

MINUTES OF A MEETING OF THE  
RAISIN REGION SOURCE PROTECTION AUTHORITY  
HELD APRIL 21, 2022 – 3:00 P.M. COOPER MARSH VISITORS CENTRE

PRESENT: Martin Lang, South Glengarry, Chair  
David Smith, South Stormont, Vice-chair  
Bryan McGillis, South Stormont  
Lyle Warden, South Glengarry  
Jacques Massie, North Glengarry  
Robert Lefebvre, North Stormont

STAFF: Richard Pilon, General Manager/Secretary-Treasurer  
Josianne Sabourin, Administrative Assistant  
Phil Barnes, Team Lead Watershed Management  
Sandy Crites, Finance Officer  
Lissa Deslandes, Regulations Officer  
Brendan Jacobs, Stewardship Specialist  
Vincent Pilon, Public Information Coordinator  
Halya Petzold, Resource Specialist  
Pete Sabourin, Team Lead, Field Operations  
Lisa Van De Ligt, Team Lead, Communications & Stewardship  
Jamie Would, Stewardship & Outreach Assistant

GUESTS: Raymond Beauregard, Source Protection Committee Chair

ABSENT: François St-Amour, SPA Member, Prescott-Russell

**CALL TO ORDER**

Martin Lang, Chair, called the meeting to order at 3:00 pm.

**APPROVAL OF AGENDA**

RESOLUTION #SPA 01/22:

Moved by: Lyle Warden  
Seconded by: Jacques Massie

THAT the agenda be approved as presented.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**APPROVAL OF RAISIN REGION SOURCE PROTECTION AUTHORITY MEETING MINUTES  
– meeting held March 18, 2021**

RESOLUTION #SPA 02/22:

Moved by: Robert Lefebvre  
Seconded by: David Smith

THAT the minutes of the March 18, 2021 meeting of the Raisin Region Source Protection Authority be approved.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

None

**NEW BUSINESS**

**SOURCE PROTECTION COMMITTEE UPDATE**

Raymond Beaugard provided an update on the Source Protection Committee.

**PROJECT MANAGER'S UPDATE**

RESOLUTION #SPA 03/22:

Moved by: Bryan McGillis  
Seconded by: Robert Lefebvre

That the Raisin Region Source Protection Authority receive and file the Project Manager's Update.

CARRIED

**2021 ANNUAL REPORTING TO THE SOURCE PROTECTION AUTHORITY**

RESOLUTION #SPA 04/22:

Move by: Jacques Massie  
Seconded by: Bryan McGillis

That the Raisin Region Source Protection Authority receive and file the 2021 Annual Reporting to the Source Protection Authority.

CARRIED

**2021 ANNUAL IMPLEMENTATION PROGRESS REPORT TO MECP**

RESOLUTION #SPA 05/22:

Moved by: Lyle Warden  
Seconded by: Robert Lefebvre

That the Raisin Region Source Protection Authority receive and file the 2021 Annual Progress Report.

And further that, the Raisin Region Source Protection Authority approve the Annual Progress Report for submission to the Ministry of Environment, Conservation and Parks.

CARRIED

SPC PROCEDURAL MANUAL UPDATE

RESOLUTION #SPA 06/22:

Moved by: David Smith  
Seconded by: Robert Lefebvre

That the Raisin Region Source Protection Authority endorse the amended Raisin-South Nation Source Protection Committee Procedural Manual Update.

CARRIED

RMO/RMI APPOINTMENT

RESOLUTION #SPA 07/22:

Moved by: Bryan McGillis  
Seconded by: Lyle Warden

That, pursuant to subsection 48(2) of the *Clean Water Act*, the Raisin Region Source Protection Authority appoint Lisa Van De Ligt as Risk Management Official / Inspector.

CARRIED

DATE OF NEXT MEETING

To be determined

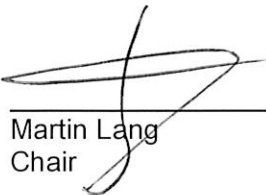
ADJOURNMENT

RESOLUTION #SPA 08/22:

Moved by: Jacques Massie  
Seconded by: Lyle Warden

THAT the Raisin Region Source Protection Authority meeting of April 21, 2022 be adjourned at 3:30 pm.

CARRIED

  
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Martin Lang  
Chair

  
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Lisa Van De Ligt  
Project Manager



## Raisin Region Conservation Authority

### Source Protection Authority Meeting Agenda

April 21, 2022

3:00 p.m.

**Cooper Marsh Visitors Centre**

**20020 County Road 2, Lancaster**

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1. Call to Order
  2. Chair's Remarks
  3. Approval of Agenda
  4. Declaration of Conflict of Interest
  5. Approval of Minutes
    - a) Source Protection Authority Minutes of March 18, 2021 1-3
  6. New Business
    - a) Source Protection Committee Update: Raymond Beauregard, Chair (verbal)
    - b) Project Manager's Update: Lisa Van De Ligt 4-5
    - c) Annual Reporting to the Source Protection Authority: Phil Barnes 6-7
    - d) 2021 Annual Implementation Progress Report to MECP: Lisa Van De Ligt 8-20
    - e) SPC Procedural Manual Update: Lisa Van De Ligt 21-39
    - f) RMO / RMI Appointment: Richard Pilon 40
  7. Date of Next SPA Meeting: To Be Determined
  8. Adjournment



MINUTES OF A MEETING OF THE  
RAISIN REGION SOURCE PROTECTION AUTHORITY  
HELD MARCH 18, 2021 – 3:00 P.M. RCAF BUILDING, CORNWALL

PRESENT: Bryan McGillis, South Stormont, Chair  
Martin Lang, South Glengarry, Vice-chair  
David Smith, South Stormont  
Frank Prevost, South Glengarry  
Jacques Massie, North Glengarry  
Claude McIntosh, City of Cornwall  
Carilyne Hebert, City of Cornwall  
Robert Lefebvre, North Stormont

STAFF: Richard Pilon, General Manager/Secretary-Treasurer  
Josianne Sabourin, Administrative Assistant  
Phil Barnes, Project Manager  
Pete Sabourin, Manager of Field Operations  
Lisa Van De Ligt, Communications Specialist

REGRETS: Ray Beauregard, Source Protection Committee Chair  
Francois St-Amour, SPA Member, Prescott-Russell

**CALL TO ORDER**

Bryan McGillis, Chair, called the meeting to order at 3:00 pm.

**APPROVAL OF AGENDA**

RESOLUTION #SPA 01/21:

Moved by: Frank Prevost  
Seconded by: Robert Lefebvre

THAT the agenda be approved as presented.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**APPROVAL OF RAISIN REGION SOURCE PROTECTION AUTHORITY MEETING MINUTES  
– meeting held June 18, 2020**

RESOLUTION #SPA 02/21:

Moved by: Carilyne Hebert  
Seconded by: Jacques Massie



THAT the minutes of the June 18, 2020, meeting of the Raisin Region Source Protection Authority be approved.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

None

**NEW BUSINESS**

**PROJECT MANAGER'S UPDATE**

Phil Barnes provided an update on the Source Water Protection program.

**ANNUAL REPORTING TO THE RAISIN REGION SPA**

RESOLUTION #SPA 03/21:

Moved by: Martin Lang  
Seconded by: Carilyne Hebert

THAT the Raisin Region Source Protection Authority receive and file the Municipal Annual Reporting to the Raisin Region SPA, as presented.

CARRIED

**ANNUAL REPORTING TO THE MINISTRY OF ENVIRONMENT, CONSERVATION AND PARKS**

RESOLUTION #SPA 04/21:

Move by: Jacques Massie  
Seconded by: Frank Prevost

THAT the Raisin Region Source Protection Authority receive and file the Source Protection Annual Progress Report as attached;

AND FURTHER, THAT the Raisin Region Source Protection Authority approve the Annual Progress Report for submission to the Ministry of Environment, Conservation and Parks.

CARRIED

**DATE OF NEXT MEETING**

To be determined

**ADJOURNMENT**

RESOLUTION #SPA 05/21:

Moved by: Martin Lang  
Seconded by: David Smith



THAT the Raisin Region Source Protection Authority meeting of March 18, 2021 be adjourned at 3:20 pm.

CARRIED

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Bryan McGillis  
Chair

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Phil Barnes  
Project Manager



**To:** Raisin Region Source Protection Authority  
**From:** Lisa Van De Ligt, Project Manager  
**Date:** April 8, 2022  
**Subject:** Project Manager's Update

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**RECOMMENDATION:**

THAT the Raisin Region Source Protection Authority receive and file the Project Manager's Update.

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**Background:**

The provincial *Clean Water Act, 2006* compelled all municipalities in Ontario to ensure that their municipal drinking water sources are protected. With funding from the provincial government, Conservation Authorities were delegated the task of initiating and maintaining the source water protection work.

The RRCA and our neighbouring Conservation Authority, South Nation Conservation (SNC), were grouped together to undertake the work to protect the 26 municipal drinking water systems in our jurisdiction. The work includes the development and maintenance of a Source Protection Plan and Assessment Reports.

A local Source Protection Committee (SPC) representing municipal, agricultural, commercial, industrial and the general public interests was formed to create policies to address activities near municipal drinking water sources.

The Raisin-South Nation Source Protection Region enters into fiscal agreements with the Ministry of Environment, Conservation and Parks (MECP) to outline deliverables and the province's local financial contribution.

Additionally, under the *Clean Water Act, 2006*, a municipality may enter into an agreement with a Source Protection Authority to enforce Part IV of the Act for the regulation of drinking water threats. The RRCA was delegated risk management responsibilities by the Townships of North Glengarry, South Glengarry and South Stormont. The City of Cornwall has maintained their own authority to protect their own water supply and the Township of North Stormont has delegated this responsibility to SNC.





## Discussion:

In 2021-2022, the Raisin-South Nation Source Protection Region has fulfilled the deliverables identified in the fiscal agreement with the MECP. Below are the highlights:

- Monitor and report on Source Protection Plan implementation progress
- Source Protection Plan amendments (Minister's Order)
  - In 2019, all Source Protection Authorities were ordered by the Minister to update their Plans to address changes to technical rules and local interest updates identified in consultation with the SPC and member municipalities.
  - Draft amendments to the Source Protection Plan and Assessment Reports are generally progressing on target.
  - The amendment process will include consultations with the province, municipalities, bodies responsible for implementing policies, and the public.
- Maintenance and coordination of Raisin-South Nation SPC to guide the local drinking water source protection planning process
- On-going program implementation (e.g. outreach, working group participation, etc.)

An update on the RRCA's municipally-delegated risk management responsibilities is provided as a separate staff report.

A handwritten signature in cursive script, reading "Lisa Van De Ligt".

Lisa Van De Ligt,  
Project Manager, Raisin-South Nation Source Protection Region

**To:** Raisin Region Source Protection Authority  
**From:** Phil Barnes, Risk Management Official, Raisin Region Source Protection Area  
**Date:** April 8, 2022  
**Subject:** 2021 Annual Reporting to Source Protection Authority

**RECOMMENDATION:**

THAT the Raisin Region Source Protection Authority receive and file the 2021 Annual Reporting to the Source Protection Authority,

**Background:**

The Source Protection Plan for the Raisin Region Source Protection Area has policies that require Risk Management Officials, Municipalities and Ministries to report annually to the Source Protection Authority (SPA).

**Discussion:**

The Risk Management Offices completed 99% of the Risk Management Plans (RMPs) throughout the Region prior to 2019. 99% of the significant drinking water threats, subject to an RMP are considered managed.

Highlights:

1. There were no new RMPs negotiated in 2021 within the Raisin Region Source Protection Area.
2. The Risk Management Offices continued to screen *Planning Act* or *Building Act* applications within the region and issue Section 59 Notices as required.
3. There were no new orders issued through the powers of the *Clean Water Act*.

*Table 1: Risk Management Office Activity for Raisin Region Source Protection Area*

<b>Risk Management Office Highlights for Raisin Region Source Protection Area</b>	<b>Up to end of 2020</b>	<b>New in 2021</b>	<b>Total</b>
Risk Management Plans established	4	0	4
Parcels managed by a Risk Management Plan	6	0	6
Activities managed by a Risk Management Plan	11	0	11
Safe Septic Inspections	83	0	83
Planning Act or Building Act applications screened	18	76	94
Section 59 Notices Issued	17	3	20
Orders Issued	0	0	0

The following table breaks down the number of Risk Management Plans and the number of parcels managed throughout the region by Source Protection Area and municipality.

*Table 2: Risk Management Plans (RMPs) and Affected Parcels within the Source Protection Region*

	End of 2020		2021		Total	
	RMPs	Parcels	RMPs	Parcels	RMPs	Parcels
<b>Raisin Region Source Protection Area</b>						
Cornwall	-	-	-	-	-	-
North Glengarry	3	4	-	-	3	4
South Glengarry	1	2	-	-	1	2
South Stormont	-	-	-	-	-	-
<b>South Nation Source Protection Area</b>						
Alfred and Plantagenet	4	5	-	-	4	5
Augusta	-	-	-	-	-	-
Casselman ‡	0	1	-	-	0	1
Champlain	1	1	-	-	1	1
Clarence-Rockland	-	-	-	-	-	-
East Hawkesbury †	-	-	-	-	-	-
Edwardsburgh/Cardinal	2	2	-	-	2	2
Elizabethtown-Kitley †	-	-	-	-	-	-
Hawkesbury	-	-	-	-	-	-
The Nation / La Nation	31	74	-	-	31	74
North Dundas	29	50	1	1	30	51
North Grenville †	-	-	-	-	-	-
North Stormont	11	26	-	-	11	26
Ottawa	1	1	-	-	1	1
Prescott	-	-	-	-	-	-
Russell	-	-	-	-	-	-
South Dundas	-	-	-	-	-	-

† These municipalities, or the portion within the Source Protection Area, do not have drinking water systems that are subject to the Clean Water Act.

‡ There are no Risk Management Plans within the Village of Casselman; however, there is one parcel within the village that is subject to an RMP that is negotiated within The Nation Municipality.



Phil Barnes, P.Eng.  
Team Lead, Watershed Management  
Risk Management Official, Raisin Region Source Protection Area



**To:** Raisin Region Source Protection Authority  
**From:** Lisa Van De Ligt, Project Manager  
**Date:** April 8, 2022  
**Subject:** 2021 Annual Implementation Progress Report to MECP

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**RECOMMENDATION:**

THAT the Raisin Region Source Protection Authority receive and file the 2021 Annual Progress Report.

AND FURTHER THAT, Raisin Region Source Protection Authority approve the Annual Progress Report for submission to the Ministry of Environment Conservation and Parks.

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**Background:**

The Raisin-South Nation Source Protection Plan came into effect April 1, 2015, providing a framework of policies to protect the quality and quantity of the source waters for municipal drinking water systems located in the Raisin-South Nation Source Protection Region.

Ontario Regulation 287/07, Section 22 (1) lists the following two objectives for all Source Protection Plans developed in Ontario:

- “1. To protect existing and future drinking water sources in the source protection area.
2. To ensure that, for every area identified in an assessment report as an area where an activity is or would be a significant drinking water threat,
  - i. *the activity never becomes a significant drinking water threat, or*
  - ii. *if the activity is occurring when the source protection plan takes effect, the activity ceases to be a significant drinking water threat. O. Reg. 246/10, s. 12.”*

Source Protection Authorities (SPA) are required to submit annual reports on implementation progress to the Ministry of the Environment, Conservation and Parks (MECP) under section 46 of the *Clean Water Act (2006)* by May 1. The 2021 Annual Progress Report will be the fifth report on implementation progress since the Plan came into effect.

Annual progress reports are prepared using data provided by municipalities, provincial ministries, and other implementing bodies as required. Municipal and provincial reports are



required to be submitted to the SPAs annually by February 1st and reflect implementation efforts from the previous calendar year, January 1 to December 31, 2021.

Staff collect and evaluate implementation data to populate a summary-level annual progress report template prepared by MECP. The summary-level annual progress reports must be shared with the Raisin-South Nation Source Protection Committee (SPC) at least 30 days before being submitted to MECP.

The Committee is required to review the annual progress report and provide written comments about the extent to which, in the opinion of the Committee, the objectives set out in the plan are being achieved by the measures described in the report.

**Discussion:**

The Raisin-South Nation SPC was circulated the draft 2021 Annual Progress Report on March 14, 2022 (Attached) and reviewed the report at their April 7, 2022 meeting.

In the opinion of the SPC, the Raisin-South Nation Source Protection Region's implementation of the Source Protection Plan policies are progressing well and on target. 99% of the activities identified as significant drinking water threats in the Assessment Reports for the source protection areas have been removed or mitigated through risk management measures. The risk management measures implemented are effective, appropriate, and fiscally responsible.

Upon submission to the MECP, the Annual Report will be posted to the Raisin-South Nation Source Protection Region website ([yourdrinkingwater.ca](http://yourdrinkingwater.ca)).

A handwritten signature in cursive script that reads "Lisa Van De Ligt".

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Lisa Van De Ligt,  
Project Manager  
Raisin-South Nation Source Protection Region

Attachment: Source Protection Draft 2021 Annual Progress Report

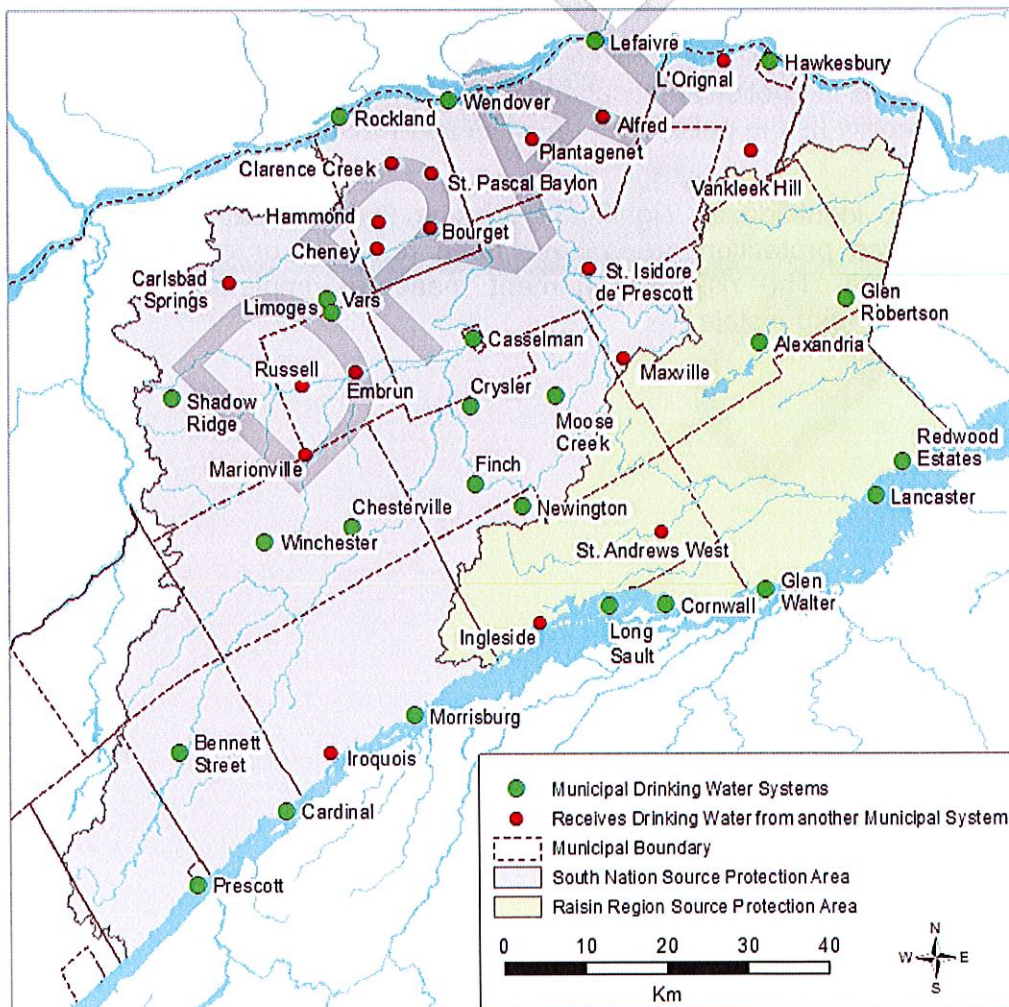
# Source Protection

## Draft 2021 Annual Progress Report

### I. Introduction

This annual progress report outlines the progress made in implementing the source protection plans for the Raisin Region Source Protection Area and the South Nation Source Protection Area in 2021 as required by the *Clean Water Act* and regulations. Drinking water source protection protects existing and future sources of municipal drinking water from overuse and contamination, ensuring an adequate supply of clean water for both current and future generations.

This report is written for submission to the Ministry of the Environment, Conservation and Parks as required, but also informs the residents, municipalities, stakeholders, etc. of progress made on implementation to date.



## II. A message from your local Source Protection Committee

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

The objectives of the Source Protection Plan, as per Ontario Regulation 287/07, Section 22(1) are:

1. To protect existing and future drinking water sources in the source protection area; and,
2. To ensure that, for every area identified in an assessment report as an area where an activity is or would be a significant drinking water threat that,
  - i. The activity never becomes a significant drinking water threat, or
  - ii. If the activity is occurring when the source protection plan takes effect, the activity ceases to be a significant drinking water threat.

The policies were developed by taking into consideration the following three guiding principles:

1. Effectiveness (does the policy effectively protect sources of drinking water).
2. Appropriateness (is the policy practical and does it avoid regulatory duplication).
3. Fiscal Responsibility (is the policy cost-effective and reasonable).

99% of the activities identified as significant drinking water threats in the Assessment Reports for the source protection areas have been removed or mitigated through risk management measures. The risk management measures implemented are effective, appropriate and fiscally responsible.

### III. Our Watershed

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

The Raisin-South Nation Source Protection Region encompasses a land mass of over 7,000 km<sup>2</sup> and is comprised of two Source Protection Areas: Raisin Region Source Protection Area (2,000 km<sup>2</sup>) and South Nation Source Protection Area (5,000 km<sup>2</sup>). The total population of the region as per the 2016 census was 273,687. The total population served by municipal drinking water systems is 129,239.

#### **Raisin Region Source Protection Area**

The Raisin Region Source Protection Area is comprised of the Raisin Region Conservation Authority's jurisdiction, plus additional watershed-based areas to the south west (Nash Creek) and north (Rigaud River).

The following municipal drinking water sources are protected by the source protection plan:

- Redwood Estates (Township of South Glengarry): 1 groundwater well
- Glen Robertson (Township of North Glengarry): 1 groundwater well
- Long Sault (Township of South Stormont): 1 surface water intake
- Cornwall (City of Cornwall): 1 surface water intake
- Glen Walter (Township of South Glengarry): 1 surface water intake
- Lancaster (Township of South Glengarry): 1 surface water intake
- Alexandria (Township of North Glengarry): 1 surface water intake

#### **South Nation Source Protection Area**

The South Nation Source Protection Area includes the jurisdiction of South Nation Conservation with the addition of the Town of Prescott and additional watershed-based area to the north east along the Ottawa River.

The following municipal drinking water sources are protected by the source protection plan:

- Vars (City of Ottawa): 2 groundwater wells
- Limoges (The Nation Municipality): 2 groundwater wells
- Shadow Ridge, Greely (City of Ottawa): 1 groundwater well
- Crysler (Township of North Stormont): 2 groundwater wells
- Moose Creek (Township of North Stormont): 3 groundwater wells
- Finch (Township of North Stormont): 2 groundwater wells
- Winchester (Township of North Dundas): 6 groundwater wells
- Chesterville (Township of North Dundas): 2 groundwater wells
- Newington (Township of South Stormont): 2 groundwater wells
- Bennett St., Spencerville (Township of Edwardsburgh/Cardinal): 1 groundwater well
- Prescott (Town of Prescott): 1 surface water intake
- Cardinal (Township of Edwardsburgh/Cardinal): 1 surface water intake
- Morrisburg (Township of South Dundas): 1 surface water intake
- Rockland (City of Rockland): 1 surface water intake



- Wendover (Township of Alfred-Plantagenet): 1 surface water intake
- Lefavre (Township of Alfred-Plantagenet): 1 surface water intake
- Hawkesbury (Town of Hawkesbury): 1 surface water intake
- Casselman (Village of Casselman): 1 surface water intake

There are communities within the South Nation Source Protection Area that are serviced through regional distribution systems where the municipal sources of water are protected through the Source Protection Plan of the Mississippi-Rideau Source Protection Region (i.e. Carlsbad Springs, Russell, Embrun, Marionville).

To learn more about the Raisin-South Nation Source Protection Region, or to read the Source Protection Plan and Assessment Report, visit [www.yourdrinkingwater.ca](http://www.yourdrinkingwater.ca).

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

### 1. Source Protection Plan Policies

P : Progressing Well/On Target

All of the policies (100%) that address significant drinking water threats are implemented, in progress or have been evaluated and determined to require no further action(s).

Pursuant to subsection 36 (1) of the Clean Water Act, Source Protection Regions were directed by the Province to amend their Source Protection Plan and Assessment Report to comply with amendments to the Province's General Regulations and Director's Technical Rules and include approved local interest updates. Amendments are currently in progress by the Raisin-South Nation Source Protection Committee and Source Protection Region.

### 2. Municipal Progress: Addressing Risks on the Ground

Eighteen (18) municipalities in our source protection region have vulnerable areas where significant drinking water threat policies apply. These municipalities include: City of Cornwall, City of Ottawa, City of Clarence-Rockland, Village of Casselman, Town of Prescott, Town of Hawkesbury, Champlain Township, Township of Edwardsburgh/Cardinal, Township of Alfred and Plantagenet, Russell Township, The Nation Municipality, Augusta Township, Township of North Dundas, Township of South Dundas, Township of North Stormont, Township of South Stormont, Township of North Glengarry and the Township of South Glengarry.

All of the municipalities (100%) in our source protection region have processes in place to ensure that their day-to-day planning decisions conform with our source protection plans. The two largest municipalities (City of Ottawa and the City of Cornwall) have designated their own Risk Management Officials for this purpose, while the remaining municipalities have designated the local conservation authorities for risk management duties. Risk Management Officials screen building permits and planning applications in the vulnerable areas.

Municipalities in our source protection region are also required to update their Official Plan to ensure conformity with the local source protection plan. Seventeen (17) of 18 municipalities have finalized their Official Plan update, and one is in progress.

### 3. Septic Inspections

P : Progressing Well/On Target

The Ontario Building Code requires all septic systems within highly vulnerable areas be included in a Mandatory On-site Sewage System Inspection Program. Under the program, inspections are required on a five (5) year cycle.

The on-site sewage inspection program varies across the Source Protection Region. Septic systems within the City of Ottawa are inspected by the Ottawa Septic System Office (OSSO). The Townships of North Glengarry and South Glengarry retain their own septic inspectors. The remaining municipalities where septic systems are considered a significant threat have delegated septic inspection to the South Nation Conservation Septic Inspection Office.

Municipalities in the Raisin-South Nation Source Protection Region have completed most of the initial round of inspections. To date, 251 of 274 total septic systems have been inspected as per the Ontario Building Code. Of those outstanding initial inspections, one is a recent addition, and 22 were not inspected due to non-responsive or non-compliant landowners.

The 5-year re-inspection cycle was due to start in 2020/2021 for some septic systems. Some inspections were postponed due to COVID-19 restrictions. The Ottawa Septic System Office inspections were temporarily put on hold as a new well system is planned for Greely.

With the exception of the City of Ottawa septic systems, the original septic systems identified in the Assessment Report were inspected through the Source Protection Municipal Implementation Fund (SPMIF) which was available for small municipalities to offset initial implementation costs of Source Water. The costs of future inspections will fall onto municipalities and they will decide how to recover the costs of the inspections.

## 4. Risk Management Plans

P : Progressing Well/On Target

A risk management plan is a document that outlines the actions required to address an activity that has the potential to contaminate drinking water. These actions manage the risk associated with the activity so that all threats to drinking water are properly managed. A Risk Management Official (RMO) works with the person engaging in the threat activity to decide on the necessary components of the risk management plan.

Since the Raisin-South Nation Source Protection Plan plan took effect in 2015, a total of 108 risk management plans have been established. A single risk management plan can apply to multiple properties. The total number of properties covered by a risk management plan is 222. One new risk management plans was established in 2021, which included 2 inspections (initial and follow-up site visit).

We anticipate there is a 100% compliance rate with the risk management plans established in our source protection region.

## 5. Provincial Progress: Addressing Risks on the Ground

P : Progressing Well/On Target

Provincial ministries (e.g. Ministry of Environment, Conservation and Parks; and Ontario Ministry of Agriculture, Food, and Rural Affairs) are responsible for the implementation of source protection policies included in the Raisin-South Nation Source Protection Plan that use prescribed instruments to reduce the risk of significant threat activities.

Ontario ministries are reviewing previously issued provincial approvals (i.e., prescribed instruments, such as environmental compliance approvals under the Environmental Protection Act) where they have been identified as a tool in our Plan to address existing activities that pose a significant risk to sources of drinking water. The provincial approvals are being amended or revoked where necessary to conform with plan policies. Our policies set out a timeline of 3 years to complete the review and make any necessary changes. The ministries have reported full completion (100%) of the review of previously issued provincial approvals in the source protection region.

Provincial ministries are implementing their respective review protocols to screen all applicable new applications.

## 6. Source Protection Awareness and Change in Behaviour

Conservation Authority partners have worked to develop tools and resources which satisfy the Education and Outreach Policies and help establish permanent resources for future Source Water Protection program delivery.

### Print Media and Landowner Resources

- Risk Management Plan Binder and Toolkit for property owners
- Six (6) activity fact sheets (DNAPLs, organic solvents, etc.)
- Distribution of SWP brochure series (Agri-Action, Fuel Tools, Pesticide Wise, Septic Solutions, Water Smart, Well Informed)
- Distribution of fuel tags and stickers for homeowners
- Boater Awareness Campaign postcards, keychains, and boat stickers with Spills Action Response Centre contact information

### Signage

- Boater Awareness Campaign signage displayed at river access points (boat launches and public and private marinas) – approximately 40 signs distributed
- SWP Road Signage (displayed on roadways outside vulnerable drinking water protection zones) – 87 in the Raisin-South Nation Source Protection Region

### Social Media and Website

- Issued local press release
- Maintained the Source Protection Website ([yourdrinkingwater.ca](http://yourdrinkingwater.ca))
- Maintained social media presence
- Issued first annual Raisin-South Nation Source Protection Region newsletter update; circulated to member municipalities
- 3 week province-wide education blitz on Drinking Water Source Protection road signs

### Education and Outreach

- Licensed to deliver Yellow Fish Road community program, educating community members on storm drains (South Nation SPA)
- Licensed to deliver Stream of Dreams Community Art and Environmental Education Program (subsidized with other grants and partners) (South Nation SPA)
- Online guest lecture for St. Lawrence College Environmental Technician course
- Due to the ongoing COVID-19 Pandemic, in-person education and outreach efforts were postponed in 2021

### Land Use Planning

- Source water protection has become an integral part of the municipal planning process. Pre-consultation processes taking into account source water protection implications have lead to better overall planning and development decisions.

## 7. Source Protection Plan Policies: Summary of Delays

This is not applicable to our source protection region.



## 8. Source Water Quality: Monitoring and Actions

In the Raisin-South Nation Source Protection Region, no issues were identified in our local assessment report(s) regarding the quality of the source(s) of municipal drinking water.

The source protection authorities continue to work with municipalities to pro-actively identify trends in source water quality which could trigger a formal issues evaluation process, and require additional environmental monitoring.

## 9. Science-based Assessment Reports: Work Plans

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

## 10. More from the Watershed

The Region's success with implementing the source protection plan can be attributed to a coordinated and consistent effort in addressing the activities listed as drinking water threats. Small municipalities within the source protection region have benefited from delegating municipal enforcement of the Clean Water Act to the respective conservation authorities. Staff at both conservation authorities have worked together to develop streamlined risk management practices, documentation, data management systems, and education and outreach materials.

Funding for initial source protection implementation was made possible for small municipalities through the provincial Source Protection Municipal Implementation Fund. Without this fund, municipalities in our region would have faced financial challenges establishing the risk management plans. The fund removed the burden of a potential surcharge to landowners requiring risk management plans. This resulted in a more expedient and agreeable risk management plan negotiation process.

While some large municipalities may potentially have the capacity to deliver source protection programs, many medium and small sized municipalities will struggle to afford the additional cost.

Continued provincial funding and support for the Source Protection Program is essential to empower small and rural municipalities to mitigate risk and deliver safe, clean, drinking water thus ensuring small municipalities and rural Ontario stays open for business.





**To:** Raisin Region Source Protection Authority  
**From:** Lisa Van De Ligt, Project Manager  
Shannon Gutoskie, SNC Communications Specialist  
**Date:** April 8, 2022  
**Subject:** Raisin-South Nation Source Protection Committee Procedural Manual Update

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**RECOMMENDATION:**

That the Raisin Region Source Protection Authority endorse the amended Raisin-South Nation Source Protection Committee Procedural Manual update.

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**Discussion:**

The Raisin-South Nation Source Protection Committee Procedural Manual is a requirement under Ontario Regulation 288/07, made under the *Clean Water Act, 2006*: “written rules of procedure for conducting the business of the Committee that are satisfactory to the Source Protection Authority”.

These rules are subject to change by the Committee and will include procedures on meetings, Municipal Freedom of Information and Protection of Privacy, administration and operations, conflict of interest, and a code of conduct.

Since the last manual update in 2008, several meeting and membership appointment procedures have changed. An updated Procedural Manual has been prepared with the following proposed updates:

**2. Meeting Procedures**

- Frequency change from the 4<sup>th</sup> Thursday of each month to 2-4 times per year
- Addition of electronic meetings

**4. Administrative and Operational Procedures**

- Composition of Membership:

Original:

<b>Municipal Sector</b>	<b>Economic Sector</b>	<b>Other Interests</b>
Municipal (5)	Agricultural (3) Commercial/Industrial (1) Aggregates (1)	Clean Water Committee (1) Great River Network Council (1) Eastern Ontario Water Resources Committee (1) General Public (2)
First Nations (2)		

Proposed revised:

<b>Municipal Sector</b>	<b>Economic Sector</b>	<b>Other Interests</b>
Municipal (5)	Agricultural (3) Commercial/Industrial (1) Aggregates (1)	Clean Water Committee (1) Great River Network Council (1) General Public (3)

- Change from three-year term to no less than six months to not more than five years.
- Removal of member duty to provide a quarterly report of progress to the Source Protection Authorities within the region.

The updated Manual is attached for review. The Manual was supported by the Source Protection Committee on April 7, 2022.



Lisa Van De Ligt,  
Project Manager  
Raisin-South Nation Source Protection Region



Shannon Gutoskie  
SNC Communications Specialist

Attachments: Draft Raisin-South Nation Source Protection Committee Procedural Manual



# Raisin-South Nation Source Protection Committee DRAFT Procedural Manual

April 2022

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Chair

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Resolution

Effective Date:

Endorsed by the Raisin Region Source Protection Authority:

Endorsed by the South Nation Source Protection Authority:

<b>Revision No.</b>	<b>Effective Date</b>	<b>Source Protection Committee Resolution</b>	<b>Raisin Region Source Protection Authority Endorsement</b>	<b>South Nation Source Protection Authority Endorsement</b>
Original	February 28, 2008	#12/08	February 21, 2008	February 21, 2008

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## Purpose

Regulation O. Reg. 288/07 requires “written rules of procedure for conducting the business of the Committee that are satisfactory to the Source Protection Authority”. These rules are subject to change by the Committee from time to time.

## 1. Definitions

In this “Procedural Manual”:

“Committee” means the Raisin-South Nation Source Protection Committee established pursuant to Section 7 of the *Clean Water Act, 2006* and Ontario Regulation 288/07.

“SPA” means Source Protection Authority.

“MECP” means Ministry of the Environment, Conservation, and Parks

“MFIPPA” means Municipal Freedom of Information and Protection of Privacy

“Website” means [www.yourdrinkingwater.ca](http://www.yourdrinkingwater.ca)

## **2. Meeting Procedures**

### **2.1 Meetings**

The Committee shall at its first meeting establish a meeting schedule of 2 – 4 times throughout the year and publish this schedule online.

The Committee may hold special meetings as determined by the Chair or, in the event the Chair is unable to call a meeting, the Regional Project Manager may do so with the approval of 2/3 of the Committee. Approval shall be obtained by e-mail or telephone.

Members shall be notified of special meetings by staff by way of e-mail and/or telephone.

Any member of the general public who wishes to be advised of scheduled or special meetings, in a manner other than website access, shall contact the Regional Project Manager and request another form of notice. The Regional Project Manager shall comply with the request so long as it is not unduly cumbersome.

### **2.2 Electronic Meetings**

The Chair may hold regular and special Committee meetings electronically.

Committee members may participate in meetings electronically and shall have the ability to:

- a) Register a vote;
- b) Be counted towards determining quorum;
- c) Participate in meetings closed to the public.

The Committee shall make viewing electronic meetings accessible online to the public.

### **2.3 Delegations**

Delegations to the Committee must give a minimum 2 weeks' notice of their interest in making a presentation. Delegations should provide written information for consideration of the Committee 2 weeks prior to the meeting.

Delegations to the Committee may take place during in-person or electronic meetings. It is the responsibility of the Chair or Regional Project Manager to communicate with delegations on how to participate in electronic meetings.

Delegations are limited to a 15-minute presentation unless previous time allocations have been made. Questions and answers may follow the presentation and time should be limited to an additional 15 minutes.

Delegations may be provided additional time to the time set out in clause 5.3 at the discretion of the Chair and through prior arrangements with staff.

Delegations may be requested to appear a second time.

If delegations wish to appear a second time, it is at the discretion of the Committee.

## 2.4 Chairperson

Pursuant to Reg. 288/07, the Chairperson shall preside at all meetings of the Committee. If the Chair is not able to preside, the members present shall appoint an acting Chair from amongst themselves prior to the call to order.

The Chair shall not cast a vote at any meeting.

The Chairman is an ex-officio Member of Working Groups established by the Committee.

## 2.5 Quorum and Voting

Pursuant to Reg. 288/07, a quorum is at least two thirds of the Voting Members appointed to the Committee plus the Chair. If no quorum is present one-half hour after the time appointed for a meeting of the Committee, the Regional Project Manager or his/her designate records the names of those present and the meeting shall stand adjourned until the next meeting.

Pursuant to Reg 288/07, new members need not be appointed if the number of members is sufficient to maintain quorum.

Recorded votes must be requested by a Committee member prior to the call for votes.

The Chair shall determine if an issue is debated strongly enough such that one or more members may wish for a recorded vote. In which case, the Chair may enquire prior to calling for a vote if a recorded vote is requested.

The Committee shall strive to achieve consensus on issues, however all motions must pass with a minimum of 60% of voting members in favour.

The following chart outlines the required votes:

Voting Members	Votes Required to Carry a Motion
11	7
12	7
13	8
14	8
15	9
16 Member Committee: Quorum is 11 18 Member Committee: Quorum is 12	



Proxy votes may only be used in specific circumstances and according to the following procedures:

- A proxy vote can be used where a Member cannot attend and wishes to vote on a staff recommendation that has been prepared in a staff report for consideration of the Committee and circulated to the Committee at least 48 hours prior to the vote.
- Only an existing Member of the Committee may cast a proxy vote on behalf of another Member using the 'proxy form' which states the staff recommendation, vote in favour or against and the absent Member's name. Two copies of the proxy form must be completed and signed and sent to the Member and the SPC Chair prior to the start of the SPC Meeting.
- The proxy will not be counted towards quorum.
- If new information is presented at the meeting that causes the staff recommendation to be altered, other than for grammar or clarification purposes, then the proxy vote is null and void and may not be used.

Abstentions are permitted.

To reconsider a decision of the Committee, a motion to reconsider will require a two thirds vote of the voting members present. A motion may only be re-introduced once for reconsideration.

## **2.6 Meeting Format**

Rules of procedure for Committee meetings shall adhere to the rules provided herein. Where necessary, the current edition of Robert's Rules of Order will be referred to.

Committee Members may verbally present motions at any meeting for items on the agenda. Notice of motion is required for new topics or agenda items.

## **2.7 Minutes Format**

The minutes of all meetings of the Committee shall be recorded by the Regional Project Manager or his/her designate. The minutes shall not contain summaries of discussion. The minutes shall contain date, time, attendees, regrets, formal motions, indications of carried or defeated, place of next meeting.

Recorded votes shall be recorded clearly indicating each Committee Member by name and a clear indication of opposed or in favour.

Within 30 days after any meeting, the Project Manager or his/her designate shall email or send a copy of the minutes of that meeting to the Committee. Minutes approved by the Committee will be posted on the source water protection website.

## **2.8 Closed Meetings**

Where a confidential matter arises, a resolution closing the meeting to the public shall be passed and it shall state the general nature of the subject matter to be discussed. A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- a) Personal matters about an identifiable individual;
- b) A proposed or pending acquisition or disposition of land;
- c) Labour relations or employee negotiations;
- d) Litigation or potential litigation;
- e) Advice that is subject to solicitor-client privilege;
- f) If the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.

## **2.9 Membership**

The Term of appointment and filling of vacancies shall be done in keeping with O.Reg 288/07. Upon a vacancy or continued absence of three consecutive meetings occurring in any office of the Committee, the Committee may fill that vacancy in keeping with the Regulations. In extraordinary circumstances (e.g. illness, subpoenas) a Member may be excused from a meeting with a resolution from the Committee. Where such permission is granted, the absence shall not be recorded against the Member's attendance record. Sending regrets is not considered permission to be excused.

Membership is determined by the Source Protection Authority and Section 22 of Reg. 288/07.

### **3. Municipal Freedom of Information and Protection of Privacy**

In keeping with the MFIPPA, all meetings are open to the public; all matters arising out of Committee meetings and supporting technical reports shall form part of the public record and shall be available for public review immediately upon request. Exceptions to the foregoing include the following matters:

- Personnel records or issues;
- Ongoing property negotiations;
- Court cases in which the Committee is involved;
- Discussions which could adversely affect the interests of a third party;
- A personal or financial matter about an identifiable individual.

The Source Protection Committee Members shall be governed at all times by the provisions of the MFIPPA.

In the instance where a Committee Member vacates their position on the Source Protection Committee they will continue to be bound by MFIPPA requirements.

## 4. Administrative and Operational Procedures

### 4.1 Per Diem and Mileage

Chair shall receive compensation from the province in keeping with their terms of office. Voting Members shall receive a per diem allowance for attending Committee meetings and working group meetings to which they are appointed or directed by the Committee to attend in advance of the meeting. Where a Member has been requested by the Chair to attend a meeting relating to Committee business, the Member shall be eligible for per diem and mileage. First Nations and other Liaison Members will be compensated in keeping with Ministry guidance.

If no quorum is present, 50% of the per diem rate shall be paid to those in attendance. Mileage will be fully reimbursed.

Voting Members will be paid for mileage costs incurred for Committee meetings. First Nations and other Liaison Members will be compensated in keeping with Ministry guidance.

All per diem expenses, mileage, and allowances (e.g. meal costs for an approved training session) to be in accordance with the procedural direction of the Lead Source Protection Authority:

- a) Per Diem Rate: \$200

Only one per diem payment can be paid to an individual for each calendar day.

- b) Mileage Rate: \$0.40 per kilometer

Or as adjusted by the Lead Source Protection Authority.

### 4.2 Functions of Members, Duties and Working Groups

As a duly appointed Voting Member, it is your responsibility to:

- a) Attend Committee meetings;
- b) Become aware and knowledgeable of programs, projects, and activities of the Committee;
- c) Attend public meetings;
- d) To keep the organizations which you represent informed of Committee programs, projects and activities;
- e) Be prepared to discuss issues at all Committee meetings.

Description of Composition as per Section 2 of O. Reg 288/07: 15 Members plus a Chair, with the

10

following membership composition:

- 1/3 of the Members must reflect the interests of the local municipalities,
- 1/3 of the Members must reflect the interests of agriculture, commerce, industry, and small business,
- 1/3 of the Members must reflect other interests including environmental and other public interests.

Municipal Sector	Economic Sector	Other Interests
Municipal (5)	Agricultural (3)	Clean Water Committee (1)
	Commercial/Industrial (1)	Great River Network Council (1)
	Aggregates (1)	General Public (3)

Liaison (non-voting): 1 from each SPA, 1 from Health Units, 1 from the MECF

#### 4.3 Term of Appointment and Vacancies

The term of appointment shall be as outlined in O.Reg. 288/07 in section 8 and 9, respectively. In general, this means that the terms of appointment for Committee Members is not less than six months and not more than five years.

Vacancies on the Committee shall be filled through an open competitive process coordinated through the Lead Source Protection Authority.

#### 4.4 Duties

Subject to the *Clean Water Act* and attending Regulations, the Members are responsible to:

- a) Oversee the preparation of rules of procedure including a code of conduct and conflict of interest policy within the required timeframe;
- b) Oversee the preparation and submission of a Terms of Reference in the prescribed manner and in keeping with O.Reg 287/07 within the required timeframe. This includes a map showing the source protection region boundaries, a list of municipalities within the region, defining which drinking water systems will or will not be subject to the Act, identification and allocation of tasks, demonstrated consideration for the Great Lakes Agreements and public consultation and the total budget for the ensuing year;
- c) Provide notice of a drinking water hazard in keeping with O.Reg 286/07;
- d) Oversee the preparation and submission of the Assessment Report in keeping with the

Regulations, and technical guidance modules within the prescribed timeframe;

- e) Oversee the preparation and submission of a Source Protection Plan in keeping with the Regulations within the prescribed timeframe;
- f) Undertake public consultation as required by Regulation.

#### **4.5 Working Groups**

The Committee may establish Working Groups:

- a) To consider and recommend policy direction and actions on (but not limited to) programs and projects to advance drinking water source protection;
- b) Shall have a summary of these meetings circulated to the Committee;
- c) A Committee member that has been officially appointed to a Working Group shall be compensated according to clause 13.1.

#### **4.6 Chair Duties**

The Chair of the Committee shall provide direction for all phases of the Committee's activities and shall see that all business of the Committee is conducted in a fair and just manner and shall in particular:

- a) Represent the Committee at such functions as warrant the interest of the Committee, except where this responsibility is specifically assigned to some other person;
- b) Direct the Project Manager in the day-to-day operation and administration of the Committee;
- c) Be "ex-officio", a Member of all Working Groups appointed from time to time by the Committee;
- d) Preside over the Source Protection Committee meetings.

#### **4.7 Regional Project Manager**

The Regional Project Manager of the Committee shall work with the Chair to coordinate and manage Committee business. The Regional Project Manager will:

- a) Administer and coordinate the program of the Committee;
- b) Direct the preparation of material or projects to be undertaken by the Source Protection Authority and to provide such reports as might be from time to time requested by the Committee;

- c) Be responsible for all documentary requirements necessary to obtain approval under the *Clean Water Act*;
- d) Work with the Source Protection Management Committee to prepare all budget estimates in accordance with the work plan requirements of the Committee;
- e) Communicate all instructions from the Committee and its various committees to the administration of the Committee and to supervise the carrying out of all such communications;
- f) Be responsible for the preparation of reports and correspondence to other agencies, governments and individuals dealing with the policy of the Committee on particular items.

#### **4.8 Indemnity**

In keeping with Section 99 of the *Clean Water Act*, 2006, every Member of the Committee and her or his heirs, executors, administrators and estate and effects respectively, shall from time to time and at all times be indemnified and saved harmless from and against all costs charges, and expenses whatsoever which Member of the Committee sustains or incurs in or about any action, suit or proceeding which is brought, commenced, or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of his office; all other costs, charges and expenses he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own willful neglect or default.

## 5. Conflict of Interest

If there is a matter before the Committee that touches on a Member's "direct or indirect pecuniary interest", then there is a duty on the Member to refrain from participating in the decision-making process related to the matter.

Where a Member declares a conflict, they must refrain from comment and withdraw from the room during the deliberations and voting on the matter.

Where a Member declares a conflict, it will be recorded in the minutes.

Except as defined in the Committee Procedural Manual, the process and operation of conflict of interest issues shall be in accordance with the Municipal Conflict of Interest Act, R.S.O. 1990.



## 6. Code of Conduct

### 6.1 Confidential Information

Members have access to confidential information by reason of their participation on the Source Protection Committee. Members must not make such information available unless it is public information. Where a Member is unsure of the status of information, before making any release he/she shall discuss it with the Chair who may see fit to consult with the Regional Project manager.

Confidential information shall include any items discussed in closed session or distributed to the Committee that is marked 'confidential'. In addition, no information should be released (but not exclusively) relating to the following matters:

- a) Personal information about any individual;
- b) Items under litigation;
- c) Personnel matters;
- d) Information about suppliers provided for evaluation which might be useful to competitors;
- e) Sources of complaints about a variety of matters where the identity of the complainant is given in confidence;
- f) Items under negotiation;
- g) Information supplied in support of licence applications, etc., where such information is not part of the public documentation;
- h) Schedule of prices in contract tenders prior to approval;
- i) Personal opinions regarding RRCA/SNC policies, regulations and programs should not be given to the public.

### 6.2 Media Relations

Contact with the media on behalf of the entire committee is to be undertaken only by media spokespersons as designated by the Chair. The Chair and/or Project Manager will most often be relied upon as media spokesperson. When members provide comments to the media it should be clear that they are providing their individual opinion, or speaking about their sector specifically, and not speaking on behalf of the entire Committee.

### **6.3 Confidentiality**

All Members are required to refrain from the use or transmission of confidential or privileged information while working for the Source Protection Committee and after membership ends on the Source Protection Committee.

### **6.4 Gifts and Benefits**

In order to preserve the image and integrity of the Source Protection Committee, business gifts should be discouraged; however, the Source Protection Committee recognizes that moderate hospitality is an accepted courtesy of a business relationship.

### **6.5 Anti-Harassment Policy**

Every Member of the Committee, the staff or consultants are entitled to work in an environment that is free from discrimination and/or harassment. The Chair will take prompt and appropriate action to prevent, discourage or respond to incidents of discrimination or harassment. Every Member, staff or consultant of the Committee will deal with their colleagues in a fair and equitable manner free from discrimination and/or harassment.

Harassment may include (but is not limited to) the following:

#### **a) Sexual Harassment**

- i. Unwelcome remarks, jokes, and innuendos about a person's body, attire, sexual orientation or gender;
- ii. Practical jokes of a sexual nature which cause awkwardness or embarrassment;
- iii. Displaying pornographic pictures or other offensive material;
- iv. Leering (suggestive staring) or other gestures;
- v. Unnecessary physical contact such as touching, patting or pinching;
- vi. Physical assault;
- vii. Demands for sexual favours or repeated unwanted social invitations

#### **b) Racial or Ethnic Harassment**

- i. Unwelcome remarks, jokes and innuendos about a person's racial or ethnic background, colour, place of birth, citizenship or ancestry;
- ii. The displaying of derogatory or offensive racist pictures or material;

- iii. Refusing to converse or work with an Member or volunteer because of his or her racial or ethnic background;
- iv. Insulting gestures or practical jokes based on racial or ethnic grounds, which cause embarrassment or awkwardness;

b) Other Harassment

- i. Unwelcome remarks, jokes and innuendos about a person's age, record of offenses, marital status, family status, handicap or creed;

c) A Member or volunteer who feels they are being harassed at work should:

- i. Make it clearly known to the offender that their conduct is unacceptable and should not be repeated; and/or discuss the situation, in confidence, with the Chair or Regional Project Manager;
- ii. Keep a short written record of dates, incidents and names of witnesses, if any; if necessary, prepare a written complaint.



**To:** Raisin Region Source Protection Authority  
**From:** Richard Pilon, General Manager  
**Date:** April 14, 2022  
**Subject:** Appointment of Risk Management Official and Inspector

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**RECOMMENDATION:**

THAT, pursuant to subsection 48(2) of the *Clean Water Act*, the Raisin Region Source Protection Authority appoint Lisa Van De Ligt as Risk Management Official / Inspector.

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**Background:**

The Raisin-South Nation Source Protection Plan contains policies that regulate significant drinking water threats under Part IV of the *Clean Water Act*. Under the Act, a municipality may enter into an agreement with a Source Protection Authority to enforce Part IV of the Act for the regulation of drinking water threats. The RRCA was delegated risk management responsibilities by the Townships of North Glengarry, South Glengarry, and South Stormont. The City of Cornwall has maintained their own authority to protect their own water supply and the Township of North Stormont has delegated this responsibility to SNC.

To fulfil this regulatory role, the Source Protection Authority must appoint Risk Management Officials (RMO) and Risk Management Inspectors (RMI) pursuant to subsection 48(2) of the *Clean Water Act* to administer and enforce Part IV policies. The RRCA currently has 1 staff appointed as RMO / RMI and another as an RMI.

**Discussion:**

It is proposed to appoint an additional staff as RMO / RMI for the RRCA to support risk management responsibilities, when required. Lisa Van De Ligt has successfully completed the MECP Risk Management Official / Inspector training course.

The appointments do not have a term since Part IV policies contained in the Source Protection Plan remain in effect in perpetuity. While changes to those policies might occur as a result of updates to the Source Protection Plan in the future, the Source Protection Plans themselves do not lapse. As such, there will be an ongoing need for the Risk Management Officials and Inspectors to ensure compliance with, and report on, the Part IV policies contained in the Plan.

A handwritten signature in black ink, appearing to be 'R. Pilon', written over a horizontal line.

Richard Pilon,  
General Manager

MINUTES OF A MEETING OF THE  
RAISIN REGION SOURCE PROTECTION AUTHORITY  
HELD FEBRUARY 14, 2023 – 3:00 P.M. RRCA ADMINISTRATION OFFICE

PRESENT: Martin Lang, South Glengarry, Chair  
Bryan McGillis, South Stormont, Vice-chair  
Andrew Guindon, South Stormont  
Lachlan McDonald, South Glengarry  
Adrian Bugelli, North Stormont  
Claude McIntosh, City of Cornwall  
Pierre Leroux, Prescott-Russell

STAFF: Richard Pilon, General Manager/Secretary-Treasurer  
Josianne Sabourin, Administrative Assistant  
Sandy Crites, Finance Officer  
Lissa Deslandes, Regulations Officer  
Caroline Doroshenko, Project Coordinator  
Jessica Herrington, Stewardship Coordinator  
Brendan Jacobs, Stewardship Specialist  
Matthew Levac, Planning & Regulations Officer  
Vincent Pilon, Public Information Coordinator  
Halya Petzold, Resource Specialist  
Pete Sabourin, Team Lead, Field Operations  
Lisa Van De Ligt, Team Lead, Communications & Stewardship

GUESTS: Ray Beauregard, Source Protection Committee Chair

REGRETS: Jacques Massie, North Glengarry  
Carilyne Hebert, City of Cornwall

**CALL TO ORDER**

Martin Lang, Chair, called the meeting to order at 3:00 pm.

**APPROVAL OF AGENDA**

RESOLUTION #SPA 01/23:

Moved by: Claude McIntosh  
Seconded by: Adrian Bugelli

THAT the agenda be approved as presented.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**APPROVAL OF RAISIN REGION SOURCE PROTECTION AUTHORITY MEETING MINUTES  
– meeting held April 21, 2022**

RESOLUTION #SPA 02/23:

Moved by: Bryan McGillis  
Seconded by: Andrew Guindon

THAT the minutes of the April 21, 2022 meeting of the Raisin Region Source Protection Authority be approved.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

None

**NEW BUSINESS**

**SOURCE PROTECTION COMMITTEE UPDATE**

Ray Beauregard provided an update on the Source Protection Committee.

**PROJECT MANAGER'S UPDATE**

RESOLUTION #SPA 03/23:

Moved by: Lachlan McDonald  
Seconded by: Bryan McGillis

That the Raisin Region Source Protection Authority receive and file the Project Manager's Update.

CARRIED

**SOURCE PROTECTION COMMITTEE APPOINTMENTS**

RESOLUTION #SPA 04/23:

Move by: Adrian Bugelli  
Seconded by: Andrew Guindon

That the Raisin Region Source Protection Authority officially appoint Theresa Bergeron as the Stormont, Dundas and Glengarry municipal representative on the Raisin-South Nation Source Protection Committee.

And further that, the Raisin Region Source Protection Authority officially appoint Chris McDonell to represent the General Public on the Raisin-South Nation Source Protection Committee.

And further, the Raisin Region Source Protection Authority congratulate Raymond Beauregard on his re-appointment as Chair of the Source Protection Committee.

CARRIED

**DATE OF NEXT MEETING**

April 20, 2023


**ADJOURNMENT**

RESOLUTION #SPA 05/23:

Moved by: Claude McIntosh  
Seconded by: Bryan McGillis

THAT the Raisin Region Source Protection Authority meeting of February 14, 2023 be adjourned at 3:20 pm.

CARRIED

  
\_\_\_\_\_  
Martin Lang  
Chair

  
\_\_\_\_\_  
Lisa Van De Ligt  
Project Manager

## Raisin Region Conservation Authority

### Source Protection Authority Meeting Agenda

February 14, 2023

3:00 p.m.

**RRCA Administration Office – 18045 County Rd. 2, Cornwall, ON**

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1. Call to Order
2. Chair's Remarks
3. Approval of Agenda
4. Declaration of Conflict of Interest
5. Approval of Minutes
  - a) Source Protection Authority Minutes of April 21, 2022 1-3
6. New Business
  - a) Source Protection Committee Update: Raymond Beauregard, Chair (verbal)
  - b) Project Manager's Update: Lisa Van De Ligt 4-5
  - c) Source Protection Committee Appointments : Lisa Van De Ligt 6-7
7. Correspondance
  - a) United Counties of Stormont, Dundas and Glengarry report and resolution of councillor appointments. January 16, 2023. 8-11
8. Date of Next SPA Meeting: April 20, 2023
9. Adjournment

MINUTES OF A MEETING OF THE  
RAISIN REGION SOURCE PROTECTION AUTHORITY  
HELD APRIL 21, 2022 – 3:00 P.M. COOPER MARSH VISITORS CENTRE

PRESENT: Martin Lang, South Glengarry, Chair  
David Smith, South Stormont, Vice-chair  
Bryan McGillis, South Stormont  
Lyle Warden, South Glengarry  
Jacques Massie, North Glengarry  
Robert Lefebvre, North Stormont

STAFF: Richard Pilon, General Manager/Secretary-Treasurer  
Josianne Sabourin, Administrative Assistant  
Phil Barnes, Team Lead Watershed Management  
Sandy Crites, Finance Officer  
Lissa Deslandes, Regulations Officer  
Brendan Jacobs, Stewardship Specialist  
Vincent Pilon, Public Information Coordinator  
Halya Petzold, Resource Specialist  
Pete Sabourin, Team Lead, Field Operations  
Lisa Van De Ligt, Team Lead, Communications & Stewardship  
Jamie Would, Stewardship & Outreach Assistant

GUESTS: Raymond Beauregard, Source Protection Committee Chair

ABSENT: François St-Amour, SPA Member, Prescott-Russell

**CALL TO ORDER**

Martin Lang, Chair, called the meeting to order at 3:00 pm.

**APPROVAL OF AGENDA**

RESOLUTION #SPA 01/22:

Moved by: Lyle Warden  
Seconded by: Jacques Massie

THAT the agenda be approved as presented.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**APPROVAL OF RAISIN REGION SOURCE PROTECTION AUTHORITY MEETING MINUTES  
– meeting held March 18, 2021**



RESOLUTION #SPA 02/22:

Moved by: Robert Lefebvre  
Seconded by: David Smith

THAT the minutes of the March 18, 2021 meeting of the Raisin Region Source Protection Authority be approved.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

None

**NEW BUSINESS**

**SOURCE PROTECTION COMMITTEE UPDATE**

Raymond Beauregard provided an update on the Source Protection Committee.

**PROJECT MANAGER'S UPDATE**

RESOLUTION #SPA 03/22:

Moved by: Bryan McGillis  
Seconded by: Robert Lefebvre

That the Raisin Region Source Protection Authority receive and file the Project Manager's Update.

CARRIED

**2021 ANNUAL REPORTING TO THE SOURCE PROTECTION AUTHORITY**

RESOLUTION #SPA 04/22:

Move by: Jacques Massie  
Seconded by: Bryan McGillis

That the Raisin Region Source Protection Authority receive and file the 2021 Annual Reporting to the Source Protection Authority.

CARRIED

**2021 ANNUAL IMPLEMENTATION PROGRESS REPORT TO MECP**

RESOLUTION #SPA 05/22:

Moved by: Lyle Warden  
Seconded by: Robert Lefebvre

That the Raisin Region Source Protection Authority receive and file the 2021 Annual Progress Report.

And further that, the Raisin Region Source Protection Authority approve the Annual Progress Report for submission to the Ministry of Environment, Conservation and Parks.

CARRIED

SPC PROCEDURAL MANUAL UPDATE

RESOLUTION #SPA 06/22:

Moved by: David Smith  
Seconded by: Robert Lefebvre

That the Raisin Region Source Protection Authority endorse the amended Raisin-South Nation Source Protection Committee Procedural Manual Update.

CARRIED

RMO/RMI APPOINTMENT

RESOLUTION #SPA 07/22:

Moved by: Bryan McGillis  
Seconded by: Lyle Warden

That, pursuant to subsection 48(2) of the *Clean Water Act*, the Raisin Region Source Protection Authority appoint Lisa Van De Ligt as Risk Management Official / Inspector.

CARRIED

DATE OF NEXT MEETING

To be determined

ADJOURNMENT

RESOLUTION #SPA 08/22:

Moved by: Jacques Massie  
Seconded by: Lyle Warden

THAT the Raisin Region Source Protection Authority meeting of April 21, 2022 be adjourned at 3:30 pm.

CARRIED

---

Martin Lang  
Chair

---

Lisa Van De Ligt  
Project Manager



**To:** Raisin Region Source Protection Authority  
**From:** Lisa Van De Ligt, Project Manager  
**Date:** February 1, 2023  
**Subject:** Project Manager's Update

---

## **RECOMMENDATION:**

THAT the Raisin Region Source Protection Authority receive and file the Project Manager's Update.

---

## **Background:**

The provincial *Clean Water Act*, 2006 compelled all municipalities in Ontario to ensure that their municipal drinking water sources are protected. With funding from the provincial government, Conservation Authorities were delegated the task of initiating and maintaining the source water protection work.

The RRCA and our neighbouring Conservation Authority, South Nation Conservation (SNC), were grouped together to undertake the work to protect the 26 municipal drinking water systems in our jurisdiction. The work includes the development and maintenance of a Source Protection Plan and Assessment Reports.

A local Source Protection Committee (SPC) representing municipal, agricultural, commercial, industrial and the general public interests was formed to create policies to address activities near municipal drinking water sources.

The Raisin-South Nation Source Protection Region enters into fiscal agreements with the Ministry of Environment, Conservation and Parks (MECP) to outline deliverables and the province's local financial contribution.

Additionally, under the *Clean Water Act*, 2006, a municipality may enter into an agreement with a Source Protection Authority to enforce Part IV of the Act for the regulation of drinking water threats. The RRCA was delegated risk management responsibilities by the Townships of North Glengarry, South Glengarry and South Stormont. The City of Cornwall has maintained their own authority to protect their own water supply and the Township of North Stormont has delegated this responsibility to SNC.



## Discussion:

Under the 2022-2024 agreement with the Ministry of Environment, Conservation and Parks, the Raisin-South Nation Source Protection Region deliverables are underway. Below are the highlights:

- Monitor and report on Source Protection Plan implementation progress: annual report will be presented to the Source Protection Authorities on April 20, 2023
- Source Protection Plan amendments (Minister's Order)
  - In 2019, all Source Protection Authorities were ordered by the Minister to update their Plans to address changes to technical rules and local interest updates identified in consultation with the SPC and member municipalities.
  - Draft amendments to the Source Protection Plan and Assessment Reports are generally progressing on target. Policy amendments are underway under the guidance of the SPC. A draft amended Plan should be prepared in spring/summer 2023. The amendment process will include consultations with the province, municipalities, bodies responsible for implementing policies, and the public.
- Maintenance and coordination of Raisin-South Nation SPC to guide the local drinking water source protection planning process: membership update provided as a separate report.
- On-going program implementation (e.g. outreach, working group participation, etc.).

A handwritten signature in cursive script, reading "Lisa Van De Ligt".

Lisa Van De Ligt,  
Project Manager, Raisin-South Nation Source Protection Region



**To:** Raisin Region Source Protection Authority  
**From:** Lisa Van De Ligt, Project Manager  
**Date:** February 1, 2023  
**Subject:** Source Protection Committee Appointments

---

## **RECOMMENDATION:**

THAT the Raisin Region Source Protection Authority officially appoint Theresa Bergeron as the Stormont, Dundas, and Glengarry municipal representative on the Raisin-South Nation Source Protection Committee.

AND FURTHER THAT the Raisin Region Source Protection Authority officially appoint Chris McDonnell to represent the General Public on the Raisin-South Nation Source Protection Committee.

AND FURTHER the Raisin Region Source Protection Authority congratulate Raymond Beaugard on his re-appointment as Chair of the Source Protection Committee.

---

## **Background:**

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

The Raisin-South Nation Source Protection Committee is comprised of 15 members, 4 liaisons and the Chair. Membership consists of:

- Municipal representatives (5)
- Economic sector representatives (5)
  - 3 members representing the agricultural sector
  - 1 member for the aggregate sector
  - 1 member for the industrial/commercial sector
- Other interest representatives (5)
  - 1 member representing the SNCClean Water Committee



- 1 member representing the Great River Network Council
- 3 members representing the general public

### **Discussion:**

#### *Chair re-appointment*

On October 19, 2022, the Ministry of Environment, Conservation and Parks announced the re-appointment of Raymond Beauregard as the Raisin-South Nation Source Protection Committee Chair. Ray has been on the Source Protection Committee since 2008 and has served as the Chair since 2017.

#### *Municipal Representative – Stormont, Dundas, and Glengarry.*

On January 16, 2023, the United Counties of Stormont, Dundas, and Glengarry have selected North Dundas Deputy Mayor Theresa Bergeron to represent the Counties for a term of 2 years, replacing North Glengarry Deputy Mayor Carma Williams.

#### *General Public Representative*

On October 6, 2022, the Raisin-South Nation Source Protection Region began advertisement for a vacant General Public seat on the Source Protection Committee. Notices were placed in local newspapers, on social media, and the Raisin-South Nation Source Protection Region website. Applications were received by November 7, 2022 and interviews were conducted in December 2022. The following candidate is recommended for consideration for a term of 5 years:

- General public representative: Chris McDonell

Once appointed by both Source Protection Authorities, Source Protection staff will prepare a letter of appointment, complete orientation with the new member, and welcome them to the Raisin-South Nation Source Protection Committee at the next meeting.

A handwritten signature in cursive script that reads "Lisa Van De Ligt".

Lisa Van De Ligt,  
Project Manager, Raisin-South Nation Source Protection Region

<b>ACTION REQUEST – Corporate Services</b>	
<b>To:</b>	<b>Warden and Members of Council</b>
<b>Date of Meeting:</b>	<b>January 16, 2023</b>
<b>Subject:</b>	<b>Committee Appointments</b>

**RECOMMENDATION(S):**

THAT the Council of the United Counties of Stormont, Dundas and Glengarry confirm the appointments as set out in the Committee Appointments report.

**EXECUTIVE SUMMARY:**

The County’s Procedure By-Law No. 5317 states that all Council appointments to Committees will be confirmed by Council at its January meeting.

**BACKGROUND:**

Section 4.5 of the County’s Procedure By-Law states that members of Council shall be appointed by the Warden to sit on various boards and committees of Council for a two-year term, with the exception of the Library Board. Library Board appointments shall be in accordance with the term set out in the *Public Library’s Act* (appointed for the term of Council).

Recommendations for appointments to committees are as follows:

**Lay Appointments (appointed for the term of Council)**

**Police Services Board:**

Jim Wert

**Library Board:**

Margaret MacDonald

Dr. James Algire

Jo-Anne McCaslin

**Council Appointments (two-year appointments with the exception of the Library Board)**

**Service Manager Joint Liaison Committee – Warden, Past Warden and two other members of Council**

Warden Tony Fraser

Carma Williams

Jamie MacDonald

Bryan McGillis



**Library Board – Three members of Council, plus the Warden or designate**

Warden Tony Fraser  
Frank Landry  
Lachlan McDonald  
Jason Broad

**Police Services Board – One Councillor and the Warden or designate**

Jamie MacDonald  
Bryan McGillis (Warden's designate)

**Eastern Ontario Health Unit – One Councillor and Warden or designate**

Martin Lang  
Carma Williams (Warden's designate)

**Glen Stor Dun Lodge – One Councillor and the Warden or designate**

Martin Lang  
Jason Broad (Warden's designate)

**St. Lawrence River Institute – One Councillor**

Andrew Guindon

**Raisin-South Nation Source Water Protection Committee – One Councillor**

Theresa Bergeron

**Algonquin Land Claim Municipal Advisory Committee – One Councillor**

Warden Tony Fraser

**Eastern Ontario Agri-Food Network – One Councillor**

Carma Williams

**Regional Incentives Program Approvals Committee – Two Councillors and the Warden or designate**

Marc St. Pierre  
Andrew Guindon  
Steve Densham (Warden's designate)

**OPTIONS AND DISCUSSION:**

1. Confirm the proposed committee/board appointments. **Recommended.**
2. Do not confirm the proposed committee/board appointments. **Not recommended.**





**FINANCIAL ANALYSIS:**

None.

**LOCAL MUNICIPAL IMPACT:**

N/A

**OTHERS CONSULTED:**

- Lay Appointments Committee

**ATTACHMENTS:**

N/A

**RECOMMENDED BY:**

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**Kimberley Casselman**  
Director of Corporate Services/Clerk

**APPROVED BY:**

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**Maureen Adams, CAO**



United Counties of  
Stormont, Dundas & Glengarry

RESOLUTION

MOVED BY *John Preece*

RESOLUTION NO 2023-04

SECONDED BY *[Signature]*

DATE January 16, 2023

THAT the Council of the United Counties of Stormont, Dundas and Glengarry confirm the appointments as set out in the Committee Appointments report.

CARRIED

DEFEATED

DEFERRED

*[Signature]*  
WARDEN

Recorded Vote:	
Councillor Bergeron	—
Councillor Broad	—
Councillor Densham	—
Councillor Guindon	—
Councillor Landry	—
Councillor Lang	<i>[Signature]</i>
Councillor MacDonald	—
Councillor McDonald	—
Councillor McGillis	—
Councillor St. Pierre	—
Councillor Williams	—
Warden Fraser	—

MINUTES OF A MEETING OF THE  
RAISIN REGION SOURCE PROTECTION AUTHORITY  
HELD APRIL 20 2023 – 3:00 P.M. RRCA ADMINISTRATION OFFICE

PRESENT: Martin Lang, South Glengarry, Chair  
Lachlan McDonald, South Glengarry  
Claude McIntosh, City of Cornwall  
Carilyne Hebert, City of Cornwall  
Jacques Massie, North Glengarry  
Pierre Leroux, Prescott-Russell

STAFF: Richard Pilon, General Manager/Secretary-Treasurer  
Josianne Sabourin, Administrative Assistant  
Phil Barnes, Team Lead, Watershed Management  
Sandy Crites, Finance Officer  
Lissa Deslandes, Regulations Officer  
Matthew Levac, Planning & Regulations Officer  
Vincent Pilon, Public Information Coordinator  
Halya Petzold, Resource Specialist  
Pete Sabourin, Team Lead, Field Operations  
Lisa Van De Ligt, Project Manager

GUESTS: Ray Beauregard, Source Protection Committee Chair

REGRETS: Adrian Bugelli, North Stormont

ABSENT: Bryan McGillis, South Stormont  
Andrew Guindon, South Stormont

**CALL TO ORDER**

Martin Lang, Chair, called the meeting to order at 3:00 pm.

**APPROVAL OF AGENDA**

RESOLUTION #SPA 06/23:

Moved by: Jacques Massie  
Seconded by: Claude McIntosh

THAT the agenda be approved as presented.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**APPROVAL OF RAISIN REGION SOURCE PROTECTION AUTHORITY MEETING MINUTES  
– meeting held February 14, 2023**

RESOLUTION #SPA 07/23:

Moved by: Lachlan McDonald  
Seconded by: Jacques Massie

THAT the minutes of the February 14, 2023 meeting of the Raisin Region Source Protection Authority be approved.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

None

**NEW BUSINESS**

**SOURCE PROTECTION COMMITTEE UPDATE**

Ray Beauregard provided an update on the Source Protection Committee.

**2022 ANNUAL REPORTING TO THE SOURCE PROTECTION AUTHORITY**

RESOLUTION #SPA 08/23:

Moved by: Jacques Massie  
Seconded by: Carilyne Hebert

THAT the Raisin Region Source Protection Authority receive and file the 2022 Risk Management Official Annual Report Summary.

CARRIED

**2022 ANNUAL IMPLEMENTATION PROGRESS REPORT TO MECP**

RESOLUTION #SPA 09/23:

Moved by: Lachlan McDonald  
Seconded by: Claude McIntosh

THAT the Raisin Region Source Protection Authority receive and file the 2022 Annual Progress Report.

AND FURTHER THAT, the Raisin Region Source Protection Authority approve the Annual Progress Report for submission to the Ministry of Environment, Conservation and Parks.

CARRIED

**SOURCE PROTECTION COMMITTEE APPOINTMENTS**

RESOLUTION #SPA 10/23:

Moved by: Carilyne Hebert  
Seconded by: Jacques Massie

THAT the Raisin Region Source Protection Authority appoint Glenn Mackey as the Clean Water Committee representative on the Raisin-South Nation Source Protection Committee.

CARRIED

**DATE OF NEXT MEETING**

TBD

**ADJOURNMENT**

RESOLUTION #SPA 11/23:

Moved by: Lachlan McDonald  
Seconded by: Carilyne Hebert

THAT the Raisin Region Source Protection Authority meeting of April 20, 2023 be adjourned at 3:30 pm.

CARRIED

  
\_\_\_\_\_  
Martin Lang  
Chair

  
\_\_\_\_\_  
Lisa Van De Ligt  
Project Manager

## Raisin Region Conservation Authority

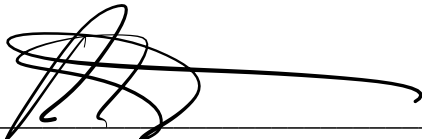
### Source Protection Authority Meeting Agenda

April 20, 2023

3:00 p.m.

**RRCA Administration Office – 18045 County Rd. 2, Cornwall, ON**

- 
1. Call to Order
  2. Chair's Remarks
  3. Approval of Agenda
  4. Declaration of Conflict of Interest
  5. Approval of Minutes
    - a) Source Protection Authority Minutes of February 14, 2023 1-2
  6. New Business
    - a) Source Protection Committee Update: Raymond Beauregard, Chair (verbal)
    - b) Annual Reporting to the Source Protection Authority: Phil Barnes 3-4
    - c) Draft 2022 Annual Implementation Progress Report to MECP: Lisa Van De Ligt 5-16
    - d) Source Protection Committee Appointment: Lisa Van De Ligt 17-18
  7. Date of Next SPA Meeting: TBD
  8. Adjournment



Richard Pilon  
General Manager / Secretary-Treasurer

MINUTES OF A MEETING OF THE  
RAISIN REGION SOURCE PROTECTION AUTHORITY  
HELD FEBRUARY 14, 2023 – 3:00 P.M. RRCA ADMINISTRATION OFFICE

PRESENT: Martin Lang, South Glengarry, Chair  
Bryan McGillis, South Stormont, Vice-chair  
Andrew Guindon, South Stormont  
Lachlan McDonald, South Glengarry  
Adrian Bugelli, North Stormont  
Claude McIntosh, City of Cornwall  
Pierre Leroux, Prescott-Russell

STAFF: Richard Pilon, General Manager/Secretary-Treasurer  
Josianne Sabourin, Administrative Assistant  
Sandy Crites, Finance Officer  
Lissa Deslandes, Regulations Officer  
Caroline Doroshenko, Project Coordinator  
Jessica Herrington, Stewardship Coordinator  
Brendan Jacobs, Stewardship Specialist  
Matthew Levac, Planning & Regulations Officer  
Vincent Pilon, Public Information Coordinator  
Halya Petzold, Resource Specialist  
Pete Sabourin, Team Lead, Field Operations  
Lisa Van De Ligt, Team Lead, Communications & Stewardship

GUESTS: Ray Beauregard, Source Protection Committee Chair

REGRETS: Jacques Massie, North Glengarry  
Carilyne Hebert, City of Cornwall

**CALL TO ORDER**

Martin Lang, Chair, called the meeting to order at 3:00 pm.

**APPROVAL OF AGENDA**

RESOLUTION #SPA 01/23:

Moved by: Claude McIntosh  
Seconded by: Adrian Bugelli

THAT the agenda be approved as presented.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**APPROVAL OF RAISIN REGION SOURCE PROTECTION AUTHORITY MEETING MINUTES  
– meeting held April 21, 2022**

RESOLUTION #SPA 02/23:

Moved by: Bryan McGillis  
Seconded by: Andrew Guindon

THAT the minutes of the April 21, 2022 meeting of the Raisin Region Source Protection Authority be approved.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

None

**NEW BUSINESS**

**SOURCE PROTECTION COMMITTEE UPDATE**

Ray Beauregard provided an update on the Source Protection Committee.

**PROJECT MANAGER'S UPDATE**

RESOLUTION #SPA 03/23:

Moved by: Lachlan McDonald  
Seconded by: Bryan McGillis

That the Raisin Region Source Protection Authority receive and file the Project Manager's Update.

CARRIED

**SOURCE PROTECTION COMMITTEE APPOINTMENTS**

RESOLUTION #SPA 04/23:

Move by: Adrian Bugelli  
Seconded by: Andrew Guindon

That the Raisin Region Source Protection Authority officially appoint Theresa Bergeron as the Stormont, Dundas and Glengarry municipal representative on the Raisin-South Nation Source Protection Committee.

And further that, the Raisin Region Source Protection Authority officially appoint Chris McDonell to represent the General Public on the Raisin-South Nation Source Protection Committee.

And further, the Raisin Region Source Protection Authority congratulate Raymond Beauregard on his re-appointment as Chair of the Source Protection Committee.

CARRIED

**DATE OF NEXT MEETING**

April 20, 2023

**ADJOURNMENT**

RESOLUTION #SPA 05/23:

Moved by: Claude McIntosh  
Seconded by: Bryan McGillis

THAT the Raisin Region Source Protection Authority meeting of February 14, 2023 be adjourned at 3:20 pm.

CARRIED





**To:** Raisin Region Source Protection Authority  
**From:** Phil Barnes, Risk Management Official  
**Date:** April 12, 2023  
**Subject:** 2022 Annual Reporting to Source Protection Authority

**RECOMMENDATION:**

That the Raisin Region Source Protection Authority receive and file the 2022 Risk Management Official Annual Report Summary.

**Background:**

As per O. Reg. 287/07 under Section 65 of the *Clean Water Act, 2006*, Risk Management Officials (RMO) must submit an annual report to the Source Protection Authority (SPA) by February 1. Below is a summary of the 2022 risk management highlights for the Raisin Region Source Protection Area.

**Discussion:**

The Risk Management Offices completed 99% of the Risk Management Plans (RMPs) throughout the Region prior to 2019. 99% of the significant drinking water threats, subject to an RMP are considered managed.

Highlights:

1. There were no new RMPs negotiated in 2022 within the Source Protection Area.
2. The Risk Management Offices continued to screen *Planning Act* or *Building Act* applications within the region and issue Section 59 Notices as required.
3. There were no new orders issued through the powers of the *Clean Water Act*.

Table 1: Risk Management Office Activity for Raisin Region Source Protection Area

Risk Management Office Highlights for Raisin Region Source Protection Area	Up to end of 2021	New in 2022	Total
Risk Management Plans established	4	0	4
Parcels managed by a Risk Management Plan	6	0	6
Activities managed by a Risk Management Plan	11	0	11
Safe Septic Inspections	83	53	136
<i>Planning Act</i> or <i>Building Act</i> applications screened	94	106	200
Section 59 Notices Issued	20	3	23
Orders Issued	0	0	0

The following table breaks down the number of Risk Management Plans and the number of parcels managed throughout the region by Source Protection Area and municipality.

Table 3: Risk Management Plans and Affected Parcels within the Source Protection Region

	End of 2021		2022		Total	
	RMPs	Parcels	RMPs	Parcels	RMPs	Parcels
<b>Raisin Region Source Protection Area</b>						
Cornwall	-	-	-	-	-	-
North Glengarry	3	4	-	-	3	4
South Glengarry	1	2	-	-	1	2
South Stormont	-	-	-	-	-	-
<b>South Nation Source Protection Area</b>						
Alfred and Plantagenet	4	5	-	-	4	5
Augusta	-	-	-	-	-	-
Casselman ‡	0	1	-	-	0	1
Champlain	1	1	-	-	1	1
Clarence-Rockland	-	-	-	-	-	-
East Hawkesbury †	-	-	-	-	-	-
Edwardsburgh/Cardinal	2	2	-	-	2	2
Elizabethtown-Kitley †	-	-	-	-	-	-
Hawkesbury	-	-	-	-	-	-
The Nation / La Nation	31	74	-	-	31	74
North Dundas	30	51	-	-	30	51
North Grenville †	-	-	-	-	-	-
North Stormont	11	26	-	-	11	26
Ottawa	1	1	-	-	1	1
Prescott	-	-	-	-	-	-
Russell	-	-	-	-	-	-
South Dundas	-	-	-	-	-	-

† These municipalities, or the portion within the Source Protection Area, do not have drinking water systems that are subject to the *Clean Water Act*.

‡ There are no Risk Management Plans within the Village of Casselman; however, there is one parcel within the village that is subject to an RMP that is negotiated within The Nation Municipality.



Phil Barnes, P.Eng.  
Risk Management Official



**To:** Raisin Region Source Protection Authority  
**From:** Lisa Van De Ligt, Project Manager  
**Date:** April 12, 2023  
**Subject:** 2022 Annual Implementation Progress Report to MECP

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## RECOMMENDATION:

THAT the Raisin Region Source Protection Authority receive and file the 2022 Annual Progress Report.

AND FURTHER THAT, Raisin Region Source Protection Authority approve the Annual Progress Report for submission to the Ministry of Environment Conservation and Parks.

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## Background:

The Raisin-South Nation Source Protection Plan came into effect April 1, 2015, providing a framework of policies to protect the quality and quantity of the source waters for municipal drinking water systems located in the Raisin-South Nation Source Protection Region.

Ontario Regulation 287/07, Section 22 (1) lists the following two objectives for all Source Protection Plans developed in Ontario:

- “1. To protect existing and future drinking water sources in the source protection area.
2. To ensure that, for every area identified in an assessment report as an area where an activity is or would be a significant drinking water threat,
  - i. the activity never becomes a significant drinking water threat, or*
  - ii. if the activity is occurring when the source protection plan takes effect, the activity ceases to be a significant drinking water threat. O. Reg. 246/10, s. 12.”*

Source Protection Authorities (SPA) are required to submit annual reports on implementation progress to the Ministry of the Environment, Conservation and Parks (MECP) under section 46 of the *Clean Water Act (2006)* by May 1. The 2022 Annual Progress Report will be the sixth report on implementation progress since the Plan came into effect.

Annual progress reports are prepared using data provided by municipalities, provincial ministries, and other implementing bodies as required. Municipal and provincial reports are



required to be submitted to the SPAs annually by February 1st and reflect implementation efforts from the previous calendar year, January 1 to December 31, 2022.

Staff collect and evaluate implementation data to populate a summary-level annual progress report template prepared by MECP. The summary-level annual progress reports must be shared with the Raisin-South Nation Source Protection Committee (SPC) at least 30 days before being submitted to MECP.

The Committee is required to review the annual progress report and provide written comments about the extent to which, in the opinion of the Committee, the objectives set out in the plan are being achieved by the measures described in the report.

**Discussion:**

The Raisin-South Nation SPC was circulated the draft 2022 Annual Progress Report on March 6, 2023 (Attached) and reviewed the report at their April 11, 2023 meeting.

In the opinion of the SPC, the Raisin-South Nation Source Protection Region's implementation of the Source Protection Plan policies are progressing well and on target. 99% of the activities identified as significant drinking water threats in the Assessment Reports for the source protection areas have been removed or mitigated through risk management measures. The risk management measures implemented are effective, appropriate, and fiscally responsible.

Upon submission to the MECP, the Annual Report will be posted to the Raisin-South Nation Source Protection Region website ([yourdrinkingwater.ca](http://yourdrinkingwater.ca)).

A handwritten signature in cursive script that reads "Lisa Van De Ligt".

---

Lisa Van De Ligt,  
Project Manager  
Raisin-South Nation Source Protection Region

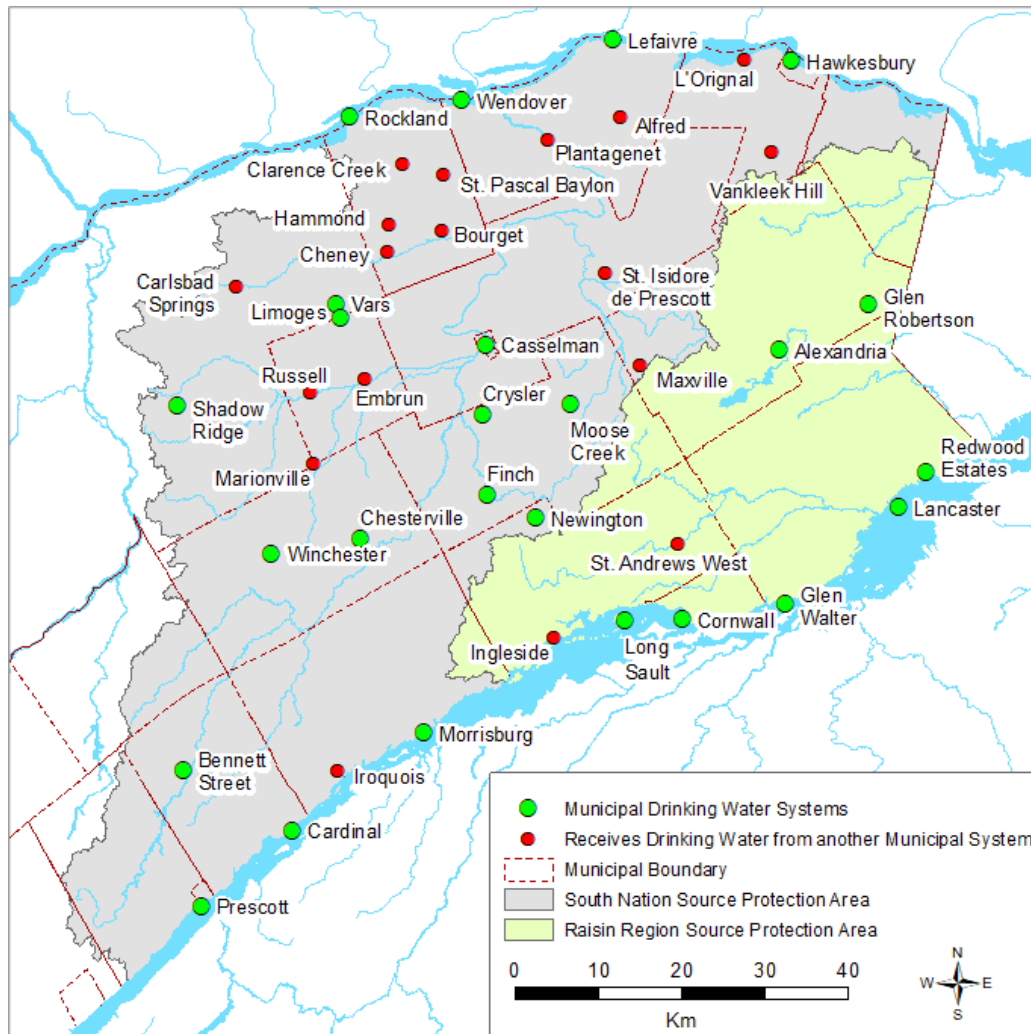
Attachment: Source Protection Draft 2022 Annual Progress Report

# Source Protection Draft 2022 Annual Progress Report

## I. Introduction

This annual progress report outlines the progress made in implementing the source protection plans for the Raisin Region Source Protection Area and the South Nation Source Protection Area in 2022 as required by the Clean Water Act and regulations. Drinking water source protection protects existing and future sources of municipal drinking water from overuse and contamination, ensuring an adequate supply of clean water for both current and future generations.

This report is written for submission to the Ministry of the Environment, Conservation and Parks as required, but also informs the residents, municipalities, stakeholders, etc. of progress made on implementation to date.



## II. A message from your local Source Protection Committee

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

The objectives of the Source Protection Plan, as per Ontario Regulation 287/07, Section 22(1) are:

1. To protect existing and future drinking water sources in the source protection area; and,
2. To ensure that, for every area identified in an assessment report as an area where an activity is or would be a significant drinking water threat that,
  - i. The activity never becomes a significant drinking water threat, or
  - ii. If the activity is occurring when the source protection plan takes effect, the activity ceases to be a significant drinking water threat.

The policies were developed by taking into consideration the following three guiding principles:

1. Effectiveness (does the policy effectively protect sources of drinking water).
2. Appropriateness (is the policy practical and does it avoid regulatory duplication).
3. Fiscal Responsibility (is the policy cost-effective and reasonable).

99.5% of the activities identified as significant drinking water threats in the Assessment Reports for the source protection areas have been removed or mitigated through risk management measures. The risk management measures implemented are effective, appropriate and fiscally responsible.

### III. Our Watershed

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

The Raisin-South Nation Source Protection Region encompasses a land mass of over 7,000 km<sup>2</sup> and is comprised of two Source Protection Areas: Raisin Region Source Protection Area (2,000 km<sup>2</sup>) and South Nation Source Protection Area (5,000 km<sup>2</sup>). The total population of the region as per the 2016 census was 273,687. The total population served by municipal drinking water systems is 129,239.

#### Raisin Region Source Protection Area

The Raisin Region Source Protection Area is comprised of the Raisin Region Conservation Authority's jurisdiction, plus additional watershed-based areas to the south west (Nash Creek) and north (Rigaud River).

The following municipal drinking water sources are protected by the source protection plan:

- Redwood Estates (Township of South Glengarry): 1 groundwater well
- Glen Robertson (Township of North Glengarry): 1 groundwater well
- Long Sault (Township of South Stormont): 1 surface water intake
- Cornwall (City of Cornwall): 1 surface water intake
- Glen Walter (Township of South Glengarry): 1 surface water intake
- Lancaster (Township of South Glengarry): 1 surface water intake
- Alexandria (Township of North Glengarry): 1 surface water intake

#### South Nation Source Protection Area

The South Nation Source Protection Area includes the jurisdiction of South Nation Conservation with the addition of the Town of Prescott and additional watershed-based area to the north east along the Ottawa River.

The following municipal drinking water sources are protected by the source protection plan:

- Vars (City of Ottawa): 2 groundwater wells
- Limoges (The Nation Municipality): 2 groundwater wells
- Shadow Ridge, Greely (City of Ottawa): 1 groundwater well
- Crysler (Township of North Stormont): 2 groundwater wells
- Moose Creek (Township of North Stormont): 3 groundwater wells
- Finch (Township of North Stormont): 2 groundwater wells
- Winchester (Township of North Dundas): 6 groundwater wells
- Chesterville (Township of North Dundas): 2 groundwater wells
- Newington (Township of South Stormont): 2 groundwater wells
- Bennett St., Spencerville (Township of Edwardsburgh/Cardinal): 1 groundwater well
- Prescott (Town of Prescott): 1 surface water intake
- Cardinal (Township of Edwardsburgh/Cardinal): 1 surface water intake
- Morrisburg (Township of South Dundas): 1 surface water intake
- Rockland (City of Rockland): 1 surface water intake

- Wendover (Township of Alfred-Plantagenet): 1 surface water intake
- Lefaivre (Township of Alfred-Plantagenet): 1 surface water intake
- Hawkesbury (Town of Hawkesbury): 1 surface water intake
- Casselman (Village of Casselman): 1 surface water intake

There are communities within the South Nation Source Protection Area that are serviced through regional distribution systems where the municipal sources of water are protected through the Source Protection Plan of the Mississippi-Rideau Source Protection Region (i.e. Carlsbad Springs, Russell, Embrun, Marionville).

To learn more about the Raisin-South Nation Source Protection Region, or to read the Source Protection Plan and Assessment Report, visit [www.yourdrinkingwater.ca](http://www.yourdrinkingwater.ca).



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

### 1. Source Protection Plan Policies

P : Progressing Well/On Target

All of the policies (100%) that address significant drinking water threats are implemented, in progress or have been evaluated and determined to require no further action(s).

Pursuant to subsection 36 (1) of the Clean Water Act, Source Protection Regions were directed by the Province to amend their Source Protection Plan and Assessment Report to comply with amendments to the Province's General Regulations and Director's Technical Rules and include approved local interest updates. Amendments are currently in progress by the Raisin-South Nation Source Protection Committee and Source Protection Region.

### 2. Municipal Progress: Addressing Risks on the Ground

Eighteen (18) municipalities in our source protection region have vulnerable areas where significant drinking water threat policies apply. These municipalities include: City of Cornwall, City of Ottawa, City of Clarence-Rockland, Village of Casselman, Town of Prescott, Town of Hawkesbury, Champlain Township, Township of Edwardsburgh/Cardinal, Township of Alfred and Plantagenet, Russell Township, The Nation Municipality, Augusta Township, Township of North Dundas, Township of South Dundas, Township of North Stormont, Township of South Stormont, Township of North Glengarry and the Township of South Glengarry.

All of the municipalities (100%) in our source protection region have processes in place to ensure that their day-to-day planning decisions conform with our source protection plans. The two largest municipalities (City of Ottawa and the City of Cornwall) have designated their own Risk Management Officials for this purpose, while the remaining municipalities have designated the local conservation authorities for risk management duties. Risk Management Officials screen building permits and planning applications in the vulnerable areas.

Municipalities in our source protection region are also required to update their Official Plan to ensure conformity with the local source protection plan. Seventeen (17) of 18 municipalities have finalized their Official Plan update, and one is in progress.

### 3. Septic Inspections

P : Progressing Well/On Target

The Ontario Building Code requires all septic systems within highly vulnerable areas be included in a Mandatory On-site Sewage System Inspection Program. Under the program, inspections are required on a five (5) year cycle.

The on-site sewage inspection program varies across the Source Protection Region. Septic systems within the City of Ottawa are inspected by the Ottawa Septic System Office (OSSO). The Townships of North Glengarry and South Glengarry retain their own septic inspectors. The remaining municipalities where septic systems are considered a significant threat have delegated septic inspection to South Nation Conservation (SNC).

Municipalities in the Raisin-South Nation Source Protection Region have completed most of the initial round of inspections. To date, 252 of 274 total septic systems have been inspected as per the Ontario Building Code. Of those outstanding initial inspections, 22 were not inspected due to non-responsive or non-compliant landowners.

Some re-inspections were due to occur in 2020/2021, which were delayed due to the COVID-19 pandemic. Significant progress was made in 2022; 104 re-inspections were completed.

### 4. Risk Management Plans

P : Progressing Well/On Target

A risk management plan is a document that outlines the actions required to address an activity that has the potential to contaminate drinking water. These actions manage the risk associated with the activity so that all threats to drinking water are properly managed. A Risk Management Official (RMO) works with the person engaging in the threat activity to decide on the necessary components of the risk management plan.

Since the Raisin-South Nation Source Protection Plan took effect in 2015, a total of 108 risk management plans have been established. A single risk management plan can apply to multiple properties. The total number of properties covered by a risk management plan is 222. There were no new Risk Management Plans established in 2022.

Staff anticipate there is a 100% compliance rate with the Risk Management Plans established in the Raisin-South Nation Source Protection Region.

## 5. Provincial Progress: Addressing Risks on the Ground

P : Progressing Well/On Target

Provincial ministries (e.g. Ministry of Environment, Conservation and Parks; and Ontario Ministry of Agriculture, Food, and Rural Affairs) are responsible for the implementation of source protection policies included in the Raisin-South Nation Source Protection Plan that use prescribed instruments to reduce the risk of significant threat activities.

Ontario ministries are reviewing previously issued provincial approvals (i.e., prescribed instruments, such as environmental compliance approvals under the Environmental Protection Act) where they have been identified as a tool in our Plan to address existing activities that pose a significant risk to sources of drinking water. The provincial approvals are being amended or revoked where necessary to conform with plan policies. Our policies set out a timeline of 3 years to complete the review and make any necessary changes. The ministries have reported full completion (100%) of the review of previously issued provincial approvals in the source protection region.

Provincial ministries are implementing their respective review protocols to screen all applicable new applications.

## 6. Source Protection Awareness and Change in Behaviour

Conservation Authority partners have worked to develop tools and resources which satisfy the Education and Outreach Policies and help establish permanent resources for future Source Water Protection program delivery.

### Print Media and Landowner Resources

- Risk Management Plan Binder and Toolkit for property owners
- Six (6) activity fact sheets (DNAPLs, organic solvents, etc.)
- Distribution of SWP brochure series (Agri-Action, Fuel Tools, Pesticide Wise, Septic Solutions, Water Smart, Well Informed)
- Distribution of fuel tags and stickers for homeowners
- Boater Awareness Campaign postcards, keychains, and boat stickers with Spills Action Response Centre contact information

### Signage

- Boater Awareness Campaign signage displayed at river access points (boat launches and public and private marinas) – approximately 40 signs distributed
- Road Signage (displayed on roadways outside vulnerable drinking water protection zones) – 87 in the Raisin-South Nation Source Protection Region

### Media, Website, and Newsletters

- Issued local press releases
- Maintained the Source Protection Region's website ([yourdrinkingwater.ca](http://yourdrinkingwater.ca))
- Maintained social media presence (province-wide campaigns)
- Issued second annual Raisin-South Nation Source Protection Region newsletter update; circulated to member municipalities
- Programming promoted in Conservation Authority monthly digital newsletters

### Education and Outreach

- Licensed to deliver Yellow Fish Road community program, educating community members on storm drains (South Nation SPA)
- Licensed to deliver Stream of Dreams Community Art and Environmental Education Program (subsidized with other grants and partners) (South Nation SPA)
- Online guest lecture for St. Lawrence College Environmental Technician course
- Event attendance: local fairs, Children's Water Festivals, Ontario East Municipal Conference, International Plowing Match, River Symposium, etc.

### Land Use Planning

- Source water protection has become an integral part of the municipal planning process. Pre-consultation processes taking into account source water protection implications have lead to better overall planning and development decisions.

## 7. Source Protection Plan Policies: Summary of Delays

This is not applicable to our source protection region.

## 8. Source Water Quality: Monitoring and Actions

In the Raisin-South Nation Source Protection Region, there were no issues identified in the local assessment report(s) regarding the quality of the source(s) of municipal drinking water.

The Source Protection Authorities continue to work with municipalities to pro-actively identify trends in source water quality which could trigger a formal issues evaluation process, and require additional environmental monitoring.

## 9. Science-based Assessment Reports: Work Plans

No workplans were required to be implemented for our assessment report.

## 10. More from the Watershed

The Region's success with implementing the source protection plan can be attributed to a coordinated and consistent effort in addressing the activities listed as drinking water threats. Small municipalities within the source protection region have benefited from delegating municipal enforcement of the Clean Water Act to the respective conservation authorities. Staff at both conservation authorities have worked together to develop streamlined risk management practices, documentation, data management systems, and education and outreach materials.

Funding for initial source protection implementation was made possible for small municipalities through the provincial Source Protection Municipal Implementation Fund. Without this fund, municipalities in our region would have faced financial challenges establishing the risk management plans. The fund removed the burden of a potential surcharge to landowners requiring risk management plans. This resulted in a more expedient and agreeable risk management plan negotiation process.

While some large municipalities may potentially have the capacity to deliver source protection programs, many medium and small sized municipalities will struggle to afford the additional cost.

Continued provincial funding and support for the Source Protection Program is essential to empower small and rural municipalities to mitigate risk and deliver safe, clean, drinking water.



**To:** Raisin Region Source Protection Authority  
**From:** Lisa Van De Ligt, Project Manager  
**Date:** April 12, 2023  
**Subject:** Source Protection Committee Appointments

---

## **RECOMMENDATION:**

THAT the Raisin Region Source Protection Authority appoint Glenn Mackey as the Clean Water Committee representative on the Raisin-South Nation Source Protection Committee.

---

## **Background:**

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

The Raisin-South Nation SPC is comprised of 15 members, 4 liaisons and the Chair. Membership consists of:

- Municipal representatives (5)
- Economic sector representatives (5)
  - 3 members representing the agricultural sector
  - 1 member for the aggregate sector
  - 1 member for the industrial/commercial sector
- Other interest representatives (5)
  - 1 member representing the SNC Clean Water Committee
  - 1 member representing the Great River Network
  - 3 members representing the general public

## **Discussion:**

From 2016-2022, Adrian Wynands was the appointed Clean Water Committee representative on the SPC. In 2022, Adrian Wynands was elected Deputy Mayor of Augusta Township and was appointed to the South Nation Conservation (SNC) Board of Directors as a representative for Leeds and Grenville. A Conservation Authority Board of Directors member cannot be



appointed to a SPC (as per O.Reg. 288/07 s.7 (3)); therefore, Deputy Mayor Wynands had to resign from the SPC.

At the February 27, 2023 Clean Water Committee meeting, staff sought recommendations for a new representative on the SPC. Glenn Mackey was recommended as the new Clean Water Committee representative on the SPC.

As a past SPC and SNC Board of Directors member, Glenn is familiar with the Drinking Water Source Protection program. Glenn currently sits on SNC's Clean Water Committee and is the Chair of SNC's Forestry Committee and the ALUS Ontario East Partnership Advisory Committee.

A handwritten signature in cursive script, reading "Lisa Van De Ligt".

\_\_\_\_\_  
Lisa Van De Ligt,  
Project Manager, Raisin-South Nation Source Protection Region



MINUTES OF A MEETING OF THE  
RAISIN REGION SOURCE PROTECTION AUTHORITY  
HELD MAY 18, 2023 – 3:00 P.M. RRCA ADMINISTRATION OFFICE

PRESENT: Martin Lang, South Glengarry, Chair  
Lachlan McDonald, South Glengarry  
Claude McIntosh, City of Cornwall  
Carilyne Hebert, City of Cornwall  
Andrew Guindon, South Stormont  
Bryan McGillis, South Stormont

STAFF: Richard Pilon, General Manager/Secretary-Treasurer  
Josianne Sabourin, Administrative Assistant  
Emily Baker, Planning & Regulations Assistant  
Phil Barnes, Team Lead, Watershed Management  
Sandy Crites, Finance Officer  
Lissa Deslandes, Regulations Officer  
Matthew Levac, Planning & Regulations Officer  
Claudia Munafo, Administrative & Outreach Assistant  
Vincent Pilon, Public Information Coordinator  
Pete Sabourin, Team Lead, Field Operations  
Lisa Van De Ligt, Project Manager

REGRETS: Pierre Leroux, Prescott & Russell  
Jacques Massie, North Glengarry

ABSENT: Adrian Bugelli, North Stormont

**CALL TO ORDER**

Martin Lang, Chair, called the meeting to order at 3:05 pm.

**APPROVAL OF AGENDA**

RESOLUTION #SPA 12/23:

Moved by: Bryan McGillis  
Seconded by: Andrew Guindon

THAT the agenda be approved as presented.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**APPROVAL OF RAISIN REGION SOURCE PROTECTION AUTHORITY MEETING MINUTES  
– meeting held April 20, 2023**

RESOLUTION #SPA 13/23:

Moved by: Claude McIntosh  
Seconded by: Lachlan McDonald

THAT the minutes of the April 20, 2023 meeting of the Raisin Region Source Protection Authority be approved.

CARRIED

**NEW BUSINESS**

**SOURCE PROTECTION COMMITTEE APPOINTMENT**

RESOLUTION #SPA 14/23:

Moved by: Lachlan McDonald  
Seconded by: Carilyne Hebert

THAT the Raisin Region Source Protection Authority officially appoint Dominique Lefebvre as the United Counties of Prescott and Russell municipal representative on the Raisin-South Nation Source Protection Committee.

CARRIED

**DATE OF NEXT MEETING**

TBD

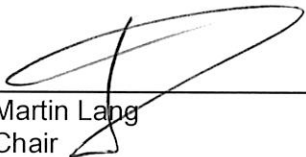
**ADJOURNMENT**

RESOLUTION #SPA 15/23:

Moved by: Andrew Guindon  
Seconded by: Bryan McGillis

THAT the Raisin Region Source Protection Authority meeting of May 18, 2023 be adjourned at 3:15 pm.

CARRIED

  
\_\_\_\_\_  
Martin Lang  
Chair

  
\_\_\_\_\_  
Lisa Van De Ligt  
Project Manager



## Raisin Region Conservation Authority

### Source Protection Authority Meeting Agenda

May 18, 2023

3:00 p.m.

**RRCA Administration Office – 18045 County Rd. 2, Cornwall, ON**

- 
1. Call to Order
  2. Chair's Remarks
  3. Approval of Agenda
  4. Declaration of Conflict of Interest
  5. Approval of Minutes
    - a) Source Protection Authority Minutes of April 20, 2023 1-3
  6. New Business
    - a) Source Protection Committee Appointment: Lisa Van De Ligt 4-5
  7. Date of Next SPA Meeting: TBD
  8. Adjournment

MINUTES OF A MEETING OF THE  
RAISIN REGION SOURCE PROTECTION AUTHORITY  
HELD APRIL 20 2023 – 3:00 P.M. RRCA ADMINISTRATION OFFICE

PRESENT: Martin Lang, South Glengarry, Chair  
Lachlan McDonald, South Glengarry  
Claude McIntosh, City of Cornwall  
Carilyne Hebert, City of Cornwall  
Jacques Massie, North Glengarry  
Pierre Leroux, Prescott-Russell

STAFF: Richard Pilon, General Manager/Secretary-Treasurer  
Josianne Sabourin, Administrative Assistant  
Phil Barnes, Team Lead, Watershed Management  
Sandy Crites, Finance Officer  
Lissa Deslandes, Regulations Officer  
Matthew Levac, Planning & Regulations Officer  
Vincent Pilon, Public Information Coordinator  
Halya Petzold, Resource Specialist  
Pete Sabourin, Team Lead, Field Operations  
Lisa Van De Ligt, Project Manager

GUESTS: Ray Beauregard, Source Protection Committee Chair

REGRETS: Adrian Bugelli, North Stormont

ABSENT: Bryan McGillis, South Stormont  
Andrew Guindon, South Stormont

**CALL TO ORDER**

Martin Lang, Chair, called the meeting to order at 3:00 pm.

**APPROVAL OF AGENDA**

RESOLUTION #SPA 06/23:

Moved by: Jacques Massie  
Seconded by: Claude McIntosh

THAT the agenda be approved as presented.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**APPROVAL OF RAISIN REGION SOURCE PROTECTION AUTHORITY MEETING MINUTES  
– meeting held February 14, 2023**

RESOLUTION #SPA 07/23:

Moved by: Lachlan McDonald  
Seconded by: Jacques Massie

THAT the minutes of the February 14, 2023 meeting of the Raisin Region Source Protection Authority be approved.

CARRIED

### **BUSINESS ARISING FROM THE MINUTES**

None

### **NEW BUSINESS**

#### **SOURCE PROTECTION COMMITTEE UPDATE**

Ray Beauregard provided an update on the Source Protection Committee.

#### **2022 ANNUAL REPORTING TO THE SOURCE PROTECTION AUTHORITY**

RESOLUTION #SPA 08/23:

Moved by: Jacques Massie  
Seconded by: Carilyne Hebert

THAT the Raisin Region Source Protection Authority receive and file the 2022 Risk Management Official Annual Report Summary.

CARRIED

#### **2022 ANNUAL IMPLEMENTATION PROGRESS REPORT TO MECP**

RESOLUTION #SPA 09/23:

Moved by: Lachlan McDonald  
Seconded by: Claude McIntosh

THAT the Raisin Region Source Protection Authority receive and file the 2022 Annual Progress Report.

AND FURTHER THAT, the Raisin Region Source Protection Authority approve the Annual Progress Report for submission to the Ministry of Environment, Conservation and Parks.

CARRIED

#### **SOURCE PROTECTION COMMITTEE APPOINTMENTS**

RESOLUTION #SPA 10/23:

Moved by: Carilyne Hebert  
Seconded by: Jacques Massie

THAT the Raisin Region Source Protection Authority appoint Glenn Mackey as the Clean Water Committee representative on the Raisin-South Nation Source Protection Committee.

CARRIED

### **DATE OF NEXT MEETING**

TBD

**ADJOURNMENT**

RESOLUTION #SPA 11/23:

Moved by: Lachlan McDonald  
Seconded by: Carilyne Hebert

THAT the Raisin Region Source Protection Authority meeting of April 20, 2023 be adjourned at 3:30 pm.

CARRIED

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Martin Lang  
Chair

---

Lisa Van De Ligt  
Project Manager



**To:** Raisin Region Source Protection Authority  
**From:** Lisa Van De Ligt, Project Manager  
**Date:** May 9, 2023  
**Subject:** Source Protection Committee Appointment

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## **RECOMMENDATION:**

The Raisin Region Source Protection Authority officially appoint Dominique Lefebvre as the United Counties of Prescott and Russell municipal representative on the Raisin-South Nation Source Protection Committee.

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## **Background:**

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

The Raisin-South Nation Source Protection Committee is comprised of 15 members, 4 liaisons and the Chair. Membership consists of:

- Municipal representatives (5)
- Economic sector representatives (5)
  - 3 members representing the agricultural sector
  - 1 member for the aggregate sector
  - 1 member for the industrial/commercial sector
- Other interest representatives (5)
  - 1 member representing the SNC Clean Water Committee
  - 1 member representing the Great River Network
  - 3 members representing the general public



**Discussion:**

*Municipal Representative – United Counties of Prescott and Russell:*

On April 26, 2023, the United Counties of Prescott and Russell selected Dominique Lefebvre, Manager of Planning to represent the Counties for a term of 5 years, replacing Josée Brizard, Chief Administrative Officer - Clerk, The Nation Municipality.

A handwritten signature in cursive script, reading "Lisa Van De Ligt".

Lisa Van De Ligt,  
Project Manager, Raisin-South Nation Source Protection Region



MINUTES OF A MEETING OF THE  
RAISIN REGION SOURCE PROTECTION AUTHORITY  
HELD NOVEMBER 16, 2023 – 3:00 P.M. RRCA ADMINISTRATION OFFICE

PRESENT: Martin Lang, South Glengarry, Chair  
Bryan McGillis, South Stormont, Vice-Chair  
Lachlan McDonald, South Glengarry  
Andrew Guindong, South Stormont  
Claude McIntosh, City of Cornwall  
Carilyne Hebert, City of Cornwall  
Adrian Bugelli, North Stormont  
Jacques Massie, North Glengarry

STAFF: Richard Pilon, General Manager/Secretary-Treasurer  
Josianne Sabourin, Administrative Assistant  
Phil Barnes, Team Lead, Watershed Management  
Sandy Crites, Finance Officer  
Vincent Pilon, Public Information Coordinator  
Pete Sabourin, Team Lead, Field Operations  
Lisa Van De Ligt, Project Manager

REGRETS: Pierre Leroux, Prescott & Russell

**CALL TO ORDER**

Martin Lang, Chair, called the meeting to order at 3:00 pm.

**APPROVAL OF AGENDA**

RESOLUTION #SPA 16/23:

Moved by: Carilyne Hebert  
Seconded by: Andrew Guindon

THAT the agenda be approved as presented.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**APPROVAL OF RAISIN REGION SOURCE PROTECTION AUTHORITY MEETING MINUTES  
– meeting held May 18, 2023**

RESOLUTION #SPA 17/23:

Moved by: Claude McIntosh  
Seconded by: Bryan McGillis

THAT the minutes of the May 18, 2023 meeting of the Raisin Region Source Protection Authority be approved.

CARRIED

**NEW BUSINESS**

**SOURCE PROTECTION COMMITTEE APPOINTMENT**

RESOLUTION #SPA 18/23:

Moved by: Jacques Massie  
Seconded by: Andrew Guindon

THAT the Raisin Region Source Protection Authority officially appoint Robert Rathbun as the City of Cornwall municipal representative on the Raisin-South Nation Source Protection Committee.

CARRIED

**DATE OF NEXT MEETING**

TBD


**ADJOURNMENT**

RESOLUTION #SPA 19/23:

Moved by: Bryan McGillis  
Seconded by: Adrian Bugelli

THAT the Raisin Region Source Protection Authority meeting of November 16, 2023 be adjourned at 3:10 pm.

CARRIED

  
\_\_\_\_\_  
Martin Lang  
Chair

  
\_\_\_\_\_  
Lisa Van De Ligt  
Project Manager



## Raisin Region Conservation Authority

### Source Protection Authority Meeting Agenda

November 16, 2023

3:00 p.m.

**RRCA Administration Office – 18045 County Rd. 2, Cornwall, ON**

- 
1. Call to Order
  2. Approval of Agenda
  3. Declaration of Conflict of Interest
  4. Approval of Minutes
    - a) Source Protection Authority Minutes of May 18, 2023 1-2
  5. New Business
    - a) Source Protection Committee Appointment: Lisa Van De Ligt 3-4
  6. Correspondences
    - a) City of Cornwall Bylaw 2023-094. October 10, 2023. 5-6
  7. Date of Next SPA Meeting: TBD
  8. Adjournment

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Richard Pilon  
General Manager / Secretary-Treasurer

MINUTES OF A MEETING OF THE  
RAISIN REGION SOURCE PROTECTION AUTHORITY  
HELD MAY 18, 2023 – 3:00 P.M. RRCA ADMINISTRATION OFFICE

PRESENT: Martin Lang, South Glengarry, Chair  
Lachlan McDonald, South Glengarry  
Claude McIntosh, City of Cornwall  
Carilyne Hebert, City of Cornwall  
Andrew Guindon, South Stormont  
Bryan McGillis, South Stormont

STAFF: Richard Pilon, General Manager/Secretary-Treasurer  
Josianne Sabourin, Administrative Assistant  
Emily Baker, Planning & Regulations Assistant  
Phil Barnes, Team Lead, Watershed Management  
Sandy Crites, Finance Officer  
Lissa Deslandes, Regulations Officer  
Matthew Levac, Planning & Regulations Officer  
Claudia Munafo, Administrative & Outreach Assistant  
Vincent Pilon, Public Information Coordinator  
Pete Sabourin, Team Lead, Field Operations  
Lisa Van De Ligt, Project Manager

REGRETS: Pierre Leroux, Prescott & Russell  
Jacques Massie, North Glengarry

ABSENT: Adrian Bugelli, North Stormont

**CALL TO ORDER**

Martin Lang, Chair, called the meeting to order at 3:05 pm.

**APPROVAL OF AGENDA**

RESOLUTION #SPA 12/23:

Moved by: Bryan McGillis  
Seconded by: Andrew Guindon

THAT the agenda be approved as presented.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**APPROVAL OF RAISIN REGION SOURCE PROTECTION AUTHORITY MEETING MINUTES  
– meeting held April 20, 2023**

RESOLUTION #SPA 13/23:

Moved by: Claude McIntosh  
Seconded by: Lachlan McDonald

THAT the minutes of the April 20, 2023 meeting of the Raisin Region Source Protection Authority be approved.

CARRIED

**NEW BUSINESS**

**SOURCE PROTECTION COMMITTEE APPOINTMENT**

RESOLUTION #SPA 14/23:

Moved by: Lachlan McDonald  
Seconded by: Carilyne Hebert

THAT the Raisin Region Source Protection Authority officially appoint Dominique Lefebvre as the United Counties of Prescott and Russell municipal representative on the Raisin-South Nation Source Protection Committee.

CARRIED

**DATE OF NEXT MEETING**

TBD

**ADJOURNMENT**

RESOLUTION #SPA 15/23:

Moved by: Andrew Guindon  
Seconded by: Bryan McGillis

THAT the Raisin Region Source Protection Authority meeting of May 18, 2023 be adjourned at 3:15 pm.

CARRIED

---

Martin Lang  
Chair

---

Lisa Van De Ligt  
Project Manager



**To:** Raisin Region Source Protection Authority  
**From:** Lisa Van De Ligt, Project Manager  
**Date:** November 7, 2023  
**Subject:** Source Protection Committee Appointment

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## RECOMMENDATION:

The Raisin Region Source Protection Authority officially appoint Robert Rathbun as the City of Cornwall municipal representative on the Raisin-South Nation Source Protection Committee.

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## Background:

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

The Raisin-South Nation Source Protection Committee is comprised of 15 members, 4 liaisons and the Chair. Membership consists of:

- Municipal representatives (5)
- Economic sector representatives (5)
  - 3 members representing the agricultural sector
  - 1 member for the aggregate sector
  - 1 member for the industrial/commercial sector
- Other interest representatives (5)
  - 1 member representing the SNC Clean Water Committee
  - 1 member representing the Great River Network
  - 3 members representing the general public



**Discussion:**

*Municipal Representative – City of Cornwall:*

On October 10, 2023, the City of Cornwall selected Robert Rathbun, Infrastructure Technologist, as the new City of Cornwall representative on the Raisin-South Nation Source Protection Committee.

A handwritten signature in cursive script, reading "Lisa Van De Ligt".

Lisa Van De Ligt,  
Project Manager, Raisin-South Nation Source Protection Region



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2023-094**

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
By-law Number: 2023-094  
Report Number: 2023-92-Infrastructure and Municipal Works  
Meeting Date: October 10, 2023  
Subject: By-law 2023-093 to appoint Robert Rathbun, Infrastructure Technologist, as the administrative representation for the City of Cornwall under the Clean Water Act and Drinking Water Source Protection Committee and to repeal By-law 2016-151

Whereas the Corporation of the City of Cornwall is desirous of providing administrative representation under the Clean Water Act and Drinking Water Source Protection Committee; and

Whereas the Clean Water Act requires each Source Protection Region to create a Source Protection Committee which is a multi-stakeholder group charged with developing plans to protect our drinking water at its source using local knowledge and expertise; and

Whereas Robert Rathbun, Infrastructure Technologist, will be the representative to serve on the Committee.

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. Robert Rathbun be appointed as the Administrative Representation for the City of Cornwall under the Clean Water Act and Drinking Water Source Protection Committee.

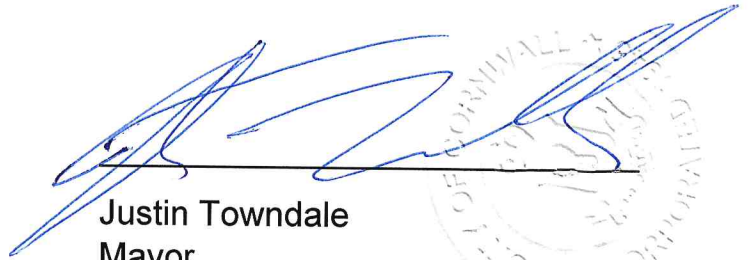


2. That By-law 2016-151 appointing Tracy Gordon as the Administrative representation for the City of Cornwall be and is hereby repealed.

Read, signed and sealed in open Council this 10th day of October, 2023.



Manon L. Levesque  
City Clerk



Justin Towndale  
Mayor

