeting to discuss the Terms of Reference and Lake Ontario Collaborative;

THAT Jessica Ginsburg be added as a member of the Municipal Terms of Reference Liaison Working Group;

AND FURTHER THAT any additional Source Protection Committee members interested in being a member of the Municipal Terms of Reference Liaison Working Group advise staff of their interest.

RES.#A25/08 - SOURCE PROTECTION PROGRAM EDUCATION OUTREACH AND EARLY ACTIONS FUND PROGRESS REPORT
Information briefing to the CTC Source Protection Committee on the CTC Source Water Protection Education Outreach and Early Actions Funding Program.

Moved by: David Kentner
Seconded by: Peter Miasek

THAT the presentation by Joanne Jeffery, Manager, Stewardship and Outreach Education, TRCA, and Project Coordinator, Source Protection Program, in regard to the Source Protection Program Education Outreach and Early Actions Fund Progress Report, be received;

THAT the staff report on implementing the Education Outreach and Early Actions Funding program be received;

THAT staff report back upon completion of the 2007/08 workplan;

AND FURTHER THAT the chair and members of the committee be encouraged to assist staff to raise awareness of the program components and explore opportunities to implement Early Action projects.

CARRIED

BACKGROUND

The *Clean Water Act, 2006*, established the Ontario Drinking Water Stewardship Program (Stewardship Program), to help farmers and small rural businesses take action to reduce threats to local drinking water sources. The Minister of the Environment established an Advisory Panel to recommend a framework for implementing the Stewardship Program. The April 2007 report of the Advisory Panel is available on the MOE website:

<http://www.ene.gov.on.ca/publications/6269e.pdf>.

Initially, \$7 million was made available in 2007-08 to help farmers and small rural businesses take early action to protect drinking water. This includes:

- \$4 million is helping with the costs of measures taken in areas around municipal wells and water intakes such as upgrading wells and septic systems, installing runoff and erosion controls and reviews aimed at improving how businesses store, handle and dispose of materials.
- \$2 million is for promoting awareness of what individuals and businesses can do and the funding available to them.
- \$1 million is going to special projects to protect municipal drinking water sources including those that demonstrate a new or innovative approach.
- In addition, the government announced in the 2007-08 Provincial Budget that it will invest another \$21 million over the following three years, for a total of \$28 million, to allow for outreach, education and early action to protect drinking water sources across the province.

In the CTC region, the focus areas are municipal wells within the jurisdictions of the Credit Valley Conservation Authority (CVC) and Toronto Region Conservation Authority (TRCA) as the Central Lake Ontario Conservation Authority (CLOCA) does not have any municipal drinking water wells. None of the surface water intakes in the CTC (all in Lake Ontario) are located within 200 metres of land.

The MOE determined the amount of funding to be allocated to source protection regions out of the \$4 million for early action based on the number of municipal drinking water systems in the region. In November 2007, TRCA on behalf of the CTC Region, signed a Grant Agreement under the Source Protection Program for Early Actions Funds. This agreement allocates \$253,179 to TRCA for the sole purpose of reimbursing landowners within 100m of a municipal well who implement source water protection projects on their property.

CTC Conservation Authorities made a successful joint proposal for local education and outreach activities targeted at landowners within 100 metres of municipal drinking water wells. The Ministry of the Environment (MOE) provided \$91,900 (from \$2 million available) to be spent by March 31, 2008.

Early Actions Funding Program

Landowners are eligible for 50 per cent of costs of eligible projects up to a maximum set by the MOE. Funding for projects can be combined with other programs up to a maximum reimbursement of 100 per cent of costs. Attachment 1 is the brochure which outlines the program. TRCA and CVC stewardship staff are soliciting and accepting applications for funding as part of the Education Outreach door to door visits and workshop program. Applicants must have implemented one of the following activities between September 2006 and September 2008 to be eligible for Early Actions funds:

- 1) Well decommissioning and maintenance
- 2) Septic system inspections and upgrades
- 3) Overland runoff protection, through vegetative setbacks
- 4) Pollution Prevention audits for rural small and medium enterprises

Education Outreach Program

The CTC Education Outreach Program work plan has two key components to implement before March 31, 2008. These are: door to door contact; and a community workshop scheduled on February 28, 2008 in Orangeville. In November 2007 stewardship staff from TRCA and CVC began the process of meeting and updating staff at local and regional municipalities in order to share information and resources and to implement a seamless delivery of the program.

Door to Door Visits

To date, introductory letters and surveys were mailed to 344 residents within 100 metres of a municipal well. Letters were followed by door-to-door visits that commenced in January 2008. Visits make face to face contact that results in a good exchange of information and feedback regarding our drinking water resources. As a “discussion starter” residents are offered a free kit containing one or two environmentally friendly products. If they are not home at the time of the visit, a modest gift is left with a personalized letter outlining the process for booking a visit at a more convenient time. Phone call follow up will be implemented to discuss the change in behaviour as a result of the visit and trying the alternative home cleaning product.

Community Workshop

A newspaper ad and a targeted flyer drop to residents adjacent to municipal wells in that community will promote the free workshop. Participants will be asked to pre-register and sign up for one of three workshop breakout sessions including wells, septic, and planting native trees and shrubs.

Workshop participants will be asked to complete a feedback form related to the workshop session they attended. In return they will receive an environmentally friendly product to try at home. A phone survey will be conducted with workshop participants to see if they require additional information and to monitor change in behavior resulting from the product they were given as a workshop gift.

Early Actions Fund Steering Committee

As applications for early actions funds are received, an Early Actions Fund Steering Committee will be established to review applications. The composition of which shall include one (1) representative of the Ministry, Director of Watershed Management TRCA or designate of the Recipient (TRCA), and the project leads from TRCA and CVC. TRCA will disperse Early Action grant funds directly to the landowner upon approval by the committee.

Current Status

There have been zero of applications received to date for Early Actions Funding. Applications must be received, reviewed and funding approved by March 31, 2008. Work must be completed by October 31, 2008.

Under the Education and Outreach program, staff have currently met with 67 property owners wholly or partially within the 100-metre radius of municipal drinking water wells in the CTC Region.

Next Steps

Upon completion of the project a map will be created for the CTC identifying all early action projects completed as a result of the program. Identification will be at a level of detail showing municipality and concession to protect individual privacy. The final map will be published on the CTC web site by October 31, 2008.

Report prepared by: Joanne Jeffery, 416 661-6600 extension 5638

Emails: jjeffery@trca.on.ca

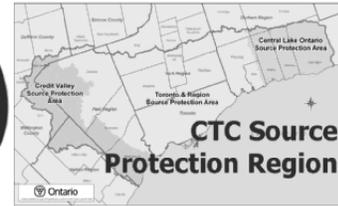
For Information contact: Joanne Jeffery, 416 661-6600 extension 5638

Date: February 04, 2008

Attachments: 1

(Additional materials will be made available at the meeting.)

Attachment 1



CTC EDUCATION OUTREACH PROGRAM 2007/08

Source Protection Program Funding Program Implementation

The *Clean Water Act* has created the “Source Protection Program” to help farmers and small businesses take action to reduce threats to local drinking water sources. It is one of two phases of funding under the *Clean Water Act*. The Source Protection Program is a transitional program starting this year with \$7 million which will be available in 2007/2008. The second is the Ontario Drinking Water Stewardship Program beginning in the spring of 2008 and continuing through 2010.

In 2007-08, \$7 million has been made available from the Ministry of the Environment (MOE) to applicants from across Ontario:

- \$2 million will go to education and outreach activities aimed at building public awareness of source protection, and what individuals can do to help protect sources of municipal drinking water through best management practices. The outreach activities could include: printed materials, special events, pilot programs and media.
- \$5 million will go to early actions undertaken by farmers and owners of small and medium businesses who have properties located in or extending into the 100 metre radius of a municipal wellhead and/or the 200 metre radius of a municipal surface water intake.

CTC - Outreach & Education

Background

In October 2007, a successful grant application provided \$91,900 to the CTC stewardship staff to implement an Outreach and Education program. This outreach is targeted at landowners within 100 metres of a municipal well, which is the first and minimum delineation of a Well Head Protection Area (WHPA) for each well. In the CTC Region, the focus areas are within the jurisdictions of Credit Valley Conservation (CVC) and Toronto and Region Conservation (TRCA) as the Central Lake Ontario Conservation Authority (CLOCA) does not have municipal wells.

CTC Education Outreach Program

Over five months, from November 2007 to March 2008, stewardship staff from TRCA and CVC will conduct door-to-door visits in order to interact with the people who own or occupy lands that fall within the 59 Well Head Protection Areas (WHPAs) in the CTC Region. There are 40 WHPAs in the CVC jurisdiction and 19 WHPAs in the TRCA jurisdiction.

Various outreach activities will be implemented in each WHPA including:

- A letter of intent distributed door-to-door explaining the outreach education program in the CTC Region;
- The distribution of environmentally-friendly products;
- Follow up phone survey on the effectiveness of that product and any behaviour changes that may have occurred as a result of providing the product.
- Resource materials related to the *Clean Water Act* and activities that can be implemented to become better stewards of our drinking water quality;
- A face-to-face survey to gain an understanding of the perceived relationship that landowners have related to activities on their property and its impact on drinking water quality; and
- One community workshop.

Contact with landowners in the WHPAs will be done in a priority sequence. Visits will begin in those areas with a water feature, agriculture and rural residential un-serviced properties. Small to medium business areas, public lands and residential serviced areas will follow. Consultation with our local and regional municipal staff will help to establish and further refine the priority areas for the CTC Education Outreach Program.

CTC - Early Actions

Background

As part of the Source Protection Program, the MOE is providing funding to conservation authorities for appropriate re-distribution to applicants for projects that support early actions to protect drinking water sources in the respective source protection regions. A total of \$253,179 in Early Actions Funding has been provided to the CTC Region.

CTC Early Actions Funding Program

In November 2007, TRCA on behalf of the CTC Region, signed a Grant Agreement under the Source Protection Program for Early Actions Funds allocated by the Ministry of the Environment (MOE). This agreement allocates \$253,179 to TRCA for the sole purpose of reimbursing landowners within 100 metres of a municipal well who implement source water protection projects on their property.

TRCA and CVC stewardship staff will solicit and accept applications for funding as part of the CTC Education Outreach program, until February 28, 2008. Eligible applicants must implement one of the following activities on properties that are within or extend into 100 metres of municipal wellheads:

- 1) Well decommissioning and maintenance
- 2) Septic system inspections and upgrades
- 3) Overland runoff protection, through vegetative setbacks
- 4) Pollution Prevention audits for rural small and medium enterprises

As recipient of the funds, TRCA will require that each applicant complete one of the four program application forms for each of the priorities listed above.

One criterion to be followed is that no more than 100 per cent of the cost of the total project is being applied for by the applicant taking into account all other sources of revenue for the project. An Early Actions Fund Steering Committee will be established consisting of CTC stewardship staff, one representative from the Province and at least one representative from the CTC Technical Advisory Committee (TAC). This committee will provide guidance in developing the remainder of criteria for grant applications.

All Early Action grant funds must be confirmed as committed in writing by March 15, 2008. The corresponding projects must be completed by September 2008.

A final map that identifies all of the early action projects in the CTC region will be completed in 2008 and published on the CTC web site. No personal information or identifiable information about an applicant or their property location will be made public.

Eligible Items for Early Action Grants:	Grant Rate	Grant Ceiling
Wells		
Well Decommissioning & Upgrading	50%	\$6,000
Septic Systems		
Septic System Inspections & Upgrades	50%	\$10,000
Advanced Septic System Inspection & Upgrades	50%	\$20,000
Runoff & Erosion Protection		
Manure Land Application	70%	\$10,000
Riparian Area Management (6 categories covered)	50%	\$20,000
Erosion Control Structures (4 categories covered)	50%	\$20,000
Land Management for Soils at Risk (3 categories covered)	50%	\$5,000
Cover Crops (2 categories covered)	70%	\$5,000
Nutrient Management Planning	25%	\$2,000
Soil Erosion and Salinity Control Planning	25%	\$1,000
Riparian Health Assessment	25%	\$1,000
Businesses		
Pollution Prevention Audits for Rural Small and Medium Enterprises	100%	N/A

For more information contact:

Joanne Jeffery, Manager, Stewardship & Outreach Education
Toronto Region Conservation, 5 Shoreham Drive, Downsview, ON, M3N 1S4
(416) 661-6600, ext. 5638
e-mail: jjeffery@trca.on.ca

SECTION II - ITEMS FOR COMMITTEE INFORMATION

RES.#A26/08 - SCHEDULE OF MEETINGS AND TOPICS

Moved by: Michael D'Andrea
Seconded by: Lynn Moore

THAT the schedule of CTC Source Protection Committee meetings and topics for January to August, 2008, be received.

**For Information contact: Karen Hortopan, extension 5392
Email: khortopan@trca.on.ca
Date: February 5, 2008
Attachments: 2**

Attachment 1

**CTC Source Protection Committee Meetings
Schedule and Topics, January – August 2008
Location: Black Creek Pioneer Village, North Theatre**

Meeting#1/08	Tuesday, January 29, 2008 10am – 3pm
Topics: ▶ Lake Ontario Collaborative ▶ Dufferin Headwaters Pilot Study	
Meeting#2/08	Monday, February 11, 2008 10am – 3pm
Topics: ▶ TRSPA Interim Watershed Characterization Report ▶ TRSPA Conceptual Water Budget Report ▶ CVSPA Interim Watershed Characterization Report ▶ CVSPA Water Budget Modelling Reports	
Meeting#3/08	Monday, March 17, 2008 10am – 3pm
Topics: ▶ CLOSPA Interim Watershed Characterization Report (presentation and committee acceptance report) ▶ CLOSPA Conceptual Water Budget (presentation and committee acceptance report) ▶ Public Consultation in the CTC Region ▶ Groundwater Vulnerability (further discussion required) ▶ Contents of a Source Protection Plan (further discussion required)	
Meeting#4/08	Monday, April 14, 2008 10am – 3pm
Meeting#5/08	Tuesday, May 13, 2008 10am – 3pm
Topics: ▶ Approve Draft Terms of Reference to commence public consultation	
Meeting#6/08	Monday, June 9, 2008 10am – 3pm
Meeting#7/08	Tuesday, July 8, 2008 10am – 3pm
Topics: ▶ Review public comments on Draft Terms of Reference	
Meeting#8/08	Monday, August 11, 2008 10am – 3pm
Topics: ▶ Approve Terms of Reference for submission to each SPA	

Attachment 2

Meeting dates to be determined for the following topics and others:

Municipal and conservation authority technical studies
Discussions with First Nations
Future re how municipalities would be asked to report on monitoring of performance
Information from Province on public health issues and connection to drinking water source protection
Establishing a Great Lakes working group
Risk Assessment
Results of jurisdictional scan by MOE
Gap analysis and how will we know progress

TERMINATION

ON MOTION, the meeting terminated at 3:33 p.m., on Monday, February 11, 2008.

Susan Self
Chair

/ks