

Thames – Sydenham and Region Source Protection Authority Meeting Agenda

Source Protection Authority Upper Thames River

Meeting Date: Tuesday, April 28, 2020

Meeting Time: Following the UTRCA Board of Directors Meeting

Meeting Location: Virtual Meeting Due to COVID-19 Pandemic

Agenda

1. Adoption of the Agenda

Mover: J.Salter

Secunder: M.Schadenberg

THAT the members approve the Agenda as posted.

2. Amendments to SPC Policies – J. Allain

Mover: A.Westman

Secunder: M.Blosh

THAT the Source Protection Authority approve the recommendations as presented in the report.

3. Approval of Minutes from the Previous Meeting: April 23, 2019

Mover: D.Edmiston

Secunder: A.Hopkins

THAT that the minutes of the Upper Thames River Source Protection Authority dated April 23, 2019 be approved as presented.

4. Business for Approval

4.1 Ratification of Elected Positions – J.Allain

Mover: T.Jackson

Secunder: N.Manning

THAT the Source Protection Authority approve the recommendation as presented in the report.

4.2 Drinking Water Source Protection Annual Progress Report – J.Allain
MOVED BY: H.McDermid
SECONDED BY: P.Mitchell
THAT the Source Protection Authority approve the recommendations as presented in the report.

5. **Business for Information**

6. **Adjournment**
Mover: A.Murray



Ian Wilcox
General Manager

Report to Upper Thames River Source Protection Authority

Cc SP Management Committee

Date April, 2020

From Jenna Allain, Source Protection Coordinator

Re: Amendments to SPC Polices

Purpose

To amend the Thames Sydenham and Region Source Protection Committee Rules of Procedure to allow for certain electronic processes during declared states of emergencies.

Background

On March 26, 2020, the Minister of the Environment, Conservation and Parks issued a Direction to all Conservation Authorities (“CAs”) enabling a special meeting to be held to make some recommended amendments to their Administrative bylaws to allow for certain electronic processes during declared states of emergencies. The Minister’s Direction applies to CAs when meeting as a Source Protection Authority (“SPA”) under the *Clean Water Act, 2006*.

Once CA bylaws are amended to allow SPA boards to convene during declared states of emergencies, SPA boards should implement the necessary amendments to Source Protection Committee (“SPC”) policies and procedures to support electronic processes for the SPC during states of emergencies.

Below are proposed amendments to the Thames-Sydenham and Region Source Protection Committee Policies Document (attached). The following sections will be added to Section 3 – Rules of Procedure, between Section 3.1 – Meeting Dates and Section 3.2 – Meeting Agendas and Reports. Document numbering will be updated accordingly.

Electronic participation, emergencies

During any period where an emergency has been declared to exist by the Province or by municipalities (in all or part of an area over which a source protection authority has jurisdiction) that may prevent members of the SPC from meeting in person:

- a) *The chair, members, liaisons of the SPC, and SPA staff shall participate in meetings electronically, which shall include the ability of members participating electronically to register votes.*
- b) *Any member of the SPC who is participating electronically in a meeting shall be counted in determining whether or not a quorum of members is present at any point in time during the meeting.*
- c) *Any member of the SPC who participates in a meeting electronically is eligible to receive a meeting per diem. Mileage will not be paid in instances of electronic meetings.*

Meetings open to the public

- a) *The SPC shall ensure an alternative means to allow the public to participate in the SPC meetings electronically.*

- b) *The SPC shall ensure that the electronic meeting information is publicly available on a website prior to the meeting date.*

Recommendation

That the Upper Thames River Source Protection Authority approve the amendments to the Source Protection Committee Rules of Procedure.



Thames-Sydenham and Region Source Protection Committee

Code of Conduct,
Rules of Order and
Conflict of Interest
Policies

Version 5
December 3, 2015

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1. Background

Section 14 and 15 of Ontario Regulation 288/07 require that the committee prepare written rules of order, code of conduct and conflict of interest policy. These sections are reproduced below.

Rules of procedure for committee business

14. (1) Within two months after a sufficient number of members to constitute a quorum are appointed to a source protection committee, the committee shall prepare written rules of procedure for conducting the business of the committee that are satisfactory to the source protection authority. O. Reg. 288/07, s. 14 (1).

(2) The committee shall ensure that the rules of procedure contain the following rules:

1. The business of the committee shall be carried out at meetings of the committee at which a quorum is present.
2. The committee shall attempt to make decisions by consensus among the members.
3. If the chair determines that reasonable efforts have been made to achieve consensus but the committee has been unable to make a decision by consensus, the decision may be made by a vote of two-thirds of the members present, not counting the chair.
4. The chair shall not vote. O. Reg. 288/07, s. 14 (2).

(3) The committee shall publish its rules of procedure on the Internet. O. Reg. 288/07, s. 14 (3).

(4) The committee shall conduct its business in accordance with its rules of procedure. O. Reg. 288/07, s. 14 (4).

Code of conduct and conflict of interest policy

15. (1) Within two months after a sufficient number of members to constitute a quorum are appointed to a source protection committee, a source protection committee shall prepare a written code of conduct and conflict of interest policy for members of the committee that are satisfactory to the source protection authority. O. Reg. 288/07, s. 15 (1).

(2) The committee shall publish its code of conduct and conflict of interest policy on the Internet. O. Reg. 288/07, s. 15 (2).

(3) The members of the committee shall comply with the code of conduct and conflict of interest policy. O. Reg. 288/07, s. 15 (3).

These rules of order, code of conduct and conflict of interest policies together with the terms of reference will guide the SPC in developing the Source Protection Plan. The Clean Water Act requires that terms of reference be developed by the SPC in consultation with the municipalities of the region. The municipalities will be given the opportunity to undertake the work required by the Clean Water Act related to their own municipal water systems.

This Code of Conduct and Rules of Order are separate from the Terms of Reference as the Code of Conduct and Rules of Order must be developed to the satisfaction of the Source Protection Authority (SPA).

A brief code of conduct agreement approved by the striking committee was agreed to by all appointees as part of their acceptance of the appointment. This agreement is attached as appendix 3 of this document. The policies contained in this document provide considerably more detail on the Code of Conduct.

The Rules of order section contained in this document form the basis of specific policies which were developed to the satisfaction of the striking committee and will be received by the SPA. The committee was encouraged to adopt Roberts Rules of Order or one accepted by a conservation authority; however the policies contained herein are intended to govern the committee even if they contradict rules established through the adoption of standard rules of order.

The committee developed mission and vision statements which assists them in the fulfillment of their legislated responsibilities. These statements and the background behind them were produced in a separate report.

1.1. Revisions to these SPC policies

1.1.1. 2015 Revisions

In 2015 the committee was preparing to submit the Source Protection Plan for approval and prepare for implementation. At this time the committee reviewed these policies and identified a number of areas where the policies require amendments. These areas included:

- Use of Proxy and other meeting logistics,
- Use of Executive Committee, Vice Chair and Recording Secretary
- Use of working groups and sub-committees
- Discussion paper format vs reports with recommendations
- Posting of meeting minutes
- Electronic documents (move towards paperless meetings)

These amendments were discussed in principle at the June 12, 2015 meeting. Revisions were made to the policies based on the discussion and the resulting changes were reviewed by the committee at their October 15, 2015 meeting. The resulting revisions were considered by the striking committee on behalf of the 3 Source Protection Authorities.

2. Code of Conduct

2.1. Primary Responsibilities

1. The committee members' primary responsibilities are to the committee.
2. It is understood that the committee members bring the viewpoints of the various stakeholder groups to the committee table; however their primary responsibility is to meet the legislated requirements.
3. Committee members are expected to work collaboratively with their colleagues to develop a Source Protection Plan. Once the Plan has been approved the members will continue to work collaboratively to monitor the implementation of the Plan through the required annual reporting and as directed by the Minister update the Assessment Reports and Plans.
4. Ultimately the committee must develop a Source Protection Plan which reduces existing significant risks to an acceptable level and prevents new significant risks to municipal drinking water sources. This plan must be based on best available science.

2.1.1. Legislated Responsibilities

5. The committee is established pursuant to the Clean Water Act 2006 and the regulations made under the act, specifically Ontario Regulation 288/07. The Act and its regulation require the committee, among other things, to:
 - Develop rules of order, code of conduct and conflict of interest policies to the satisfaction of the SPA
 - Submit a Terms of Reference to the SPA on which they have consulted the municipalities and other stakeholders
 - Direct the completion of Assessment Reports for the Source Protection Areas in the Source Protection Region
 - Direct the completion of Source Protection Plans for the Source Protection Areas in the Source Protection Region.
 - Engage the stakeholders in the development of the products that the committee produces
 - Review, monitor and report on the Source Protection Plan

2.2. Term of Appointment

6. The Term of appointment is defined in O. Reg. 288/07, s. 8. which indicates the Term of appointment for the first SPC is until the posting of the notice of the approval of all of the Source Protection Plans for the Region.

7. In making the appointments the SPA must ensure that no more than 1/3 of each third of the committee expire in the same year.
8. The first appointments have been made for a 3 year period at which time the SPA will consider reappointment until the completion of the SPP and beyond as required by the Act.
9. The SPA will consider the desires of the committee members in establishing the term of the appointment wherever possible.

2.3. Code of Conduct Agreement

10. Basic committee member expectations are included in a code of conduct agreement which is included as Appendix 3 of this document.
11. The code of conduct agreement forms a basic agreement which all members have signed as part of their appointment to the Source Protection Committee. The expectations contained in these policies expand upon the basic expectations contained in the code of conduct agreement.

2.4. Meeting attendance

12. Source Protection Committee members are expected to attend all meetings.
13. The chair may approach the lead Source Protection Authority to have a committee member removed from the committee if the chair believes that the absence of a committee member is having an impact on the committee.
14. It is understood that, from time to time other commitments, illness or other uncontrolled circumstances may prevent members from attending a meeting. When such a situation is anticipated the committee member is expected to notify the chair and the administrative assistant well in advance of the meeting.
15. It is important that notice of an expected absence is received in advance of the meeting so that members may be notified if the committee will not have enough members in attendance to make quorum.

2.5. Harassment

16. The UTRCA (the lead SPA responsible for committee formation and administration) has a policy in its personnel policies that every employee and volunteer can expect a work environment free from harassment/discrimination. No employee or committee member shall be harassed because of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, creed, sex, sexual orientation, age, record of offences, marital status, family status, or handicap.
17. The policies of the UTRCA as amended and updated from time to time shall apply to the committee, as well as the staff of the authority working with the committee.

18. Every committee member will deal with their fellow members and staff of the conservation authorities in a fair and equitable manner free from discrimination and/or harassment.
19. Harassment may include, but is not limited to, the following:
- unwelcome remarks, jokes, innuendos or taunting about a person's body, attire, sexual orientation or sex;
 - practical jokes of a sexual nature which cause awkwardness or embarrassment;
 - displaying pornographic pictures or other offensive material;
 - leering (suggestive staring) or other gestures;
 - unnecessary physical contact such as touching, patting or pinching;
 - physical assault;
 - demands for sexual favours or repeated unwanted social invitations;
 - unwelcome remarks, jokes, innuendos or taunting about a person's racial or ethnic background, colour, place of birth, citizenship or ancestry;
 - the displaying of derogatory, offensive or racist pictures or material;
 - refusing to converse or work with an employee or volunteer because of his or her racial or ethnic background;
 - insulting gestures or practical jokes based on racial or ethnic grounds, which cause embarrassment or awkwardness;
 - unwelcome remarks jokes, innuendo or taunting about a person's age, record of offences, marital status, family status, handicap or creed.
20. A committee member who feels they are being harassed as part of their involvement with the committee should;
- 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, vice-chair, the SPA liaison or the Human Resources Administrator of the UTRCA (519)-451-2800x225;
 - keep a short written record of dates, incidents and names of witnesses, if any;
 - if necessary, prepare a written complaint.
21. An appropriate member of the Executive Committee together with the Human Resources Administrator (or appropriate designate) will, upon receipt of a verbal or written complaint, conduct an investigation in confidence. If the investigation concludes that

harassment has occurred, appropriate disciplinary action will be taken (this may include suspension or termination of staff or removal from the committee of a member).

22. An employee of a conservation authority who feels that they are being harassed as part of their involvement with the committee may follow the policies of their employer in reporting the complaint or follow the policies contained herein. If the complaint is dealt with through the employer their investigation will involve an appropriate member of the executive committee and the UTRCA Human Resources Administrator (or appropriate designate).
23. The employee or volunteer who issued the complaint will be informed of the results of the investigation and of any action taken.
24. The filing of an internal complaint of harassment/discrimination is the right of every employee or committee member and may be exercised without fear of retaliation or threat thereof.

2.6. Media Contact and Publicity

25. Contact with the media related to the business of the source protection committee is to be undertaken by media spokespersons as designated by the chair. This will generally be undertaken through press releases.
26. The Chair or the Source Protection Project Manager or communications staff will most often be relied upon as media spokespersons.
27. All messaging whether to media or stakeholder groups must be consistent with the objectives of the committee.
28. If approached by the media, members should discuss the contact with the chair.
29. Discussions of the committee or working groups undertaken in camera are to be treated with the strictest of confidence. See the section on FIPPA/MFIPPA for other considerations related to protection of privacy.

2.7. Liaison with Sectors

30. Liaison with sectors is expected in formulating decisions of the committee. It is important that this input be sought in a consultative manner rather than as criticism of policies yet to be established.
31. Committee members are expected to liaise with the stakeholder groups that they represent. They are expected to bring the viewpoint and expertise to the table. They are also expected to assist with disseminating the viewpoints of the other stakeholders to the groups they represent.
32. One of the many important roles of committee members is to assist with education and outreach which will undoubtedly be an important tool in protecting drinking water sources.

2.8. Role of the Liaisons on the Committee

- 33. O Reg 288/07 allows for 3 liaisons to participate in meetings of the SPC.
- 34. These liaisons are able to participate in all discussions of the committee.
- 35. These liaisons are not allowed a vote and may not move or second a motion.
- 36. Liaisons may not be removed from the meeting, should the meeting go in camera.

19. The following persons may attend and participate in discussions at meetings of a source protection committee, including any meeting or part of a meeting that is closed to the public:

- 1. A person designated by the source protection authority as a representative of the authority.
- 2. A person designated by the Minister as a representative of the Ministry.
- 3. A person designated by the Minister as a representative of the medical officers of health for the health units in which any part of the source protection area or source protection region is located. O. Reg. 288/07, s. 19.

2.9. Liability and Insurance

- 37. Section 98 and 99 of the Clean Water Act offer Protection for the SPC and SPA .
- 38. CAs carry liability insurance which covers errors and omissions for staff and directors/officers.
- 39. CAs are determining if the insurance needs to be extended to the SPA, SPC and chair.

2.10. FIPPA/MFIPPA

- 40. The committee is bound by the Freedom of Information and the Protection of Privacy Act (FIPPA) as well as the Municipal Freedom of Information and the Protection of Privacy Act (MFIPPA).
- 41. Much of the information collected, reviewed and relied upon for the development of a source protection plan contains private information.
- 42. Although the business of the committee is to be open and transparent it will be important that personal privacy is maintained throughout the development of the plan. For this reason, among others, portions of the business of the committee will be considered private and will be conducted in camera. Committee members are required to maintain this privacy.
- 43. Committee members continue to be bound by FIPPA and MFIPPA requirements even after they are no longer on the SPC.

2.11. Per diems Eligibility

44. Per Diem allowance includes payment for attendance at meeting, travel and associated meeting preparation time
45. Members are eligible for a Per Diem of \$150 for all meetings of the Source Protection Committee including meetings held as a teleconference.
46. Committee members chairing working groups will be eligible for a per diem for the meetings of the working groups. All other members of the working groups will not be eligible for the per diem.
47. It is the intent of the province that committee members are not paid twice for their involvement with the committee. As there are many different variations and subtleties as to whether an employer is paying for the member's time on the committee, the SPA has made all members eligible for the per diem. Should the member wish to collect the per diem, the member's employer may need to be made aware that the member is collecting a per diem for their involvement in the Source Protection Committee so that the intent of the province can be followed.
48. Committee members will be required to sign a meeting attendance sheet and indicate round trip mileage.
49. Committee members will be issued a tax form at the end of each year. Taxes will not be withheld from payments.
50. Per diems will be paid monthly by direct deposit.

2.12. Eligible Expenses

51. Reasonable out of pocket expenses will be reimbursed.
52. Expense claims must be directly related to the attendance at meetings of the SPC or MOE required training.
53. Eligible expenses will be governed by the policies of the UTRCA as they apply to staff and members of the board of directors and must be consistent with provincial guidance.
54. Mileage will be reimbursed at the rate paid to UTRCA staff and board members.
55. Examples of eligible expenses:
 - Telephone toll charges associated with teleconferences.
 - A meal on the road where the committee member has been required to be away from home for more than 4 hours where a meal was not provided as part of the meeting.
56. Examples of ineligible expenses.
 - Lunch at meetings, office supplies or equipment.
57. Expense claims will be paid monthly at the time of payment of per diems.

3. Rules of Order

58. The committee adopts Roberts Rules of Order. The following are specific items which will be observed by the committee and chair. Although they may vary from the standard rules of order those rules identified herein shall govern the committee.

3.1. Meeting Dates

59. The first meeting date and location will be set by the chair.
60. At the first meeting of the SPC the dates, times and locations for the committee meetings will be set for the next 6 months.
61. It is anticipated the meetings will occur 2-4 times per year and will be approximately 2 to 3 hours per meeting. Meetings must occur annually to complete an annual report.
62. Once set, meeting dates, times and locations will be posted on the web site. Generally, meetings will be held at the St. Clair Conservation Authority office, the second Friday of the month at 10:00 a.m.
63. Members may request meetings of the committee by submitting the request to the chair. The chair will determine whether the item may be dealt with at the next meeting by allocating specific time to the item or may consider other alternatives to address the issue.

3.2. Meeting Agendas and Reports

64. Agendas and reports will be posted on the SWP website and the link sent to members for the members to access 7 days prior to meetings.
65. Materials are required to be publically available reducing the need for members to retain their own copies of the materials.
66. Meeting materials will be available for display on screen in the meeting room during the meetings.
67. Members are encouraged to take advantage of the Adobe portable document format which is viewable with a number of available viewers and to use their electronic devices to be able to access the materials before, during and after meetings. WIFI and technical support would be available during the meetings.
68. Printed documents will only be provided at specific request of a member.
69. It is expected that the agenda and Discussion Papers will be reviewed prior to meetings. Questions of staff may be asked prior to meetings. Discussion Papers will indicate who they were prepared by.
70. Meeting agendas will be set by the chair and accepted by the committee by motion at the start of the meeting. New business may be allowed for as part of the approval of the agenda.

71. Each meeting agenda will include an in-camera section where subject matter of a confidential nature will be discussed as noted in the section on In Camera Sessions.
72. Reports for the consideration of committee members will be discussion papers which will be general in nature typically without recommendations. Recommendations may be appropriate where a professional opinion is warranted. (An example of this would be the opinion of a professional engineer or hydrogeologist as to whether a threat still poses a significant risk).
73. Staff recommendations may be included in Discussion Papers when the regulations, Act or other guidance provides clear direction and could include options to facilitate discussion.

3.3. Meeting minutes

74. Meeting minutes will be completed and circulated to the members with the meeting notice for the next meeting.
75. Minutes of meetings will be posted after being circulated to the committee by email for approval. An email vote will be recorded for the approval of the minutes. Once approved the minutes will be posted on the website.
76. Minutes will indicate the general tone of discussion, motions, clarification made and additional information or action required.
77. Staff discussion papers will be attached to meeting minutes.
78. Meeting minutes will be retained as per the retention policy of the lead SPA related to board minutes.

3.4. Decision Making Process

79. The Source Protection Committee is expected to arrive at decisions through consensus. Unanimous agreement is not required. Where necessary, votes will be undertaken on motions. Motions will carry by 2/3 majority.
80. Reports presented to the committee as discussion papers will allow for the committee to discuss the business and will be focused on presenting the options and allowing the committee to arrive at consensus.
81. The chair will determine if consensus is likely to be able to be achieved within the allotted time. The chair may then call for a motion on the business, ask to have the discussion extended by motion or deferred to a subsequent meeting.

3.5. Disciplinary Actions

82. Should a member of the committee have an issue with the conduct of a committee member which cannot be resolved through discussions with the committee member, it should be discussed with the chair of the committee.

- 83. Should the chair not be able to resolve the issue, the issue can be referred to the executive committee.
- 84. Should the executive committee not be able to resolve the issue it can be referred to the lead SPA.
- 85. The lead SPA may undertake to correct the situation or may form a joint committee of the 3 SPAs to deal with the situation.
- 86. The lead SPA or the SPAs collectively through a joint committee may remove a committee member from their seat and appoint a member to fill the position. In appointing the member to fill the seat which has been made vacant, the SPAs will, wherever possible, utilize a process similar to the process that the striking committee used to fill the position originally.

3.6. Removal from the committee

- 87. A member may be removed by the lead SPA or the SPA’s collectively through a Joint Committee.
- 88. Pursuant to O. Reg. 288/07, s. 7 (4) appointments are subject to the condition that members attend meetings and abide by the code of conduct as such failure to abide by these conditions is grounds for the removal of the committee member from the committee.
- 89. If the SPA proposes to remove a member of the committee, it shall give the member a written statement of the reasons for the proposed removal.
- 90. If the chair requests the removal of a member from the committee it shall be made in writing and shall include a written statement of the reasons for the request.
- 91. If the SPA proposes, on request of the chair, to remove the member from office, it shall give the member a copy of the chair’s request.
- 92. The SPA shall provide the member and the chair with an opportunity to make submissions to the authority before it makes a decision on whether or not to remove the member from office.
- 93. A member must be removed from office should a member no longer comply with Section 7 of the Regulation which pertains to residing, owning or renting land or being employed within the Source Protection Region.
- 94. The SPA shall, as soon as is reasonable, remove from office a member of the committee if the member was appointed from a list of persons that was submitted jointly by the councils of the municipalities that are in a group established under the regulation and the removal of the member from office is jointly requested by the councils of the municipalities referred to above. Those municipalities must also jointly submit the name of a person to be appointed to fill the vacancy created by the removal of the member. The SPA shall, as soon as reasonably possible, appoint the person whose name is jointly submitted by the councils of the municipalities.

3.7. Chair

95. The chair is appointed by the Minister of the Environment.
96. The chair:
- Presides over the meeting,
 - sets agendas,
 - allows delegations, and
97. The chair does not vote.
98. Any issues that a member has with the chair which cannot be resolved through discussion directly with the chair should be discussed with the SPA liaison and the Provincial liaison to determine possible solutions. These liaisons may solicit the advice of others as they see fit. Only the Minister of the Environment may remove a chair from their position.

3.8. Elections

99. Where elections are required the elections shall be conducted in a manner consistent with the adopted rules of order.

3.8.1. Acting Chair

100. The SPA liaison, MOE liaison or Project Manager can call the meeting to order and ask for an acting chair. The acting Chair would then preside over the meeting.
101. Acting chair does not vote when fulfilling the role of chair.

3.8.2. Recording Secretary.

102. The position of recording secretary was established in the past to record notes from in-camera sessions. To date this has not been needed. In rare instances that a recording secretary would be required to record in camera discussions one will be elected by the committee.

3.9. Working Groups and Sub-Committees

103. Working groups will generally be open to participation by any SPC member who wishes to participate.
104. Working groups will also rely on technical staff participation as well as stakeholder participation.
105. Working groups of the committee will be chaired by a SPC member who will be appointed by the committee and report back to the SPC. Working groups and technical advisory committees may also be chaired by staff who will also report back to the SPC.

106. SPC members who chair a working group are eligible for per diems for the meetings of the working group.

3.10. Attendance by Teleconference

107. Attendance by teleconference is allowed however, attendance in person is preferred due to the importance of the consensus building decision making process. It is acknowledged that teleconferences will be challenged by limited audio quality and may not have the benefit of video so this should only be used as a last resort for members who otherwise will not be able to attend the meeting.
108. If a committee member participates in a meeting of the SPC by telephone they will be eligible for the same per diem as those who attended in person.
109. For members who participate in a meeting by teleconference, the member is expected to request that the SP Administrative Assistant indicate attendance by teleconference on the meeting attendance sheet.
110. A member must let the Administrative Assistant know that they wish to participate by teleconference in advance of the meeting.
111. Attendance by teleconference will be counted towards quorum.

3.11. Proxy

112. The Clean Water Act allows for absent members to participate in decision making by proxy. The committee, however determined that this presents many logistical problems. Proxies are better suited to predetermined votes. This committee preference will be to make decisions by consensus making it difficult for a member to provide an informed proxy. The committee members acknowledge however that it may be necessary use proxies but only if the member cannot attend in person or by teleconference and as a last resort for urgent business.
113. If a member is not able to participate in a meeting, in person or by teleconference, they are encouraged to submit their opinion on an issue. Absent member's opinions and current views shall be submitted to a member of like mind on an issue, in writing, in advance of the meeting. This opinion and a proxy if so desired shall be made in writing and a copy provided to the chair. The member receiving the opinion and proxy shall make the absent members views know during the meeting prior to any vote. In this manner absent members initial opinions may be considered in arriving at consensus. It is acknowledged that positions arrived at in the absence of the group discussion is contrary to the consensus building process. Only through the discussion should members form a position. This initial opinion is, however, intended only to allow the absent member's initial opinion to be considered in the group discussion. The focus should therefore be placed on the input rather than an established position.
114. A copy of the written proxy be provided to the member who carries the proxy as well as the chair.

115. Proxy will be counted any time a vote is recorded. Based on the history of the SPC's decision making it is rare to have a vote which required a count and no recorded votes were cast which is in line with consensus building decision making which is the committee's goal. If a recorded vote is called for, the members will cast their votes as well as any proxies that are held, Proxy votes will be cast based on opinions provided and due consideration by the member holding the proxy of the consensus building discussion which has occurred.

3.12. Quorum

116. Meeting quorum is identified in the Clean Water Act.

13. (1) The quorum of a source protection committee is the chair or acting chair, plus at least two-thirds of the number of members of the committee that the source protection authority is authorized to appoint. O. Reg. 288/07, s. 13 (1).

(2) One or more vacancies in the membership of a source protection committee does not prevent the committee from conducting business as long as the number of members remaining in office is sufficient to maintain a quorum. O. Reg. 288/07, s. 13 (2).

117. CWA requires that business of the SPC will only be conducted at a meeting at which a quorum is present.
118. It is the responsibility of the member to notify the administrative assistant, as early as possible, if they are not able to attend the meeting.
119. Attendance by teleconference will be counted towards quorum.
120. Written proxies provided as described in the Proxy section of this document proxies will also count towards quorum.

3.13. Delegations

121. The chair will consider requests for delegations.
122. Delegations may be arranged through contact with the Administrative Assistant. Requests need to be made in writing 3 weeks prior to meeting so that the information may be included in the meeting notification.
123. No more than 3 delegations will be scheduled per meeting.
124. Preference will be given to having the delegations at working groups, where appropriate, and at the discretion of the chair.
125. The chair will determine the amount of time to be allocated to the delegation on the agenda. The delegation will then be limited to the time allotted by the chair.

3.14. In Camera Sessions

126. The committee discussions may include personal or private information such as:
 - personnel records or issues,
 - property related discussion,
 - discussions which could adversely affect the interests of a third party, or
 - a personal or financial matter pertaining to an identifiable individual or business.
127. A recording secretary will be elected by the members to record notes if an in camera session is called.
128. Notes from the in camera session will be filed with the Source Protection Project Manager and will be approved by the committee at the next in camera session.
129. Discussions of this nature need to happen without public or media in attendance.
130. Staff will generally be allowed to remain for these discussions as they are governed by the same FIPPA/MFIPPA policies as the committee.
131. Staff input into discussions held in camera may be required.
132. Where all staff are required to leave the meeting the SPA liaison will determine in consultation with the alternates which alternate is to remain to participate in the discussions.
133. Notes from in camera sessions will not be part of the minutes of the meeting which will be available to the public.

3.15. Conflict of Interest

134. A conflict of interest shall be declared if private interests or personal considerations of the member could compromise or could reasonably appear to compromise the member's judgment in acting objectively and in the best interests of the committee.
135. A conflict of interest also includes using a member's position or confidential information for the private gain or advancement or the expectation of private gain or advancement.
136. A conflict of interest also occurs when the interest benefits any member of the member's family, friends or business associates.
137. Members must identify their conflict of interest at the start of the meeting or at such point during the meeting when the conflict of interest becomes apparent to the member.

4. Any member who has declared a conflict of interest must excuse themselves from the discussion. Procedure for Revising these Policies

- 138. These policies may be amended from time to time by the SPC. The committee will adopt any revisions of these policies by motion after discussion at a meeting of the SPC.
- 139. Proposed revisions to the policies require the acceptance of the SPA. Minor changes may be considered by the lead SPA, however more significant changes will require the acceptance of all partner SPAs or through a joint committee formed by the 3 SPAs.
- 140. Once the revised policies have been accepted by the SPA, the web site must be updated with the revised version.

5. Appendices

Appendix 1 - Committee Chair – Job Description

Under the Clean Water Act the preparation of a Source Protection Plan begins with the establishment of a Source Protection Committee (SP Committee) by the SP Region. The Upper Thames River, Lower Thames Valley and St. Clair Region Conservation Authorities have been assigned to work as a SP Region under the Act. .

The SP Committee is to include 16 or 22 members, including the Chair of the Committee. The Chair of the SP Committee is appointed by the Minister of the Environment, after consideration of recommendations by the Conservation Authority. Committee members are appointed according to regulations under the Act and will oversee the source protection planning process.

As the chair is a provincial appointee the province will therefore be considered the chair's employer. This position description is intended as an indication of the local expectations which has been based on guidance materials and information provided by the province..

Job Purpose

The Chair is responsible for guiding the effective operation of the SP Committee in completing the Terms of Reference, Assessment Report and Source Protection Plan for the SP Region and submission to the SPA.

Skills and Qualifications

- Demonstrated independence and neutrality.
- Demonstrated ability to understand source water protection science concepts and technical reports.
- Advanced negotiating, mediation, and chairing skills.
- Understanding of municipal and conservation authority functions.
- Solid problem-solving, analytical, communication and organizational skills.
- Knowledge of watershed(s), local issues, etc.
- Demonstrated ability to draw people together.
- Preference will be given to Watershed residents.
- Criminal check will be required for recommended candidates.

Roles and Responsibilities.

- Where requested by the SPAs or where time permits, work with the SPAs in the region to determine the composition of the source protection committee and select members.
- Guide the effective operation and chair meetings of the SP Committee at a minimum of once per month or as needed until completion of the Source Protection Plan, and possibly extending beyond submission of the plan to include implementation.
- Act as neutral member of SP Committee (voting right used only as needed).

- Function as a spokesperson of the SP Committee as required.
- work collaboratively on behalf of the SP Committee with partners such as municipalities, First Nations, health units, agriculture, industry and other community stakeholder groups and Source Protection Authorities to produce the Terms of Reference, Assessment Report, and Source Protection Plan(s) as defined under the Act.
- Follow the rules of procedure and code of conduct and conflict of interest policy as developed by the source protection committee.
- Provide quarterly updates to the source protection authorities on the status of the committee work.
- Be prepared to participate in meetings of the SPC chairs as requested by the Minister.
- Attend public information sessions and participate in public consultations.
- Work with the SPAs to address removal of a committee member.

Term and Time Commitment

- Three to five year timeline for project requires sustained long-term interest.
- It is anticipated that the committee and, therefore, the chair will be in place beyond the development of the SP Plan. Monitoring of the plan is required once the plan has been developed. It is anticipated that the plan will be required to be updated every 5 or 10 years depending on the pressures on drinking water systems.
- Once the plan is developed the term of the chair should be renewed every two years.
- Availability to commit up to 12 days per month year-round until project completion (based on current understanding).

Compensation

Based on a per diem to be determined by the province

Appendix 2 - Committee Member – Job Description.

Under the Clean Water Act the preparation of a drinking water Source Protection Plan begins with the establishment of a Source Protection Committee (SP Committee) by the Thames Sydenham and Region Source Protection Region. The Upper Thames River, Lower Thames Valley and St. Clair Region Conservation Authorities have been assigned to work as a SP Region under the Act.

The SP Committee is to be composed of 16 - 22 members, not including the seat for a First Nations representative. The Chair of the SP Committee is appointed by the Minister of the Environment, after consideration of recommendations by the SP Authority. Committee members are appointed according to regulations under the Act.

Job Purpose

The SP Committee is responsible for completing a Terms of Reference(s), Assessment Report(s) and Source Protection Plan(s) for the Thames, Sydenham & Region Source Protection Region in accordance with the Clean Water Act.

Skills and Qualifications

- Demonstrated ability to understand source water protection science concepts and reports.
- Proven ability to act as a liaison to sector represented.
- Solid problem-solving, analytical, communication and organizational skills.
- Knowledge of watershed(s), local issues, etc.
- Watershed resident.
- Bilingual – French an asset (where applicable).

Roles and Responsibilities

- Member will attend meetings of the SP Committee
- Member must have knowledge of sector interests and issues and be able to communicate these at the SP Committee table.
- Members are expected to participate in working groups and forums as well as be available to participate in meetings with their sector stakeholder groups as required.
- Member will act as liaison of their broad sector bringing forward representative issues from the sector to the SP Committee and assist in communicating the SP Committee work back to the broad sector. The Committee, with the assistance of the SP Authority, could create central communications to ensure common messaging is communicated to all sectors.
- Member is expected to make decisions at the SP Committee table.
- Members must work collaboratively with partners such as municipalities, First Nations, health units, agriculture, industry, community stakeholder groups, and

Conservation Authorities to establish Terms of Reference for each Source Protection Area, Assessment Reports and SP Plans as defined under the Act.

Term and Time Commitment

- The Chair is expected to make a commitment to the project until the Source Protection Plan is complete (this is expected to require a 5 year commitment).
- Once the SP Plan is completed monitoring will require a lessened commitment. Plan updates will be required every 5 or 10 years with a heightened involvement during the period that the plan is being updated.
- Committee members will be replaced on a 3 year rotation after completion of the Source Protection Plan.
- Availability to commit approximately five days per month year-round until project completion.

Compensation

Based on a per diem to be determined with a provincial maximum

Source Protection Committee Code of Conduct Agreement

Members of the Source Protection Committee agree to work collaboratively towards the development and implementation of Source Protection Plans for the Source Protection Areas within the Thames-Sydenham and Region. This code of conduct summarizes the basic expectations of committee members. All members of the Source Protection Committee agree to abide by this code of conduct as indicated by their signature on this code as part of their appointment to the committee.

As a committee member I agree to:

- Work collaboratively towards meeting the legislative responsibilities of the committee.
- treat fellow committee members, the chair, staff and others whom they deal with in the course of Source Protection Committee business with professionalism and courtesy.
- make reasonable efforts to attend all meetings or make appropriate allowances for their absence including notification and providing a proxy when appropriate.
- prepare in advance of meetings.
- come to meetings prepared to contribute to the decision making processes as defined in the committee’s rules of order.
- become involved in working group and forums.
- ensure that media contact related to the business of the source protection committee is undertaken by media spokespersons as designated by the chair and that messaging is consistent with the intent of the committee.
- uphold the requirements of Freedom of Information and Protection of Privacy Acts (FIPPA and MFIPPA).
- act as a liaison with the stakeholder groups disseminating source protection concepts in a manner consistent with the intent of the committee.

and

- bring the interests and perspectives of the stakeholders which you represent to the table while working with the committee members to develop a source protection plan which meets with the requirements of the Clean Water Act and its Regulations.

I agree to abide by this code of conduct and work collaboratively with the other members of the committee towards the development and implementation of the Source Protection Plans for the Thames – Sydenham and Region. I understand that failure to meet these expectations may result in removal from this committee. I understand that a condition of my appointment is to sign the more detailed code of conduct of the committee once it is finalized by the Source Protection Committee to the satisfaction of the Source Protection Authorities..

Signed and agreed to by

[print name of committee member].

On

[print date in full]

Report to: Upper Thames River Conservation Authority Board of Directors

Cc:

Date: March 30, 2020

From: Jenna Allain, Source Protection Coordinator

Re: Ratification of Elected Positions

Recommendation

That the Source Protection Authority ratify the January 28th, 2020 election of Joe Salter as the Source Protection Striking Committee Member and Committee Liaison.

Background

The following is an excerpt from the minutes of the January 28th, 2020 UTRCA Board of Directors Meeting.

Source Protection Striking Committee Member & Committee Liaison

The Chair called three times for nominations for the position on the Source Protection Striking Committee and Committee Liaison.

Jim Reffle nominated Joe Salter to be the Source Protection Striking Committee Member and Committee Liaison.

Joe Salter agreed to let his name stand to be the Source Protection Striking Committee Member and Committee Liaison.

MOVED BY: T.Jackson

SECONDED BY: A.Westman

THAT nominations for the position of Source Protection Striking Committee Member and Committee Liaison be closed.

CARRIED

S.Levin confirmed Joe Salter as the Source Protection Striking Committee Member & Committee Liaison.

Recommended by:

Jenna Allain,
Source Protection Coordinator

Report to Upper Thames River Source Protection Authority

Cc SP Management Committee

Date April, 2020

From Jenna Allain, Source Protection Coordinator

Re: Drinking Water Source Protection Annual Progress Report

Purpose

To approve the submission of the 2019 Thames-Sydenham and Region Source Protection Annual Progress Report to the Ministry of the Environment, Conservation and Parks (MECP).

Background

In accordance with Ontario Regulation 287/07 s.52, all three Thames-Sydenham and Region Source Protection Authorities (Lower Thames Valley, St. Clair Region, Upper Thames River) are required to submit a Regional Annual Progress Report to the Director of the Source Protection Programs Branch by May 1st annually. Both the Annual Progress Report and the Supplemental Form are to be submitted as they are considered “prescribed forms” under O. Reg. 287/07 s.52(5).

Annual Progress Report and Supplemental Form


The Thames-Sydenham and Region Annual Progress Report is a public-facing document developed by the MECP and prepared by Thames-Sydenham and Region staff (Appendix A). The report provides valuable information about the implementation of the Thames-Sydenham and Region Source Protection Plan and the overall success of the program. The report reflects implementation efforts from January 1, 2019 to December 31, 2019.

Information presented in the progress report is intended to be a high-level reflection of annual reporting results collected through the Thames-Sydenham and Region Supplemental Form. The Supplemental Form is a tool to collect key information from implementing bodies to help convey the story of progress made in the Thames-Sydenham Source Protection Region using a series of questions organized by theme (Appendix B). Some themes are specific and mirror policy tools, e.g., Risk Management Plans, while others are more broad, e.g., municipal integration of source protection, achievement of source protection objectives.

The theme, “achievement of source protection plan objectives” includes two report items that require Source Protection Committee (SPC) input: the first, the committee’s opinion on the extent to which objectives in the plan have been achieved during the reporting period, and the second, comments to explain how the committee arrived at its opinion. The Thames-Sydenham and Region Source Protection Committee has reviewed the results of the Supplemental Form and Annual Progress Report and recommend the following responses:

Report Item ID 350

In the opinion of the Source Protection Committee (SPC), to what extent have the objectives of the SPP been achieved in this reporting period?

<p>Progressing well/on target – Majority of the source protection plan policies have been implemented and/or are progressing well.</p>	
<p>Satisfactory – Some of the source protection plan policies have been implemented and/or are progressing well.</p>	
<p>Limited progress made – A few of the source protection plan policies have been implemented and/or are progressing well.</p>	

Reportable Item ID 351

Please provide comments to explain how the SPC arrived at its opinion. Include a summary of any discussions that might have been had amongst the SPC members, especially where no consensus was reached.

Overall, significant progress in the Thames-Sydenham and Region has been made since the Source Protection Plan came into effect. During the last four years of plan implementation, 100% of the policies in the plan that address significant drinking water threats have been implemented or are in progress. In 2019, many of our member municipalities reported success stories stemming from the implementation of source protection plan policies. These included voluntary best management practices being undertaken by business and property owners; a doors open event at a drinking water system that attracted over 300 attendees; and the development of a special training exercise for municipal emergency response staff which incorporated source protection information. Local Risk Management Officials in the Thames-Sydenham and Region have successfully managed 116 significant drinking water threats through the negotiation and establishment of 57 risk management plans in municipalities across the Source Protection Region since the Plan took effect. For the reasons outlined above, the Source Protection Committee feels confident in their assessment that implementation of the Source Protection Plans is progressing well/on target.

Recommendation

That the Upper Thames River Source Protection Authority direct staff to submit the Thames-Sydenham and Region Source Protection Annual Progress Report and Supplemental form to the Director of the Source Protection Programs Branch of the Ministry of the Environment and Climate Change.

Annual Progress Report

on Implementation of the Source Protection Plans for the
Thames-Sydenham & Region Source Protection Areas

Reporting Period - January 1, 2019 to December 31, 2019

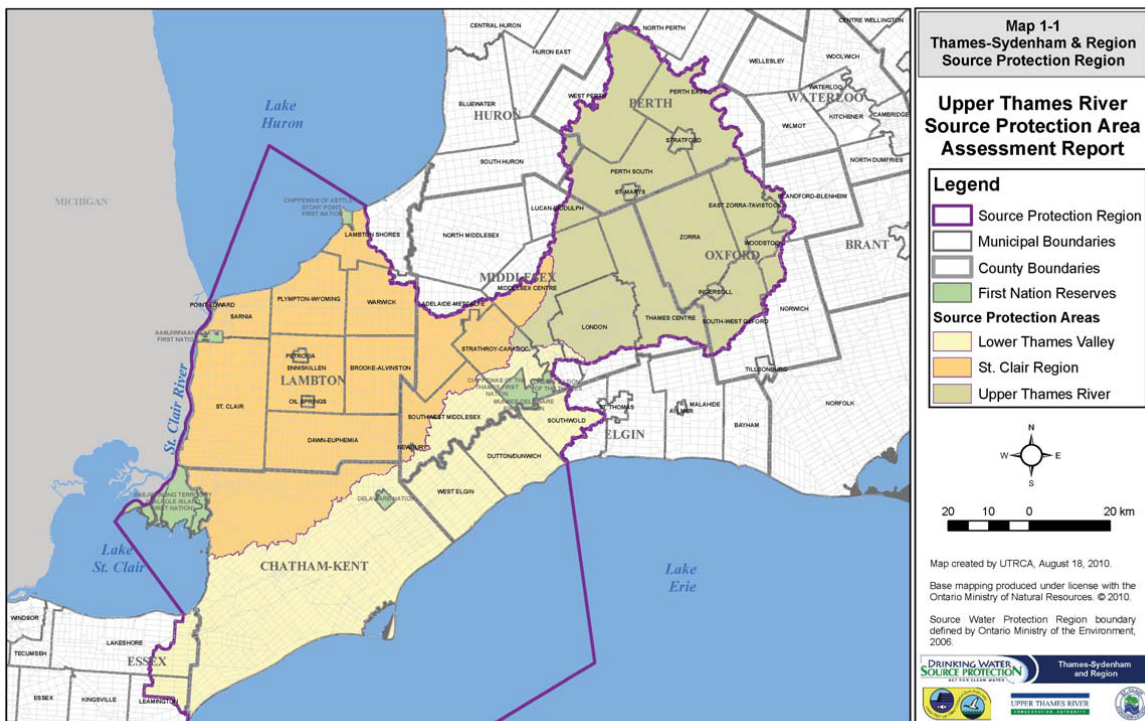
For more information about the drinking water source protection plan, visit
www.sourcewaterprotection.on.ca

Source Protection Annual Progress Report

I. Introduction

This annual progress report outlines the progress made in implementing our source protection plan for the Lower Thames Valley Source Protection Area, St. Clair Region Source Protection Area and Upper Thames River Source Protection Area, as required by the Clean Water Act and regulations.

This is the third Annual Report on the implementation progress of the Drinking Water Source Protection Program in the Thames-Sydenham and Region since it took effect on December 31st, 2015. This report highlights progress made toward implementation up to December 31st, 2019, and highlights the actions taken from January 1 to December 31, 2019. The report was written for the citizens of the Thames-Sydenham and Region, the Thames-Sydenham Source Protection Committee, and local stakeholders. We acknowledge and recognize the tremendous efforts made by our local municipalities, stakeholders, and the Source Protection Committee in the development of the Source Protection Plans, implementation of Source Protection Plan policies, and development of this annual report.



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.**
- S : Satisfactory – Some of the source protection plan policies have been implemented and/or are progressing.
- L : Limited progress – A few of source protection plan policies have been implemented and/or are progressing.

Overall, significant progress in the Thames-Sydenham and Region has been made since the Source Protection Plan came into effect. During the last four years of plan implementation, 100% of the policies in the plan that address drinking water threats have been implemented or are in progress. In 2019, many of our member municipalities reported success stories stemming from the implementation of source protection plan policies. These included voluntary best management practices being undertaken by business and property owners; a doors open event at a drinking water system that attracted over 300 attendees; and the development of a special training exercise for municipal emergency response staff. Local Risk Management Officials have successfully managed 116 significant drinking water threats through the negotiation and establishment of 57 risk management plans in municipalities across the Source Protection Region since the Plan took effect. For the reasons outlined above, the Source Protection Committee feels confident in their assessment that implementation of the Source Protection Plans is progressing well/on target.

III. Our Watershed

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

The Thames-Sydenham and Region is made up of the watersheds of Lower Thames Valley, the St. Clair Region, and the Upper Thames River.

The Lower Thames Valley Source Protection Area includes those lands draining into the Thames River from the community of Delaware to Lake St. Clair. It also includes the lands that drain into Lake Erie lying south of the lower Thames River watershed and a small triangle of land north of the mouth of the Thames draining directly into Lake St. Clair. This area includes most of the municipality of Chatham-Kent, the western portion of Elgin County, part of southwestern Middlesex County (including some of the City of London) and a portion of eastern Essex County. The Lower Thames Valley Source Protection Area also includes four First Nation reserves; the Chippewas of the Thames First Nation, Delaware Nation, Munsee-Deleware Nation and Oneida Nation of the Thames. Caldwell First Nation is also established in the area between Leamington and Rondeau Bay; however they currently do not have a reserve. The area covers approximately 3,274 square kilometres with a total watershed population (2001) of about 107,000.

The residents of the Lower Thames Valley Source Protection Area receive most of their municipal drinking water from Lake Erie through 3 intakes. The communities of Ridgetown and Highgate receive their drinking water from municipal wells. Some parts of the watershed within Essex County receive their municipal drinking water from intakes in Lake St. Clair. Although the drinking water for much of the population of the Lower Thames is supplied from municipal drinking water sources, some residents rely on water from private wells.

The St. Clair Region Source Protection Area includes the Sydenham River drainage basin and several smaller watersheds that drain to Lake Huron, the St. Clair River or Lake St. Clair. The Source Protection Area covers over 4,100 square kilometres and includes most of the County of Lambton, part of the Municipality of Chatham-Kent and part of the County of Middlesex with a total watershed population of 167,000. The area also includes three First Nation reserves; Chippewas of Kettle and Stoney Point, Aamjiwnaang, and Walpole Island First Nations. The residents of the St. Clair Region Source Protection Area receive most of their municipal drinking water from Lake Huron and the St. Clair River through 3 intakes. Parts of Middlesex County receive their municipally supplied drinking water from an intake in Lake Huron outside the Source Protection Region. There are no longer any communities in the St. Clair Region that receive drinking water from municipal wells. Although the drinking water for much of the population of the Lower Thames is supplied from municipal drinking water sources, some residents rely on water from private wells.

The Upper Thames River Source Protection Area includes all areas draining into the Thames River above the community of Delaware. This covers large parts of Oxford, Perth and Middlesex Counties including most of the City of London. Very small portions of Huron and Elgin Counties also drain into the upper Thames River. The area covers approximately 3,423 square kilometres with a total watershed population (2001) of about 472,000. There are no First Nations in the Upper Thames River Source Protection Area.

The residents of the Upper Thames River Source Protection Area receive their municipal drinking water from Lake Huron or Erie through 2 intakes in other Source Protection Areas. Many of the communities in Perth and Oxford Counties rely on groundwater for municipally supplied drinking water. Although the drinking water for much of the population of the Upper Thames is supplied from municipal drinking water sources, many rural residents rely on water from private wells.

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

1. Source Protection Plan Policies

Significant progress was made in 2019 to implement the policies in the Source Protection Plan. Of the policies that address significant drinking water threats, 78% have being fully implemented, compared to only 27% in 2018. Another 18% of the policies that address significant threats are currently in progress. Further progress was also made to implement the significant non-legally binding policies and the moderate and low threat policies of the SPP, with 80% and 81% of these policies being fully implemented respectively.

2. Municipal Progress: Addressing Risks on the Ground

27 municipalities in the Thames-Sydenham and Region (TSR) have vulnerable areas where significant drinking water threat policies apply. These municipalities are required to ensure that their planning and building decisions conform with the Thames-Sydenham and Region SPP, and must also ensure that their Official Plan conforms with the SPP upon the next Planning Act review.

Half of the municipalities in the TSR that have an official plan (9 of 18) have completed their required Official Plan conformity exercises. Of the remaining 9 municipalities, 7 are in the process of amending their Official Plan, and two have not yet started.

All of the municipalities in our source protection region that are responsible for day-to-day land use planning and building permit decisions, have integrated source protection requirements to ensure that their planning and building decisions conform with the policies in the TSR SPP.

3. Septic Inspections

P : Progressing Well/On Target: Under the Ontario Building Code, any on-site sewage system which has been identified as a significant drinking water threat is required to be inspected once every five years. In the Thames-Sydenham and Region there are eight municipalities which have on-site sewage systems that require mandatory inspection. Of those eight municipalities, five have completed all of the required inspections, while one municipality is still undertaking inspections. Two of the eight municipalities are in the process of decommissioning the drinking water systems where the mandatory inspections are required, and therefore will no longer require inspection.

4. Risk Management Plans

P : Progressing Well/On Target

Across the Thames-Sydenham and Region in 2019, risk management officials and inspectors carried out 181 inspections to investigate activities that could either be prohibited or require a risk management plan. These inspections took place on 147 different properties. These inspections led to the establishment of 2 new risk management plans, and another 13 which are currently in progress. This brings the total number of risk management plans established since the plan took effect to 57.

5. Provincial Progress: Addressing Risks on the Ground

P : Progressing Well/On Target

Ontario ministries are reviewing previously issued provincial approvals (i.e., prescribed instruments, such as environmental compliance approvals under the Environmental Protection Act, including OMAFRA's Actions Taken on Nutrient Management Strategies and NASM plans as well as MNRs Aggregates (Fuel Storage) - Site Plans/Aggregate Licenses) 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 5 years to complete the review and make any necessary changes. The ministries have completed this for 100% of previously issued provincial approvals in our source protection region.

6. Source Protection Awareness and Change in Behaviour

New, provincial standard road signs mark locations where well-used roads cross into zones where municipal drinking water sources are the most vulnerable to contamination. The road signs provide general public awareness about the sensitivity of the area. They will also alert first responders of the need to quickly inform the appropriate authorities so action can be taken to keep contaminants out of the public water treatment and distribution system. A total of 157 Drinking Water Protection Zone signs have been installed on roadways in the Thames-Sydenham Source Protection Region.

Risk Management Officials around the Thames-Sydenham and Region report positive changes in behaviour among property and business owners they are working with. Many people in vulnerable areas want to make good choices to protect source water, and are eager and willing to make small changes to the business, such as changing to environmentally-friendly chemicals, even when they are not required to.

7. Source Protection Plan Policies: Summary of Delays

Incentive programs are not being considered by most organizations in the Thames-Sydenham Region as suggested by Policy 1.04 of the Source Protection Plan. If Provincial funding support were made available to help offset the costs of an incentive programs, more organizations would be open to the consideration of an incentive program. It should be noted that this is a non-legally binding policy in the Source Protection Plan.

Discretionary Septic System Maintenance Inspections programs targeting moderate and low septic system threats have not yet been considered by municipalities in the Thames-Sydenham and Region. Discretionary inspections are recommended in policy 3.01, and as above, it should be noted that this is a non-legally binding policy. At this point in time, municipalities have been focusing on the mandatory septic inspections as required for septic systems that pose a significant threat to drinking water. More consideration will be given to discretionary inspections once the mandatory inspections are complete.

8. Source Water Quality: Monitoring and Actions

Microcystin at the Wheatley and Chatham/South Kent Surface Water Intakes

Harmful algal blooms (HABs) of blue-green algae (cyanobacteria) have been increasing in size and severity in recent years in the western basin of Lake Erie. Annual blooms have resulted in the closure of many Lake Erie beaches, as well as the shut-down of drinking water facilities on Pelee Island, and in Ohio. Microcystin-LR, a neurotoxin, is released when blue-green algae cells break down. All water treatment plants for Lake Erie systems in the Thames-Sydenham and Region have the treatment processes in place to remove microcystin-LR and provide safe drinking water during a bloom event. However, there is concern that some systems could be overwhelmed if HABs continue to increase in severity. The Great Lakes Water Quality Agreement (GLWQA) recognized that phosphorous is the limiting nutrient for cyanobacteria growth and, as such, contributes to the microcystin issue. The Conservation Authorities of the Thames-Sydenham and Region (TSR) are committed to working with senior levels of government and other partners to implement relevant actions to reduce phosphorous in our region. The TSR will also continue to consider all available data for the Wheatley and Chatham/South Kent intakes to determine whether microcystin-LR continues to be an issue for these water treatment plants.

Nitrates at the Wallaceburg Surface Water Intake

In October 2017, the Thames-Sydenham and Region Source Protection Committee (SPC) reviewed nitrate monitoring data collected between 2013 and 2017 for the Wallaceburg issue. The results of the monitoring were inconclusive and did not yield enough information to confirm the issue and delineate an Issue Contributing Area. Water treatment plant staff and managers for the Wallaceburg intake indicated that they no longer had any significant concerns regarding nitrate concentrations at the intake. The Assessment Report and Source Protection Plan will therefore be amended to indicate that nitrates are no longer an issue at the Wallaceburg intake.

Nitrogen at the Woodstock Well System

Nitrate occurs in the Thornton wellfield and Tabor wellfield of the Woodstock Drinking Water System. Nitrate levels are routinely above half of the treated water maximum allowable concentration (MAC) of 10 mg/L. Anthropogenic activities associated with agriculture, residential development and wetlands are known sources of nitrate in groundwater. Nitrates were therefore identified as an issue for both the Thornton and Tabor wellfields. An analysis of the nitrate levels in some of the wells for the Thornton wellfield revealed that nitrate levels may be leveling off or decreasing. Additional monitoring was recommended to determine whether an Issue Contributing Area (ICA) was required and whether nitrate remains an issue at the Thornton wellfield. Levels at the Tabor wellfield were significantly lower than those seen in the Thornton wellfield, but appeared to be trending upwards. The wellfield contains two highly productive wells that are a main supply of water to the system. An ICA was therefore delineated for the Tabor wellfield.

In their 2019 annual monitoring report, Oxford County indicated that there currently was not enough information available to determine changes to the concentration or trend of nitrates in either the Thornton or Tabor wellfields. The County proposes to complete a detailed review of the Thornton nitrate levels, and the effectiveness of current management strategies to determine whether the delineation of an Issue Contributing Area (ICA) is warranted.

9. Science-based Assessment Reports: Work Plans

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

10. More from the Watershed

To learn more about our source protection region, visit our Homepage:
<https://www.sourcewaterprotection.on.ca/>



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

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



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

Provincial Board/Commission	No
Federal Departments/Agencies/Commissions/Crown Corporations	No
Private Entity/Company	No
Association/Organization	No

Comment: All implementing bodies met the February 1st deadline to report on their implementation efforts in 2019. All "NO" responses are because that body is no named as an implementing body in the Thames-Sydenham & Region Source Protection Plan.



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

Report Id	Completed	Question	Category
20	True	Did the Source Protection Authority (i) indicate the status of all threat policies as contained in their source protection plan by using one of the two options outlined in the guidance document (ID 20a) AND (ii) complete the table to indicate which implementing body(ies) have not yet made any progress in policy implementation in reportable ID 20b?	Implementation status of source protection plan policies
Answer:		Yes	

Comment:

Report Id	Completed	Question	Category
30	True	Number of risk management plans agreed to or established within the source protection area/region (for existing and future threats) during the reporting period (i.e., annual total).	Part IV (Sections 57, 58 & Section 59)
Answer:		2	

Comment:

Report Id	Completed	Question	Category
31	True	Number of properties (i.e., parcels) with risk management plans agreed to or established for this reporting period.	Part IV (Sections 57, 58 & Section 59)
Answer:		2	

Comment:



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

Report Id	Completed	Question	Category
32	True	How many existing* significant drinking water threats have been managed through the established risk management plans for this reporting period (* meaning engaged in OR enumerated as existing significant threats)?	Part IV (Sections 57, 58 & Section 59)
Answer:	2		

Comment:

Report Id	Completed	Question	Category
40	True	How many section 59 notices were issued in this reporting period for activities to which neither a prohibition (section 57) nor a risk management plan (section 58) policy applied, as per ss. 59(2)(a) of the Clean Water Act?	Part IV (Sections 57, 58 & Section 59)
Answer:	14		

Comment:

Report Id	Completed	Question	Category
41	True	How many section 59 notices were issued in this reporting period for activities to which a risk management plan (section 58) policy applied, as per ss. 59(2)(b) of the Clean Water Act?	Part IV (Sections 57, 58 & Section 59)
Answer:	1		

Comment:



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

Report Id	Completed	Question	Category
50	True	For the purposes of section 61 of O. Reg. 287/07, how many notices and/or copies of prescribed instruments that state the prescribed instrument conforms with the significant drinking water threat policies in the source protection plan (i.e., statement of conformity confirms the instrument holder is exempt from requiring a risk management plan) did the risk management official receive?	Part IV (Sections 57, 58 & Section 59)
Answer:	5		

Comment:

Report Id	Completed	Question	Category
60	True	State the total number of inspections (including any follow-up site visits) that were carried out for activities (existing or future) that are prohibited under section 57 of the Clean Water Act for this reporting period.	Part IV (Sections 57, 58 & Section 59)
Answer:	39		

Comment:

Report Id	Completed	Question	Category
61	True	How many properties (i.e., parcels) had inspections for the purposes of section 57 for this reporting period?	Part IV (Sections 57, 58 & Section 59)
Answer:	38		

Comment:



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

Report Id	Completed	Question	Category
62	True	Among the inspections conducted for section 57, how many showed that activities were taking place on the landscape even though they were prohibited (i.e., in contravention) under section 57 of the Clean Water Act for this reporting period?	Part IV (Sections 57, 58 & Section 59)
Answer:		0	

Comment:

Report Id	Completed	Question	Category
70	True	How many existing significant drinking water threats have been prohibited as a result of section 57 prohibitions in this reporting period?	Part IV (Sections 57, 58 & Section 59)
Answer:		0	

Comment:

Report Id	Completed	Question	Category
80	True	State the total number of inspections (including any follow-up site visits) that were carried out for activities that require a risk management plan under section 58 of the Clean Water Act for this reporting period.	Part IV (Sections 57, 58 & Section 59)
Answer:		142	

Comment:



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Report Id	Completed	Question	Category
81	True	How many properties (i.e., parcels) had inspections for the purposes of section 58 for this reporting period?	Part IV (Sections 57, 58 & Section 59)
Answer:		108	

Comment:

Report Id	Completed	Question	Category
82	True	Among the inspections conducted for section 58, how many were in contravention with section 58 of the Clean Water Act for this reporting period (i.e., person engaging in a drinking water threat activity without a risk management plan as required by the source protection plan)?	Part IV (Sections 57, 58 & Section 59)
Answer:		0	

Comment:

Report Id	Completed	Question	Category
83	True	Among the inspections for section 58, how many were in non-compliance with the specific contents of the risk management plan for this reporting period? (NOTE: Please only include those inspections that showed non-compliance with measures/conditions to manage the actual threat activity.)	Part IV (Sections 57, 58 & Section 59)
Answer:		0	

Comment:



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Report Id	Completed	Question	Category
84	True	State the total number of notices issued where there were cases of contraventions and/or non-compliance found with section 57 for this reporting period.	Part IV (Sections 57, 58 & Section 59)
Answer:	0		
Comment:			

Report Id	Completed	Question	Category
85	True	State the total number of notices issued where there were cases of contraventions and/or non-compliance found with section 58 for this reporting period.	Part IV (Sections 57, 58 & Section 59)
Answer:	0		
Comment:			

Report Id	Completed	Question	Category
86	True	State the total number of orders issued for contraventions and/or non-compliance found with section 57 for this reporting period.	Part IV (Sections 57, 58 & Section 59)
Answer:	0		
Comment:			



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SPR - Thames, Sydenham and Region

Report Id	Completed	Question	Category
87	True	State the total number of orders issued for contraventions and/or non-compliance found with section 58 for this reporting period.	Part IV (Sections 57, 58 & Section 59)
Answer:	0		
Comment:			



Source Water Protection Annual Report

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SPR - Thames, Sydenham and Region

Report Id	Completed	Question	
230	True	Indicate the methods by which education and outreach policies have been/are being implemented in the source protection region/area for the reporting period by all the relevant implementing bodies from the checklist below. Choose all that apply.	
		Response	Answer
		use of educational materials for general public (e.g., "Source Water Protection - 2018 resources" on Conservation Ontario's website)	Yes
		use of educational materials for target audiences including developers, builders, landowners, farmers, etc. (e.g., "Source Water Protection - 2018 resources" on Conservation Ontario's website)	Yes
		workshops	Yes
		site visits	Yes
		source protection content for websites	Yes
		educational videos (e.g., Drinking Water Source Protection video available Conservation Ontario)	Yes
		podcasts	No
		collaboration with other bodies (e.g., ministries, local organizations, etc.)	Yes
		social media promotion (e.g., use of Facebook, Twitter, Instagram, etc.)	Yes
		media advertising (e.g., print media, radio, television) in news media and/or industry/stakeholder specific publications	Yes
		integration with other outreach programs or campaigns (e.g., Community Environment Days, etc.)	Yes
		articles in publications	No
		information kiosks at events/festivals	Yes
		methods for implementing Education and Outreach not yet determined	Yes
Comment:			



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

Report Id	Completed	Question									
240	True	State the number of source water protection signs installed on provincial highways in the source protection region/area for this reporting period.									
		<table border="1"> <thead> <tr> <th>Agency</th> <th>Current Year</th> <th>Cumulative Count</th> </tr> </thead> <tbody> <tr> <td>MECP</td> <td>0</td> <td>6</td> </tr> <tr> <td>Provincial Total</td> <td>0</td> <td>6</td> </tr> </tbody> </table>	Agency	Current Year	Cumulative Count	MECP	0	6	Provincial Total	0	6
Agency	Current Year	Cumulative Count									
MECP	0	6									
Provincial Total	0	6									
Comment:											

Report Id	Completed	Question	Category
241	True	State the number of source water protection signs installed on municipal roads in the source protection region/area for this reporting period.	Signage
Answer:	14		
Comment:			

Report Id	Completed	Question	Category
242	True	State the number of source water protection signs installed at other locations (if applicable) in the source protection region/area for this reporting period.	Signage
Answer:	0		
Comment:			



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

Report Id	Completed	Question	Category
260	True	How many on-site sewage systems in the source protection area require inspections in accordance with the Ontario Building Code (i.e., once every five years)?	Sewage System Inspections
Answer:	249		

Comment:

Report Id	Completed	Question	Category
261	True	Of those requiring inspections, how many on-site sewage systems (identified as significant drinking water threats) were inspected for this reporting period?	Sewage System Inspections
Answer:	2		

Comment:



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SPR - Thames, Sydenham and Region

Report Id	Completed	Question	
262	True	If not all required on-site sewage systems were inspected, please indicate why they were not all inspected from among the options below:	
		Response	Answer
		on-site sewage system(s) is newly constructed and therefore not captured in the first round of inspections	Yes
		landowner refused entry, compliance order being sought	Yes
		municipality has not yet initiated inspection program	Yes
		other. Please specify in the comment box below.	Yes
<p>Comment: Inspections in some municipalities were all completed in previous years, and the next round of inspections has not yet begun.</p>			



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

Report Id	Completed	Question	Category
263	True	How many of the on-site sewage systems inspected required minor maintenance work (e.g., pump out, etc.)?	Sewage System Inspections
Answer:	0		

Comment:

Report Id	Completed	Question	Category
264	True	How many of the on-site sewage systems inspected required major maintenance work (e.g., tank replacement, etc.)?	Sewage System Inspections
Answer:	1		

Comment:

Report Id	Completed	Question	Category
280	True	How many notices about transport pathways (meaning a condition of land resulting from human activity (e.g., pits and quarries, improperly abandoned wells, geothermal system, etc.) that increases the vulnerability of a raw water supply of a drinking water system) did the source protection authority receive from municipalities in this reporting period (as per O. Reg. 287/07, ss. 27(3))?	Transport pathways
Answer:	1		

Comment:



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

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



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

Report Id	Completed	Question	
300	True	[OPTIONAL]: If and where there are successful examples for each of the following initiatives in the source protection region/area (including from local municipalities, residents and businesses) that the authority wishes to highlight, then please indicate in the Comments field below. In your comments, please include details for each of the selected topics. Please limit the descriptions provided (e.g., one example for each topic or more could be included when the source protection authority feels they are exceptional/quite successful).	
Response			Answer
Education and Outreach (in description include details, if available, on type and percentage of target population reached, outcome(s) achieved, etc.)			Yes
Incentives (in description include details, if available, on outcome(s) achieved, how widely available was the incentive, etc.)			No
Stewardship Programs			No
Best Management Practices			Yes
Pilot Programs			No
Research			Yes
Specify Action (e.g., road salt management, municipal by-laws, legislative or regulatory amendments, mapping, review of fuel codes, new airport facility design standards to manage runoff of chemicals from de-icing of aircraft, instrumentation, etc.)			No
Climate Change (e.g., data collection)			Yes
Spill prevention/spill contingency/emergency response plan updates			Yes
Transport pathways			Yes
Water quantity			No
Great Lakes			Yes
Other policies (i.e., strategic action, etc.)			No



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

Comment: Best Management Practices (Oxford County): When Risk Management staff are conducting inspections for DNAPL threats, very few DNAPLs are actually being found. However, most property/business owners are very interested in learning about basic BMPs around chemical storage and handling and spill response plans even without requiring a formal RMP.

Climate Change, Research and Great Lakes (Chatham-Kent): The Adapting to the Future Storm and Ice Regime in the Great Lakes, Chatham-Kent Lake Erie Shoreline Study proposal was accepted for funding by Natural Resources Canada in 2018. Specifically, the study is being produced through Canada's Climate Change Adaptation Platform, with support from Natural Resources Canada. It is supported by a very large collaboration with matching funds and in-kind support from: • Municipality of Chatham-Kent • Lower Thames Valley Conservation Authority • Province of Ontario • Federal Government • International Joint Commission This type of work has never been completed before in the Great Lakes. As one of four Case Studies of the overall study, experts in shoreline hazards, meteorology, climate change, coastal engineering design, and adaptation planning are undertaking a detailed study for the Lake Erie shoreline from Wheatley to Clear Creek (the Lake Erie municipal boundary of Chatham-Kent). The technical work is being undertaken by Zuzek Inc. and other partners. Phase I is investigating the magnitude and intensity of historical storms on Lake Erie, such as the recent April 14 to 16, 2018 ice storm that extensively damaged infrastructure along the shoreline. The study will also assess the effects of climate change on future ice conditions, as less ice cover increases the exposure of the shoreline to damaging storms in the winter. Estimated changes in the duration, intensity, and magnitude of future storms that cause flooding and erosion along the Lake Erie shoreline will also be provided. This work will be completed by March 2019. Using existing knowledge of natural hazards and projected effects of climate change, the study will develop information to reduce coastal risks, increase the resilience of the shoreline, and protect natural assets such as beaches and coastal wetlands. Both short- and long-term solutions will be co-developed with stakeholders during the study. The final report to be presented to Council in March 2020. Climate Change Action Plan (mitigation/adaptation) initiated in 2020. To be completed in June 2021.

Education and Outreach (Leamington): Discussions with greenhouse developers regarding source protection planning is taking place during the preliminary site plan review/approval process.

Education and Outreach (St. Marys): Completed a E/O program along with the Doors-Open Event at a water facility. Approximately 300 people attended throughout the day that was coordinated with water operators, conservation authority staff and municipal staff.

Spill Prevention/Spill Contingency/Emergency Response Plan Updates (Sarnia): The City of Sarnia developed a Sarnia Emergency Management "Guideline for communication & response for spills that could impact municipal drinking water sources" in 2017 and a special training exercise was held for the City's emergency response Primary Control Group in December 2017.

Transport Pathways (Sarnia): In 2018, a workshop was held and the Source Protection Authority provided guidance materials for Transport Pathways.



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Report Id Completed Question

305 True Complete the table below with the count data for each significant drinking water threat activity/local threat activity/condition being engaged in (i.e., enumerated as 'existing' significant threats) at the time of source protection plan approval or approval of amendments that include new / changing protection zones. *NOTE: SPAs are strongly encouraged to refer to the Guidance document for additional details and instructions on completing this table.

ThreatId	Threat	A	B	C	D
1	The establishment, operation or maintenance of a waste disposal site within the meaning of Part V of the Environmental Protection Act.	35	1	19	9
2	The establishment, operation or maintenance of a system that collects, stores, transmits, treats or disposes of sewage.	269	0	42	108
3	The application of agricultural source material to land.	87	0	11	39
4	The storage of agricultural source material.	12	4	3	10
5	The management of agricultural source material.	0	0	0	0
6	The application of non-agricultural source material to land.	34	0	10	5
7	The handling and storage of non-agricultural source material.	0	0	0	0
8	The application of commercial fertilizer to land.	57	5	4	18
9	The handling and storage of commercial fertilizer.	22	3	12	7
10	The application of pesticide to land.	60	0	17	11
11	The handling and storage of pesticide.	19	0	11	1
12	The application of road salt.	0	0	0	0
13	The handling and storage of road salt.	0	0	0	0
14	The storage of snow.	0	0	0	0



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

15	The handling and storage of fuel.	93	6	77	16
16	The handling and storage of a dense non-aqueous phase liquid.	257	51	169	88
17	The handling and storage of an organic solvent.	35	4	20	14
18	The management of runoff that contains chemicals used in the de-icing of aircraft.	0	0	0	0
19	Water taking from an aquifer without returning the water to the same aquifer or surface water body	0	0	0	0
20	Reducing recharge of an aquifer	0	0	0	0
21	The use of land as livestock grazing or pasturing land, an outdoor confinement area or a farm-animal yard. O. Reg. 385/08, s. 3.	29	0	14	4
22	The establishment and operation of a liquid hydrocarbon pipeline	0	0	0	0
1000	Water conditioning salts from water softeners	0	0	0	0
1001	Transportation of specified substances along corridors	0	0	0	0
1002	Spill of Tritium from Nuclear Generating Station	0	0	0	0
1003	Handling storage of fuel	0	0	0	0
1004	Transportation, storage and handling of diesel/gasoline	0	0	0	0
1005	Transportation of Agricultural and Non-Agricultural Source Materials	0	0	0	0
1006	International Shipping Channel within IPZ2	0	0	0	0
1007	Transportation of hazardous substances along transportation corridors	0	0	0	0
1008	Transportation or Storage and Handling of Fuel in an Event Based Area	46	5	27	4
1009	Waterfowl	0	0	0	0
1010	Local condition	0	0	0	0



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Report Id	Completed	Question	Category
321	True	If applicable to the assessment report in your source protection region/area, provide a summary of steps taken to further assess or implement the plans of work described in technical rule 50.1: GUDI for WHPA-E or F not included in your original assessment report(s).	Assessment report information gaps
Answer:		N/A	

Comment:

Report Id	Completed	Question	Category
322	True	If applicable to the assessment report in your source protection region/area, provide a summary of steps taken to further assess or implement the plans of work described in technical rule 116: Issue Contributing Area not included in your original assessment report(s).	Assessment report information gaps
Answer:		N/A	

Comment:

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

Comment:



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

Report Id	Completed	Question	Category
340	True	What positive outcomes (e.g., less water consumption, changes in behaviour, reduction in phosphorus and nitrogen concentrations, less chloride from road salt, reduction in algal blooms, human health protected, etc.), if any, have potentially resulted from the implementation of source protection plan policies? Please describe the outcomes below.	Source protection outcomes
Answer:		Here are some comments from our municipalities: - Increase in general public awareness and public sector awareness. - Incorporation of source water protection into public works procedures and protocols	
Comment:			



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

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



Source Water Protection Annual Report 2019 - Supplemental Form SPR - Thames, Sydenham and Region

Report Id	Completed	Question	Category
351	True	Please provide comments to explain how the Source Protection Committee arrived at its opinion. Include a summary of any discussions that might have been had amongst the Source Protection Committee members, especially where no consensus was reached.	Achievement of source protection plan objectives
Answer:		Overall, significant progress in the Thames-Sydenham and Region has been made since the Source Protection Plan came into effect. During the last four years of plan implementation, 100% of the policies in the plan that address significant drinking water threats have been implemented or are in progress. In 2019, many of our member municipalities reported success stories stemming from the implementation of source protection plan policies. These included voluntary best management practices being undertaken by business and property owners; a doors open event at a drinking water system that attracted over 300 attendees; and the development of a special training exercise for municipal emergency response staff which incorporated source protection information. Local Risk Management Officials in the Thames-Sydenham and Region have successfully managed 116 significant drinking water threats through the negotiation and establishment of 57 risk management plans in municipalities across the Source Protection Region since the Plan took effect. For the reasons outlined above, the Source Protection Committee feels confident in their assessment that implementation of the Source Protection Plans is progressing well/on target.	
Comment:			



Source Water Protection Annual Report 2019 - Policy Implementation Status Summary SPR - Thames, Sydenham and Region

Implementation Status - Significant Legally Binding Policies

Implementation Status Category	Count of Plan Policies	Percent of Plan Policies
Implemented	321	78 %
In progress/some progress made	72	18 %
No response required/not applicable	16	4 %
TOTAL	409	100 %



Source Water Protection Annual Report 2019 - Policy Implementation Status Summary SPR - Thames, Sydenham and Region

Implementation Status - Significant Non Legally Binding Policies

Implementation Status Category	Count of Plan Policies	Percent of Plan Policies
Implemented	55	80 %
In progress/some progress made	3	4 %
No response required/not applicable	11	16 %
TOTAL	<hr/> 69	<hr/> 100 %



Source Water Protection Annual Report 2019 - Policy Implementation Status Summary SPR - Thames, Sydenham and Region

Implementation Status - Moderate/Low Policies

Implementation Status Category	Count of Plan Policies	Percent of Plan Policies
Implemented	110	81 %
In progress/some progress made	26	19 %
TOTAL	<hr/> 136	<hr/> 100 %



Source Water Protection Annual Report 2019 - Policy Implementation Status Summary SPR - Thames, Sydenham and Region

Implementation Status – Non-threat specific policies

Implementation Status Category

Implemented
 In progress/some progress made
 No response required/not applicable
TOTAL

Count of Plan Policies	Percent of Plan Policies
40	67 %
18	30 %
2	3 %
<hr/> 60	<hr/> 100 %