



NORTH BAY-MATTAWA SOURCE PROTECTION COMMITTEE

MINUTES OF

THE FIRST MEETING of the North Bay-Mattawa Source Protection Committee held at 9:10 a.m. on December 18, 2007 in the North Bay-Mattawa Conservation Authority Boardroom, 15 Janey Avenue North Bay, Ontario.

MEMBERS PRESENT:

Barbara Groves, Chair
Dennis MacDonald, Transportation
George Onley, Municipal
George Stivrins, Industrial/Commercial
Ian Kilgour, Municipal (arrived 9:50 am)

John MacLachlan, Member at Large
Kathy Parker, Municipal
Lucy Emmott, Member at Large
Maurice Schlosser, Agricultural
Roy Warriner, Member at Large

NBMCA STAFF

Sue Miller, Project Manager, SWP
Bronya Cuddy Gregg, Communications Specialist

Walter Koch, Technician, SWP
Helen Cunningham, Financial Officer

LIAISONS AND OBSERVERS:

Jake Noordhof, Liaison, Ministry of Environment
Michael Duncan, Liaison, North Bay Parry Sound
District Health Unit

Lynn Moreau, Union of Ontario Indians
Pat Bolger, Bolger and Associates

1. Call to Order (9:10 am)

Barbara Groves welcomed everyone and called the inaugural meeting of the North Bay – Mattawa Source Protection Committee (SPC) to order.

2. Group Exercise – Interviews and Introductions

Attendees introduced themselves. Working in assigned pairs, members interviewed each other and then introduced their partner to the group. Anonymous biographies were then distributed to Members to read aloud and identify the person. All Members were correctly identified from their bios.

3. Rules of Procedure, Code of Conduct and Conflict of Interest

Sue Miller explained the Rules of Procedure, Code of Conduct and Conflict of Interest drafts, requesting Members to provide comments. Concerns and suggestions will be considered at the next meeting January 8, 2008 to finalize the wording before submission to the Source protection Authority (SPA) for approval. Each Member will be required to sign an agreement that he/she will comply with the terms specified in these documents.

Quorum requirements, proxy votes and ways to accommodate large interest groups at a meeting were among items discussed. The Chair noted that the quorum and proxy issues in the Rules of Procedure need to be looked at more closely before it is signed off.

4. Communications and Media

Bronya Cuddy Gregg gave a detailed explanation of the regulatory requirements for communications of the Source Protection Committee and explained communication roles of the Source Protection Authority, the Ministry of Environment, Conservation Ontario and NBMCA staff. It is planned that the SPC website will have a password protected section for communication among Members.

5. Program Funding and Compensation

Sue Miller explained that the SPC needs to develop its draft Terms of Reference (ToR) by June 2008 (establishing the scope of work of the committee). Following public consultation, the final ToR must be submitted to the Minister of the Environment by October 2008. The ToR will identify roles and responsibilities for the work to be done and estimated costs. It will be used to determine funding. This will be the SPC's first major challenge.

Helen Cunningham, NBMCA Financial Officer, explained the compensation sheet to Members. At each SPC meeting, Members are to sign in and indicate any mileage they drove from home to attend. Mileage claims are to cover vehicle costs. Car-pooling is encouraged and most appreciated.

6. Program Overview

Sue Miller presented an overview of Source Protection Planning in Ontario and the development of the Drinking Water Source Protection (DWSP) initiatives. Implementation, timelines and plan requirements were discussed.

7. Significant Features

Sue Miller gave a map presentation of the significant features throughout the Source Protection Area and some details of the five municipal systems. Discussion followed.

8. The Path Forward

Sue Miller explained that the critical timeline for implementation of the Source Protection Plan is no later than August, 2012. This date is five years forward from the date of the Chair's appointment.

The committee discussed and agreed upon the following meeting schedule for the next six months:

February 19 th , 2008	May 14 th , 2008
March 18 th , 2008	June 17 th , 2008
April 15 th , 2008	July 22 nd , 2008

The meeting schedule will be posted on the SPC's website. Members are requested to reply with an acknowledgement of receipt of email notifications of meetings.

9. Orientation Items and Next Meeting

Sue Miller and Walter Koch distributed an orientation binder to each Member and explained the binder's organization.

The next SPC meeting will be Tuesday January 8th, 2008 commencing at 11 a.m. Following the meeting at about 4 p.m., transportation will be provided to Sudbury for dinner and overnight accommodation at the Radisson Hotel. The Ministry of Environment will be conducting a training session for all SPC members from northeastern Ontario including North Bay, Sudbury, Sault Ste Marie and Timmins.

10. Adjournment (3:05 pm)

At the close, the Chair emphasized three important considerations to Members:

- that all remarks and questions be addressed to the Chair;

- that Members confine their discussions to the topic on the table and Member's comments;
 - that judgmental remarks about or to another Member are undignified and unacceptable.
- The meeting adjourned at 3:05 pm.

Barbara Groves, Chair

Sue Miller, Project Manager



NORTH BAY-MATTAWA SOURCE PROTECTION COMMITTEE

MINUTES OF

A meeting of the North Bay-Mattawa Source Protection Committee held at 11:05 a.m. on January 8, 2008 in the North Bay-Mattawa Conservation Authority Boardroom, 15 Janey Avenue North Bay, Ontario.

Members Present:

Barbara Groves, Chair
Dennis MacDonald, Transportation
George Onley, Municipal
George Stivrins, Industrial/Commercial
Ian Kilgour, Municipal

John MacLachlan, Member at Large
Kathy Parker, Municipal
Lucy Emmott, Member at Large
Maurice Schlosser, Agricultural
Roy Warriner, Member at Large

Staff Present:

Sue Miller, Project Manager, SWP
Bronya Cuddy Gregg, Communications Specialist
Scott Higgins, GIS/Data Specialist, SWP

Kristen Green, Water Quality Specialist, SWP
Walter Koch, Technician, SWP

Also Present:

Jake Noordhof, Liaison, Ministry of Environment, via teleconference

1. Adoption of the Minutes of December 18, 2008

Barbara Groves introduced the meeting agenda and asked for a motion to approve the Minutes of the meeting held December 18, 2007.

Motion 01-08 (Kilgour-Emmott)

THAT the Minutes of the meetings held on December 18, 2007 be adopted as presented.

Carried

2. The Planning Process

Ian Kilgour gave a presentation of the municipal land use planning framework used in Ontario. Ian emphasized that the SPC will need to know (to learn) what exactly it is they are to protect. Source protection planning will require municipalities to look closely at their source water and plan 25 years into the future.

Ian emphasized the following points:

- Planning is the management of the process of change
- Good Planning seeks a balance between economics and environment and between individual rights and the community (public interest)
- A Plan contains policy - Future decisions are to be made in conformity with the policy.
- Policy is a course of action.
- With a Plan, future decision making occurs in a rational, logical and consistent climate.

Jake Noordhof commented that the MOE is developing a Regulation to guide the development of source water protection policies.

3. Rules of Procedure

One Member asked that the time limit of 15 minutes stated in Section 3.8 be extended to accommodate longer presentations to the Committee. Another Member suggested that groups designate only one presenter per presentation. The Chair stressed that presenters are to provide the Committee with their presentation in writing at least two weeks prior to a meeting and indicate the time required to make the presentation.

The Chair and staff will review submitted presentations and have them added to the agenda items of the next meeting. Presentations will be included in each Member's meeting package. All correspondence to the Committee will be acknowledged and provided to Members in their meeting package.

Members commented significantly on the use of proxies. It was felt that the use of proxies by Members who have not participated in discussions of the decision item are inappropriate. However, it was also acknowledged that usage of proxies can be minimized by encouraging Members to participate through teleconference when they are unable to attend meetings. Jake Noordhof agreed to take back Members concerns and ideas and give an email response to the Committee at a later date.

Members also debated the process to achieve consensus. It was agreed that if consensus cannot be reached, then the decision shall be deferred to the next meeting allowing time for reconsiderations and compromise to occur. At the second meeting the decision item would again be discussed, and only then if no consensus was achieved, to proceed to a vote. In the case of a tied vote, it was suggested that the decision be passed to the SPA for resolution. Further review of this case situation was recommended.

Members asked for the following clauses or similar wording to be added to Section 4:

“Any Member may request that a decision be deferred, once only, to the next meeting. A Member's request to defer a decision must be seconded by another Member.”

“All votes shall be recorded by a show of hands.”

“Notwithstanding, any motions that are deemed out of order, or in contravention to the Regulations shall not proceed”.

Members requested that the Agreement referred to in Section 7.1 be provided to Members.

The Committee agreed that if a Member cannot attend a meeting, that the Member notify the Conservation Authority to give their regrets, and that it be recorded in the Minutes.

4. Code of Conduct and Conflict of Interest

There was significant discussion on how to deal with the “perception or appearance of a conflict of interest”. The Project Manager re-emphasized that Members were selected to represent their sector, and that although a perception of a conflict may be drawn by some, the concern of the Committee should only be with “real conflict”.

Members agreed to revise Section 7.2 to remove the reference to a “potential or perceived” conflict so as to allow the Member to participate fully in the consideration of the matter as a knowledgeable representative of his/her sector.

5. Ontario Farm Environmental Coalition (OFEC)

Maurice Schlosser gave a summary of the training session he participated in at the Crieff Hills Community Centre near Guelph, Ontario. He distributed to Members a summary sheet stating the 13 Principles of the OFEC for Source Water Protection and a booklet “The Real Dirt on Farming”. Maurice suggested that one of the best approaches a farmer can take is to implement an “Environmental Farm Plan”. Such a plan can incorporate best management practices from a Nutrient Management Plan, a Pest Management Plan, buffer strips, pesticide applicators course, publications and government advice. The OFEC is also considering ISO 14000 programs for their members farms.

Maurice agreed to seek copies of the keynote speech given at the workshop and the booklet “Caring for the Land” for distribution to SPC Members. The SPC Chair commented that the OFEC should recommend what information they want used by the Committee.

Staff were directed to obtain a set of the handbooks “Best Management Practices” by the Ontario Ministry of Agriculture and Food for the Committee’s use.

6. Plain Language Guide

Members reviewed and received clarification from staff on specific items in the Clean Water Act guide.

7. How will we communicate?

Bronya Cuddy Gregg presented the video “Acting for Clean Water” by the Ontario Ministry of Agriculture, Food and Rural Affairs. She summarized the 5 stages in source protection planning:

- 1) mapping the source protection area,
- 2) identifying risks,
- 3) developing the source protection plan,
- 4) implementing the plan, and
- 5) continuous monitoring,

Indicating that the process is currently at stage 2. At all stages, communications will interact with a wide variety of stakeholder groups, including municipalities, landowners and working groups.

Bronya indicated that a Draft Communication Plan will be presented at the next SPC meeting.

The Chair expressed a desire to have communications also address residents in the larger watershed as a whole, and not just those served by the 5 municipal systems.

8. Next Meeting and Sudbury Travel

The Chair confirmed with Members that the next SPC meeting will be held February 19, 2008 at 9:00am at the offices of the NBMCA. The Project Manager then explained the group’s travel and accommodation arrangements in Sudbury for the Orientation Training session.

9. Adjournment (4:20 pm)

Meeting followed by group departure to Sudbury.



NORTH BAY-MATTAWA SOURCE PROTECTION COMMITTEE

MINUTES OF

A meeting of the North Bay-Mattawa Source Protection Committee held at 9:10 a.m. on February 19, 2008 in the North Bay-Mattawa Conservation Authority Natural Classroom 15 Janey Avenue North Bay, Ontario.

Members Present:

Barbara Groves, Chair	John MacLachlan, Member at Large
Dennis MacDonald, Transportation	Kathy Parker, Municipal
George Onley, Municipal	Lucy Emmott, Member at Large
George Stivrins, Industrial/Commercial	Roy Warriner, Member at Large
Ian Kilgour, Municipal	

Regrets:

Maurice Schlosser, Agricultural	Jake Noordhof, Liaison, Ministry of Environment
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SWP Staff Present:

Sue Miller, Project Manager	Kristen Green, Water Quality Specialist
Bronya Cuddy Gregg, Communications Specialist	Walter Koch, Technician
Scott Higgins, GIS/Data Specialist	

Also Present:

Kate Turner, Liaison, Ministry of Environment	Pat Bolger, Consultant
Peter Jekel, Liaison, North Bay Parry Sound District Health Board	

1. Administration

Quorum

Eight Members plus Chair were present. Quorum requirement was met.

Declaration of Pecuniary Interest None declared.

Approval of Agenda Approved as presented.

Adoption of the Minutes of January 8, 2008 Approved as presented.

SPC Meeting change from July 22, 2008 to July 9, 2008

The Chair requested a SPC meeting change from July 22, 2008 to July 9, 2008 to accommodate a personal schedule conflict. The Committee will await responses from Lucy Emmott and Maurice Schlosser before deciding on the date change.

2. Updates

Sue Miller, Project Manager (PM) met with Dwayne Nashkawa of Nipissing First Nation regarding their representation on the SPC. Dwayne indicated that Nipissing First Nation staff do not have the capacity to regularly participate in meetings. They will consider endorsing the participation of a band member who has expressed interest in the SPC.

The South River technical study open house is planned for March 5, 2008 in South River. The consultant will present information regarding issues evaluation and threats inventory and gather input from the public. The Chair encourages SPC members to attend.

The Ministry of Transportation is hosting a roads maintenance open house, March 5, 2008 at their works yard in North Bay. They will discuss road maintenance standards, new salting and sanding techniques and demonstrating equipment.

The Drinking Water Source Protection (DWSP) program has purchased a set of booklets on “Best Management Practices” from the Ontario Federation of Agriculture. Contact the PM to borrow booklets.

3. Rules of Procedure

The Chair clarified that giving notification of a proxy is to be directed to the Chair with a .cc to the PM. The Chair is not to read proxies in SPC meetings as the Chair does not vote.

The PM clarified that a declaration of a conflict of interest does not affect Committee quorum. She recommended that this information be added to the Rules for clarity.

On section 4.2 decision making, the MOE Liaison commented that per Regulation 288/03, a decision by voting must be supported by “two-thirds of the Members present, not counting the Chair”. When questioned why the requirement has been set at 2/3 and not a simple majority, it was explained that a 2/3 requirement reflects “consensus” more than the latter case.

The Committee suggested that SWP staff draw up an easy read chart showing the quorum and 2/3 vote requirements under differing scenarios of attendance and voting.

Members further debated section 4, 2. The Chair stressed that to help decision making, Members must have a clear position, i.e. to be either “for” or “against” the motion or vote (conflict of interest positions excepted). Where a member abstains from voting, it will be interpreted as a “blank” vote, and not “for” or “against” the motion.

The Committee agreed to send the Rules and Code to NBMCA’s solicitor for review.

5. Terms of Reference

The PM gave a presentation of key aspects of the Terms of Reference (ToR) requirements and summarized what’s already done and what still remains. The ToR timeline is driven by the Time Limits regulation (O. Reg 285/07). The MOE will soon be providing a computer application for tracking and reporting to MOE called the Terms of Reference Wizard. It can generate a basic report in MS Word that meets the regulatory requirements for content. A first draft of the ToR is due in June if we are to meet the regulatory obligations (two public consultation periods, revisions, approval by SPA) and have the final ready for the October 22 submission deadline. Kristen Green, Water Resources Specialist has started preparing the draft document for the Committee to start with.

Further MOE guidance will come in June to clarify to municipalities those Drinking Water Systems that qualify for SWP. MOE is encouraging municipalities to wait until that guidance is released before they pass council resolutions to elevate additional systems, such as well clusters, for inclusion. Back in late 2006, Powassan passed a resolution to have the former Village of Trout Creek included. A new

resolution would be required should they still wish to have Trout Creek included in Source Protection Planning. The MOE's guidance is intended to help municipalities assess their situation and understand the implications if they decide to add a system.

The Committee commented on and showed significant concern that there is not enough time to develop content for the ToR per the indicated schedule. The SPC was also frustrated that the MOE will not come forward with guidance until June about the same time as the draft ToR should be completed. Although it was mentioned that the SPC can amend the ToR, it is an onerous process requiring a full new public consultation. The MOE has advised that the ToR is really just a "To-Do" list of tasks that are required to complete the plan.

The PM led discussion on the SPC's Work Plan and timeline and presented a list of tasks provided by the MOE (see Appendix A attached). There is some urgency to get notification letters out to municipalities and Nipissing First Nation. The public consultation period should occur by late spring, as planned by most other SPC's. The Watershed Characterization is due to MOE by March 31 and the Watershed Assessment Report should be completed by year's end 2008.

The SPC's Work Plan could finish its 5 year mandate early, but may be hampered by a lack of timely MOE guidance. The Committee's consensus was that it should go for the maximum time permitted (Aug. 22, 2012 – 5 years after Chair's appointment), and then work backwards on tasks to develop its work schedule.

Timelines for Product Submissions to MOE:

- Terms of Reference – October 22, 2008
- Assessment Report - August 22, 2009
- Source Protection Plan – August 22, 2012

6. Consensus Building, Negotiation Skills and Conflict Management

Pat Bolger, Consultant, gave a presentation demonstrating team functioning theory and principles. He emphasized that the key steps to creating a well functioning high performance consensus building team are: Purpose, Ground Rules, Exploration (Telling Stories), Listening/Learning, Proposals, Creative Work and Agreement. He emphasised that the best decisions generally arise out of discussions and revisions that are required to resolve differences of opinion. He demonstrated schematic models to emphasize these principles, distributed handouts and followed each with anecdotal evidence and real world examples.

7. Communication Plan

Bronya Cuddy Gregg, Communications Specialist, presented a SPC Communications Plan (2008) and demonstrated highlights of the DVD "Watershed Connections, Where Everyone Lives Downstream". (It should be noted that some regions refer to their communications plan as a Stakeholder Engagement Strategy.)

She indicated that most public groups are supportive of the SWP Plan. This is demonstrated in media clips that she will provide to members as a media file.

A separate Source Protection Planning website is being developed. It will contain news on SPC activity, and a member's only area for dialogue and discussion. Bronya discussed other ideas for SWP public education such as events with advocacy groups, a water festival, mall displays, and having some materials available in French. One member asked that SWP communication notices should differentiate those directed to property owners from those to the general public.

The MOE Liaison commented that MOE will bring out more guidance on consultation. As well, SWP must meet individually with each landowner in an IPZ or WHPA.

8. New Business

- a) Members discussed ideas for future meeting themes. The Project Manager indicated that the next SPC meeting will feature a consultant's primer on Groundwater theory and discuss the current technical studies in Powassan and Mattawa. A subsequent meeting will feature a consultant's primer on Surface Water.
- b) Members discussed training needs. Obtaining other SPC's letters as examples or models would be helpful. Members also expressed a desire to field visit the watershed in April or May. The PM suggested a field visit and presentation by OCWA on water treatment and especially field lagoons would benefit members.

9. Action Items

- a) Sign-off acknowledgement to SPC Rules and Code was deferred to next meeting, pending legal review by the NBMCA solicitor.
- b) SWP staff were directed to continue background SPC efforts on the technical studies and support items to the SPC.

10. Next Meeting

The Chair confirmed with Members that the next SPC meeting will be held March 18, 2008 at 9:00am at the offices of the NBMCA.

The meeting adjourned at 3:55 pm.

Barbara Groves, Chair

Sue Miller, Project Manager

NORTH BAY-MATTAWA SOURCE PROTECTION COMMITTEE

MINUTES OF

A meeting of the North Bay-Mattawa Source Protection Committee held at 9:00 a.m. on March 18, 2008 in the North Bay-Mattawa Conservation Authority Natural Classroom 15 Janey Avenue North Bay, Ontario.

Members Present:

Barbara Groves, Chair	John MacLachlan, Member at Large
Dennis MacDonald, Transportation	Kathy Parker, Municipal
George Onley, Municipal	Maurice Schlosser, Agricultural
George Stivrins, Industrial/Commercial	Lucy Emmott, Member at Large
Ian Kilgour, Municipal (ar. 9:40 a.m.)	Roy Warriner, Member at Large

Regrets:

Peter Jekel, Liaison, North Bay Parry Sound District Health Unit

SWP Staff Present:

Sue Miller, Project Manager	Walter Koch, Technician
Kristen Green, Water Quality Specialist	

Also Present:

Kate Turner, Liaison, Ministry of Environment

1. Administration

Quorum

Nine Members plus Chair were present. Quorum requirement was met.

Declaration of Pecuniary Interest

None declared.

Approval of Agenda

Approved as circulated. (Emmott/MacDonald)

Adoption of the Minutes of January 8, 2008

Approved as circulated. (Emmott/Onley)

SPC Meeting Dates, 2008

The Committee agreed to change the SPC meeting of July 22, 2008 to July 9, 2008 at 7:00 p.m. to accommodate a scheduling conflict. Kathy Parker indicated she will participate via teleconference.

The Committee established the following dates for future SPC meetings in 2008:

SPC Meeting Date	Alternate
August 20th, 2008	August 21 st , 2008
September 17th, 2008	September 18th, 2008
October 15th, 2008	October 16th, 2008
November 19th, 2008	November 20th, 2008
December 10th, 2008	December 11th, 2008

Members are to communicate any attendance conflicts with these dates to the Chair and c.c. the project manager at their earliest opportunity.

2. Updates

SWP Guidance

The Project Manager (PM) gave an update on latest SP technical guidance and the development of Director's Rules. Additional guidance to assist to municipalities in understanding the implications of elevating non-municipal systems for inclusion in source protection planning is not expected before June, 2008. The PM indicated that Powassan's town council will need to pass a new resolution if they still want to elevate the former Village of Trout Creek for inclusion as a cluster of residential wells.

Terms of Reference (TOR)

The Project Manager gave an overview of development aspects of the Terms of Reference (ToR). Ministry of Environment has provided an application (Wizard) for tracking and reporting development of the ToR.

Municipal Engagement

An information workshop for municipal representatives is planned for April 17th, 2008 at 7:00 p.m. at the Legion Hall in Callander. A notice was sent to all 15 municipalities on February 27. This will be followed with details confirming time and location as soon as possible. The Chair requested that all SPC members attend.

The SPC discussed the TOR and municipal engagement process. Discussion included systems that may be elevated for inclusion in to the TOR, funding for same, and the process for amending the ToR. Municipalities may choose through resolution of council to elevate non-municipal systems such as clusters of private residential wells or shoreline intakes. Powassan previously passed a resolution to include the former Village of Trout Creek. The possibility of shoreline residents of Trout Lake approaching City of North Bay requesting inclusion was mentioned.

MTO Roads Workshop

Dennis MacDonald attended the Ministry of Transportation's roads maintenance open house held March 5, 2008 in North Bay. He provided a report as well as information on road salting and WHMIS to the Chair for SPC use.

Callander Bay Sediment Core

On March 17, 2008, SWP obtained a sediment core sample from the centre of Callander Bay. The sample will be sectioned by SWP staff and then sent to Queen's University for paleolimnological analysis. SP staff extend their appreciation to Jean-Marc Filion providing equipment, transportation and assistance to obtain the core sample.

3. Groundwater Principles

Peter Richards, a hydrogeologist and President of Waters Environmental Geosciences Ltd., gave an overview presentation on groundwater principles with specific reference to the SWP legislation and guidance.

The presentation described the importance of the Water Balance and Hydrologic Cycle as the basis for all Source Water Protection planning. The concept of residence time within the hydrologic cycle was discussed, stressing the long residence times typically associated with groundwater flow systems.

A generic Water Balance (inputs = outputs +/- changes in storage) was described for a typical watershed, and the importance of determining recharge was identified (identifying the aquifer as being under stress when withdrawals exceed recharge, etc.). Typical aquifer settings were described, and the response to an aquifer being pumped was discussed. Finally, the area that contributes water to the pumping well was defined as the Well Head Protection Area (WHPA), and is the focus of the current Source Water Protection Studies.

4. Comment Letter from John Fontaine

The Chair read aloud an email letter received from Mr. John Fontaine, dated March 18th, 2008 regarding questionable use on a nearby property. Ian Kilgour commented that the City of North Bay has been monitoring land use on the subject property for some time. The property is outside the North Bay – Mattawa SP Area, and suggested sending the letter to the City for follow up.

Ian further agreed to present this situation as a case item study at the next SPC meeting.

(NOTE SEE ATTACHED RESOLUTION AT END OF MINUTES)

5. Groundwater Municipal Technical Studies

Peter Richards presented the historical background leading into the current detailed technical studies of the Mattawa and Powassan municipal systems. The present studies were identified as building upon previous work on the municipal well systems (beginning in 2000), and follow a set of Draft Guidance Modules (which periodically have been updated as the process continues across the Province). The studies are proceeding, even though some of the final details on the assessment methods for the Risk Assessment Module are still in development. Overall, the goal is to use the best data available in the study process, and the importance of “continuous improvement” was noted.

The Mattawa municipal well system was briefly reviewed, and the development of a unique well head protection area was discussed. The area was defined by computer modelling, and identified zones within the well head protection area that were various distances away from the well head area itself. The distances were defined by their time of travel in the aquifer, with zones furthest away from the well having the longest time of travel (previously described as residence times).

The vulnerability of the aquifer to surficial contamination (i.e. from spills) was identified as being related to the geology of the area, and whether or not the aquifer was confined or unconfined (previously discussed). The importance of identifying land uses within the well head protection area that may place the well intake at risk to contamination was identified, and the work carried out in previous studies and the present study (including work completed in 2007 by the North Bay – Mattawa Conservation Authority) was highlighted.

The completion of the study using a Risk Assessment process was described (currently underway), which combines the aquifer vulnerability with an assessment of the individual threat posed by specific land use activities within the well head protection area. As discussed, the exact methodology to be followed is still under development by the Ministry of the Environment, and will be forthcoming in the spring of 2008.

A similar review was done for the Powassan municipal well system. At the conclusion of the discussion, Peter Richards indicated that additional detailed hydrogeological information had been recently obtained which may change the shape of the well head protection area. Whereas previous interpretations of the aquifer had suggested that the Genessee Creek did not play a role in the municipal well system, there is now reason to believe that the Powassan well field may depend upon both the groundwater aquifer and the surface waters of Genessee Creek. Work is now underway to identify the potential change to the shape of the well head protection area, and to define the role that Genessee Creek plays in the water supply. The consequence of such a change is that the Source Water Protection focus may now have to include a portion of the Genessee Creek that is potentially feeding the groundwater system at the well head area.

The discussion then focused on recent changes to the Source Water Protection program which targets well clusters in a similar well head protection analysis. Peter Richards noted that, in some settings, a cluster of private water wells can have an effect similar to a single municipal well drawing the same total volume of water out of the aquifer. Therefore, the same methodologies could theoretically be applied to well clusters (with some modification, as appropriate). SPC members debated what is/is not a well cluster, then agreed that it is up to municipalities to express concern that they may have a well cluster. The PM noted that Kristen Green, SWP Water Quality Specialist has already completed some preliminary analysis on the Trout Creek Well Cluster.

8. New and Other Business

- a) SPC moved to accept new information from Dennis MacDonald regarding salt use on roadways.
- b) SPC members gave support to Dennis' s intention to participate in a western railway conference
- c) SPC members indicated a desire to field tour the SP Area and on May 20th departing tentatively at 9:30 a.m.
- d) The Chair requested that Members wear their name tags to the Municipal meeting, April 17, 2008.
- e) The Committee directed the PM to obtain generic business cards for member use.
- f) The Committee discussed the merits of erecting signage along transportation corridors through critical IPZs and WHPAs.

10. Next Meeting

The next meeting will be held April 15, 2008 at the offices of the NBMCA.

[Note: change of start time to 9:15 a.m.]

The meeting adjourned at 3:40 pm.

Barbara Groves, Chair

Sue Miller, Project Manager

RESOLUTION

North Bay – Mattawa Source Protection Committee

Date: March 18, 2008 Resolution Number: _____

Moved By: John Meckachlan Seconded By: Dennis MacDonald

That the North Bay - Mattawa Source Protection Committee has received the email of John Fontaine, dated March 18, 2008 under subject of "Well water protection", and redireets his email and this resolution to the City of North Bay for information and appropriate action.

Endorsement of Chair: Barbara Groves

**MINUTES OF THE FIFTH MEETING OF THE NORTH BAY-MATTAWA
SOURCE PROTECTION COMMITTEE
April 15/ 2008
in the NBMCA Natural Classroom**

1. ATTENDANCE

a) Meeting called to order @ 9:15 by Chair, Barbara Groves.

MEMBERS PRESENT:

Barbara Groves, Chair
Dennis MacDonald
George Onley

George Stivrins
John MacLachlan
Kathy Parker

Lucy Emmott
Maurice Schlosser
Roy Warriner

ABSENT/REGRETS:

Ian Kilgour

LIASONS PRESENT:

Kate Turner (MOE)

Peter Jekel (NBPSDHU)

Quorum was established.

2. DECLARATION OF PECUNIARY INTEREST None declared.

3. MEETING AGENDA APPROVAL Agenda approved.

4. MARCH MINUTES APPROVED on a motion by Onley, seconded by Parker.

5. CORRESPONDENCE

- (a) Email from Raisin Region copied to all Source Protection Committees (SPCs) regarding Raisin's request to MOE to revise the Source Protection Committee regulation in order to allow individual SPCs to opt out of allowing proxy voting in their rules of procedure should the SPC so choose. Because the item was not specifically addressed to this SPC, it was decided that it be accepted for information but no response was required.
- (b) Follow up discussion from the March meeting, regarding correspondence dated March 18, 2008 from a North Bay property owner who had questions regarding land use activities on an adjacent property. At the March meeting, it was evident that the properties in question fall outside the Source Protection Area so the matter was forwarded to the City of North Bay. The City advised that the matter has been referred to appropriate staff.
- (c) Peter Richards, our consultant conducting the Powassan technical study, received an email from a Powassan resident who wondered if a horseback riding establishment north of Genessee Creek might pose a risk. This was in response to the consultant's request in August 2007 for information from the public on potential threats to the Powassan water supply. Staff prepared a location map which indicated that the subject property was well outside the vulnerable area for the wellhead. A response will be prepared by staff.

Action: Staff to draft response for Chair's signature.

6. As the agriculture rep, Maurice Schlosser raised some concerns regarding compensation for landowners affected by any future Source Protection planning.
7. April 22nd Watershed tour was mentioned with full discussion slated for later in the agenda.

8. FUTURE MEETING DATES adopted as

- i) MAY 22 1:00 pm
- ii) June 17 9:30 am
- iii) JULY 10 7 pm (if required)
- iv) AUGUST 20 9:30 am (tentative, if required)
- v) SEPTEMBER undecided (note: members need to finalize fall schedules)

9. PROJECT MANAGER'S REPORT/DISCUSSION

(a) Aggregate Extraction

In response to a concern raised at the March SPC meeting with respect to potential source protection risks posed on the North Bay escarpment due to aggregate extraction activities, the project manager advised that licensing requirements for on-site mitigation are already designed to address water quality risks and the consultant preparing the Tier One Water Budget for the City of North Bay system has been instructed to include potential impacts to water quantity (due to aggregate extraction activities) in his assessment. In response to a Member's concerns over potential grandfathering circumventing these protections, the MOE liaison advised that the Clean Water Act prevents that.

(b) Update on the Wasi Dam

Water quality monitoring of the Wasi River over the period of dam removal in the fall of 2007 confirmed that phosphorus levels remained within the expected range. Staff is in the process of preparing a report for Mayor Hec Lavigne of Callander.

(c) Update on Peter Richards' presentation to Powassan Town Council.

On April 10 NBMCA staff, the SPC Chair and the SPC agricultural rep M. Schlosser attended a special meeting of Powassan council with consultant Peter Richards to update council on Mr. Richards' preliminary findings that the municipal well field receives recharge water from Genessee Creek. M. Schlosser attended to represent the interests of farmers along the creek who might be affected by a revised delineation of the vulnerable area. In his presentation Mr. Richards advised council that the nature of the soil between the creek and the wellhead is similar to what is used in filtration beds and the water quality records which show consistent good quality for the wells support that. This issue will be investigated further as part of the current technical study to delineate the vulnerable area for the system.

(d) Adoption of Rules of Procedure/ Code of Conduct/Conflict of Interest Policy

The project manager advised that following consultation with the NBMCA's solicitor, the wording of the proposed Code of Conduct and Conflict of Interest Policy has been

amended to recognize that the SPC is required to comply with the Municipal Conflict of Interest Act R.S.O. 1990, Chapter M.50, last amendment: 2007, c.8, s. 219.

The Chair questioned the reference to quorum in that document and whether it might supersede SPC Quorum. The MOE liaison will verify which applies.

10. DAN WALTERS - SURFACE WATER PRESENTATION

Professor Dan Walters of Nipissing University who is a member of the water budget peer review committee for the North Bay - Mattawa SP Area provided the SPC with some basic instruction in hydrology. This training in surface water principles was supplemental to the groundwater session provided at the previous meeting. Prof. Walters covered the following topics:

- 1) Hydrological Cycle
- 2) Stream discharge
- 3) Water quality
- 4) North Bay-Mattawa Source Protection Region

Action: A copy of the presentation is to be provided to SPC Members.

11. TERMS OF REFERENCE

Staff presented the draft Terms of Reference (ToR) and which were compiled using a computer application provided by MOE to facilitate standardized reporting and tracking. The draft ToR must be posted on the website for public review and comment. SPC members were reminded of the consultation session with municipalities scheduled for Thursday, April 17 at 7 p.m. at the Callander Legion. Discussion surrounded the following:

- a) How will the SPC develop policies for the plan?
– MOE is expected to coordinate the development of standard policies which each SPC can work with to development their plan. SPCs would be free to modify or develop their own policies but ultimately the plan must be acceptable to the Minister of Environment.
- b) Could staff explain the rationale for the dollar amounts and what each task entails as SPC members need to be able to answer questions they may be asked?
- The costs are estimates and cover the entire program period from its start in 2004. The tasks are standardized and many relate to the specifics of the technical studies.
- c) What is the process for Powassan Council to elevate the Trout Creek well cluster?
- Council would be required to pass a new resolution. At this time, MOE is not committed to funding the technical work required for non-municipal systems elevated for inclusion in planning. All tasks identified in the ToR must be completed, so wording must be chosen carefully to reflect the risk that funding may not be available for elevated systems. In early March MOE made a presentation to project managers explaining preliminary ideas for identifying wellhead protection areas for well clusters. The vulnerable areas for residential wells tend to be small compared to municipal wellheads because of the smaller water demand of single households.

d) M. Schlosser, as agricultural rep expressed concerns over the lack of mention of compensation for landowners required to implement risk management procedures. Committee members were advised that their task relates to development of policies to protect sources of drinking water. The committee requested that wording be included to reflect their agreement that the issue of compensation should be considered. The MOE liaison advised that compensation is being provided through the Stewardship Fund and more information should be available after April 17.

Action: Revise draft ToR to include reference to consideration of compensation.

Action: Include the Drinking Water Stewardship Fund as a discussion item for the next meeting's agenda.

Action: Committee members are to be provided with a sample plan.

Action: Error found in draft ToR on page 16; change CA to SPA.

12. PUBLIC CONSULTATION SESSION ON ToR - May 22, 2008

Timing for the meeting and session at Average Joe's on Trout Lake Road was tentatively set but will be verified once the meeting notice is drafted.

13. OTHER BUSINESS

(a) Lighting / Room Acoustic issues – It was suggested that a system of microphones might solve the issue for those having problems hearing. Lighting was also identified as an issue. The group decided that their preference was to go back to meeting in the second floor boardroom despite the cramped quarters.

(b) NMBCA Communications staff presented a draft Drinking Water Source Protection newsletter.

(c) Watershed Tour – April 22, 2008. Meet at the Information Centre at 9 a.m.

(d) Dennis MacDonald, the Transportation rep, will be in Calgary and would like to provide some information to CPR regarding source protection in Ontario.

Action: Staff will prepare a package of relevant material.

14. CHAIR ADJOURNED MEETING 3:05 PM

Barbara Groves, Chair

Sue Miller, Project Manager

**MINUTES OF THE SIXTH MEETING OF THE NORTH BAY-MATTAWA
SOURCE PROTECTION COMMITTEE
1:00 PM, MAY 22, 2008
AVERAGE JOE'S EATERY, TROUT LAKE RD, NORTH BAY**

1. ATTENDANCE

a) Meeting called to order @ 1:10 by Chair, Barbara Groves.

MEMBERS PRESENT:

Barbara Groves, Chair
Dennis MacDonald
George Onley

George Stivrins
John MacLachlan
Kathy Parker

Lucy Emmott
Maurice Schlosser
Roy Warriner

ABSENT/REGRETS:

Ian Kilgour

LIASONS PRESENT:

Kate Turner (MOE)

Peter Jekel (NBPSDHU)

Quorum was established.

b) **DECLARATION OF PECUNIARY INTEREST** None declared.

c) **MEETING AGENDA APPROVAL** Agenda approved.

d) **APRIL MINUTES APPROVED** on a motion by Onley, seconded by Parker.

e) **CORRESPONDENCE**

(i) Letter from Callander resident regarding the composition of the Committee in response to request for comments on Draft ToR.

(ii) Anita Avenue resident sent a letter of concern in response to request for comments on draft ToR.

2. PROJECT MANAGER'S REPORT/DISCUSSION

The Project Manager provided an update on activities. A resolution has been received from Powassan to elevate the cluster of wells in the former Town of Trout Creek for inclusion in the Assessment Report and Source Protection Plan when funding becomes available.

3. WORKING GROUPS

The SP Project Manager (PM) reported that the Trout Lake Watershed Advisory Committee is an existing multi-stakeholder committee with a mandate to monitor and protect the water quality of Trout Lake through sound watershed management. Membership includes representation from several government ministries as well as municipalities and the Trout Lake Conservation Association. The group has already been reviewing the technical studies on the North Bay system and can easily broaden its membership to include a representative of the business interests located in the vulnerable area for the North Bay drinking water supply. Other working groups should probably be struck to follow this example.

Callander is one area that has already expressed an interest in having a working group. Membership should probably include representation from the Callander Sustainable Community Committee.

PM clarified that Working Groups are subcommittees of the SPC. They are volunteer positions and there is no per diem compensation for members.

Action Item: Letter to affected municipalities regarding formation of working groups needs to be drafted and sent.

4. ONTARIO DRINKING WATER STEWARDSHIP PROGRAM (ODWSP)

SPC members had been circulated the draft regulation for the ODWSF currently posted on the Environmental Registry. The proposal to include the issue of compensation in the Terms of Reference was raised. Some members appeared adamant that this be included. The PM advised that compensation is specifically excluded by the Clean Water Act and that it was to be expected that the Minister would not approve any wording regarding this issue in the ToR.

Suggestions by SPC members included wording in the preamble of the ToR such as "Looking at opportunities", "case by case", "beyond scope of 2011".

The PM advised that suggested wording needs to be submitted for consideration in the comment and revision process. The closing date for comments being May 30, 2008.

5. SECTOR BREAK-OUT REPORTS

a) Transportation/Industrial/Agriculture

Stakeholders will be identified during preparation of the assessment report. Communications to them should be clear and concise with a possible one-on-one approach. Compensation for mitigation was raised as an issue.

b) Municipal

Municipalities need to be met with ASAP. They need to be made aware of the ODWSP, working groups, and how these WGs are structured. Municipal reps need to be added to Municipal meeting agendas when convenient in order that Municipalities stay in the loop. Municipalities will need to be informed as to qualifying areas for ODWSP funding.

The municipal breakout group also discussed strategies for how to keep municipalities informed such as direct correspondence. The Committee Chair suggested that such correspondence should be addressed to the Mayor and Council.

c) Members-at-Large:

A wide variety of stakeholders are represented by this breakout group. They identified their main stakeholders as stewardship councils, environmental orgs, unorganized hamlets, community groups and discussed ways to make contact with them. They suggested working out better partnerships with local, small-scale community media to keep in touch with communities-at-large, and ways to partner with other groups.

They discussed their ideals and obligations for representations of the members-at-large (use plain language, be courteous and positive, don't be condescending, that there is no such thing as a stupid question).

6. NEXT MEETING AND ADJOURNMENT

The Chair confirmed the next meeting as June 17, 2008 at the North Bay-Mattawa Conservation Authority office. It was originally set for 9:30 a.m. but subsequently changed to 10:00 a.m.

The meeting adjourned at 3:35 p.m. on a motion by Kathy Parker prior to the Committee moving downstairs to attend the Public Consultation Session on the Terms of Reference.

Barbara Groves, Chair

Sue Miller, Project Manager

**MINUTES OF THE SEVENTH MEETING OF THE NORTH BAY-MATTAWA
SOURCE PROTECTION COMMITTEE
10:00 AM, June 17, 2008
Held at North Bay – Mattawa Conservation Authority, 15 Janey Ave, North Bay**

1. Administration

a) Meeting called to order @ 10:15 by Chair, Barbara Groves.

b) Attendance

Present:

Chair: Barbara Groves

SPC Members:

Dennis MacDonald

John MacLachlan

Maurice Schlosser

George Onley

Kathy Parker

Roy Warriner

George Stivrins

Lucy Emmott

Liaisons: Kate Turner (MOE)

Peter Jekel (NBPSDHU)

Absent/ Regrets: Ian Kilgour (SPC Member)

c) No declarations of pecuniary interest declared.

d) Agenda approved (MacDonald/Emmott).

e) Minutes of May 22

Draft minutes were amended to include two items under section 4:

- a copy of the notice of motion presented by Maurice Schlosser and
- direction from the Project Manager to interested SPC members to submit suggestions for wording of a Terms of Reference (ToR) Task regarding compensation for affected landowners.

They were then approved on a motion by Onley, seconded by Parker.

f) Correspondence – none other than related to ToR (see section 3)

2. Terms of Reference (ToR)

Wording in the preamble section of the Draft ToR was adjusted to emphasize the SPC's intent to consider financial implications and options to offset financially negative impacts as the Committee develops source protection planning policies. During discussions the Chair directed staff to assist the Committee in identifying such options. This will be done at the appropriate stage of the project once the scope of the impacts is better understood. The wording amendment was approved on a motion by Stivrins / MacDonald. The second last paragraph of the Project Overview now reads:

“Once assessment reports are complete and risks to drinking water have been identified, it is intended that source protection focus on the development of the source protection plan. The source protection plan will set out locally based risk management measures to reduce or eliminate significant risks to drinking water supplies, and set out a strategy to implement these measures. This could take up to three years to complete. In developing policies to manage risks, consideration will be given to environmental, social and economic implications. The Committee will also consider the potential for financial instruments to complement the Ontario Drinking Water Stewardship Program.”

Other changes included correction of a minor grammatical error and clarification that this SP Area is not subject to considerations for the Great Lakes - St. Lawrence River Agreements. The following sentence was added to the section describing the North Bay-Mattawa Source Protection Area:

“For the purposes of the Clean Water Act, the North Bay – Mattawa Source Protection Area is not subject to considerations for the Great Lakes - St. Lawrence River Agreements.”

Action: Staff were directed to submit the amended document to the SPA for acceptance as the Proposed Terms of Reference at the SPA’s next meeting scheduled for June 25, 2008 on a motion by Schlosser / Parker.

Comments were received from several people on the Draft ToR and these were provided to the SPC. Staff had previously acknowledged receipt of each and advised respondents that they would also be receiving a formal response and copy of Proposed ToR. SPC directed staff to work with the Chair to draft and send the responses on behalf of the Chair.

3. Working Group Formation

There was considerable discussion by the Committee regarding the nature and role of working groups. This followed a similar discussion at the previous meeting May 22 which was cut short due to time constraints. The Clean Water Act provides the SPC with the authority to form working groups at their discretion to complete specific tasks and as such are accountable to the SPC. The Project Manager (PM) advised that the work plan and budget have been developed based on the assumption that positions on working groups will be voluntary.

Each of the municipal technical studies has a steering committee which was formed at the initiation of the studies in spring 2007 prior to SPC formation. The PM suggested that these could continue until the SPC has the opportunity to develop protocols for working group formation and operation. The steering committee for the North Bay intake includes members of the previously existing Trout Lake Watershed Advisory Committee with the addition of a representative of the business operators located within the most vulnerable area. The PM suggested that the SPC may not find that a working group is required for each intake, but did emphasize that the requirement for three municipalities to work together to protect the Callander drinking water source pointed to the need for a working group for the Wasi River Watershed.

Action: A list of the names and affiliations of members of the Trout Lake Watershed Advisory Committee (TLWAC) is to be provided to the SPC.

Action: The SPC needs to officially direct formation of the North Bay Source Protection Working Group from the TLWAC.

Action: The agenda for the next meeting of the SPC shall include the development of protocols for working group formation and operation.

4. Communications

The PM suggested that additional newsletters / factsheets to specific stakeholder groups such as farmers could be prepared and distributed if the Committee identified target groups. Discussion ensued regarding a proposed one-page newsletter for the agricultural sector.

Action: Staff will consider potential for preparation and distribution with a target date of early fall.

5. SECTOR BREAK-OUT REPORTS

Economic – Dennis MacDonald, Maurice Schlosser, George Stivrins

- stakeholder identification: railways, highways, waterways
- many issues are related to federally regulated entities
- maintenance standards on highways and railways are probably beyond the scope of the local committee
- need a protocol as to how businesses would be approached (who meeting, timing of initial contact) – potential for PM to accompany sector rep similar to visits to Trout Lake business owners by Chair and PM
- initial contact would be just for introduction of program since we will not have threats identified until the technical studies have been completed for the assessment report
- important to give business owners the opportunity to express their needs

Action: staff should look into what is happening at the provincial level with respect to highway and railway corridors.

Municipal – Kathy Parker, George Onley

- stakeholder reps should be people with local knowledge and/or historical knowledge and may be found through local associations such as Lions, Legion or Naturalist Club (South River examples) or from the list of people who attended the public consultation sessions – knowledge of potential risks to the South River water supply would be valuable
- criteria should be developed (staff responsibility?) and a letter drafted to be used to follow up with people who express an interest in serving on a working group; the letter should list required qualifications and expectations for potential working group members; letters of interest could be directed to the Chair
- no staff support required at this time
- George Onley will be contacting existing groups and making presentations in Callander looking for input into our knowledge base of threats and issues
- Roles of municipal reps
 - Kathy Parker to cover South River
 - George Onley to cover Callander
 - Suggested that Ian Kilgour (*in absentia*) could cover Mattawa since North Bay is already well covered (there was no suggestion regarding Powassan)
- Need to establish mandates for all working groups
- Suggested that we need to get Ian Kilgour's participation on a regular basis – he needs the support of the City of North Bay to have time to attend meetings

Action: Staff to follow-up with Ian and potentially the City of North Bay to ensure that Ian can be available to attend meetings regularly

Public-at-Large – Lucy Emmott, Roy Warriner, John MacLachlan

- concern was expressed as to the lack of understanding of information flow from working groups to the SPC
- SPC needs to understand the role of working groups
- Suggested using “community notes” to reach people about working group formation
- Work with existing groups such as Greater Nipissing Stewardship Council (GNSC)
- Steve Mitchell of the was suggested as a member for Callander working group

6. New Business

The following motions developed by the farming community were presented by Maurice Schlosser but failed to proceed due to no seconder.

Motion # 1:

The draft TOR be amended to include the task of investigating the range of financial instruments available locally to support the implementation of the Source water protection Plan; and that the TOR be further amended to create budget to support the work of the Local Committee to undertake this task.

Motion #2:

The draft TOR be amended to include budget for an assessment phase on the impact of the proposed local Source Water Protection Plan.

Motion # 3:

The draft TOR be amended to include mandatory conservation targets for municipal water usage as the first means of mitigating the amount of source water needed to meet municipal needs.

Motion # 4:

The draft TOR be amended to include full disclosure of raw water quality data for the Source Water Protection planning area in order to provide an evaluation baseline to determine whether source water protection at the source can effectively deal with the desired outcomes to be achieved for both municipal wells and surface intakes.

Motion # 5:

The draft TOR be amended to include budget and task the Local committee with the assessment of the effectiveness of each of the barriers present locally.

7. NEXT MEETING to be held September 17, 2008 or at the call of the Chair

8. Adjourn.

**MINUTES OF THE EIGHTH MEETING OF THE NORTH BAY-MATTAWA
SOURCE PROTECTION COMMITTEE
9:00 AM, September 17, 2008
Held at North Bay – Mattawa Conservation Authority, 15 Janey Ave, North Bay**

1. Administration

- a) Meeting called to order @ 9:15 am by Chair, Barbara Groves.
- b) Attendance

Present:

Chair: Barbara Groves

SPC Members:

Dennis MacDonald

John MacLachlan

Maurice Schlosser

George Onley

Kathy Parker

Roy Warriner

George Stivrins

Lucy Emmott

Ian Kilgour

Liaisons:

Kate Turner (MOE)

Peter Jekel (NBPSDHU)

- c) No declarations of pecuniary interest declared.
- d) Agenda approved
- e) Minutes of June 17, 2008 were amended to indicate that Steve Mitchell is a member of the Greater Nipissing Stewardship Council (GNSC) in the last bullet of the Public-at-Large section, top of last page, and then were approved as amended.
- f) Correspondence

A letter was received on June 9, 2008 from the Canadian Environmental Law Association (CELA) regarding suggestions for inclusion of several discretionary items in the Terms of Reference (ToR). The letter was received subsequent to closing of the comment period and CELA was advised that they could resubmit to the Source Protection Authority on the proposed ToR. No further correspondence was received. With respect to the recommendation that the precautionary principle be entrenched in the ToR, one SPC member expressed the opinion that precautionary principles are taken into account in the planning process.

Action: SPC members to be supplied a copy of the letter from CELA.

2. Project Manager's Update

There were no questions arising from report.

Action Items from Last Meeting

- 1. Staff submitted the amended the draft Terms of Reference and submitted the document as the Proposed Terms of Reference to the Source Protection Authority on June 25, 2008 as directed.
- 2. The names and affiliations of the members of the Trout Lake Watershed advisory Committee (TLWAC) were provided to the SPC within the Project Manager's Update.
- 3. The SPC approved the formation of the North Bay Source Protection Working Group from the TLWAC with the addition of Bob Esch as a representative of the business owners in the most vulnerable area (IPZ-1) and SPC Chair Barb Groves as Ex Officio member.

3. The current agenda includes a discussion of the formation and protocols for operation of Working Groups.

4. Staff met and considered the option of producing a newsletter directed to agricultural stakeholders to address their concerns about the implications of the program. It was decided that a focus session with those stakeholders was required to identify specific concerns before appropriate communications items could be developed. SPC members discussed this idea and directed staff to set a target date in the latter part of November.

Action: Staff to organize a focus group of agricultural stakeholders in the latter half of November in consultation with the Ag Rep Maurice Schlosser. The OMAFRA newsletter was suggested for promoting the session.

5. Recent communication from Ministry of Environment staff suggests that transportation corridors are not threats to consider during planning because the railways are principally under federal jurisdiction and MOE legal staff are of the opinion that a highway is not a land use and therefore not subject to source protection planning. Dennis MacDonald, transportation rep, has been in contact with Ontario Northland Railway (ONR) and is expecting to meet with John Tib (?). He will also contact CNR.

3. The Year Ahead

The proposed timelines for development of the Assessment Report as presented in the project manager's report dated September 10, 2008 were discussed. They were developed based on an assumed Terms of Reference Approval date of late January 2009. The SPC accepted the timelines with the understanding that these would be adjusted based on the actual Approval date.

Completion of technical studies to permit review by SPC during meetings held at each municipality no later than	June 2009
Compilation of Assessment Report completed and ready for review by SPC through	September 2009
Posting of the Draft Assessment Report	end of September 2009
Public consultation and comment on Draft AR (35 days)	October 2009
Revision and submission to SPC	November 2009
Submission to SPA	early December 2009
Posting of Proposed AR for public comment (30 days)	Dec 2008 – Jan 2010
Submission to Director	end of January 2010

Existing steering groups for the technical studies may be augmented as necessary according to protocols for working groups established by the SPC. Acceptance of each municipal technical study by the SPC will take place during a meeting of the Committee held in the municipality concerned and the relevant consultant will present their report. The intention is to make it easier for concerned residents and municipal officials/staff to attend. This will also allow additional opportunity for public feedback on the findings prior to compilation of the Assessment Report.

During discussions some SPC members expressed concern that the first draft technical report for delineation of the vulnerable areas for the Callander intake was being circulated by email fairly broadly through the community but had not been provided to SPC members. SPC members had not been provided the draft because of the expectation that all of the draft studies will require substantial revision once the Technical Rules are released in early November. In future, draft reports will be provided to members by email. As well, once it is launched, the new password protected section of the website will allow members to access draft studies.

Action: All draft technical studies will be provided to SPC members in electronic format. Members should request a hardcopy if they so desire.

Action: Forward to consultant that the surface area of Lake Nipissing provided in the draft report is incorrect.

Members were asked to comment on any training needs beyond what would be provided by the Ministry of Environment on the Assessment Report Regulation and Technical Rules. More information on phosphorus as a pollutant was suggested. The MOE Liaison advised that sessions for training on the Technical Rules and Assessment Report Regulation are being arranged for November and December. We expect one in Sudbury in early December.

Action: Staff to consider alternatives for providing SPC members with a good understanding of phosphorus in aquatic systems.

4. Working Group Formation

Mattawa has advised that they do not need to expand the current technical study steering committee at this time. Agricultural stakeholders have been considering how best to participate. Formation of a separate working group was considered, but it was thought preferable to have agricultural representation on the municipal technical study working groups as warranted. The working group for North Bay is based on an expanded membership of the Trout Lake Watershed Advisory Committee

A working group for the technical work regarding the Callander intake is required. It was suggested that the name of the group should reflect the fact that source protection planning is a watershed initiative which involves communities in addition to Callander such as the entire Wasi River watershed. Discussion was supported by reference to a 4 metre long satellite image of the Wasi watershed posted on the boardroom wall. Some land use issues were evident. The lack of data for this watershed compared to what is available for Trout Lake was identified as a challenge going forward. The project manager advised that the nutrient enrichment issues in this watershed are probably beyond the scope of the Drinking Water Source Protection program but we would fully utilize this opportunity to gain relevant knowledge to protect the source water of Callander.

The South River steering committee should be expanded to include members with more local knowledge and Kathy Parker has some suggestions. Powassan will be consulted once the vulnerable area has been revised to consider potential influence from the creek. That may create interest in the agricultural community and/or other upstream property owners.

Action: Develop an appropriate name for the working group dealing with the Callander intake.

Action: Staff were directed to survey other SP Areas regarding protocols they may have established for working groups and then return with recommendations.

Action: Use of the term “Advisory Committee” was preferred over “Working Group”.

5. Conceptual water Budget

A copy of the Conceptual Water Budget including maps was provided to SPC members for information and review. This is the first of the technical reports which will be compiled into the Assessment Report. Over the year, SPC members will need to become familiar with the concepts as they relate to future planning policies.

6. New Business

Information regarding revisions to the Ontario Drinking Water Stewardship Program have been received and are posted on the Ministry of Environment website. Staff are considering potential qualifying projects for Early Actions and more information will be provided at the next meeting.

7. NEXT MEETING to be held October 15, 2008 or at the call of the Chair

8. Adjourn.

Barbara Groves, Chair

Sue Miller, Project Manager

**MINUTES OF THE NINTH MEETING OF THE NORTH BAY-MATTAWA
SOURCE PROTECTION COMMITTEE**

9:00 AM, October 15, 2008

Held at North Bay – Mattawa Conservation Authority, 15 Janey Ave, North Bay

1. Administration

a) Meeting called to order @ 9:15 by Chair, Barbara Groves.

b) Attendance

Present:

Chair: Barbara Groves

SPC Members:

Dennis MacDonald

John MacLachlan

Maurice Schlosser

George Onley

Kathy Parker

Roy Warriner

George Stivrins

Lucy Emmott (left 10:20 am)

Ian Kilgour (arrived 9:50 am)

Liaisons: Kate Turner (MOE)

Absent/ Regrets: Peter Jekel (NBPSDHU)

c) No declarations of pecuniary interest declared.

d) Agenda approved

e) Minutes of September 17, 2008 approved

f) Correspondence – none

Chair updated committee on meeting with Widdifield Rate Payers Association. The Project Manager (PM) summarized the group's concerns with Doran Creek and aggregate and peat extraction.

2. Project Manager's Update

There were no questions arising from report. The PM updated the committee on submission of the Terms of Reference (ToR). The ToR will be submitted to the Minister by the Source Protection Authority (SPA) on October 24th. A new resolution from the Municipality of Powassan has been received and will replace the existing resolution. The new resolution includes a list of wells to be included in the well cluster. A work program and cost estimate for the Trout Creek study was received from Peter Richards of Waters Environmental Geosciences Ltd. This will be submitted to the Minister with the ToR. Cost estimates in the ToR are in line with what Peter Richards is proposing.

East Ferris resolution is also included in the ToR but does not comply with requirements of the Clean Water Act. There may be a recommendation from the SPA to remove the resolution.

Discussion followed on the requirements of the Trout Creek study. The PM explained that vulnerable areas will be identified by modeling. Once vulnerable areas have been delineated then threats will be identified within those vulnerable areas. This information will guide the municipality in their planning decisions. Once technical rules are released we will have a better understanding of what the requirements may be.

At this time, Trout Creek residents are not eligible for the ODWSP funding. Minister will have to approve the ToR before the wells there could be a qualifying system.

3a. Source Protection Plan Development

The PM gave a quick overview of source protection plan development using a presentation that was given to the Chairs and PMs at their September meeting. Policy structure, implementation approaches and the policy development process were discussed. The MOE Liaison advised that the information contained is still in draft format and that a paper covering the topic would be posted on the EBR for public comment.

The PM advised that it appears we will be included in SP Areas that must consider the Great Lakes agreement because part of our SP Area drains into the Lake Huron.

Action: The PM to provide copy of the Source Protection Plan Development presentation to SPC members.

3b. Transport Canada – Transportation of Dangerous Goods

The PM presented an overview of Transport Canada's presentation on Ensuring the Safe Transportation of Dangerous Goods. The Transportation of Dangerous Goods Act, Emergency Response Assistance Plan and Incidence Response Program were discussed.

Transportation rep Dennis MacDonald has been in contact with ONR and they are on board. He will be in contact with ONR again once more information is available. He has also tried to contact CNR but has received no response at this time.

MOE Liaison added that transportation of dangerous goods is not included in the technical rules as a threat but if the committee identifies that it is a threat then it can be included in the assessment report.

Committee members went on to discuss how to control transportation of dangerous goods on railways and highways within the vulnerable areas. An obvious first step would be to work with municipalities to verify that their emergency response plans consider the implications of spills occurring in vulnerable areas

Action: The PM to circulate the Transport Canada presentation to SPC members.

4. Ontario Drinking Water Stewardship Program (ODWSP)

Information about the ODWSP was provided to SPC members for review. The PM provided an overview of the ODWSP, including the components of funding (Early Actions, Education and Outreach and Special Projects), eligibility and changes to the program.

Properties within a 2-year time of travel around municipal wells, and/or properties within an intake protection zone-1 (IPZ-1) for municipal surface water intakes that are accepted through municipal council resolution are eligible for funding. Resolutions need to accept either the IPZ-1 or 2-year time of travel, as applicable, for funding purposes only. The MOE Liaison added that funding is available until 2011 and is retroactive back to the day the Clean Water Act was announced. Once assessment reports are complete the ODWSP will change as more information becomes available and threats are identified. The changes will undergo consultation, of which the SPC will have a role in.

Action: The PM to provide a copy of the ODWSP presentation to SPC members

Discussions followed around eligible projects within our vulnerable areas. The SPC recommended putting up signs to alert the public that they are entering a drinking water source protection area. The first priority would be to erect signs on the highways, followed by all municipal roads. Installing signs up at boat launches should also be considered. The possibility of changes to the lagoon system in Callander so that effluent would be discharged to the main basin of Lake Nipissing instead of Callander Bay was discussed as was the feasibility of extending sewer lines to Burford Point.

Action: Staff to look into what other Conservation Authorities have done in terms of signage and provide proposal with available options to SPC at next meeting.

Action: Staff to investigate the feasibility of including a proposal to extend municipal sewer services to the homes within the IPZ-1 in North Bay and in Callander under ODWSP Special Projects funding in their upcoming submission to MOE. Ian Kilgour will provide a cost estimate for extending sewer lines to Anita Avenue.

5. Preparation for Assessment Report Technical Rules and Regulations Training

The Assessment Report Technical Rules and Regulations are scheduled to be released on November 3rd. A summary of the proposed technical rules were provided to SPC members in their meeting package. There were no questions arising from summary.

The training session will be in Sudbury on December 10th, 2008. The PM then explained the group's travel and accommodation arrangements in Sudbury for the training session.

ACTION: Sue to email a link to the online registration form to SPC members.

6. New Business

The Chair handed out a paper entitled Three Steps to Managing Media Interviews and gave a quick overview.

7. NEXT MEETING to be held January 20, 2009 or at the call of the Chair

Proposed future SPC Meeting dates:

February 17, 2009

March 17, 2009

April 21, 2009

May 19, 2009

George Stivrins indicated that he cannot attend the February 17th meeting.

8. Adjourn – 12:07

Barbara Groves, Chair

Sue Miller, Project Manager