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**Monday, April 14, 2008**

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**MEETING OF THE SOURCE PROTECTION COMMITTEE #4/08  
April 14, 2008**

**The Source Protection Committee Meeting #4/08, was held in the North Theatre, Black Creek Pioneer Village, on Monday, April 14, 2008. The Chair Susan Self, called the meeting to order at 10:00 a.m..**

**PRESENT**

Juli Abouchar	Member
Jessica Annis	Member
Andrea Bourrie	Member
Robert Burnside	Member
Wendy Burgess	Member
Michael D'Andrea	Member
Neil Garbe	Member (Awaiting Municipal Endorsement)
Michael Garrett	Member
Jessica Ginsburg	Member
Robert Goodings	Member
Irv Harrell	Member
Robert Hester	Member
David Kentner	Member
Heather Laidlaw	Member
Peter Miasek	Member
Lynne Moore	Member
Peter Orphanos	Member
John Presta	Member
Fred Ruf	Member
Mark Schiller	Member
Susan Self	Chair
Howard Shapiro	Member

**RES.#A36/08 - MINUTES**

Moved by: Jessica Ginsburg  
Seconded by: David Kentner

**THAT the first bullet point in the amendment in Resolution #A13/08 in Minutes of Meeting #2/08, held on February 11, 2008, be amended to read:**

- groundwater quantity and quality concerns identified in the report to be identified as a concern, for example, salt and pesticides;

**AND FURTHER THAT the Minutes of Meeting #3/08, held on March 17, 2008, be approved.**

**CARRIED**

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**PRESENTATIONS**

- (a) A presentation by Gary Bowen, Duffins Caruthers Watershed Specialist, TRCA in regard to tributary loadings in near shore waters of Lake Ontario.

**RES.#A27/08 - PRESENTATIONS**

Moved by: Robert Burnside  
Seconded by: Peter Orphanos

**THAT above-noted presentation (a) be heard and received and a copy of the presentation material be distributed with the minutes.**

**CARRIED**

**PRESENTATIONS**

- (b) A presentation by Beverley Thorpe, Project Manager, CTC Region, in regard to item 7.1 - Terms of Reference.

**RES.#A28/08 - PRESENTATIONS**

Moved by: Fred Ruf  
Seconded by: Peter Miasek

**THAT above-noted presentation (b) be heard and received and a copy of the presentation material be distributed with the minutes;**

**AND FURTHER THAT the Chair of the Source Protection Committee (SPC) be directed to write to the Ministry of the Environment on behalf of the CTC SPC or by consensus of other source protection committees on behalf of these SPC's, in consultation with Conservation Ontario, to extend the deadline for submission of the Terms of Reference and to identify issues such as the difficulty of proceeding with the Terms of Reference in advance of receiving the Director's Rules, and the inadequacy of public consultation occurring during the summer months, as necessitated by the current deadlines.**

**THE CHAIR DECLARED THE MOTION AS CARRIED UNANIMOUSLY**

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**CORRESPONDENCE**

- (a) A memo dated March 24, 2008 from Bob Goodings, CTC SPC member in regard to municipal water systems.
- (b) A memo dated April 3, 2008 from Ian Smith, Director, Source Protection Programs Branch, Ministry of the Environment in regard to "Confidentiality and Public Release of draft technical documents".

**RES.#A29/08 - CORRESPONDENCE**

Moved by: Michael Garrett  
Seconded by: Wendy Burgess

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

**CARRIED**

**RES.#A30/08 - CORRESPONDENCE**

Moved by: Heather Laidlaw  
Seconded by: Jessica Ginsburg

**THAT above-noted correspondence (b) be received.**

**CARRIED**

## **CORRESPONDENCE (A)**

**From: Bob Goodings**

**To: SPC Members**

**March 24, 2008**

This note is a discussion from my personal experience as one who has practiced engineering in almost all of the municipalities served by the water supply systems within the three conservation areas. It may not be up to date but enough to start the discussion.

### *Where does the treated drinking water go?*

I have studied a few municipal water supply systems to answer this question. Here are some ideas on this:

- The amount of water used on average day's demands amounts to about 400 litres per capita per day – about 80% of the year's average annual demand. This value is common for a normal community serving homes, commerce and (dry) industry
- The amount used for irrigation – lawn watering from late May to early September is about 40 litres per day per capita – about 10% on an average demand for the year basis
- Waterworks people have a water category of water demand called “unaccounted for water” or UFW. It normally amounts to about 40 liters per capita per day. This covers leakage, fire fighting, street flushing and municipal park irrigation – all taken and not metered. It also includes metering errors.
- Metering error – about 5% or so – is the difference between the aggregate of all the water volumes sold each year measured at the customers meters and the aggregate of the several main water meters at each of the water supply plants serving the system. The customer meters seem to register on the low side especially as they get older. These meters cannot always measure very low flows –dripping taps etc.

On the sewage side, I find that the total flow per year that passes through the sewage treatment plant main meter can be about 25% greater than the annual water volumes produced at the water treatment plant. Much of this is from ground water entering leaking sewers and inflow from wet weather conditions. These numbers will apply to separate sewage systems. The experience for combined sewer systems will be significantly greater. All sewage treatment plants have a maximum limit of sewage flow rates that can be treated – normally two and a half times dry weather flow. Generally any flow rates beyond this are bypassed to the receiving water.

### *Water Demands*

Most components in the municipal systems are designed for maximum day demands that are generally about double (800 liters per day per capita) the average year demands of about 400 liters per day per capita. The local mains and pumping stations must meet the maximum hour demands that can be between 3 to 4 times the average demand for the year. Irrigation (lawn watering) is generally the additional load factor. The local distribution mains must also be capable of providing water for fire fighting. In the larger municipalities, this additional requirement is not significant in the design of the trunk mains and the treatment plants. This additional requirement can be quite significant in the smaller systems.

### *Water quality safeguards*

The finished water quality for the municipal systems is covered under the Clean Water Act and its regulations. My old copy of the MOE 1994 edition of Drinking water Objectives explains that the Federal-Provincial Subcommittee on Drinking Water has the responsibility for developing Guidelines (now part of the regulations in Ontario) for Canadian Drinking Water Quality. This group of public health specialist set these risk water quality requirements out for all the Ontario water supply systems to follow. I believe they are ultra conservative levels of contaminant concentrations. Waterworks engineers and operators accept these without question.

In 1994 these were the parameters set for maximum acceptable concentrations for contaminants called MAC.

*Table 1 – Chemical/Physical Objectives –Health Related – 75 parameters for MAC.*

*Table 2 – Microbiological Objectives – Health Related - 3 parameters for coliforms MAC*

*Table 3 – Radionuclide Objectives – Heath Related – MAC for 5 parameters*

*Table 4 – Chemical/Physical Objectives – Not Health related – 23 objectives*

There is a section in the Guidelines entitled – *Sampling, Analysis and Corrective Action* – that sets out the minimum requirements for monitoring water quality throughout the system – from the raw water source to the finished water at the tap.

In 1990, the City of Toronto Department of Health produced a summary report on a Review of Tap Water, Bottled Water and Water Treated by a Point-Of Use Devices. It reports on the results of 114 different test parameters on Toronto Water:

- *Chlorinated Compounds- 24 parameters*
- *Acid Extractables – 26 parameters*
- *Base Neutrals – 37 parameters*
- *Volatile Organics – 31 parameters*
- *Metals and Other Parameters – 26 parameters*

It is clear that municipal water supply systems in Ontario operate under an extensive water quality monitoring regime. The province has continually added to these regulations quite likely beyond what is recorded here.

### *Water System operation*

Municipal water systems operate to control a maximum pressure to 100 psi and a minimum pressure of 40 psi. The makers of household appliances often set these maximum pressure requirements. The minimum pressure is set to ensure householders can have pressure enough for fixtures on the 2nd and third floors. 40 psi is about 100 feet of water pressure.

The local mains must also be able to have pressures and capacities to meet fire-fighting requirements at hydrants and for commercial/industrial sprinkler systems.

The water supply and distribution system consists of a series of “pressure zones”. The South Peel system has 7 pressure zones. Water delivered at the northern limits of the service area is pumped 7 times. The City of Toronto has the same system of multiple pressure zones. This is also the case for the Durham systems.

You will see on the maps showing the locations of the intakes and water treatment plants and major pumping stations that they are almost uniformly located along the shore at intervals of 3 to 5 miles apart. This is to provide water at suitable pressures to the entire service area.

The South Peel system has two plants each located near the west and east boundaries of Mississauga. The City of Toronto has 3 plants – RL Clark, RC Harris and FJ Horgan. (The Toronto Island plant operates in the summer months). In addition to trunk mains and pumping stations at these locations, a large gravity tunnel along the lakeshore delivers filtered water produced at the RC Harris plant on Victoria Avenue to the John Street Pumping Station (near York Street) and Parkdale Pumping Station (Near Sunnyside). These two stations can be seen from the Gardener Expressway.

#### *Water System Components*

- *Water source*– intakes for lake systems and wells for groundwater systems
- *Water purification plants*– with chemical and filtering systems plus disinfection systems.
  - Some well supply systems need water treatment – all are complete with disinfection systems
  - These supply plants are designed to meet maximum day requirements of the system
- *Trunk water mains* – Water produced at the plants is carried through a series of trunk water mains – some in Toronto over 72” diameter. These trunk mains have a limited number of connections to the local water mains to reduce the risk and extent of shut downs due to local main failures. These mains supply water to the ground and elevated storage tanks throughout the system.
- *Ground and elevated storage tanks/reservoirs*– The storage reservoir facilities act as a buffer to control or pressures in the distribution systems as well as to balance out the water demand variations during the day. The water treatment plants are designed to meet maximum day demands. The extra requirements at peak periods such as for meeting lawn-watering demands is taken up by the storage. The amount of storage varies – but often set for meeting the balancing requirements and system shut down emergencies. Storage can be about equal to ½ day average demand plus an allowance for balancing the peak demands above the average during the day.
- *System pumping stations* - These are normally located at the water treatment plants and at the storage reservoirs. They pump to the local distribution system to meet maximum local demands as well as repumping on to the next higher pressure zone reservoir.
- *Local distribution systems* – These are the street mains with service connections to customers and to the fire hydrants on the street. The size of these mains are often set by fire fighting requirements – quite often quite in excess of the normal maximum water demands on a street to serve the customers.

#### *Well System Components*

- The well consists of a casing supporting the earth down to the well screen located in the aquifer layer at the bottom of the well.

- The well screen is located to be submerged and well below the groundwater table level in the water bearing aquifer. It is generally made of stainless steel with slits in its wall to bring in the water. This screen is often packed with gravel around the outside to make it easy to draw the water and yet restrict the entry of granular material and soil.
- The pumps used today are generally combination of a multi-stage pump coupled directly to submersible motor. The other configuration is with the pump at the bottom of the casing and screen and driven by an electric motor through a long drive shaft.
- When a pump is in operation it creates a drawdown cone commencing at the upper surface of the groundwater table. The extent and depth of this drawdown cone depends on the rate of pumping and the character of the aquifer. The horizontal flow velocities are negligible at the upper and outer edges of this cone. The velocity increasing rapidly as the water nears the well screen.
- The pump capacity and pressure parameters are generally set to supply water directly to the water distribution system and often to an elevated water storage tank in the system.
- Some groundwater requires treatment – iron removal is one of the common problems and occasionally turbidity. Treatment of the water is required at a surface plant before it is repumped to the distribution system.
- All well water supplies require disinfection. It is essential that there be sufficient contact and mixing time of chemicals before it is delivered to any customer.
- Well supply systems do not require full time operators on site. Each well pumping station is equipped with sensors monitoring key parameters of the operation with signals transmitted to a remote operations center.
- In the event of a failure of the disinfection system or other problems, the pumping unit automatically shuts down and an alarm signal sent to the operations center.
- Properly constructed and maintained well systems are designed and built to prevent water contamination entering the aquifer either down the casing or through monitoring points. These are often the exploratory test holes or aquifer water level monitoring holes.



## CORRESPONDENCE (B)

Ministry of  
the Environment

Source Protection Programs  
Branch

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Ministère de  
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Toronto (Ontario) M4V 1L5



April 3, 2008

To: Source Protection Committees

From: Ian Smith  
Director, Source Protection Programs Branch

**Re: Confidentiality and Public Release of draft technical documents**

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Several source protection committees (SPCs) have raised questions regarding the level of confidentiality of draft technical documents, such as the water budgets and watershed characterization reports; should these documents be available to the public in their current form and should they be given to municipalities or stakeholder groups for comment or consultation?

These draft reports have been prepared based on technical guidance modules in advance of the regulations and supported to date through MOE and MNR funding. When the reports are used to support the development of the Assessment Report, SPCs may need to revise sections or undertake additional work to conform to the final rules and regulations under the Clean Water Act. That being the case, all reports should be considered interim and before being made available we recommend that a separate page be added at the beginning of the report that says: **DRAFT REPORT FOR CONSIDERATION OF THE SOURCE PROTECTION COMMITTEE.**

SPC members can consult with their stakeholders on these documents, and include related comments for consideration when the committee drafts its Assessment Report. Members of the public who request these reports or who attend source protection committee meetings can be permitted to read these documents. There would be no issues with posting these documents on an SPC portal or website as long as there is no private information within the reports.

SPCs are required to abide by the *Municipal Freedom of Information and Protection of Privacy Act*. Under this act, personal information must not be inappropriately disclosed to the public. **When technical reports contain site-specific information, the content needs to be carefully considered from this privacy protection perspective.** One option is that all confidential information be contained in an appendix of draft reports and that this part of the reports is removed from public versions of the document. In addition, when such confidential information is discussed in an SPC meeting it must be done in-camera. It is up to the source protection authority and committee to decide how to manage the risk of inappropriate disclosure. This could include requiring that any persons not bound by MFIPPA or FIPPA (e.g., stakeholders external to the SPC) enter into an agreement to ensure all confidential information remains confidential.

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Should you have any other questions or comments, please do not hesitate to contact Heather Malcolmson at [heather.malcolmson@ontario.ca](mailto:heather.malcolmson@ontario.ca) or 416-314-0597.

Sincerely,

A handwritten signature in black ink, appearing to read "Ian Smith". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Ian Smith, Director  
Source Protection Programs Branch

**RES.#A31/08** -

**TERMS OF REFERENCE**

Assessment Reports and Source Protection Plans  
Report back on progress towards completing Terms of Reference for each source protection area in the CTC Region.

Moved by: Mark Schiller  
Seconded by: Michael Garrett

**THAT staff be requested to complete the three draft terms of reference for the May 13, 2008 meeting based on the input received from SPC members and further consultations with the Municipal Technical Advisory Working Group and Municipal Terms of Reference Liaison Working Group and individual municipalities;**

**THAT staff be requested to engage the services of a facilitator to lead the SPC discussions on May 13, 2008 to approve the draft Terms of Reference;**

**THAT staff be requested to provide a generic draft consultation document suitable for posting for consultation for the May 13, 2008 meeting, for approval;**

**THAT staff be directed to tentatively schedule a briefing meeting for municipal commissioners and directors responsible for water supply and planning for June 9, 2008 to provide a briefing on the draft Terms of Reference and the key municipal decision points;**

**THAT the Chair of the Source Protection Committee advise the committee and staff when a final decision is reached by the Province regarding any revisions to the timing/deadlines for the Terms of Reference;**

**AND FURTHER THAT the SPC arrange for public consultation meetings required in regulation on the three draft Terms of Reference with one meeting arranged in each source protection area in the CTC Region and that staff report back on options for additional informal meetings that could be scheduled to give persons within the headwaters or Lake Ontario areas more directly affected an additional opportunity to become briefed on this work. The proposed location of the public consultation meetings would be in Caledon, e.g. Brampton Fairgrounds, central Toronto e.g. North York Civic Centre and Whitby/Oshawa, e.g. Region of Durham offices.**

**AMENDMENT #1**

**RES.#A32/08**

Moved by: Michael Garrett  
Seconded by: Robert Burnside

**THAT the 3rd and 4th paragraphs of the main motion be amended to read as follows:**

**THAT staff be requested to engage the services of a facilitator to lead the SPC discussions and to provide a generic draft consultation document suitable for posting for consultation for the June 9, 2008 meeting, for approval;**

**THAT staff be directed to tentatively schedule a briefing meeting for senior municipal representatives responsible for water supply and planning for the week of June 9, 2008 to provide a briefing on the draft Terms of Reference and the key municipal decision points;**

**AMENDMENT #2**  
**RES.#A33/08**

Moved by: Howard Shapiro  
Seconded by: Jessica Annis

**THAT the 5th paragraph of the main motion be amended to read as follows:**

**THAT the Chair of the Source Protection Committee advise the committee and staff when a final decision is reached by the Province regarding any revisions to the timing/deadlines for the Terms of Reference and staff be directed to bring forth revised timelines should this occur;**

**AMENDMENT #3**  
**RES.#A34/08**

Moved by: Heather Laidlaw  
Seconded by: John Presta

**THAT the last paragraph of the main motion be amended to read:**

**AND FURTHER THAT the SPC arrange for public consultation meetings required in regulation on the three draft Terms of Reference with one meeting arranged in each source protection area in the CTC Region and that staff report back at the May 13, 2008 meeting on options for additional informal meetings that could be scheduled to give persons within the headwaters or Lake Ontario areas more directly affected an additional opportunity to become briefed on this work. The proposed location of the public consultation meetings would be in Caledon, e.g. Brampton Fairgrounds, central Toronto e.g. North York Civic Centre and Whitby/Oshawa, e.g. Region of Durham offices.**

**AMENDMENT #4**  
**RES.#A35/08**

Moved by: Peter Miasek  
Seconded by: Jessica Ginsburg

**THAT the "Revised Schedule for Approval by CTC SPC" as outlined in presentation (b) replace Attachment 2 contained in this report.**

<b>AMENDMENT #1 WAS</b>	<b>CARRIED</b>
<b>AMENDMENT #2 WAS</b>	<b>CARRIED</b>
<b>AMENDMENT #3 WAS</b>	<b>CARRIED</b>

**AMENDMENT #4 WAS**

**CARRIED**

**THE MAIN MOTION, AS AMENDED, WAS**

**CARRIED**

**THE RESULTANT MOTION READS AS FOLLOWS:**

**THAT staff be requested to complete the three draft terms of reference for the May 13, 2008 meeting based on the input received from SPC members and further consultations with the Municipal Technical Advisory Working Group and Municipal Terms of Reference Liaison Working Group and individual municipalities;**

**THAT staff be requested to engage the services of a facilitator to lead the SPC discussions on May 13, 2008 to approve the draft Terms of Reference;**

**THAT staff be requested to engage the services of a facilitator to lead the SPC discussions and to provide a generic draft consultation document suitable for posting for consultation for the June 9, 2008 meeting, for approval;**

**THAT staff be directed to tentatively schedule a briefing meeting for senior municipal representatives responsible for water supply and planning for the week of June 9, 2008 to provide a briefing on the draft Terms of Reference and the key municipal decision points;**

**THAT the Chair of the Source Protection Committee advise the committee and staff when a final decision is reached by the Province regarding any revisions to the timing/deadlines for the Terms of Reference and staff be directed to bring forth revised timelines should this occur;**

**AND FURTHER THAT the SPC arrange for public consultation meetings required in regulation on the three draft Terms of Reference with one meeting arranged in each source protection area in the CTC Region and that staff report back at the May 13, 2008 meeting on options for additional informal meetings that could be scheduled to give persons within the headwaters or Lake Ontario areas more directly affected an additional opportunity to become briefed on this work. The proposed location of the public consultation meetings would be in Caledon, e.g. Brampton Fairgrounds, central Toronto e.g. North York Civic Centre and Whitby/Oshawa, e.g. Region of Durham offices.**

#### **BACKGROUND**

At CTC SPC Meeting #3/08, held on March 17, 2008, a staff report was received by Resolution #A32/08 and staff was directed to report back at the April 14, 2008 meeting on progress and to seek further direction as required.

The Ministry of the Environment (MOE) has not yet released the draft Assessment Report regulations; white paper on source protection planning; guidance on work required to address municipal long term water supplies in the assessment report; nor guidance for municipalities on designating non-municipal water supplies, which were planned for March. Discussions are underway within the Ministry of the Environment on whether to postpone the regulatory deadlines for completion of the Terms of Reference given the MOE delay in providing the necessary direction to make it possible to reasonably complete Terms of Reference. CTC SPC chair, Susan Self can advise the committee and staff when a decision is reached by the Province in regard to any changes to the Terms of Reference timelines. Staff is continuing to work on the basis of the current deadlines until advised formally of any changes.

## **TERMS OF REFERENCE DOCUMENT**

### **Current Status**

A meeting was held on March 19, 2008 hosted by the CTC SPC led by Michael Garrett and attended by 25 municipal commissioners; and directors' responsible for planning and water in municipalities wholly or partially within the CTC. Presentation material from that meeting was distributed to attendees and SPC members via email from Karen Hortopan on April 4, 2008. Based on the positive responses, the attendees have requested another session to brief them on the draft Terms of Reference after they have been approved by the SPC for formal public consultation. This session will be planned for late May/early June: a tentative date of June 9 has been selected, the meeting would follow the CTC SPC meeting.

The CTC Technical Committee met March 19, 2008 to continue to develop the workplans for the Assessment Report and identify the Source Protection Plan deliverables. This information was the basis for discussions at the Municipal Terms of Reference Liaison Working Group (WG) workshop on March 26, 2008 (agenda is found as Attachment #1). In attendance were SPC chair Susan Self, and SPC members Mark Schiller, Dave Kentner, Bob Burnside, John Presta and Jessica Ginsburg. Regrets were received from Michael D'Andrea and Howard Shapiro, who sent Bill Snodgrass, City of Toronto water staff person in their place, and from Neil Garbe and Michael Garrett. Based on the outcome of these meetings and research by CTC CA technical staff, first drafts (incomplete) of the Terms of Reference documents for each of the three source protection areas have been prepared and were sent with the agenda package on April 4, 2008.

The draft Terms of Reference (TOR) documents are in the output format generated by the Ministry of the Environment Wizard and are not reader friendly. The versions to be used for public consultation will require considerable the inclusion of contextual information. The current versions of the TOR are works in progress that will provide a general outline of the type of information to be included. Workplans are in development along with the costing, scheduling and proposed assignment of responsibilities. For example, there is no information on any work to be undertaken for Lake Ontario. Staffs from the Collaborative and CAs have not yet met to determine the work beyond that which is currently underway as the Collaborative is still waiting for guidance from the Ministry of the Environment on their proposal to revise the current work to more directly deal with the key issues and concerns about potential threats and risks to drinking water quality. At the April 14 SPC meeting, staff will make a presentation highlighting the current status and decision points of the work in-progress by the WG.

The work of the WG to identify key deliverables and proposed approaches to undertaking the Source Protection Plan work for the Terms of Reference is now completed as far as possible through the workshop mechanism. The project leads for each of the three source protection authorities will be taking responsibility to finalize the Terms of Reference, work plans and cost estimates for their source protection area, including consulting directly with municipalities on specific information. The WG will be asked to review and advise staff on the draft TORs.

It is requested that SPC members identify at the April 14, 2008 meeting the major questions or issues that they need the Terms of Reference process to address so that staff can provide the required information in the package for approval on May 13, 2008.

Staff recommends that the SPC endorse hiring a facilitator, Mr. Robb Ogilvie of Ogilvie and Ogilvie, to guide the SPC in the decision-making meeting to be held on May 13, 2008. Mr. Ogilvie has many years of experience in facilitating multi-stakeholder committees in reaching consensus on environmental matters. Due to the very limited time available for the SPC to review and consider the draft Terms of Reference in order to meet the current regulatory deadlines, it is essential that the SPC is able to make decisions at the May 13 meeting. The use of a facilitator will help the SPC at their first major decision-making point and in planning for the next series of decisions when the Terms of Reference documents are finalized after the public consultation.

### **Direction Sought on Preliminary Drafts of Terms of Reference**

The direction of the SPC is sought regarding:

1. Identifying major issues/matters to be addressed in completing the draft Terms of Reference, and
2. Confirming the schedule and work plan (Attachment 2 to this report), including endorsing the recommendation to engage a facilitator for the SPC's deliberations on May 13, 2008 and scheduling a (tentative) senior municipal staff briefing for June 9, 2008.

## **PUBLIC CONSULTATION**

### **Current Status**

On March 20, 2008, SPC members Fred Ruf, Jessica Ginsburg and Peter Orphanos attended a workshop sponsored by Conservation Ontario and also attended by the communications staff of the CTC conservation authorities. This workshop was a pilot project to identify communication and consultation options to engage stakeholders at the Terms of Reference and beyond. The results of the workshop will be shared by Conservation Ontario with all SPCs.

Based on discussions at this workshop, it was suggested that the CTC should plan on having five public consultation sessions rather than the minimum of three required to meet the regulatory requirements. Suggested were: two sessions in the northern part of the CTC focused on groundwater sources, one in each of the CVC (for Caledon, Halton Hills, Erin and Orangeville, along with western TRCA area) and in the TRCA jurisdictions (Whitchurch-Stouffville area). Three meetings would be held in the southern parts of each of the three source protection areas focused on Lake Ontario based supplies (possibly in Mississauga, Toronto and Whitby/Oshawa area). This proposal was discussed with the WG on March 26th, who also endorsed the desire for additional meetings.

Staff is concerned about prematurely engaging in public outreach without sufficient factual information in a suitable format on the technical work which is underway and the preliminary findings for the public to respond to and be informed by. Public consultation on the TOR will be challenging based on the information contained in the TOR on its own. In the CTC we have completed conceptual water budgets and interim watershed characterization reports as presented to the SPC which need to be updated and plain language summaries prepared to provide useful public products, which are best consulted on during the assessment phase. Within the CTC, municipalities have received funding to undertake work directly that has either not been completed, received, peer reviewed nor summarized for the public. Appended (with the agenda package) is the latest update on the status of the technical studies being funded by the province to municipalities as well as additional technical studies, completed or underway, which play a role in drinking water source protection in the CTC Region.

The SPC has not been briefed on the findings of this work by the municipal project managers, with the exception of the in-progress work on Lake Ontario. Time and workload issues make it extremely difficult for CA staff to prepare quality content whilst simultaneously preparing the Terms of Reference materials. If the SPC deems it essential to hold more than the minimum public meetings, an alternative option would be to supplement the three mandatory public meetings (the timing and process of which are spelled out by the regulation), with local briefing sessions organized by the SPC members to advise their stakeholders on specific matters of interest after the draft Terms of Reference are posted. Attendees at the informal sessions would be advised of the dates for the formal consultations and of the opportunity to submit written comments.

A broader public consultation and outreach strategy aimed at the general public and stakeholder groups will be developed and implemented beginning in the fall of 2008 and continuing through the Assessment Report and Source Protection Plan development. The Communications and Outreach Working Group will be engaged in the development of this work. Funds have been identified for this work in the preliminary 2008/2009 budget and additional CTC staff resources will be hired to assist in this work provided funding is available.

### **Direction Sought on Consultation**

Direction is sought from the SPC whether to plan for three or five formal public consultation sessions.



## **NEXT STEPS**

Staff will continue to revise the Terms of Reference documents.

On April 18th the WG will meet to review the revisions required and matters identified by the SPC on April 14th in the morning. In the afternoon, the whole Municipal Technical Advisory Working Group will be briefed on the draft Terms of Reference and the issues or questions which municipalities need to address.

Attachment 1 to this report is the agenda for the March 26, 2008 meeting of the Municipal Terms of Reference Liaison Working Group (WG). Attachment 2 to this report is the current revised schedule of meetings and milestone dates.

## **RATIONALE**

Staff and the Municipal Terms of Reference Liaison Working Group (WG) have met on several occasions and made considerable progress by identifying the deliverables to be undertaken to prepare the Assessment Reports and Source Protection Plans for inclusion in the Terms of Reference. Issues under discussion are which tasks the municipalities wish to undertake regarding the source protection plan. Agreement in principle has been reached on responsibilities for the tasks to complete the Assessment Report. Budget and scheduling estimates are still in development.

In order to meet the current time frame for approval of the Terms of Reference, the SPC must approve draft Terms of Reference for public consultation at the May 13th meeting.

Work needs to be started now on making preparations for the public consultations in selecting venues and engaging consultants to carry out the planning, facilitation and report preparation. Staff will continue to provide updates on progress and seek direction at meetings of the SPC as identified in the table in Attachment 2.

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

**Emails: bthorpe@trca.on.ca**

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

**Emails: afreeman@trca.on.ca**

**Date: April 7, 2008**

**Attachments: 2**

**Please also refer to appended document "Municipal Technical Studies, April 2008".**

**Attachment 1**

**CTC 2007 - 2008 MTORLWG – Terms of Reference Planning Meeting Agenda**

Date of Meeting: March 26, 2008  
 Location of Meeting: Black Creek Pioneer Village, Victoria Room (downstairs)  
 Time of Meeting: 10:00 A.M – 4:00 P.M

**Meeting Objective:**  
 1) **Assessment Report Preparation: Update, Verification of Deliverables and Proposed Leads**  
 2) **Source Protection Plan Preparation: Verify and Update Deliverables identified in Feb 22 mtg**  
 3) **Source Protection Plan Preparation: Identify Proposed Leads on Work**

**Key: P = Planning C = Communication PS = Problem Solving D = Deciding**

	<b>Agenda Item Description</b>	<b>Facilitator</b>	<b>Desired Outcome(s)</b>	<b>Resource and Support Material Required</b>	<b>Purpose</b>	<b>Time</b>
1	Agenda & Schedule	DGS/PMP	Review & Approve Turn off cell phones		D	5 min
2	Feb 22 Meeting Minutes and Meeting Notes	DGS/PMP	Approve Minutes and Notes  Identify New Business Items	Feb 22 Meeting minutes and notes	D	15 min
3	Approve Meeting Objectives	DGS/PMP	1) Assessment Report Preparation: Update, Verification of Deliverables and Proposed Leads  2) Source Protection Plan Preparation: Update, Verification of Deliverables and Identification of Proposed Leads		C	5 min
4	Assessment Report Preparation	Beverley Thorpe	Presentation on DBS and current work status	CVC, TRCA, CLOCA 2008-2009 Scope / Cost baselines Updated based on March 19th updates to 2007-2008 Scope /Cost baselines (to be distributed at meeting)	C	30 min
5	Assessment Report Preparation	Beverley Thorpe	Discussion and verification by module		D & PS	30 min
6	SPP Plan Preparation –  Feb 22 Meeting Outcomes	Heather Brooks	Review of high level deliverables identified in Feb 22/08 meeting	CVC, TRCA, CLOCA SPP DBS Updates	C	30 min

	Agenda Item Description	Facilitator	Desired Outcome(s)	Resource and Support Material Required	Purpose	Time
	LUNCH					12:00 to 1:00 P.M
7	SPP Plan Preparation – Feb 22 Meeting Outcomes verification	Teams divided by interest	Discussion by deliverable to verify	CVC, TRCA, CLOCA SPP DBS Updates	D & PS	60 min
8	Presentation to all on group discussions	Team Reps	Update on deliverables & sub-deliverables discussion		D	30 min
9	ORM Collaborative Approach to Develop Model Land Use Policies	Dave Burnett	Presentation on ORM Collaborative – Scope, Approach, Results	Dave Burnett	C	30 min
10	SPP Preparation, ORM Collaborative Approach to Develop Model Land Use Policies	Open	Discussion to follow similar approach for SPP Identification of issues and next steps		PS & D	30 min
11	MOE Wizard Update	Beverley Thorpe	Update on Terms of Reference Wizard Input and Format	Example report and background information to be supplied at meeting	C	15 min
12	Wrap Up	Beverley Thorpe/DGS	Next Steps			15 min

**Attachment 2**

**REVISED SCHEDULE FOR APPROVAL BY CTC SPC  
CTC Source Protection Region Meeting Schedule, Milestone Deliverables &  
Decision Points for Terms of Reference**

<b>Month</b>	<b>CTC SPC Meetings</b>	<b>Municipal Terms of Reference Liaison Working Group Meetings</b>	<b>CTC Technical Committee Meetings</b>	<b>Other Meetings/Consultations</b>
<b>April</b>				
Apr. 14 10am – 3pm Black Creek	Progress on TOR			
Apr. 18 All Day CLOCA			CA project leads and planning staff complete first draft of TOR - input into Excel tables	
Apr. 18 Black Creek		10am – 12pm Presentation on Draft TOR by CA project leads	10am – 4pm Joint meeting with Municipal Liaison group in morning	MEETING CANCELLED - SEND INFORMATION & RESCHEDULE
Apr. 21 - 28			CA project leads contact municipal staff to discuss/clarify specific issues	
Apr. 28 1pm – 4pm Black Creek		Next Draft TOR For review & comment to SPC  Meet with Technical Committee	Joint meeting with Municipal Liaison Working Group	SHOULD THIS BE DATE FOR RESCHEDULING BRIEFING MEETING
<b>May</b>				
May 2	Draft TOR to be distributed to SPC			
May 13 10am – 3pm Black Creek	Facilitated review and discussion of Draft TOR			
May 14 - 30			CA staff revise & complete draft TOR based on SPC direction and additional information collection  Prepare draft consultation guide, hire public consultant to plan formal consultation meetings	

Month	CTC SPC Meetings	Municipal Terms of Reference Liaison Working Group Meetings	CTC Technical Committee Meetings	Other Meetings/Consultations
<b>June</b>				
June 2	Draft TOR to be distributed to SPC			
June 9 10 am – 3 pm Black Creek	Facilitated review and approval of Draft TOR for posting			<i>Tentative</i> Meeting with commissioners/directors of public works and planning re draft TOR.
<b>NEW DATE</b> June 16	<b>Post TOR for public comment on internet &amp; newspaper ads. Copies sent to each municipality, adjacent SPRs &amp; those additional ones that the Draft TOR identifies matters which need to be discussed &amp; bodies identified in the Great Lakes Water Quality Agreement, the Toronto Remedial Action Plan and the Lakewide Management Plan for Lake Ontario.</b> <b>Written comments accepted until July 21 (35 days after date of posting).</b>			
June 24 Black Creek		1 pm - 4 pm Join meeting with working groups	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
<b>July</b>				
July 8 10 am – 3 pm Black Creek	Regular SPC meeting Discussion of issues arising or identification of modifications require to TOR			
<b>CANCEL</b> July 10 1pm – 4pm TBD		Final meeting re TOR Meet with Technical Committee	Joint meeting with Municipal Liaison Working Group	
<b>NEW</b> Weeks of July 7 & 14				Schedule 3 Public consultation meetings, one in each of Credit Valley SPA, Toronto and Region SPA and Central Lake Ontario SPA  Will require some SPC members in attendance
July 22 - 30			CA staff consolidates & reviews comments received. Prepare final TOR for approval by SPC	
TBD		Is there need/possibility for any meeting of this group?		

Month	CTC SPC Meetings	Municipal Terms of Reference Liaison Working Group Meetings	CTC Technical Committee Meetings	Other Meetings/Consultations
<b>July</b>				
July 8 10 am – 3 pm Black Creek	Regular SPC meeting Discussion of issues arising or identification of modifications require to TOR			
<del>CANCEL</del> July 10 1pm – 4pm TBD		<del>Final meeting re TOR Meet with Technical Committee</del>	<del>Joint meeting with Municipal Liaison Working Group</del>	
<b>NEW</b> Weeks of July 7 & 14				Schedule 3 Public consultation meetings, one in each of Credit Valley SPA, Toronto and Region SPA and Central Lake Ontario SPA  Will require some SPC members in attendance
July 22 - 30			CA staff consolidates & reviews comments received. Prepare final TOR for approval by SPC	
<i>TBD</i>		<i>Is there need/possibility for any meeting of this group?</i>		
<b>August</b>				
Aug. 1	TOR circulated to members			
Aug. 11 10 am – 3pm Black Creek	Final meeting re approval of Draft TOR <i>Do we need facilitator?</i>			
Aug 12 - 19			CA staff complete final revisions to TOR for SPC chair sign-off & transmittal	
<b>Aug. 19</b>	<b>Submission of TOR to each SPA no later than August 22, including council resolutions agreeing to undertake any work and/or to designate non-municipal systems.</b>			
	<b>Notice for public to comment on TOR to each authority.</b>			
Sept. 18	Deadline for public comments to each SPA			
<i>TBD</i>	Scheduling of meetings of SPC for next 6 months - frequency tbd by SPC, not regulation			
<b>Oct. 22</b>	<b>Must submit TOR to Minister with all comments no later than Oct. 22, 2008.</b>			

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.

**COMPLETED TASKS**  
**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
<b>January</b>				
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	
<b>Jan. 16</b>	<b>Formal Notice to municipalities re commencement of TOR work</b>			
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	
<b>February</b>				
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
<b>March *</b>				
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 10am – 4pm		Draft TOR		
<b>April</b>				
April 4	Draft TOR circulated to members			



**RES.#A36/08** -

**SCHEDULE OF MEETINGS AND TOPICS**

Updates to the schedule of meetings and topics for CTC Source Protection Committee meetings.

Moved by: Michael Garrett  
Seconded by: Wendy Burgess

**THAT the schedule of CTC Source Protection Committee meetings and topics for January to August, 2008, be updated and reflected in Attachment 1.**

**CARRIED**

**For Information contact: Karen Hortopan, extension 5392  
Email: [khortopan@trca.on.ca](mailto:khortopan@trca.on.ca)  
Date: April 2, 2008  
Attachments: 1**

Attachment 1

**CTC Source Protection Committee Meetings  
Schedule and Topics, January – August 2008  
Location: Black Creek Pioneer Village (unless otherwise indicated)**

<b>Meeting#1/08</b>	<b>Tuesday, January 29, 2008 10am – 3pm</b>
<b>Topics:</b>	
<ul style="list-style-type: none"> <li>▶ Lake Ontario Collaborative</li> <li>▶ Dufferin Headwaters Pilot Study</li> </ul>	
<b>Meeting#2/08</b>	<b>Monday, February 11, 2008 10am – 3pm</b>
<b>Topics:</b>	
<ul style="list-style-type: none"> <li>▶ TRSPA Interim Watershed Characterization Report</li> <li>▶ TRSPA Conceptual Water Budget Report</li> <li>▶ CVSPA Interim Watershed Characterization Report</li> <li>▶ CVSPA Water Budget Modelling Reports</li> </ul>	
<b>Meeting#3/08</b>	<b>Monday, March 17, 2008 10am – 3pm</b>
<b>Topics:</b>	
<ul style="list-style-type: none"> <li>▶ CLOSPA Interim Watershed Characterization Report</li> <li>▶ CLOSPA Conceptual Water Budget/Draft Tier 1 Water Budget</li> <li>▶ Public Consultation in the CTC Region</li> </ul>	
<b>Meeting#4/08</b>	<b>Monday, April 14, 2008 10am – 3pm</b>
<b>Topics:</b>	
<ul style="list-style-type: none"> <li>▶ Terms of Reference work to date</li> <li>▶ Source Protection Program Update</li> </ul>	
<b>Meeting#5/08</b>	<b>Tuesday, May 13, 2008 10am – 3pm</b>
<b>Topics:</b>	
<ul style="list-style-type: none"> <li>▶ Approve Draft Terms of Reference to commence public consultation</li> <li>▶ Results of jurisdictional scan and source protection plans in other areas</li> </ul>	
<b>Meeting#6/08</b>	<b>Monday, June 9, 2008 10am – 3pm</b>
<b>Topics:</b>	
<ul style="list-style-type: none"> <li>▶ Water and health impacts of contaminants that cannot be treated in drinking water</li> </ul>	
<b>Meeting#7/08</b>	<b>Tuesday, July 8, 2008 10am – 3pm</b>
<b>Topics:</b>	
<ul style="list-style-type: none"> <li>▶ Review public comments on Draft Terms of Reference</li> <li>▶ Tour of Peel Region Treatment Plant (Tentative)</li> </ul>	
<b>Meeting#8/08</b>	<b>Monday, August 11, 2008 10am – 3pm</b>
<b>Topics:</b>	
<ul style="list-style-type: none"> <li>▶ Approve Terms of Reference for submission to each SPA</li> </ul>	
<b>Meeting#9/08</b>	<b>Tuesday, October 7, 2008 10am – 3pm</b>
<b>Meeting#10/08</b>	<b>Monday, November 17, 2008 10am – 3pm</b>
<b>Meeting#8/08</b>	<b>Monday, January 12, 2009 10am – 3pm</b>
<b>Meeting#8/08</b>	<b>Monday, February 12, 2009 10am – 3pm</b>

**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
Gap analysis and how will we know progress
Contents of a Source Protection Plan (MOE)
Source Protection Plans and the relationship to Watershed Plans
Groundwater Vulnerability (further discussion required)
Places to Grow and relationship of CWA with other legislation/plans (e.g Greenbelt, Niagara Escarpment)
Compensation for landowners when land is expropriated (schedule for as soon as possible, when discussing consultation of what will be in a plan)
Presentation on Safe Drinking Water Act (slated for the fall 2008)
Update on Lake Ontario Collaborative (April or May)
Templates from other parts of the world that are doing similar source protection e.g. Germany, US, Sweden

**Report prepared by: Karen Hortopan, 416-661-6600 extension 5392**  
**Emails: [khortopan@trca.on.ca](mailto:khortopan@trca.on.ca)**

**RES.#A37/08 - DRINKING WATER SOURCE PROTECTION JURISDICTIONAL SCAN**  
Ministry of the Environment. Drinking Water Source Protection  
Jurisdictional Scan

Moved by: Michael Garrett  
Seconded by: Heather Laidlaw

**THAT the Drinking Water Source Protection Jurisdictional Scan, provided by Kate Turner, Interim Liaison Officer, Ministry of the Environment be received.**

**CARRIED**

**Report prepared by: Karen Hortopan, Communications Administration Coordinator, CTC Region, 416-661-6600 extension 5392**

**Emails: khortopan@trca.on.ca**

**Date: April 09, 2008**

**Attachments:**

**Please refer to appended document"08\_03\_26\_2008-107IT\_table\_CTCJurisdictionalScan\_vDIR".**

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## **TERMINATION**

ON MOTION, the meeting terminated at 2:30 p.m., on Monday, April 14, 2008.

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Susan Self  
Chair

/mv