



**First Regular Lakehead Source Protection Authority Meeting**  
 Lakehead Region Conservation Authority  
 130 Conservation Road/Microsoft Teams  
 Apr 24, 2024 5:30 PM - 6:00 PM EDT

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**1. ADOPTION OF AGENDA**

THAT: the Agenda is adopted.

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THAT: the Minutes of the Lakehead Source Protection Authority First Regular Meeting held on Thursday, April 20, 2023, are adopted as published.

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**4. SOURCE PROTECTION IMPLEMENTATION**

**4.1. Ninth Annual Lakehead Source Protection Plan Report.....5**

THAT: the Lakehead Source Protection Plan Annual Report, the MECP Lakehead Source Protection Annual Progress Report, the MECP Source Protection 2023 Supplemental Form, the 2023 Policy Implementation Status for the reporting period of January 1, 2023 to December 31, 2023 are adopted AND FURTHER THAT the MECP Lakehead Source Protection Annual Progress Report, the MECP Source Protection 2023 Supplemental Form and the 2023 Policy Implementation Status are submitted to the MECP Director AND FURTHER THAT the reports are posted to the Source Protection Website.

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**4.2. Source Protection Committee Procedural Manual.....78**

THAT: the Drinking Water Source Protection Lakehead Source Protection Committee Procedural Manual, Version 3.0 is adopted AND FURTHER THAT the Drinking Water Source Protection Lakehead Source Protection Committee Procedural Manual, Version 3.0 is distributed to the Source Protection Committee Members.

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**6. NEXT MEETING**

April 2025 (exact date and time to be determined).

**7. ADJOURNMENT**

THAT: the time being \_\_\_\_\_p.m. AND FURTHER THAT there being no further business we adjourn.



Minutes of the First Regular Meeting of the Lakehead Source Protection Authority (SPA) held on Thursday, April 20, 2023, at the Lakehead Region Conservation Authority and via Microsoft Teams. The Chair called the Meeting to order at 5:52 p.m.

**Present:** Donna Blunt, Chair  
Albert Aiello  
Grant Arnold  
Robert Beatty (Virtual)  
Rudy Buitenhuis  
Dan Calvert  
Trevor Giertuga (Virtual)  
Sheelagh Hendrick  
Brian Kurikka  
Jim Vezina (Virtual)

**Regrets:** Greg Johnsen

**Also**

**Present:** Tammy Cook, Chief Administrative Officer  
Melissa Hughson, Watershed Manager  
Ryan Mackett, Communications Manager  
Melanie O'Riley, Administrative Clerk/Receptionist, Recorder of Minutes

**1. ADOPTION OF AGENDA**

Resolution #1/23

Moved by Brian Kurikka, Seconded by Rudy Buitenhuis

***"THAT: the Agenda is adopted." CARRIED.***

**2. DISCLOSURE OF INTEREST**

None.

### **3. MINUTES OF PREVIOUS MEETING**

Resolution #2/23

Moved by Grant Arnold, Seconded by Brian Kurikka

*“THAT: the Minutes of the Lakehead Source Protection Authority Second Regular Meeting held on Wednesday, May 25, 2022, are adopted as published.” CARRIED.*

### **4. SOURCE PROTECTION IMPLEMENTATION**

#### **4.1 Source Protection Annual Reporting**

Members reviewed and discussed the Eighth Lakehead Source Protection Plan Annual Report, the MECP Lakehead Source Protection Annual Progress Report, the MECP Source Protection 2022 Supplemental Form, and the 2022 Policy Implementation Status for the reporting period of January 1, 2022, to December 31, 2022.

It was noted that the Source Protection Committee was provided a draft copy of the documents at their April 6, 2023, Source Protection Committee Meeting and their comments were incorporated into the final report.

Resolution #3/23

Moved by Grant Arnold, Seconded by Rudy Buitenhuis

*“THAT: the Lakehead Source Protection Plan Annual Report, the MECP Lakehead Source Protection Annual Progress Report, the MECP Source Protection 2022 Supplemental Form, and 2022 Policy Implementation Status for the reporting period of January 1, 2022 to December 31, 2022 are adopted **AND FURTHER THAT** the MECP Lakehead Source Protection Annual Progress Report and the MECP Source Protection 2022 Supplemental Form and 2022 Policy Implementation Status are submitted to the MECP Director **AND FURTHER THAT** the reports are posted to the Source Protection Website.” CARRIED.*

#### **4.2 Section 36 Workplan**

Members reviewed and discussed the Lakehead Source Protection Area Section 36 Workplan.

Resolution #4/23

Moved by Dan Calvert, Seconded by Albert Aiello

*“THAT: the Lakehead Source Protection Area Section 36 Workplan is adopted **AND FURTHER THAT** a copy will be submitted to the Director of the Ministry of the Environment, Conservation and Parks (MECP) before May 7, 2023.” CARRIED.*

### **5. NEW BUSINESS**

None.

6. NEXT MEETING

April 2024

7. ADJOURNMENT

Resolution #5/23

Moved by Albert Aiello, Seconded by Dan Calvert

***“THAT: the time being 5:55 p.m. AND FURTHER THAT there being no further business THAT we adjourn.” CARRIED.***

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Chair

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Chief Administrative Officer



<b>PROGRAM AREA</b>	SOURCE WATER PROTECTION	<b>REPORT NO.</b>	SWP-01-2024
<b>DATE PREPARED</b>	April 8, 2024	<b>FILE NO.</b>	
<b>MEETING DATE</b>	April 24, 2024		
<b>SUBJECT</b>	9 <sup>th</sup> Annual Lakehead Source Protection Plan Report		

**RECOMMENDATION**

Suggested Resolution

*“THAT: the Lakehead Source Protection Plan Annual Report, the MECP Lakehead Source Protection Annual Progress Report, the MECP Source Protection 2023 Supplemental Form, and 2023 Policy Implementation Status for the reporting period of January 1, 2023 to December 31, 2023 are adopted **AND FURTHER THAT** the MECP Lakehead Source Protection Annual Progress Report and the MECP Source Protection 2023 Supplemental Form and 2023 Policy Implementation Status are submitted to the MECP Director **AND FURTHER THAT** the reports are posted to the Source Protection Website.”*

**LINK TO STRATEGIC PLAN (2023-2027)**

Conserve and Sustain

- *Collaborate and partner with agencies and community organizations to take action in the protection of natural habitats and ecosystems, share decision-making, and address emerging issues that impact the health and sustainability of the Lakehead watershed.*

**EXECUTIVE SUMMARY**

As a requirement under the *Clean Water Act, 2006*, Source Protection Authorities (SPAs) are required to provide an annual progress report to the Director of the Ministry of the Environment, Conservation and Parks (MECP) by May 1<sup>st</sup> of every given reporting year.

The ninth annual progress report has been completed for the period of January 1, 2023 to December 31, 2023 for the Lakehead Source Protection Area and is being presented to the SPA for approval prior to submission to the MECP. The report concludes that all policies within the Source Protection Plan have been implemented by the respective implementing bodies during the reporting period.

**DISCUSSION**

As a requirement under the *Clean Water Act, 2006*, Source Protection Authorities (SPAs) are required to provide an annual progress report to the Director of the Ministry of the Environment, Conservation and Parks (MECP) by May 1<sup>st</sup> of every given reporting year. The report must also

be provided to the Source Protection Committee (SPC) at least 30 days prior to submitting to the Director and be provided to the public as soon as reasonably possible after submission to the Director. This report represents the ninth annual progress report prepared by the Lakehead SPA, covering the period of January 1, 2023, to December 31, 2023.

As required, annual reporting was received from the implementing bodies, (Municipality of Oliver Paipoonge and the Thunder Bay District Health Unit (TBDHU)) by the deadline (February 1, 2024) (Attachments 1 and 2).

Actions completed by the Municipality of Oliver Paipoonge over the reporting period included: completion of the annual report to the SPA. There were no Official Plan and Zoning By-law amendment applications within WHPA-A in 2023.

Future policy actions required by the Municipality of Oliver Paipoonge include: continuing to circulate all Official Plan and Zoning by-law *Planning Act* applications within WHPA-A to the SPA; continuing to prohibit prohibited land uses in WHPA-A; continue to locate salt and snow storage outside of WHPA-A; continue to minimize salt application in WHPA-A; continue to have the fact sheets related to DNAPLs and plane de-icer available for distribution; and prepare and submit annual reports to the SPA by February 1<sup>st</sup> of every reporting year.

Actions completed by the TBDHU over the reporting period included: completion of the annual report to the SPA. The initial required septic system inspections were completed by the Thunder Bay District Health Unit as of November 2016 and were reinspected as required (i.e., within 5 years) in 2019, 2020 and 2021.

Future policy actions required by the TBDHU include: re-inspect all septic systems within WHPA-A every five years, with the next re-inspection cycle starting in 2024, and prepare and submit annual reports to the SPA by February 1<sup>st</sup> of every reporting year.

Actions completed by the City of Thunder Bay over the reporting period included placing three buoys marking the anchorage boundary in proximity to the intake during the ice-free period.

Future policy actions recommended to be completed by the City of Thunder Bay include: annually place three buoys marking the anchorage boundary in proximity of the intake; provide the SPA copies of any updates to the Spill Prevention and Contingency Plan and a summary of any actions taken to protect the Bare Point Intakes, as well as providing updates to the Standard Operating Procedure related to monitoring and reporting of blue-green algae blooms.

For the reporting period of January 1, 2023 to December 31, 2023, all policies as outlined in the Lakehead Source Protection Plan have been implemented by the respective implementing bodies, or are in the process of being implemented as required.

Attachment #3 is the ninth annual progress report in the format developed by LRCA staff, which will be made available to the public on the source protection website as it provides a more comprehensive summary of the program. Attachment #4 is the Source Protection 2023

Supplemental Form (MECP template) and Attachment #5 is the 2023 Policy Implementation Status Report (MECP template).

### **FINANCIAL IMPLICATIONS**

Staff time required and any costs associated to complete annual reporting deliverables falls within the current funding agreement with MECP. The current funding agreement expired March 31, 2024. The next funding agreement will be over three years from April 1, 2024 to March 31, 2027; the agreement is currently in negotiations with MECP at the time of writing. Future budget requests will consider future required funding.

### **CONCLUSION**

The Ninth Annual Lakehead Source Protection Plan reporting is complete and will be submitted to the MECP after SPA approval.

### **BACKGROUND**

The Lakehead Source Protection Plan is the culmination of the Lakehead SPC's efforts to draft policies to ensure that significant threats to Municipal Drinking Water Sources in the Lakehead Source Protection Area cease to be or never become significant drinking water threats. The Lakehead Source Protection Plan applies to the two Municipal Drinking Water Sources located within the Lakehead Source Protection Area that include: Bare Point Water Treatment facility providing drinking water to the City of Thunder Bay and the Rosslyn Village Drinking Water Facility, which provides drinking water to 32 homes within Rosslyn Village.

The Plan contained six legally binding policies that applied to two implementing bodies: Municipality of Oliver Paipoonge and the Thunder Bay District Health Unit. Two non-legally binding policies were included in the Plan that applied to the City of Thunder Bay, which were considered "best management practices" and are not mandatory but recommended.

To monitor the progress of the policies in the Plan, the implementing bodies are required to provide annual reports to the SPA by February 1<sup>st</sup> of every reporting year, summarizing the activities of the previous year.

### **REFERENCE MATERIAL ATTACHED**

Attachment 1 – Municipality of Oliver Paipoonge Annual Reporting 2023

Attachment 2 – TBDHU Annual Source Protection Report 2023

Attachment 3 – Lakehead Source Protection Plan Annual Report, Reporting January 1, 2023 to December 31, 2023

Attachment 4 – Source Protection 2023 Supplemental Form

Attachment 5 – 2023 Policy Implementation Status

**PREPARED BY:**

Melissa Hughson, Watershed Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: April 18, 2024</p>
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**Lakehead Source Protection Plan**  
**Annual Report to the Lakehead Source Protection Authority**  
**Implementing Body: Municipality of Oliver Paipoonge**  
 4569 Oliver Road, Murillo, ON, P0T 2G0  
 Phone: (807) 935-2613

<b>Section 1 – General Information (Annual Report due by February 1 of each calendar year)</b>	
<b>Reporting Body Information:</b>	
<b>Reporting Year:</b>	January 1, 2023 to December 31, 2023
<b>Date of Report:</b>	January 12, 2024
<b>Report Completed By:</b>	Wayne Hanchard

<b>Section 2 - Policies</b>	
<b>Policy Number:</b>	<b>Policy Details:</b>
<b>RV.1.CW-PA</b>	<b>Prohibits the following future significant threats: establishing a waste disposal site, sewage treatment facilities (not including those under 10,000 litres a day), storage of organic solvents, storage of fuel, the storage of pure dense non-aqueous liquids (DNAPLs) and agricultural uses.</b>
<b>Policy Number:</b>	<b>Policy Details:</b>
<b>RV.2.M-PA</b>	<b>This Policy monitors the steps taken to implement the above Policy (RV.1.CW-PA)</b>
<b>Steps taken to implement Policy (RV.1.CW-PA)</b>	
<b>The following land uses are prohibited in WHPA-A:</b>	<b>Were any of the land uses permitted during the reporting period?</b>
Application of hauled sewage to land.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Mine tailings stored in a pit or in impoundment structures.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Land farming of petroleum refining waste.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Landfilling of hazardous waste.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Landfilling of municipal waste.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Land disposal of commercial or industrial waste.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Land disposal of liquid industrial waste.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Storage of PCBs.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
A waste disposal site that is not approved to accept hazardous waste or liquid industrial waste but accepts small volumes that are exempt from O. Reg. 347.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Lakehead Source Protection Plan Annual Report – Oliver Paipooonge

The following land uses are prohibited in WHPA-A:	Were any of the land uses permitted during the reporting period?
Sewage treatment facilities, not including septic systems under 10,000 litres per day.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Non-residential uses where organic solvents occur, including but not limited to dry cleaning operations, vehicle service centres, paint and hardware stores, retail or wholesale pharmaceutical storage and distribution centres.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Uses where fuel is stored including but not limited to, non-residential fuel storage, retail fuel outlets, uses where backup generators are required (with the exception of the backup generator used at the Rosslyn Village Water Treatment Plant), industrial operations and any other uses involving the bulk handling and storage of fuel.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Uses which include the storage of DNAPLs except for incidental volumes for personal domestic use.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Future Agricultural uses.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p><b>The Official Plan and Zoning By-Law shall be brought into conformity with provisions 1 to 6 in the above noted policy (i.e.: prohibited uses listed above) in accordance with Section 26 of the Planning Act.</b></p>	
<p><b>Outline all amendments to the Official Plan and Zoning By-Law that were undertaken to achieve conformity (i.e.: prohibit uses in WHPA-A).</b></p>	
<p>None.</p>	

Lakehead Source Protection Plan Annual Report – Oliver Paipoonge

<b>Policy Number:</b> RV.3.CW-SP	<b>Policy Details:</b> 1. To address the handling and storage of road salt (existing and future) and storage of snow (existing and future) the Municipality of Oliver Paipoonge shall prepare a Salt Management Plan to address the sensitivity of the Rosslyn Village WHPA-A within one year of the Source Protection Plan taking effect [by Sept. 30, 2014]. Specific actions that should be included in the plan to address the risk of road salt effects on source water include:  a) Locating salt and snow storage areas outside of the WHPA-A. b) Minimizing application of road salt within WHPA-A.  2. Copies of any Official Plan and Zoning By-law amendment applications in WHPA-A shall also be provided by the Municipality of Oliver Paipoonge to the Lakehead Source Protection Authority once they have been received for review and comment and shall provide copies of these amendments once they have been adopted. This procedure must be established within one year of the Source Protection Plan taking effect [by Sept. 30, 2014].
<b>Policy Number:</b> RV.4.M.SP	<b>Policy Details:</b> This Policy monitors the steps taken to implement the above Policy (RV.3.CW-SP).
<b>Steps taken to implement Policy (RV.3.CW-SP)</b>	
Describe the steps taken to determine the extent to which the specified action has achieved its objectives and any information on the results of those steps:	
Oliver Paipoonge must prepare a Salt Management Plan once it has been adopted (by September 30, 2014).	
Date of completed Salt Management Plan:	September 22, 2014
Date Salt Management Plan was adopted by Council:	October 15, 2014
<input type="checkbox"/> A copy of Oliver Paipoonge's current Salt Management Plan is attached.	

Lakehead Source Protection Plan Annual Report – Oliver Paipoonge

Are any salt or snow storage areas located in WHPA-A? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, provide location and description of quantity of salt and/or snow stored:
Is road salt applied within WHPA-A? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, provide details of application (i.e.: material, spread, frequency of applications, etc.):
Has a procedure been established to provide the SPA all zoning by-law amendments in WHPA-A? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide outline of procedure: All planning application are circulated to the LRCA for comment and any applications within the WHPA-A areas are highlighted.
<input type="checkbox"/> Copies of Official Plan and Zoning By-Law amendment applications in WHPA-A are attached.
Please list the attached items related to this policy ( <i>if applicable</i> ): No applications were completed in WHPA-A in 2023

<b>Policy Number:</b>	<b>Policy Details:</b>
RV.5.CW-EO	<p>1. The Municipality of Oliver Paipoonge shall develop an education program regarding the potential harmful effects of plane de-icer within the WHPA-A. This material will be required in the event of an airport being proposed.</p> <p>2. To address all agricultural related drinking water threats (existing and future – Agricultural Source Material, Non-Agricultural Source Material, commercial fertilizer, pesticide and livestock grazing or pasturing of land, an outdoor confinement area or farm animal yard) the Municipality of Oliver Paipoonge shall develop an education and awareness program to advise the landowner in WHPA-A whose property currently contains existing agricultural threats. The Municipality shall prepare a package that will include information for best management practices and to raise awareness of and reduce drinking water threats. This information shall be developed and distributed within 2 years of the Source Protection Plan taking effect [by Sept. 30, 2015].</p> <p>3. The Municipality shall prepare a package that will include information for best management practices and to raise awareness of and reduce drinking water threats related to the harmful effects of DNAPLs impacting groundwater resources.</p>
<b>Policy Number:</b>	<b>Policy Details:</b>
RV.6.M-EO	This Policy monitors the steps taken to implement the above Policy (RV.5.CW-EO)
<b>Have the following education/outreach materials been produced?</b>	<b>If produced, how many copies have been distributed to residents/or number of people reached?</b>
Plane de-icer educational material. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Agricultural drinking water threats educational material (must be prepared and distributed by September 30, 2015). <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
DNAPL educational material. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Lakehead Source Protection Plan Annual Report – Oliver Paipoonge

<input type="checkbox"/> Copies of Oliver Paipoonge's plane de-icer educational material is attached.
<input type="checkbox"/> Copies of Oliver Paipoonge's agricultural drinking water threats educational material is attached.
<input type="checkbox"/> Copies of Oliver Paipoonge's DNAPL educational material is attached.
Items are not attached because ( <i>if applicable</i> ):
Please list all additional items that are attached related to this policy ( <i>if applicable</i> ):

This report has been reviewed and certified by the Municipality of Oliver Paipoonge CAO:

Name (print): Wayne Hanchard
Signature: <i>Wayne Hanchard</i>
Title: CAO/Clerk/Deputy Treasurer

*For internal use only:*

Date received by LRCA staff:
Date accepted by Lakehead SPA:
Date forwarded to MOE:

**Revision Date: January 6, 2020**



**Lakehead Source Protection Plan**  
**Annual Report to the Lakehead Source Protection Authority**  
**Implementing Body: Thunder Bay District Health Unit**  
 999 Balmoral St, Thunder Bay, ON P7B 6E7  
 Phone: (807) 625-5900

<b>Section 1 – General Information (Annual Report due by February 1 of each calendar year)</b>	
<b>Reporting Body Information:</b>	
<b>Reporting Year:</b>	2023
<b>Date of Report:</b>	January 29, 2024
<b>Report Completed By:</b>	Bill Pottruff

<b>Section 2 - Policies</b>				
<b>Policy Number:</b>		<b>Policy Details:</b>		
RV.3.CW-SP		All existing and future septic systems within WHPA-A must be inspected by June 20, 2016, and every 5 years thereafter		
<b>Property ID #</b>	<b>Address in WHPA-A:</b>	<b>Inspected during reporting year:</b>	<b>Date of Inspection (if applicable):</b>	<b>Date of Last Inspection:</b>
1	1 Alder Lane*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date December 3, 2014	December 20, 2019
2	2 Alder Lane	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date July 19, 2016	December 23, 2021
3	3 Alder Lane*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date July 19, 2016	December 23, 2021
4	9 Alder Lane	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date July 19, 2016	December 23, 2021
5	13 Alder Lane	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date December 3, 2014	December 20, 2019
6	114 Maple St.*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date July 19, 2016	December 23, 2021
7	117 Maple St.*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date July 19, 2016	December 23, 2021

Lakehead Source Protection Plan Annual Report - TBDHU

8	118 Maple St.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Initial Inspection July 19, 2016	December 23, 2021
9	121 Maple St.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Initial Inspection July 19, 2016	December 23, 2021
10	122 Maple St.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date October 6, 2014	December 20, 2019
11	127 Maple St.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date July 19, 2016	December 23, 2021
12	128 Maple St.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date October 6, 2014	December 20, 2019
13	129 Maple St.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date July 19, 2016	December 23, 2021
14	130 Maple St.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date October 6, 2014	December 20, 2019
15	133 Maple St.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date July 19, 2016	December 23, 2021
16	134 Maple St.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date October 6, 2014	December 20, 2019
17	135 Maple St.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date July 19, 2016	December 23, 2021
18	138 Maple St.*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Initial Inspection Date October 6, 2014	January 12, 2024
19	139 Maple St.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date July 19, 2016	December 23, 2021
20	3460 Rosslyn Rd.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Initial Inspection Date November 6, 2015	January 11, 2024
21	3466 Rosslyn Rd.*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date November 6, 2015	December 22, 2020



22	3470 Rosslyn Rd.*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date November 6, 2015	December 22, 2020
23	3476 Rosslyn Rd.*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date November 6, 2015	December 22, 2020
24	3480 Rosslyn Rd.*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Initial Inspection Date November 6, 2015	January 18, 2024
25	3482 Rosslyn Rd.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Initial Inspection Date November 6, 2015	December 22, 2020

\*These residences received new septic systems in 2011-2012 under ODWSP funding program

<b>Policy Number:</b>	<b>Policy Details:</b>
RV.4.M.SP	This Policy monitors the steps taken to implement the above Policy (RV.3.CW-SP)
<b>Steps taken to implement Policy (RV.3.CW-SP)</b>	
<b>Describe the steps taken to determine the extent to which the specified action has achieved its objectives and any information on the results of those steps:</b>	
<input checked="" type="checkbox"/> No steps have been taken because:	
- All 25 sewage treatment systems have had an initial inspection and a re-inspection. - No sewage treatment systems require a re-inspection until the fall of 2024. - 3 sewage treatment systems were inspected to determine compliance with inspection and maintenance requirements for Advanced Sewage Treatment systems as outlined in Section 8.9.2 of the Ontario Building Code.	
<input checked="" type="checkbox"/> The following steps have been taken:	
Follow up of Non-compliant Advanced Sewage Treatment Systems is planned for the spring of 2024	
<b>Provide a summary compliance report outlining any corrective action found to be necessary as a result of the Sewage Systems Maintenance Program:</b>	
<input type="checkbox"/> A Summary Compliance Report is attached, or see below:	
- All 3 sewage treatment systems inspected were found to not be in compliance with Manufacturer Annual Inspection and Maintenance requirements outline in the Ontario Building Code. Currently it cannot be confirmed that these systems are functioning as originally intended. Owners have been advised accordingly to enter into agreements and ensure required inspection and maintenance, as required, is completed. Follow up inspections to be conducted in the spring of 2024 and included in the Annual report due February 1, 2025.	

Policy Number:	Policy Details:
RV.5.CW-EO	<p><b>This Policy number is designed to educate the residents of WHPA-A on septic threats on their property. Must be in place by September 30, 2015. Must be available for a minimum of two years (i.e. Sept. 30, 2017) and must include:</b></p> <p>a) <b>The reasons for the required inspection program.</b>                      b) <b>Maintenance of systems.</b>                      c) <b>Various types of allowed systems.</b>                      d) <b>Best management practices for using a system</b></p>
RV.6.M-EO	<p><b>This Policy monitors the steps taken to implement the above Policy (RV.5.CW-EO)</b></p>
<p><b>Steps taken to implement Policy (RV..CW-EO)</b></p>	
<p><input type="checkbox"/> No steps have been taken because:</p>	
<p>Educational/Outreach materials were distributed to WHPA-A residents each year from 2015-2017.</p>	
<p><input type="checkbox"/> The following steps have been taken:</p>	
<p><input type="checkbox"/> Educational/Outreach materials have been completed and attached to this report.  <i>Please list the attached materials:</i></p> <p><small>'taking care of your sewage treatment system'                      'a guide to operating &amp; maintaining your septic system' This Material was previously distributed to residents in 2015 - 2017                      'septic Do's and Dont's'</small></p>	
<p><input type="checkbox"/> Educational/Outreach materials are currently in draft form.</p>	<p><input checked="" type="checkbox"/> Educational/Outreach materials have been distributed to WHPA-A residents.</p>
<p><input type="checkbox"/> Research has begun on these materials, but no draft copy has been created.</p>	<p>Distributed on (<i>insert date</i>):                      2015 - 2017</p>

This report has been reviewed and certified by the Thunder Bay District Health Unit:

Name (print): Lee Sieswerda
Signature:
Title: Manager of Environmental Health Programs

*For internal use only:*

Date received by LRCA:
Date accepted by SPA:
Date forwarded to MOE:

**Revision Date:** January 8, 2015



# Source Protection Annual Progress Report

## I. Introduction

This annual progress report outlines the progress made in implementing our Source Protection Plan for the Lakehead Source Protection Area, as required by the Clean Water Act and regulations.

This is the ninth Annual Progress Report completed by the Lakehead Source Protection Authority covering the period of January 1, 2023 to December 31, 2023.

## 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.**

All policies as outlined in the Lakehead SPP have been implemented by the respective Implementing Bodies. Circulation of all Official Plan and Zoning By-law applications within WHPA-A are made to the SPA. In 2023, no Official Plan and Zoning By-law applications were made in WHPA-A.

All implementing bodies have met the requirements of the Plan during the reporting period.

### III. Our Watershed

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

The Lakehead Source Protection Plan applies within the Lakehead Source Protection Area, which is 11,526 square kilometres and covers the area of land where the flow of water contained within the secondary watershed would eventually pass through the Lakehead Region Conservation Authority (LRCA) area of jurisdiction and reach Lake Superior. The LRCA area of jurisdiction, covers approximately 2,600 square kilometres and is defined by the municipal boundaries of its eight Member Municipalities including: City of Thunder Bay, Municipalities of Oliver Paipoonge, Shuniah and Neebing and the Townships of O'Connor, Conmee, Dorion and Gillies. The remainder of the Lakehead Source Protection Area is made up of Unorganized Townships and unsurveyed territory.

Within the Lakehead Source Protection Area, there are only two sources of Municipal drinking water: Bare Point Water Treatment Facility providing drinking water to the City of Thunder Bay, and the Rosslyn Village Drinking Water Facility, which provides drinking water to 31 homes within Rosslyn Village. The Bare Point Water Treatment is a Great Lake (Lake Superior) surface water system, while the Rosslyn Village Drinking Water Facility is a groundwater system. The remaining residents within the watershed obtain their drinking water from private wells or lake intakes.

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

### 1. Source Protection Plan Policies

P : Progressing Well/On Target

All of the policies (100%) that address significant drinking water threats are implemented in accordance with the timelines set out in our Source Protection Plan.

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

Two municipalities in the Lakehead Source Protection Area have municipal drinking water systems. The City of Thunder Bay Great Lakes intake does not have any identified significant drinking water threats. The Rosslyn Village groundwater drinking water system has significant drinking water threats identified within the 100 metre radius well-head protection area (WHPA-A), most notably related to existing private septic systems.

P : Progressing Well/On Target - The Municipality of Oliver Paipoonge is the only municipality in the Lakehead Source Protection Area to have identified significant drinking water threats and includes policies to address private septic systems by requiring inspections every five years by the Thunder Bay District Health Unit.

The Municipality of Oliver Paipoonge has prepared a Salt Management Plan. The Salt Management Plan ensures that no salt or snow is stored in WHPA-A and that no salt is applied in WHPA-A.

In 2023, no Official Plan or Zoning By-law amendment applications were submitted to the Municipality of Oliver Paipoonge. All Official Plan and Zoning By-law applications within WHPA-A are circulated to the SPA, as well as the completion of the annual report to the SPA.

Actions completed by the City of Thunder Bay over the reporting period included placing three buoys marking the anchorage boundary in proximity to the intake during the ice free period.

### 3. Septic Inspections

P : Progressing Well/On Target

100% of on-site sewage systems have been inspected in accordance with the Ontario Building Code. A total of 25 sewage systems in the Source Protection Area required inspecting; 13 inspections were carried out in 2014 and 2015, with the remaining 12 inspections completed in 2016.

The first seven sewage treatment systems that were inspected in the fall of 2014 were re-inspected in 2019. Six sewage treatment systems that were inspected in the fall of 2015 were re-inspected in 2020. The remaining twelve systems were inspected in 2021. The next round of re-inspections will begin in 2024.

Inspection results up to the end of 2023 found that all of the systems are identified issues.

### 4. Risk Management Plans

Not applicable to our source protection area.

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

Not applicable to our source protection area.

### 6. Source Protection Awareness and Change in Behaviour

Not applicable.

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

Not applicable to our source protection area.

### 8. Source Water Quality: Monitoring and Actions

In our source protection area, no issues have been identified in our local science-based assessment report(s) regarding the quality of the source(s) of municipal drinking water.

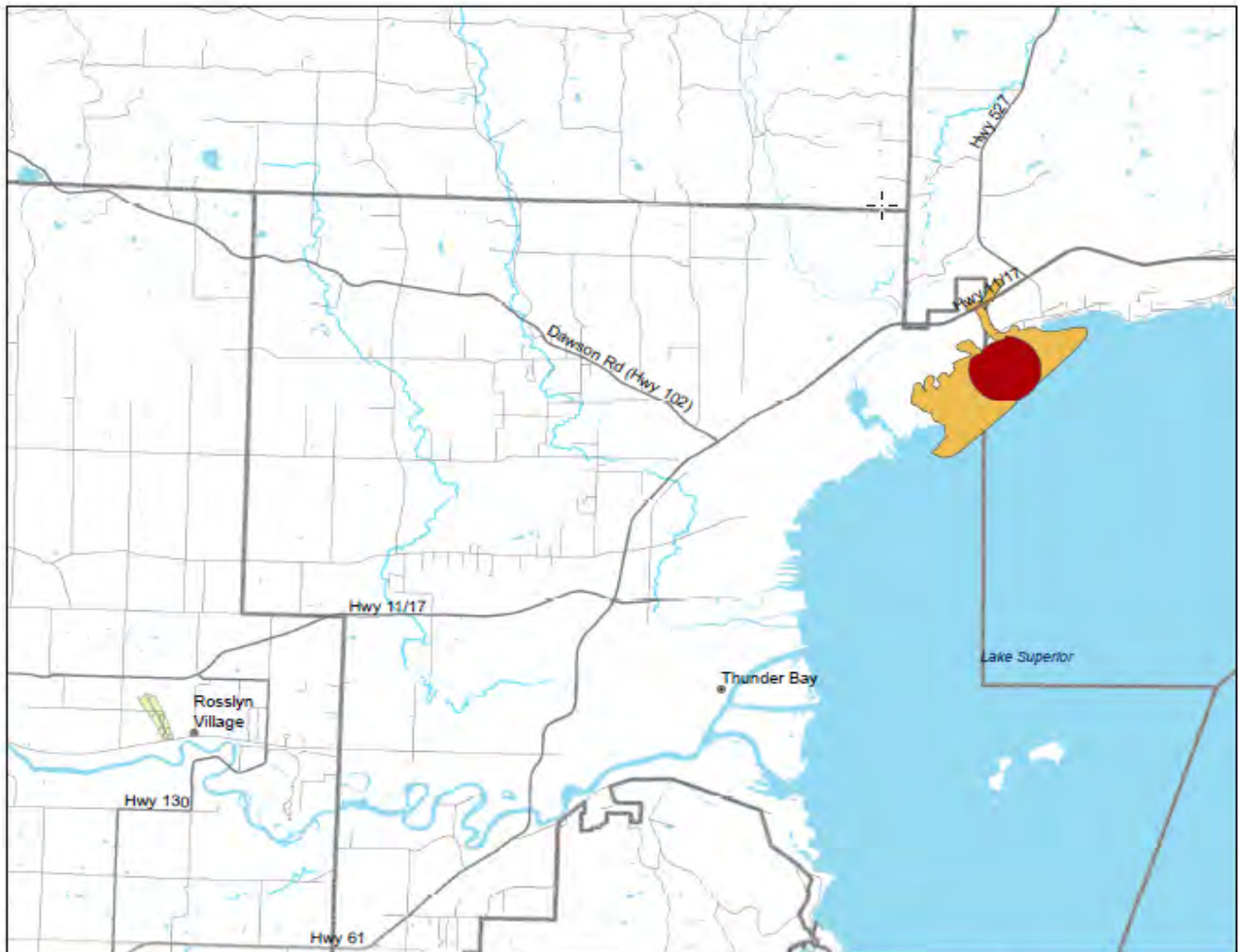
## 9. Science-based Assessment Reports: Work Plans

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

## 10. More from the Watershed

to learn more visit our website:

<https://lakeheadca.com/watershed/source-water-protection>



**Map M-1  
Lakehead Source  
Protection Area**

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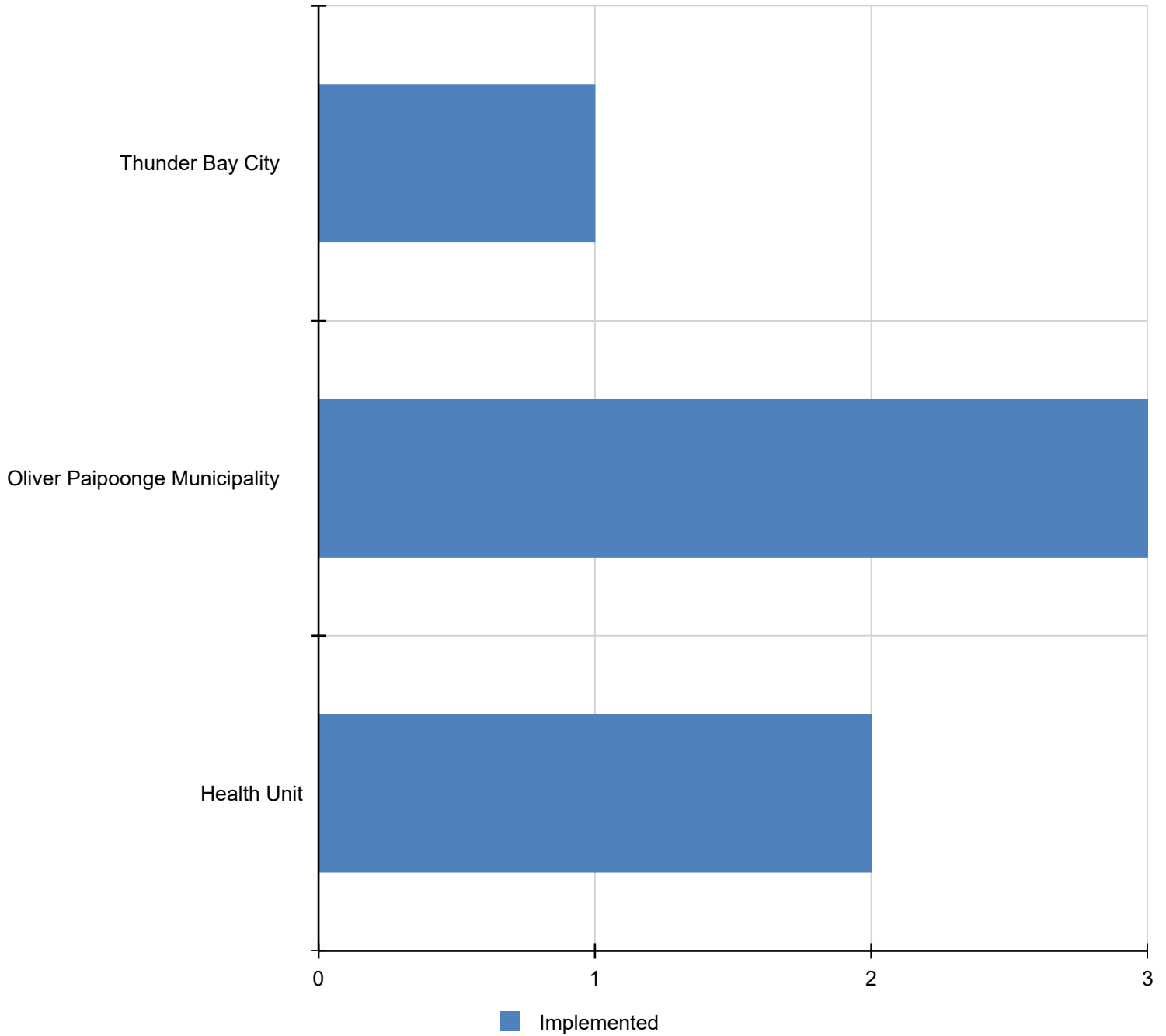
Made possible through the support  
of the Ontario Government

Legend	
	Wellhead Protection Areas
	Intake Protection Zone
	IPZ-1
	IPZ-2
	LRCA Boundary
	Municipal Boundary
	Highway
	Road
<b>Drainage</b>	
	Water Body
	River





Implementation Status



**Implementing Body** Municipality  
**Policy Id** RV.1.CW-PA  
**Legal Effect** Conform with  
**Risk** Significant  
**Policy Tool** Land Use Planning Approaches  
**Status** Implemented  
**Comment**

**Threat Type** Future  
**Agency** Oliver Paipoonge Municipality of

**Implementing Body** Health Unit  
**Policy Id** RV.3.CW-SP  
**Legal Effect** Conform with  
**Risk** Significant  
**Policy Tool** Specify Actions to be taken to implement plan or achieve its objectives  
**Status** Implemented  
**Comment**

**Threat Type** Future & Existing

**Implementing Body** Municipality  
**Policy Id** RV.3.CW-SP  
**Legal Effect** Conform with  
**Risk** Significant  
**Policy Tool** Specify Actions to be taken to implement plan or achieve its objectives  
**Status** Implemented  
**Comment**

**Threat Type** Future & Existing  
**Agency** Oliver Paipoonge Municipality of

**Implementing Body** Health Unit  
**Policy Id** RV.5.CW-EO  
**Legal Effect** Conform with  
**Risk** Significant  
**Policy Tool** Education / Outreach  
**Status** Implemented  
**Comment**

**Threat Type** Future & Existing

**Implementing Body** Municipality  
**Policy Id** RV.5.CW-EO  
**Legal Effect** Conform with  
**Risk** Significant  
**Policy Tool** Education / Outreach  
**Status** Implemented  
**Comment**

**Threat Type** Future & Existing  
**Agency** Oliver Paipouge Municipality of

**Implementing Body** Municipality  
**Policy Id** TB.1.NLB-SP  
**Legal Effect** Strategic  
**Risk** Non-specific  
**Policy Tool** Specify Actions to be taken to implement plan or achieve its objectives  
**Status** Implemented  
**Comment**

**Threat Type** Future & Existing  
**Agency** Thunder Bay City of



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Lakehead

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 not an applicable implementing body in your source protection region/area in the Comments field text box.	
<b>Response</b>			<b>Answer</b>
Risk Management Official			No
Municipality			Yes
Conservation Authority			No
Local Health Unit			Yes
MECP - Waste Disposal Sites - Landfilling and Storage			No
MECP - Wastewater/Sewage Works			No
MECP - Pesticides			No
MECP - Hauled Sewage/Biosolids			No
MECP - Hauled Sewage/Biosolids Inspections			No
MECP - Permit to Take Water			No
MECP - Permit to Take Water Inspections			No
MECP - Municipal Residential Drinking Water Systems			No
MECP - Municipal Residential Drinking Water Systems Inspections			No
MECP - Source Protection			No
MECP - Waste Disposal Sites - Landfilling and Storage Inspections			No
MECP - Wastewater/Sewage Works Inspections			No
MECP - Conditions Sites			No
MECP - NMA - ASM and NASM Inspections			No
MECP - Environmental Monitoring			No
MECP - Fuel			No
MECP - Great Lakes			No



# Source Water Protection Annual Report 2023 - Supplemental Form SPR - Lakehead

MECP - Spills Response	No
MECP - Wells	No
OMAFRA	No
MNRF	No
MTO	No
MMAH	No
MGCS-TSSA	No
MENDM	No
Provincial Board/Commission	No
Federal Departments/Agencies/Commissions/Crown Corporations	No
Private Entity/Company	No
Association/Organization	No

**Comment:** Implementing bodies: Municipality of Oliver Paipoonge; Thunder Bay District Health Unit



# Source Water Protection Annual Report 2023 - Supplemental Form SPR - Lakehead

Report Id	Completed	Question	Category
20	True	Did the Source Protection Authority indicate the status of all threat policies as contained in their source protection plan? Please provide details in the response field text box in the Policy Interface for policies with a "No Progress Made" and "No information available/no response received" implementation status especially for legally-binding policies that address significant drinking water threat activities and for any moderate/low threat policies that use prescribed instruments and Planning Act tools.	Implementation status of source protection plan policies
<b>Answer:</b>		Yes	
<b>Comment:</b>			

Report Id	Completed	Question	Category
21	True	Did the source protection authority(ies) confirm the accuracy of the implementation status of all threat policies as contained in their source protection plan and located on the policy interface database for the current reporting year?	Monitoring Policy Implementation
<b>Answer:</b>		Yes	
<b>Comment:</b>			

Report Id	Completed	Question	Category
22	True	Did all source protection authority(ies) confirm that if a policy is significant and legally binding and has not been implemented by a person or a body by the implementation date specified in the policy, that there are written comments that include a description of the failure and the reasons for the failure as per O.Reg 287/07 s.52(1) 1.?	Monitoring Policy Implementation
<b>Answer:</b>		Yes	
<b>Comment:</b>			



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Lakehead

Report Id	Completed	Question						
63	True	How many new properties were identified with s.57 prohibited activities during the reporting year (do not include properties established outside of this reporting year)?						
		<table border="1"> <thead> <tr> <th>Current Year</th> <th>Cumulative Count</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Current Year	Cumulative Count	0	0	0	0
Current Year	Cumulative Count							
0	0							
0	0							
<b>Provincial Total</b>								
<b>Comment:</b>								

Report Id	Completed	Question
220	True	List the municipality(ies) (including upper-, lower-, and single-tier) within the source protection region/area that are required to complete Official Plan and Zoning exercises to conform to the latest source protection plan, and indicate the status of those exercises for each applicable municipality. "Latest source protection plan" means the first approved plan or any subsequent approved plan update. *NOTE: Applies to every municipality affected by land use planning or Part IV type policies. Where the official plan and/or zoning by-law status for any particular municipality needs to be changed/updated, then please do so by deleting the entry for that particular municipality by clicking on the red "-" (minus) sign and then re-select the municipality name from the drop down list of municipalities followed by selecting the updated status of the conformity exercise for the official plan and zoning by-law from the drop down list for that particular municipality. After doing so, please be sure to add the municipality as your response by clicking on the green plus sign.
<b>Municipality</b>	<b>Official Plan</b>	<b>Zoning By Law</b>
City of Thunder Bay	Completed	Completed
Municipality of Oliver Paipooonge	Completed	Completed

**Comment:**



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Lakehead

Report Id	Completed	Question	Current Year	Cumulative Count
240	True	State the number of source water protection signs installed on provincial highways in the source protection region/area in this reporting period.	0	0
<b>Provincial Total</b>			0	0
<b>Comment:</b>				

Report Id	Completed	Question	Current Year	Cumulative Count
241	True	State the number of source water protection signs installed on municipal roads in the source protection region/area in this reporting period.	0	0
<b>Provincial Total</b>			0	0
<b>Comment:</b>				

Report Id	Completed	Question	Current Year	Cumulative Count
242	True	State the number of source water protection signs installed at other locations (if applicable) in the source protection region/area in this reporting period.	0	0
<b>Provincial Total</b>			0	0
<b>Comment:</b>				





# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Lakehead

Report Id	Completed	Question	Category
260	True	Current total overall number of on-site sewage systems that are assessed as significant drinking water threat activities and that are required to be inspected every five years in accordance with the Ontario Building Code.	Sewage System Inspections
<b>Answer:</b>		25	
<b>Comment:</b>			

Report Id	Completed	Question	Category
261	True	Of those requiring inspections, how many inspections of on-site sewage systems were due to be carried out in this reporting period? If not applicable or no inspections of on-site sewage systems were due to be carried out in this reporting period because they were already inspected earlier within the inspection cycle or will be inspected in a future year within the cycle, then please enter "0" and state either explanation in the comment field.	Sewage System Inspections
<b>Answer:</b>		0	
<b>Comment:</b> Next round of inspections will take place in 2024.			

Report Id	Completed	Question		
262	True	How many on-site sewage system inspections were completed in this reporting period?		
			<b>Current Year</b>	<b>Cumulative Count</b>
			0	38
<b>Provincial Total</b>			0	38
<b>Comment:</b>				



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Lakehead

Report Id	Completed	Question	Current Year	Cumulative Count
263	True	How many of the inspected on-site sewage systems required minor maintenance work in this reporting period?	0	0
<b>Provincial Total</b>			0	0
<b>Comment:</b>				

Report Id	Completed	Question	Current Year	Cumulative Count
264	True	How many of the inspected on-site sewage systems required major maintenance work (e.g., tank replacement, etc.) in this reporting period?	0	0
<b>Provincial Total</b>			0	0
<b>Comment:</b>				

Report Id	Completed	Question	Category
265	True	How many of the inspected on-site sewage systems required no maintenance work?	Sewage System Inspections
<b>Answer:</b>	0		
<b>Comment:</b>			



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Lakehead

Report Id	Completed	Question	
266	True	For those on-site sewage systems that were not inspected in this reporting period but should have been inspected, and are now out of compliance, please indicate why they were not all inspected from among the reasons below. [Note: For municipalities that have not yet initiated the mandatory on-site sewage system inspection program, please see the next reportable to provide your response if this is the case].	
		<b>Response</b>	<b>Answer</b>
		landowner refused entry, compliance order being sought	No
		inspections delayed/postponed due to COVID-19 restrictions	No
		vulnerable area changed and on-site sewage system(s) no longer a threat activity	No
		other. Please specify in the comment box below.	Yes
<b>Comment:</b> 0 sewage systems were required to be inspected this reporting period.			



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Lakehead

**Report Id   Completed   Question**

270      True      Complete the information below regarding environmental monitoring of drinking water issues identified in accordance with the Technical Rules within your source protection region/area. Begin by selecting the drinking water system, the specific well or intake, the drinking water issue, the delineation status, and the observation of the concentration. [OPTIONAL]: In the comments field, describe any actions or behavioural changes that might be contributing to reported changes in the concentration of the issue or parameter. Where the drinking water issue, well or intake, delineation status, or observation of any previously listed drinking water system needs to be changed/updated, then please do so by deleting the entry for that particular drinking water system by clicking on the red minus sign on the right side of the entry and then re-select the drinking water system from the dropdown list of drinking water systems followed by selecting the associated well or intake, the drinking water issue, its delineation status, and the observation from the dropdown list for that particular drinking water system. After doing so, please be sure to add the drinking water system as your response by clicking on the green plus sign on the right side of the entry. If this reportable is not applicable to your source protection region/area, please indicate as such by choosing "No system with issues," "Not Known/Available," "No issue," "Not applicable," and "No observation," respectively, under the drop down menu options under each of the categories of this reportable. Do not leave blank.

DWIS Number	DWIS Name	Issue	ICA Delinated	Observation
260001081	Rosslyn Village Subdivision Well Supply	-- No Issue --	--Not Applicable --	-- No Observation --

**Comment:**

**Report Id   Completed   Question**

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))?

**Current Year   Cumulative Count**

0      0

**Provincial Total**

0      0

**Comment:**



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Lakehead

Report Id	Completed	Question	Response	Answer
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:		
			Provided information to municipalities about changes in vulnerability	No
			Provided notice to Source Protection Committee for information	No
			Situation continues to be monitored	No
<b>Comment:</b> N/A				



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Lakehead

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 occurred in this reporting period 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).	
		<b>Response</b>	<b>Answer</b>
		Education and Outreach (in description include details, if available, on type and percentage of target population reached, outcome(s) achieved, etc.)	No
		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	No
		Pilot Programs	No
		Research	No
		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)	No
		Spill prevention/spill contingency/emergency response plan updates	No
		Transport pathways	No
		Water quantity	No
		Great Lakes	No
		Other policies (i.e., strategic action, etc.)	No
		<b>Comment:</b>	



# Source Water Protection Annual Report 2023 - Supplemental Form SPR - Lakehead

**Report Id    Completed    Question**

305    True    Please update Q. 305 to reflect the changes made. Updated text below:

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. Please use the best available information/desktop exercises, reports from Risk Management Officials, and other implementing bodies to provide the counts below. For convenience, the count data from the previous reporting year have been copied over, but please be sure to review, edit, and confirm the counts for accuracy in the table below. [CWA Section 46(1)(a)]

The running tally consists of the formula: A+B-C-D where:

A = Number of significant drinking water threats estimated when the source protection plan was first approved

B = Number of additional significant drinking water threats counted after the first source protection plan approval (not part of the original estimate)

C = Number of significant drinking water threats included in A that were determined through field verification to no longer exist because: (i) the threat was not actually engaged in at a particular location after all OR (ii) it was no longer engaged in (e.g., land may still have an agricultural operation but owner is no longer applying pesticides for their own reasons)

D = Number of significant drinking water threats addressed because a policy is implemented. (It is understood that multiple policies/policy tools may address a single threat on the landscape. If any one policy is implemented and directed at that single threat it is considered addressed.)

In the comments box below summarize any remaining significant threats needing to be addressed for each source protection authority and what actions will be taken to eliminate those threats. If all threats have been addressed for each source protection authority(ies) write "All known significant threats have been addressed" in the comments box. Note that this summary response will be posted under the objective summary section 2 of the report.

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.	0	0	0	0
2	The establishment, operation or maintenance of a system that collects, stores, transmits, treats or disposes of sewage.	25	0	0	25
3	The application of agricultural source material to land.	1	0	1	0
4	The storage of agricultural source material.	4	0	4	0



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Lakehead

5	The management of agricultural source material.	0	0	0	0
6	The application of non-agricultural source material to land.	0	0	0	0
7	The handling and storage of non-agricultural source material.	0	0	0	0
8	The application of commercial fertilizer to land.	0	0	0	0
9	The handling and storage of commercial fertilizer.	0	0	0	0
10	The application of pesticide to land.	0	0	0	0
11	The handling and storage of pesticide.	0	0	0	0
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
15	The handling and storage of fuel.	0	0	0	0
16	The handling and storage of a dense non-aqueous phase liquid.	0	0	0	0
17	The handling and storage of an organic solvent.	0	0	0	0
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.	2	0	2	0
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





# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Lakehead

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	0	0	0	0		
1009	Waterfowl	0	0	0	0		
1010	Local condition	0	0	0	0		
<b>25</b>	<b>25</b>	<b>Totals:</b>		<b>32</b>	<b>0</b>	<b>7</b>	<b>25</b>

Comment:

MECP Calc  $D/(A+B-C)$ : 100 %



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Lakehead

Report Id	Completed	Question	Category
310	True	Please provide comments below to explain the overall progress made in addressing existing significant threat activities and include the percentage of overall progress made within the comments provided. The percentage of overall progress made in addressing local threats and conditions that are taking place on the landscape is determined by taking the total number in column D (i.e., significant drinking water threat addressed because policy is implemented) from the table above (reportable 305) adding it to C (i.e., significant threats determined through field verification to no longer be threats) and dividing it by the number that is derived by adding the total numbers in columns A and B. In other words, overall progress made = $(C+D)/(A + B)$ .	Addressing existing enumerated threats
<b>Answer:</b>		All policies as outlined in the Lakehead SPP have been implemented by the respective Implementing Bodies. The Municipality of Oliver Paipooonge has an approved 2018 Official Plan, which references the SPP Policies.	
		The remaining significant drinking water threats are associated with residential sewage systems. The percentage of the overall progress made in addressing these remaining existing significant drinking water threats is 100%.	
<b>Comment:</b>			

Report Id	Completed	Question	Category
320	True	If applicable, where the 2013/2017 technical rules were used for the assessment report update/amendment, provide a summary of steps taken to further assess or implement the plans of work described in technical rule 30.1: Water Budget Tier 3 not included in your original assessment report(s).	Assessment report information gaps
<b>Answer:</b>		N/A	
<b>Comment:</b>			



# Source Water Protection Annual Report 2023 - Supplemental Form SPR - Lakehead

Report Id	Completed	Question	Category
321	True	If applicable, where the 2013/2017 technical rules were used for the assessment report update/amendment, 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
<b>Answer:</b>		N/A	
<b>Comment:</b>			

Report Id	Completed	Question	Category
322	True	If applicable, where the 2013/2017 technical rules were used for the assessment report update/amendment, 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
<b>Answer:</b>		Not applicable.	
<b>Comment:</b>			

Report Id	Completed	Question	Category
323	True	[OPTIONAL] If applicable where the 2021 technical rules were used for the assessment report update/amendment, provide a summary of steps taken to further assess or implement the plans of work described in technical rule 30.1: Water Budget Tier 3 not included in your original assessment report(s).	Assessment report information gaps
<b>Answer:</b>		N/A	
<b>Comment:</b>			



# Source Water Protection Annual Report 2023 - Supplemental Form SPR - Lakehead

Report Id	Completed	Question	Category
324	True	[OPTIONAL] Where the 2021 technical rules were used for the assessment report update/amendment, 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
<b>Answer:</b>	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
<b>Answer:</b>	None.		

**Comment:**



# Source Water Protection Annual Report 2023 - Supplemental Form SPR - Lakehead

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?	
<b>Response</b>			<b>Answer</b>
Progressing Well - The majority of the policies from the approved original or an amended source protection plan have been implemented and/or are progressing well			Yes
Satisfactory - Some of the policies from the approved original or an amended source protection plan have been implemented and/or are progressing well			No
Limited Progress made - A few of the policies from the approved original or an amended source protection plan have been implemented and/or are progressing well			No
<b>Comment:</b>			



# Source Water Protection Annual Report 2023 - Supplemental Form SPR - Lakehead

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
<b>Answer:</b>		The SPC received and discussed the draft report at their March 16, 2023 SPC Meeting, at which time they concluded the Plan was meeting its objectives. No additional comments were received from the SPC members.	
<b>Comment:</b>			

# Lakehead Source Protection Plan

## Annual Report

Reporting Period  
January 1, 2023 to December 31, 2023

Prepared by the Lakehead Source Protection Authority



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April 24, 2024

Prepared by:

Lakehead Source Protection Authority

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## Executive Summary

As a requirement under the *Clean Water Act, 2006*, Source Protection Authorities (SPAs) are required to provide an annual progress report to the Director of the Ministry of the Environment, Conservation and Parks (MECP) by May 1<sup>st</sup> of every given reporting year. The report must also be provided to the Source Protection Committee (SPC) at least 30 days prior to submitting to the Director and be provided to the public as soon as reasonably possible after submission to the Director. This report represents the ninth annual progress report prepared by the Lakehead SPA, covering the period of January 1, 2023, to December 31, 2023.

The Lakehead Source Protection Plan is the culmination of the Lakehead SPC's efforts to draft policies to ensure that significant threats to Municipal Drinking Water Sources in the Lakehead Source Protection Area cease to be or never become significant drinking water threats. The Lakehead Source Protection Plan applies to the two Municipal Drinking Water Sources located within the Lakehead Source Protection Area that include: Bare Point Water Treatment facility providing drinking water to the City of Thunder Bay and the Rosslyn Village Drinking Water Facility, which provides drinking water to 31 homes within Rosslyn Village.

The Plan contains six legally binding policies that apply to two implementing bodies: the Municipality of Oliver Paipoonge and the Thunder Bay District Health Unit. Two non-legally binding policies are included in the Plan that apply to the City of Thunder Bay, which were considered "best management practices" and are not mandatory but recommended.

In order to monitor the progress of the policies in the Plan, the implementing bodies are required to provide annual reports to the SPA by February 1<sup>st</sup> of every reporting year, summarizing the activities of the previous year. Annual reports have been received by the Lakehead SPA from the implementing bodies since 2013.

Actions completed by the Municipality of Oliver Paipoonge over the reporting period included: Completion of the annual report to the SPA. There were no Official Plan and Zoning By-law amendment applications within WHPA-A in 2023.

Future policy actions required by the Municipality of Oliver Paipoonge include: continuing to circulate all Official Plan and Zoning by-law *Planning Act* applications within WHPA-A to the SPA; continuing to prohibit prohibited land uses in WHPA-A; continue to locate salt and snow storage outside of WHPA-A; continue to minimize salt application in WHPA-A; continue to have the facts sheets related to DNAPLs and plane de-icer available for

distribution; and prepare and submit annual reports to the SPA by February 1<sup>st</sup> of every reporting year.

Actions completed by the Thunder Bay District Health Unit over the reporting period included: completion of the annual report to the SPA. The initial required septic system inspections were completed by the Thunder Bay District Health Unit as of November 2016 and were reinspected as required (i.e., within 5 years) in 2019, 2020 and 2021.

Future policy actions required by the Thunder Bay District Health Unit include: re-inspect all septic systems within WHPA-A every five years, with the next re-inspection cycle starting in 2024, and prepare and submit annual reports to the SPA by February 1<sup>st</sup> of every reporting year.

Actions completed by the City of Thunder Bay over the reporting period included placing three buoys marking the anchorage boundary in proximity to the intake during the ice free period.

Future policy actions recommended to be completed by the City of Thunder Bay include: annually place three buoys marking the anchorage boundary in proximity of the intake; provide the SPA copies of any updates to the Spill Prevention and Contingency Plan and a summary of any actions taken to protect the Bare Point Intakes, as well as providing updates to the Standard Operating Procedure related to monitoring and reporting of blue-green algae blooms.

For the reporting period of January 1, 2023 to December 31, 2023, all policies as outlined in the Lakehead Source Protection Plan have been implemented by the respective implementing bodies or are in the process of being implemented as required.

No actions were taken over the reporting period to address deficiencies noted in the Assessment Report.

A Section 36 Workplan was submitted to MECP by the SPA on April 25, 2023 in compliance with the Minister's order dated May 7, 2018. The Minister of MECP responded to the submitted workplan on October 24, 2023 advising that Lakehead's workplan was approved to address the workplan items as identified in the attached order. Based on additional clarification from MECP the proposed updates within the workplan are considered discretionary and not mandatory. The SPC reviewed the Minister's order at the March 11, 2024 meeting and resolved to complete the proposed Section 36 updates as written in the workplan, and in accordance with the Minister's order pending available funding.

The next annual report is due from the Lakehead SPA to the Director of the MECP on May 1, 2025 for the period of January 1, 2024 to December 31, 2024.

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## 1 Introduction

Source Protection Authorities (SPAs) are required under the *Clean Water Act, 2006* to provide Source Protection Plan annual progress reports to the Director of the Ministry of the Environment, Conservation and Parks (MECP), Source Protection Committee (SPC) and the public. The Minister of the MECP is required to include a summary of the progress reports in the annual report prepared by the Minister under the *Safe Drinking Water Act, 2002*.

This report is the ninth annual progress report prepared by the Lakehead SPA for the period of January 1, 2023 to December 31, 2023.

In addition to this Annual Report, the SPA has completed and provided to the MECP “Source Protection Annual Progress Report”, “Annual Progress Reporting Supplemental Form for Source Protection” and the “Policy Implementation Status” (templates provided by the MECP) that provide a summary of reportable data which the Ministry can utilize in the completion of the Minister’s annual report.

### 1.1 Legislation

Annual reporting requirements are outlined in the *Clean Water Act, 2006* Section 46 and Ontario Regulation 287/07, Section 52 under the *Clean Water Act, 2006*.

#### 1.1.1 Clean Water Act, Section 46

Section 46 under the *Clean Water Act, 2006* specifies the requirement of the completion of annual reports. The SPA must annually prepare and submit to the Director and the SPC in accordance with the Regulations a report that:

- 1) describes the measures that have been taken to implement the Source Protection Plan, including measures taken to ensure that activities cease to be significant drinking water threats and measures taken to ensure that activities do not become significant drinking water threats;
- 2) describes the results of any monitoring program conducted pursuant to section 45;
- 3) describes the extent to which the objectives set out in the Source Protection Plan are being achieved; and
- 4) contains such other information as is prescribed by the regulations.

The SPA must provide the report to the SPC at least 30 days prior to submitting to the Director. The SPC shall review the report and provide written comments to the SPA about

the extent to which, in the opinion of the Committee, the objectives set out in the Source Protection Plan are being achieved by the measures described in the report. If the SPA receives SPC comments before submitting the report to the Director, copies of the comments shall be included in the report. The report is to be made available to the public as soon as reasonably possible after it is submitted to the Director. The Minister shall include a summary of the reports submitted by SPAs under Section 46 in the annual report prepared by the Minister under the *Safe Drinking Water Act*.

### **1.1.2 Ontario Regulation 287/07, Section 52**

Section 52 of Ontario Regulation 287/07 under the *Clean Water Act* outlines the requirements related to annual progress reports. The first report due shall apply to the period beginning the day the Plan takes effect and ending December 31, of the second calendar year following the year in which the Plan takes effect (i.e. October 1, 2013 to December 31, 2015 in the case of the Lakehead Source Protection Plan). Subsequent reports shall be for the full calendar year. Reports are due May 1 of the year following the year to which the report applies.

The report must include:

- 1) If the Source Protection Plan sets out a policy that specifies a date by which a particular action shall be taken by a person or body, and the person or body fails to take that action by that date, a description of the failure and the reasons for the failure.
- 2) A description of any steps taken during the reporting period to address any deficiencies in the information that was used in developing the Assessment Report set out in the Source Protection Plan.
- 3) A summary of the report prepared and submitted by the risk management official under section 81 of the Act for the same calendar year to which the report under section 26 of the Act applies (not applicable to the Lakehead Source Protection Plan, as there are no required Risk Management Officials).
- 4) Any other information that the SPA considers advisable.

## 2 Background

The Ontario government enacted the *Clean Water Act, 2006* in order to protect sources of water supplying municipal drinking water systems and ultimately human health and the environment. This was in response to the Walkerton tragedy, in which the municipal drinking water system became contaminated resulting in the death of seven residents and thousands falling ill.

Ontario's Conservation Authorities were provided funding from the MECP to acquire the resources necessary to implement the proposed "protection of water at its source". The Minister of the MECP appointed Chairs for SPCs. Subsequently, representatives from the watershed community were appointed to the SPCs.

The first step of the Source Protection Planning process required each SPC to prepare a Terms of Reference. These documents outlined all necessary steps that document and implement the Source Protection Plan. Upon completion of the Terms of Reference, the Assessment Report, Watershed Characterization Report, and Water Budget and Water Quantity Stress Assessment were completed. The technical studies were utilized to determine vulnerable areas where contamination or shortages of water could be an issue for Municipal Drinking Water Sources. Technical studies were also used to establish a list of threats that were located within the vulnerable areas. The completed studies were then used to develop the Source Protection Plan. The Source Protection Plan contains a series of policies developed by the SPC in consultation with the local community to protect municipal drinking water sources from existing and future drinking water threats. The Plan describes the actions that must be taken by various agencies to protect surface water and groundwater sources that supply municipal drinking water.

Copies of all completed technical studies, the Lakehead Source Protection Plan, and previous Annual Progress Reports are available on-line at [www.lakeheadca.com](http://www.lakeheadca.com).

### 2.1 Lakehead Source Protection Area

The Lakehead Source Protection Plan applies within the Lakehead Source Protection Area, which is 11,526 square kilometres and covers the area of land where the flow of water contained within the secondary watershed would eventually pass through the Lakehead Region Conservation Authority (LRCA) area of jurisdiction and reach Lake Superior. The LRCA area of jurisdiction, which differs from the Lakehead Source Protection Area, covers 2,700 square kilometres and is defined by the municipal boundaries of its eight Member Municipalities including: the City of Thunder Bay, the Municipalities of Oliver Paipooonge, Shuniah and Neebing and the Townships of O'Connor, Conmee, Dorion and Gillies. See Map M-1, Lakehead Source Protection Area.

## **2.2 Lakehead Source Protection Plan**

The Lakehead Source Protection Plan is the culmination of the Lakehead SPC's efforts to draft policies to ensure that significant threats to Municipal Drinking Water Sources in the Lakehead Source Protection Area cease to be or never become significant drinking water threats.

Within the Lakehead Source Protection Area, there are only two sources of Municipal drinking water: Bare Point Water Treatment facility, providing drinking water to the City of Thunder Bay, and the Rosslyn Village Drinking Water Facility, which provides drinking water to 31 homes within Rosslyn Village.

The Source Protection Plan contains a series of policies developed by the SPC in consultation with the local community to protect municipal drinking water sources from existing and future drinking water threats. The Plan describes the actions that must be taken by various agencies to protect surface water and groundwater sources that supply municipal drinking water.

It is noted that the Lakehead Source Protection Plan did not include any policies that required Risk Management Officials or the development of Risk Management Plans.

There are two implementing bodies that are required to implement the Plan's legally binding policies, they include the Municipality of Oliver Paipoonge and the Thunder Bay District Health Unit and are related to the Wellhead Protection Zones associated with the Rosslyn Village water supply. No significant or moderate threats were found to occur within the Intake Protection Zones of the City of Thunder Bay's Bare Point Water Treatment Plant; therefore, only two non-legally binding policies, which do not require mandatory actions, are applicable to the City of Thunder Bay.

### **2.2.1 Approval of the Source Protection Plan**

The Lakehead Source Protection Plan was approved by the Minister of MECP on January 16, 2013, with an effective date of October 1, 2013.

### **2.2.2 Updates to the Source Protection Plan**

A Section 36 Order was issued to the Lakehead SPA from the Minister of the MECP on October 13, 2015. The Order specified that the SPA shall prepare and submit a Workplan to the MECP by November 30, 2017. The Order required that the Workplan include detailed steps for the review of the Source Protection Plan and be developed in consultation with the Lakehead SPC, participating municipalities of the Source Protection



Area, and the MECP. The Order also required that the Lakehead SPA take information from the first two annual progress reports into account in preparation of the Workplan.

The Lakehead SPA proposed the following changes to the Lakehead Assessment Report and SPP, as outlined in Table 1 below.

*Table 1. Proposed updates, 2017 Section 36 Workplan.*

<b>Proposed Update No.</b>	<b>Description of Proposed Update</b>	<b>Implementing Body/Municipality</b>	<b>Applicable Document</b>
1	IPZ-2 update with new floodplain mapping for North Star Creek.	City of Thunder Bay	Assessment Report and SPP
2	Update of Policy RV.1.CW-PA in SPP to remove references to the size of prohibited Waste Disposal Sites.	Municipality of Oliver Paipoonge	SPP
3	Review of Policy RV.5.CW-EO in SPP to assess the need to distribute Education and Outreach materials in the future. Remove EO materials related to agriculture.	Municipality of Oliver Paipoonge and TBDHU	SPP
4	Update of Policy RV.1.CW-PA in SPP to ensure future updates of Official Plan and Zoning continue to reflect applicable policies.	Municipality of Oliver Paipoonge	SPP
5	Update of Policy RV.3.CW-SP in SPP to require updates and/or reviews of Salt Management Plan.	Municipality of Oliver Paipoonge	SPP
6	Update of Policy TB.1.NLB-SP in SPP to require the placement of a minimum of three buoys at the surface water Intake.	City of Thunder Bay	SPP

The Section 36 Workplan was submitted to the MECP on November 30, 2017. The Minister responded on May 8, 2018 and noted that a comprehensive review and update of the Lakehead SPP and Assessment Report was not required at that time. Further consultation with the Ministry confirmed that the Lakehead SPA could complete the proposed changes either under Section 34 or wait until the next review and submission of the Section 36 Workplan in five years (i.e., May 2023).

It was decided to not proceed with a Section 34 amendment and assess again during the next Section 36 Workplan process.

As per the Minister’s Order dated May 8, 2018, an updated Section 36 Workplan was submitted to MECP on May 7, 2023. The Lakehead SPA proposed the following updates to the SPP as listed in Table 2:

*Table 2. Proposed updates, 2023 Section 36 Workplan.*

<b>Proposed Update No.</b>	<b>Description of Proposed Update</b>	<b>Implementing Body/Municipality</b>	<b>Applicable Document</b>
1	Update of Policy RV.1.CW-PA in SPP to remove references to the size of prohibited Waste Disposal Sites.	Municipality of Oliver Paipoonge	SPP
2	Review of Policy RV.5.CW-EO in SPP to assess the need to distribute Education and Outreach materials in the future. Remove EO materials related to agriculture.	Municipality of Oliver Paipoonge and TBDHU	SPP
3	Update of Policy RV.1.CW-PA in SPP to ensure future updates of Official Plan and Zoning continue to reflect applicable policies.	Municipality of Oliver Paipoonge	SPP
4	Update of Policy RV.3.CW-SP in SPP to require updates and/or reviews of Salt Management Plan.	Municipality of Oliver Paipoonge	SPP
	Update of Policy TB.1.NLB-SP in SPP to require the placement of a minimum of three buoys at the surface water Intake.	City of Thunder Bay	SPP

In a letter dated October 24, 2023 from the Minister of MECP, Lakehead’s Section 36 Workplan was approved to update the workplan items identified in the attachment to the order which consisted of updates to the Director’s Technical Rules. Upon follow-up correspondence with MECP, it was confirmed that Lakehead’s proposed updates within the Section 36 workplan are considered discretionary and can be undertaken as long as they are in scope and follow the technical rules.

The SPC reviewed the Minister’s order at the March 11, 2024 meeting and has resolved to proceed with the proposed updates as listed above in Table 2 pending available funding.

### **2.3 Source Protection Authority (SPA)**

The SPA for the Lakehead Source Protection Area follows the same structure as the LRCA Board of Directors. The LRCA Board is made up of members appointed by their respective

municipal councils, which are either elected officials or appointed members of the public. For the reporting period, the SPA composition was the same as the LRCA Board of Directors.

### **2.3.1 Source Protection Authority Membership**

SPA membership throughout the term of the reporting period included:

1. Donna Blunt, Municipality of Shuniah, Chair
2. Grant Arnold, Township of Conmee, Vice-Chair
3. Robert Beatty, Township of Dorion
4. Rudy Buitenhuis, Township of Gillies
5. Brian Kurikka, Municipality of Neebing
6. Jim Vezina, Township of O'Connor
7. Dan Calvert, Municipality of Oliver Paipoonge
8. Sheelagh Hendrick, City of Thunder Bay
9. Albert Aiello, City of Thunder Bay
10. Greg Johnsen, City of Thunder Bay
11. Trevor Giertuga, City of Thunder Bay

### **2.4 Source Protection Committee (SPC)**

The SPC, as stated in the *Clean Water Act*, was responsible for preparing the Terms of Reference, the Assessment Report and the Source Protection Plan, while being supported by the SPA. Through an application process, the Lakehead SPC was initially appointed by the SPA in the fall of 2007.

As outlined in O. Reg. 288/07 under the *Clean Water Act*, the SPA passed a resolution in April 2016 to reduce the Lakehead SPC from nine members to six. Following an application process, the new members of the reduced SPC were appointed by the SPA on November 30, 2016.

### **2.4.1 Source Protection Committee Chair**

The Minister of the MECP appoints the Chair of the SPC. The Chair of the Lakehead SPC over the term of the reporting period was Ms. Lucy Kloosterhuis, who was appointed by the Minister of the MECP, from September 24, 2019 to August 19, 2022, and reappointed for the term of October 18, 2022 to August 20, 2025.

### **2.4.2 Source Protection Committee Membership**

The Lakehead SPC non-municipal members were appointed by the SPA on October 27, 2021, for a term of five years commencing on December 1, 2021.

On March 27, 2022, Erin Knight (public member) resigned from the Source Protection Committee. After completing the recruitment process, Mr. Mike Fabius was appointed as a Public Member, for a five-year term expiring November 20, 2026.

For the reporting period, membership of the SPC consisted of the following six members:

- Municipal
  - Walter Turek, City of Thunder Bay
  - Chris Bowles, Municipality of Oliver Paipoonge
- Industrial
  - Ashleigh Marchl, Resolute Forest Products (December 1, 2021 to November 30, 2026)
- Agricultural
  - Bernie Kamphof (December 1, 2021 to November 30, 2026)
- Other
  - Shanley Thompson, Environmental (December 1, 2021 to November 30, 2026)
  - Mike Fabius (May 30, 2022 to November 30, 2026).

The SPC has also been supported by non-voting Liaison members. Over the reporting period, the First Nations liaison position remained vacant.

- Liaison Members
  - Lee Sieswerda, Thunder Bay District Health Unit
  - Elizabeth Forrest, Ministry of the Environment, Conservation and Parks
  - Erin Harkins, Ministry of the Environment, Conservation and Parks
  - Tammy Cook, Chief Administrative Officer, Lakehead Region Conservation Authority

### 3 Lakehead Source Protection Plan Policies

The following are the policies that the implementing bodies (i.e. Municipality of Oliver Paipoonge and Thunder Bay District Health Unit) are required to implement.

No significant or moderate threats were found to occur within the Intake Protection Zones of the City of Thunder Bay's Bare Point Water Treatment Plant. For this reason, only two Specify Action policies were included in the Lakehead Source Protection Plan. These policies are non-legally binding; however, they were considered important to the SPC, and represents a good faith commitment on behalf of the City of Thunder Bay. The City must have regard for these policies and should consider them when making decisions pertaining to their applicability.

The full policies can be viewed in the full version of the Lakehead Source Protection Plan that is available on-line at [www.lakeheadca.com](http://www.lakeheadca.com).

#### 3.1 Municipality of Oliver Paipoonge

The Lakehead Source Protection Plan contains six policies that apply to the Municipality of Oliver Paipoonge. The policies were implemented to ensure activities that are or would be a significant threat to municipal drinking water sources cease to exist or never become significant.

Policies that apply to the Municipality of Oliver Paipoonge are summarized below:

1. Policy RV.1.CW-PA prohibits future significant threats by prohibiting certain land uses.

Policy number RV.1.CW-PA (on page 55 of the Plan) states:

The following land uses are prohibited in Wellhead Protection Area A (WHPA-A):

- 1) Land uses that normally require waste disposal sites approvals including:
  - Application of hauled sewage to land;
  - Mine tailings stored in a pit or in impoundment structures where the National Pollutant Release Inventory (NPRI) notice requires a person to report;
  - Landfarming of petroleum refining waste (more than ten hectares);
  - Landfilling of hazardous waste (less than one hectare);
  - Landfilling of municipal waste (less than one hectare);
  - Land disposal of commercial or industrial waste (less than one hectare);

- Land disposal of liquid industrial waste
  - Storage of PCBs; and
  - A waste disposal site that is not approved to accept hazardous waste or liquid industrial waste but accepts small volumes that are exempt from Ontario Regulation 347.
- 2) Sewage treatment facilities, not including septic systems under 10,000 litres per day.
  - 3) Non-residential uses where organic solvents occur including, but not limited to, dry cleaning operations, vehicle service centres, paint and hardware stores, retail or wholesale pharmaceutical storage and distribution centres.
  - 4) Uses where fuel is stored including but not limited to, non-residential fuel storage, retail fuel outlets, uses where backup generators are required (with the exception of the backup generator at the Rosslyn Village Water Treatment Plant), industrial operations and any other uses involving the bulk handling and storage of fuel.
  - 5) Uses which include the storage of dense non-aqueous phase liquid (DNAPLs) except for incidental volumes for personal domestic use.
  - 6) Future Agricultural uses.
  - 7) The Official Plan and Zoning By-law shall be brought into conformity with provisions 1 to 6 in accordance with Section 26 of the *Planning Act*.
2. Policy RV.2.M-PA is used to monitor the implementation of RV.1.CW-PA under the Source Protection Plan. Through the monitoring, the Lakehead SPA can monitor changes to the Official Plan and necessary Zoning By-laws. This will help to facilitate the monitoring process and advise the SPC of any issues related to the Land Use Planning Policy.

Policy RV.2.M-PA (located on page 57 of the Plan) states:

In relation to policy RV.1.CW-PA, the Municipality of Oliver Paipoonge shall provide an Annual Report to the Lakehead SPA by February 1 of each year on the steps it has taken in the previous calendar year to implement the policies that are set out in the Source Protection Plan and apply to its decisions under the *Planning Act* and the *Condominium Act*.

The SPA, in conjunction with the Municipality, shall evaluate the effectiveness of the significant threat policies in the Source Protection Plan that affect *Planning Act* and *Condominium Act* decisions.

3. Policy RV.3.CW.SP manages future significant threats of application handling and storage of road salt, and storage of snow and potential future land use changes.

Policy RV.3.CW.SP (located on page 58 of the Plan) states:

To address the handling and storage of road salt (existing and future) and storage of snow (existing and future) the Municipality of Oliver Paipoonge shall prepare a Salt Management Plan to address the sensitivity of the Rosslyn Village WHPA-A within one year of the Source Protection Plan taking effect. Specific actions that should be included in the plan to address the risk of road salt effects on source water include:

- a) Locating salt and snow storage areas outside of the WHPA-A
- b) Minimizing application of road salt within WHPA-A

Copies of any Official Plan and Zoning By-law amendment applications in WHPA-A shall also be provided by the Municipality of Oliver Paipoonge to the Lakehead SPA once they have been received for review and comment and shall provide copies of these amendments once they have been adopted. This procedure must be established within one (1) year of the Source Protection Plan taking effect.

4. Policy RV.4.M.SP is the monitoring policy that has been put in place in order to monitor the actions and measures of policy RV.3.CW.SP.

Policy RV.4.M.SP (located on page 60 of the Plan) states:

By February 1 of each year after the Source Protection Plan takes effect, the Municipality of Oliver Paipoonge shall provide an Annual Report to the Lakehead SPA with a description of the actions/measures they have taken to implement policy RV.3.CW-SP during the previous calendar year. The report shall also include a description of what steps are being taken to determine the extent to which the specified action has achieved its objectives and any information on the results of those steps.

The Municipality of Oliver Paipoonge shall provide the Lakehead SPA with a copy of the Salt Management Plan once it is adopted.



5. Policy RV.5.CW-EO is designed to educate the residents of WHPA-A on existing and possible future threats on their property related to plane de-icer, agricultural threats and DNAPLs.

Policy RV.5.CW-EO (located on page 62 of the Plan) states:

The Municipality of Oliver Paipoonge shall develop an education program regarding the potential harmful effects of plane de-icer within the WHPA-A. This material will be required in the event of an airport being proposed.

To address all agricultural related drinking water threats (existing and future – Agricultural Source Material, Non-Agricultural Source Material, commercial fertilizer, pesticide and livestock grazing or pasturing of land, an outdoor confinement area or farm animal yard) the Municipality of Oliver Paipoonge shall develop an education and awareness program to advise the landowner in WHPA-A whose property currently contains existing agricultural threats. The Municipality shall prepare a package that will include information for best management practices and to raise awareness of and reduce drinking water threats. This information shall be developed and distributed within 2 years of the Source Protection Plan taking effect.

The Municipality shall prepare a package that will include information for best management practices and to raise awareness of and reduce drinking water threats related to the harmful effects of DNAPLs impacting groundwater resources.

6. Policy RV.6.M-EO has been put forth to monitor policy RV.5.CW-EO, allowing the Lakehead SPA to ensure the actions and measures being carried out by the Municipality of Oliver Paipoonge are in compliance with the Source Protection Plan.

Policy RV.6.CW-EO (located on page 62 of the Plan) states:

By February 1 of each year, the Municipality of Oliver Paipoonge shall provide an Annual Report to the Lakehead SPA with a description of the actions/measures they have taken to implement the education and outreach program in the Source Protection Plan in the previous calendar year. The report shall also include a description of what steps are being taken to determine the extent to which the program has achieved its objectives and any information on the results of those steps.



The Municipality of Oliver Paipoonge shall also provide a copy of any materials produced and the number of residents reached by the education and outreach materials.

The policies are applicable to the Municipality of Oliver Paipoonge and only apply to the WHPA-A designated area.

### **3.2 Thunder Bay District Health Unit**

Four policies apply to the Thunder Bay District Health Unit (TBDHU).

Policies that apply to the TBDHU are summarized below:

1. Policy number RV.3.CW-SP (on page 58 of the Plan) manages the existing significant threat of septic systems under 10,000 litres a day as well as new septic systems under 10,000 liters a day. The Policy states:

The Thunder Bay District Health Unit shall ensure that on-site sewage maintenance inspections are conducted on all existing and future septic systems within WHPA-A, under the authority of the Building Code. This process will begin within 5 years of the approval of the Assessment Report for the Lakehead Source Protection Area (June 21, 2011).

All septic system inspections within the Rosslyn Village Wellhead Protection Area-A (WHPA-A) must be completed by the Thunder Bay District Health Unit on or before June 20, 2016, and every five years thereafter.

2. Policy RV.4.M.SP (on page 60 on the Plan) is the monitoring policy that has been put in place in order to monitor the actions and measures of policy RV.3.CW.SP.

The Policy states:

By February 1 of each year after the Source Protection Plan takes effect, the Thunder Bay District Health Unit shall provide an Annual Report to the Lakehead SPA with a description of the actions/measures they have taken to implement policy RV.3.CW-SP during the previous calendar year. The report shall also include a description of what steps are being taken to determine the extent to which the specified action has achieved its objectives and any information on the results of those steps.

The Thunder Bay District Health Unit shall also provide the Lakehead SPA with the following information:

- a) Results of mandatory sewage system maintenance inspections.
  - b) A summary compliance report outlining any corrective action found to be necessary as a result of the Sewage Systems Maintenance Program.
3. Policy number RV.5.CW-EO (on page 62 on the Plan) is designed to educate the residents of WHPA-A on existing and possible future threats on their property.

The Policy states:

To address septic systems under 10,000 litres a day (existing and future) the Thunder Bay District Health Unit shall provide within two years of the Source Protection Plan taking effect, information to landowners whose properties are serviced by an on-site sewage system within WHPA- A. The information shall be made available for a minimum of two years and will include:

- a) The reasons for the required inspection program.
  - b) Maintenance of systems.
  - c) Various types of allowed systems.
  - d) Best management practices for using a system.
4. Policy number RV.6.M-EO (on page 64 on the Plan) states:

By February 1 of each year, the Thunder Bay District Health Unit shall provide an Annual Report to the Lakehead SPA with a description of the actions/measures they have taken to implement the education and outreach program (Policy RV.5.CW-EO) in the Source Protection Plan in the previous calendar year. The report shall also include a description of what steps are being taken to determine the extent of which the program has achieved its objectives and any information on the results of those steps.

Enclosed with the Thunder Bay District Health Unit Annual Report shall be copies of any materials produced and the number of landowners/operators/persons engaged in significant drinking water threats reached by the program.

### **3.4 City of Thunder Bay**

The Specify Action policies within the Lakehead Source Protection Plan are non-legally binding; however, were considered important to the Lakehead SPC during the Plan development. They are recommended “best management practices” for the City of Thunder Bay.

Policy TB.1.NLB-SP was implemented to protect the intake pipe from the potential impacts of ship anchorage. The policy states:

The City of Thunder Bay should update a Spill Prevention and Contingency Plan that may include, at a minimum placing a buoy at the anchorage boundary that is within proximity to the Intake. It was further recommended by the Lakehead SPA that the City of Thunder Bay should consider the following: instead of placing one buoy on the anchorage line, it was suggested that buoys were placed at the intersections of the anchorage line and Intake Protection Zone 2 (IPZ 2), if depth permits. The City took the recommendation into consideration and places three buoys to prevent anchorage over the intake.

Policy TB.2.M-SP was created to monitor the implementation of Policy TB.1.NLB-SP by stating that the City of Thunder Bay shall provide the Lakehead SPA with a copy of any updates to the Spill Prevention and Contingency Plan that is created, any actions that are taken under this Plan to protect the Bare Point Intakes, including blue-green algae monitoring.

## 4 Source Protection Plan Implementation Status

The following table summarizes the implementation status of the policies with action items included in the Source Protection Plan, along with the dates of all tasks completed during the reporting period of January 1, 2023 to December 31, 2023.

Table 3. Source Protection Plan Implementation Status

Table 1: Lakehead Source Protection Plan Policy Implementation Status					
Policy #	Implementing Body	Policy Description	Implementation Date	Completion	Status
RV.1.CW-PA	Municipality of Oliver Paipoonge	Update Official Plan and Zoning By-Law to reflect prohibitions and provide conformity with the Plan.	Official Plan updated and adopted May 2018. Official Plan references SPP Policies.  Zoning by-law updated December 2018.  Site Specific Zoning amendment 745-2013 passed, removing agriculture, stables, riding academies and dog kennels from list of permitted uses for portion of land parcel located in WHPA-A.		<b>Implemented</b>
RV.2.M-PA	Municipality of Oliver Paipoonge	Provide Annual Report to SPA every year by February 1 <sup>st</sup> of each year related to decisions under the <i>Planning Act</i> and <i>Condominium Act</i>	Reports received by SPA: January 24, 2014 January 29, 2015 January 28, 2016 January 30, 2017 January 30, 2018 January 8, 2019 January 28, 2020 January 5, 2021 January 27, 2022 January 27, 2023 January 29, 2024		<b>Implemented</b>  <b>On-going</b> Subsequent reports due in future reporting years.

**Table 1: Lakehead Source Protection Plan Policy Implementation Status**

<b>Policy #</b>	<b>Implementing Body</b>	<b>Policy Description</b>	<b>Implementation Date</b>	<b>Completion</b>	<b>Status</b>
RV.3.CW-SP 1)	Municipality of Oliver Paipoonge	Prepare Salt Management Plan by October 1, 2014	October 2, 2014	Adopted by Council October 15, 2014  No salt or snow stored in WHPA-A. No salt applied in WHPA-A.	<b>Implemented</b>  <b>On-going</b> Continue to not store snow and salt and minimize salt application in WHPA-A
RV.3.CW-SP 2)	Thunder Bay District Health Unit	Inspect all septic's located within WHPA-A by June 20, 2016 and every 5 years thereafter.  Next inspection round will be between 2024 – 2026.	25 of 25 inspected as of 2016.  7 septics reinspected in 2019. 6 septics reinspected in 2020. 12 septics reinspected in 2021.  No issues observed in 2023.		<b>Implemented</b>  <b>On-going</b> All septic systems will be inspected every 5 years from the date of initial inspection.
RV.3.CW-SP 3)	Municipality of Oliver Paipoonge	Provide copies of all Official Plan and Zoning by-law amendment applications in WHPA-A to SPA and establish procedure by October 1, 2014.	All Official Plan and Zoning by-law amendment applications are provided to the SPA		<b>Implemented</b>  <b>On-going</b> Future applications in WHPA-A to be provided to SPA.
RV.4.M-SP 1)	Municipality of Oliver Paipoonge	Provide Annual Report to SPA every year by February 1 <sup>st</sup> of each year related to Policy RV.3.CW-SP.  Provide a copy of the Salt Management Plan once it is adopted.	Reports received by SPA: January 24, 2014 January 29, 2015 January 28, 2016 January 30, 2017 January 30, 2018 January 8, 2019 January 28, 2020 January 5, 2021 January 27, 2022 January 27, 2023 January 15, 2024  Salt Management Plan received October 2, 2014		<b>Implemented</b>  <b>On-going</b> Subsequent reports due in future reporting years.

**Table 1: Lakehead Source Protection Plan Policy Implementation Status**

<b>Policy #</b>	<b>Implementing Body</b>	<b>Policy Description</b>	<b>Implementation Date</b>	<b>Completion</b>	<b>Status</b>
RV.4.M-SP 2)	Thunder Bay District Health Unit	Provide Annual Report to SPA every year by February 1 <sup>st</sup> of each year related to Policy RV.3.CW-SP.  Include results of mandatory septic system inspections and any corrective actions.	Reports received by SPA: January 30, 2014 January 23, 2015 January 19, 2016 January 16, 2017 January 30, 2018 January 3, 2019 January 10, 2020 January 5, 2021 January 4, 2022 January 16, 2023 January 29, 2024		<b>Implemented</b>  <b>On-going</b> Subsequent reports due in future reporting years.
RV.5.CW-EO 1)	Thunder Bay District Health Unit	By October 1, 2015, provide information to landowners in WHPA-A related to septic inspection program, maintenance, types of systems allowed and best management practices. Information must be available for a minimum of two years.	Distributed to WHPA-A residents on:  February 7, 2014 January 11-15, 2016 January 16-20, 2017		<b>Implemented</b>
RV.5.CW-EO 2)	Municipality of Oliver Paipoonge	Develop an education program regarding harmful effects of plane de-icer within WHPA-A.	Fact Sheet created		<b>Implemented</b>
RV.5.CW-EO 3)	Municipality of Oliver Paipoonge	Develop an education program regarding agricultural threats to advise the landowner in WHPA-A whose property contains existing agricultural threats. Package must be provided by October 1, 2015.	Package distributed prior to September 30, 2015		<b>Implemented</b>

**Table 1: Lakehead Source Protection Plan Policy Implementation Status**

<b>Policy #</b>	<b>Implementing Body</b>	<b>Policy Description</b>	<b>Implementation Date</b>	<b>Completion</b>	<b>Status</b>
RV.5.CW-EO 4)	Municipality of Oliver Paipoonge	Develop a package that includes information for best management practices and raise awareness related to the threats posed by DNAPLS.	Fact Sheet created and distributed prior to September 30, 2015.		<b>Implemented</b>
RV.6.M-EO 1)	Thunder Bay District Health Unit	Provide Annual Report to SPA every year by February 1 <sup>st</sup> of each year related to Policy RV.5.CW-EO.  Provide copies of any material produced and number of residents reached by program.	Reports received by SPA: January 30, 2014 January 23, 2015 January 19, 2016 January 16, 2017 January 30, 2018 January 3, 2019 January 10, 2020 January 5, 2021 January 4, 2022 January 16, 2023 January 29, 2024		<b>Implemented</b>  <b>On-going</b> Subsequent reports due in future reporting years.  Note – E&O material was distributed between 2015 – 2017.
RV.6.M-EO 2)	Municipality of Oliver Paipoonge	Provide Annual Report to SPA every year by February 1 <sup>st</sup> of each year outlining what actions have been taken to implement the education and outreach program.  Provide a copy of materials produced and number of people reached by program.	Reports received by SPA: January 24, 2014 January 29, 2015 January 28, 2016 January 30, 2017 January 30, 2018 January 3, 2019 January 28, 2020 January 5, 2021 January 27, 2022 January 27, 2023 January 15, 2024		<b>Implemented</b>  <b>On-going</b> Subsequent reports due in future reporting years.

**Table 1: Lakehead Source Protection Plan Policy Implementation Status**

<b>Policy #</b>	<b>Implementing Body</b>	<b>Policy Description</b>	<b>Implementation Date</b>	<b>Completion</b>	<b>Status</b>
TB.1.NLB-SP	City of Thunder Bay	<p>Non-legally binding policy.</p> <p>Suggested to place buoys at the anchorage boundary that is within proximity to the intake. The City places three buoys to prevent anchorage.</p>	Three buoys placed by private contractor. Removed every year at ice up.		<p><b>Implemented</b></p> <p><b>On-going</b> Requires re-installation every spring.</p>
TB.2.M-SP	City of Thunder Bay	<p>Non-legally binding policy.</p> <p>Provide SPA a copy of any updates to the Spill Prevention and Contingency Plan that is created, and any actions that are taken under this Plan to protect the Bare Point Intakes.</p>	<p>Emergency Management Plan updates provided March 17, 2016.</p> <p>Update to Standard Operating Procedure related to blue-green algae monitoring and reporting received on March 16, 2021.</p>		<p><b>Implemented</b></p> <p><b>On-going</b> Copies of subsequent updates are to be provided to the SPA.</p>



## 5 Deficiencies in the Assessment Report

As required in Section 52 (1) part 2 of Ontario Regulation 287/07, the annual report is to include a summary of any steps taken during the reporting period to address any deficiencies in the information that was used in developing the Assessment Report set out in the Source Protection Plan.

General deficiencies noted in the Approved Assessment Report for the Lakehead Source Protection Area, dated May 2011 included:

- Intake Protection Zone 3 not delineated (noted as an action item for future Assessment Report updates)
- Lack of groundwater well data
- Lack of surface water intake data
- No data on groundwater/surface water interactions
- Lack of long-term weather data
- Lack of available depth, soil composition and water table depth data to delineate Highly Vulnerable Aquifers with any certainty
- Aquifer vulnerability was not assessed in a large part of the Lakehead Source Protection Area due to a lack of available data.

Over the reporting period, no steps were taken to address the deficiencies noted in the Approved Assessment Report. It is noted that the majority of deficiencies are related to a lack of overall historical base data. Additionally, it has been concluded that the acquisition of the data is not likely to result in revealing new threats or the development of new policies.

## **6 Annual Report Distribution**

### ***6.1 Source Protection Committee***

The SPC was provided a copy of the 2023 Annual Reports covering the period of January 1, 2023 to December 31, 2023 within their March 11, 2024 SPC Meeting Agenda.

The Report was discussed at the SPC Meeting held on March 11, 2024 and it was the consensus of the SPC that the Source Protection Plan had met its objectives for 2023.

### ***6.2 Source Protection Authority***

The SPA adopted the 2023 Annual Report on April 24, 2024 as per resolution #03/24.

### ***6.3 Director of the Ministry of Environment, Conservation and Parks***

The Lakehead Source Protection Plan Annual Report was provided to the Director of the MECP on April 25, 2024.

### ***6.4 Public***

The Lakehead Source Protection Plan Annual Report will be accessible by the public on the Lakehead Source Protection website [www.lakeheadca.com](http://www.lakeheadca.com).

## 7 Conclusion

For the reporting period of January 1, 2023 to December 31, 2023, all policies as outlined in the Lakehead Source Protection Plan have been implemented by the respective implementing bodies.

Actions completed by the Municipality of Oliver Paipoonge over the reporting period included: Completion of the annual report to the SPA. There were no Official Plan and Zoning By-law amendment applications within WHPA-A in 2023.

Future policy actions required by the Municipality of Oliver Paipoonge include: continuing to circulate all Official Plan and Zoning by-law *Planning Act* applications within WHPA-A to the SPA; continuing to prohibit prohibited land uses in WHPA-A; continue to locate salt and snow storage outside of WHPA-A; continue to minimize salt application in WHPA-A; continue to have the facts sheets related to DNAPLs and plane de-ice available for distribution; and prepare and submit annual reports to the SPA by February 1<sup>st</sup> of every reporting year.

Actions completed by the Thunder Bay District Health Unit over the reporting period included completion of the annual report to the SPA. The initial required septic system inspections were completed by the Thunder Bay District Health Unit as of June 2016 and were reinspected as required (i.e., within 5 years) in 2019, 2020 and 2021.

Future policy actions required by the Thunder Bay District Health Unit include: re-inspect all septic systems within WHPA-A every five years, with the next re-inspection cycle starting in 2024, and prepare and submit annual reports to the SPA by February 1<sup>st</sup> of every reporting year.

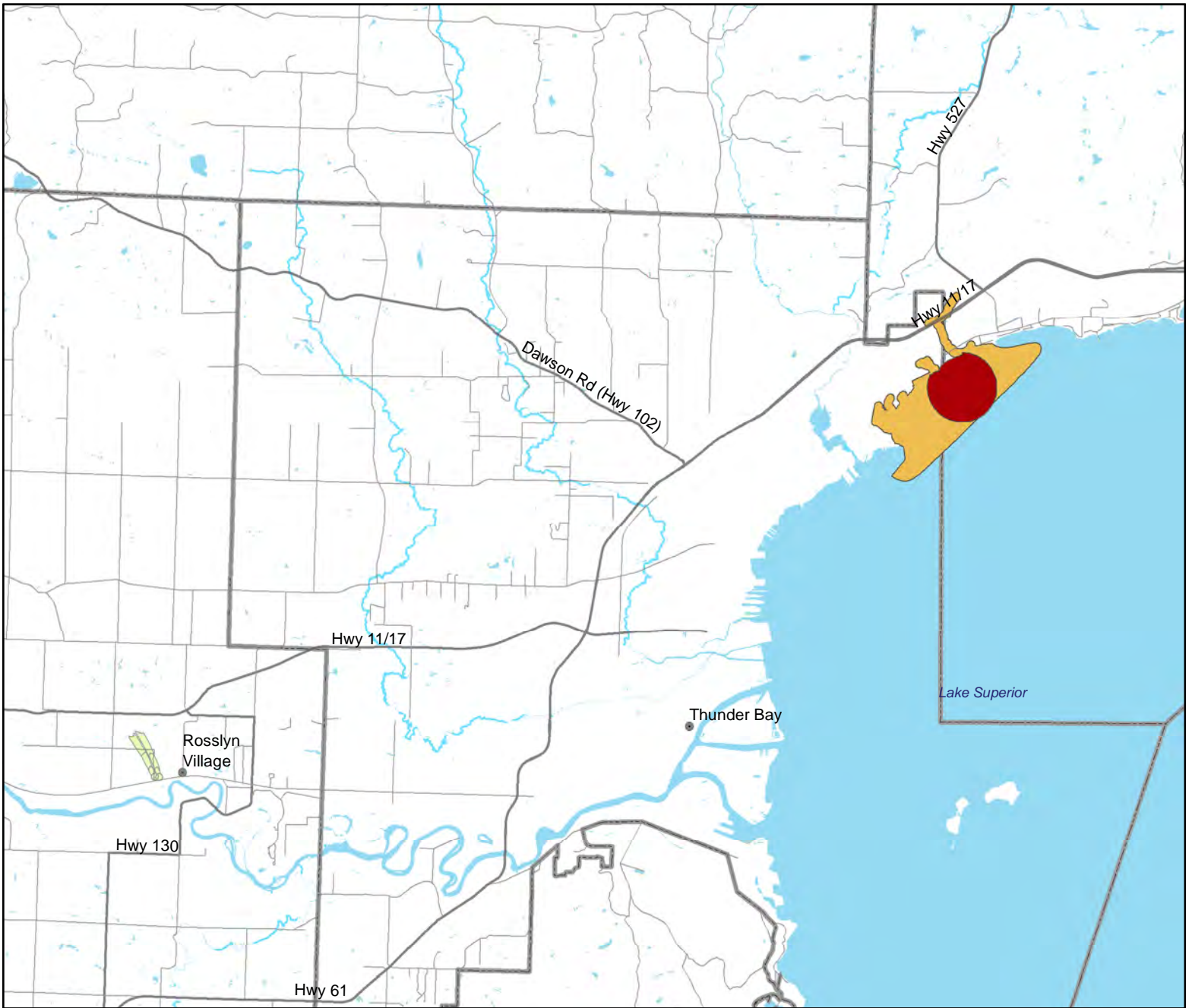
Actions completed by the City of Thunder Bay over the reporting period included placing three buoys marking the anchorage boundary in proximity to the intake during the ice free period.

Future policy actions recommended to be completed by the City of Thunder Bay include: annually place three buoys marking the anchorage boundary in proximity of the intake; provide the SPA copies of any updates to the Spill Prevention and Contingency Plan and a summary of any actions taken to protect the Bare Point Intakes, as well as providing updates to the Standard Operating Procedure related to monitoring and reporting of blue-green algae blooms.

No actions were taken over the reporting period to address deficiencies noted in the Assessment Report, as the acquisition of the data is not considered to result in any new identified threat or required policies.

Lakehead’s Section 36 Workplan submitted on April 25, 2023 was approved by the Minister of MECP in their letter dated October 24, 2023. Upon follow-up correspondence with MECP, it was confirmed that Lakehead’s proposed updates within the Section 36 workplan are considered discretionary and can be undertaken as long as they are in scope and follow the technical rules. The SPC reviewed the Minister’s order at the March 11, 2024 meeting and has resolved to proceed with the proposed updates as listed in the workplan pending available funding.

The next annual report is due from the Lakehead SPA to the Director of the MECP on May 1, 2025 for the period of January 1, 2024 to December 31, 2024.



### Map M-1 Lakehead Source Protection Area

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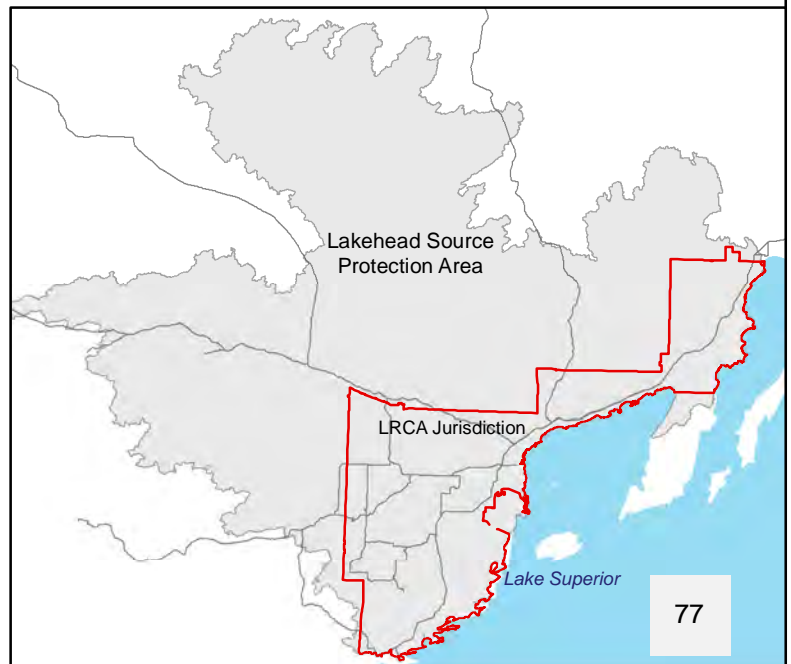
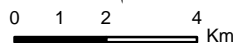
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Ontario Geospatial Data  
Exchange. Map produced  
in co-operation with  
the Province of Ontario.



Made possible through the support  
of the Ontario Government

**Legend**

- Wellhead Protection Areas
- Intake Protection Zone**
- IPZ-1
- IPZ-2
- LRCA Boundary
- Municipal Boundary
- Highway
- Road
- Drainage**
- Water Body
- ~ River





<b>PROGRAM AREA</b>	SOURCE WATER PROTECTION	<b>REPORT NO.</b>	SWP-02-2024
<b>DATE PREPARED</b>	April 18, 2024	<b>FILE NO.</b>	
<b>MEETING DATE</b>	April 24, 2024		
<b>SUBJECT</b>	Source Protection Committee Procedural Manual Update		

**RECOMMENDATION**

Suggested Resolution

*“THAT: the Drinking Water Source Protection Lakehead Source Protection Committee Procedural Manual, Version 3.0 is adopted **AND FURTHER THAT** the updated manual will be provided to the Source Protection Committee members.”*

**LINK TO STRATEGIC PLAN (2023-2027)**

Conserve and Sustain

- *Collaborate and partner with agencies and community organizations to take action in the protection of natural habitats and ecosystems, share decision-making, and address emerging issues that impact the health and sustainability of the Lakehead watershed.*

**EXECUTIVE SUMMARY**

LRCA staff have updated the Lakehead Source Protection Committee Rules of Procedure to version 3.0 with minor administrative updates to reflect current conditions and practices.

The Rules of Procedure for the Lakehead Source Protection Committee are reviewed and updated where applicable every five years with reappointment of the Source Protection Committee members for approval of the Lakehead Source Protection Authority.

Once adopted by the Source Protection Authority, the updated Rules of Procedure will be distributed to the Source Protection Committee.

**DISCUSSION**

The Rules of Procedure for the Lakehead Source Protection Committee are reviewed and updated where applicable every five years with reappointment of the Source Protection Committee members.

The original Rules of Procedure were adopted by the Source Protection Authority on January 16, 2008 via Resolution #03/08. Since that time, there was an update in 2017, and now this update of the document to Version 3.0.

Version 3.0 updates include minor administrative items such as agency naming throughout (i.e., changing from the Ministry of the Environment and Climate Change (MOECC) to the Ministry of the Environment, Conservation and Parks (MECP)), as well as minor administrative updates to the following sections to reflect current practices:

- 6.6 Electronic Meetings and Participation
- 6.7 Minutes of Meetings
- 6.8 Term of Appointment and Vacancies

## **FINANCIAL IMPLICATIONS**

Staff time required and any costs associated with the Lakehead Drinking Water Source Protection program deliverables are incorporated into budgets affiliated with the MECP Transfer Payment Agreement to deliver the program.

## **CONCLUSION**

The Lakehead Source Protection Committee Rules of Procedure, Version 3.0, has been finalized. Once adopted by the Source Protection Authority, the document will be distributed to the Source Protection Committee.

## **BACKGROUND**

The Lakehead Source Protection Committee has been formed as per Ontario Regulation 288/07 under the “Clean Water Act, 2006”. The objective of the “Clean Water Act, 2006” is to establish a collaborative, locally driven, science-based, multi-stakeholder process to protect Municipal residential drinking water sources in the Lakehead Source Protection Area.

Members of the Lakehead Source Protection Committee bring to the Committee a wide range of relevant knowledge and expertise relating to the Source Protection Committee’s role, acquired as a result of experience in both the private and public sector.

The Lakehead Source Protection Committee will prepare and follow written “Rules of Procedure” for conducting business and Meetings.

The “Rules of Procedure” for the Lakehead Source Protection Committee must meet the satisfaction of the Lakehead Source Protection Authority and will be reviewed and updated where applicable every five years with reappointment of the Source Protection Committee members.

The first version of the Lakehead Source Protection Committee Rules of Procedure were adopted by the Source Protection Authority on January 16, 2008. This is the third rendition of the “Rules of Procedure.”

## **REFERENCE MATERIAL ATTACHED**

Attachment 1 – Drinking Water Source Protection Lakehead Source Protection Committee Procedural Manual, Version 3.0

**PREPARED BY:**

Melissa Hughson, Watershed Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: April 18, 2024</p>
--	---------------------------------



# Drinking Water Source Protection Lakehead Source Protection Committee Procedural Manual

Rules of Procedure  
Code of Conduct  
Conflict of Interest  
Deputation Policy

Version 3.0

Adopted By Resolution # 04/17  
April 24, 2024  
Lakehead Source Protection Authority  
Policy: BOD-05



VERSION	APPROVAL DATE	RESOLUTION #
1.0	January 16, 2008	03/08
2.0	May 3, 2017	04/17
3.0	April 24, 2024	04/24

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Appendix A: Acknowledgement of Policy Forms

## **1. Mission Statement:**

The Lakehead Source Protection Committee has been formed as per Ontario Regulation 288/07 under the “*Clean Water Act, 2006*”. The objective of the “*Clean Water Act, 2006*” is to establish a collaborative, locally driven, science-based, multi-stakeholder process to protect Municipal residential drinking water sources in the Lakehead Source Protection Area.

## **2. Members Support of Committee Mission:**

Members of the Lakehead Source Protection Committee bring to the Committee a wide range of relevant knowledge and expertise relating to the Source Protection Committee's role, acquired as a result of experience in both the private and public sector. Source Protection Committee Members join the Committee and subscribe to its mission:

- to contribute to the Lakehead Source Protection Planning process under the "*Clean Water Act, 2006*";
- to ensure that the points of view of the stakeholder groups sharing in the Source Protection Area and its watersheds are considered, and
- to utilize full disclosure within an ordered, public and transparent forum.

### **3. Background Information**

#### **3.1 *Rules of Procedure Requirements***

The Lakehead Source Protection Committee will prepare and follow written “Rules of Procedure” for conducting business and Meetings.

The “Rules of Procedure” for the Lakehead Source Protection Committee:

- Must meet the satisfaction of the Lakehead Source Protection Authority.
- Will be reviewed and updated where applicable every five years with reappointment of the Source Protection Committee members.

The “Rules of Procedure” for the Source Protection Committee must be published on the Internet at the [www.sourceprotection.net](http://www.sourceprotection.net) website.

The Rules of Procedure shall contain the following rules:

- Committee business will occur at Meetings with a quorum present.
- Decisions will be made by consensus.
- Where consensus is not achieved, the Chair will ask for a vote, with two-thirds (2/3) of the Members present required to carry the decision. The Chair will not vote.
- Rules should facilitate and expedite the work of the Committee.
- Rules should be fair and transparent for the decision making process.
- Outline of rules for participating by teleconference.
- Rules should include a “Deputation Policy” for public participation at Committee Meetings.
- Committee will conduct business in accordance with its “Rules of Procedure”.

**Ontario Regulation 288/07 – Source Protection Committee  
Rules of Procedure**

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.

(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.

### **3.2 Code of Conduct and Conflict of Interest Policy Requirements**

The Lakehead Source Protection Committee will prepare and follow the “Code of Conduct and Conflict of Interest Policy” in keeping with the “*Municipal Freedom of Information and Protection of Privacy Act*” (MFIPPA).

The “Code of Conduct and Conflict of Interest Policy”

- Must meet the satisfaction of the Lakehead Source Protection Authority.
- Will be reviewed and updated where applicable every five years with reappointment of the Source Protection Committee members.
- Must be published on the Internet at the [www.sourceprotection.net](http://www.sourceprotection.net) website.

A “Code of Conduct and Conflict of Interest Policy” shall contain a minimum outline of appropriate behavior of Source Protection Committee Members during Meetings and Public Consultations so that Members will carry out their functions with integrity and good faith, act responsibly and fairly towards other Members and Chair of the Source Protection Committee, carry out their duties in such a way as to maintain public confidence in the administration of the Source Protection Committee, Members will not act in such a way that may be deemed as a “Conflict of Interest”, Members will respect the confidentiality of information received in the performance of their duties and deliberations of the Lakehead Source Protection Committee during their tenure as a Member and a two-year period after their term of office and members will not make use



of any information obtained in their capacity as a Member that is not generally available to public that would benefit them or a member of their family. All information of this manner must be kept in confidence without time limit.

**Ontario Regulation 288/07 – Source Protection Committee  
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.
- (2) The committee shall publish its code of conduct and conflict of interest policy on the Internet.
- (3) The members of the committee shall comply with the code of conduct and conflict of interest policy.

## 4. Introduction

**The Consolidated By-law**, being a By-law to govern the administration of the Lakehead Source Protection Committee, its proceedings and work products, the conduct of its Members and the calling of Meetings;

**Whereas** the “*Clean Water Act, 2006*” provides that a Source Protection Committee may pass By-laws governing the administration, proceedings of Meetings, the conduct of its Members and the calling of Meetings;

**And Whereas** the Lakehead Source Protection Committee deems it desirable that there be rules governing the administration, the order and procedure to govern the proceedings of the Committee, Sub-Committees, Advisory Committees and work teams, the conduct of its Members and the calling of Meetings;

**Now, therefore**, the Lakehead Source Protection Committee enacts as follows:

## **5. Lakehead Source Protection Committee – Rules of Operation**

### **5.1 *Fiscal year***

The fiscal year of the Lakehead Source Protection Committee shall be the calendar year.

### **5.2 *Source protection committee responsibilities***

- i. Develop and complete a “Source Protection Plan” to reduce or eliminate threats to Municipal residential drinking water supply.
- ii. Review and approve Annual Progress Report to the Ministry of the Environment and Climate Change.
- iii. Develop Section 36 work plan and update the Source Protection Plan where applicable.
- iv. Ensure public consultation transparency throughout.
- v. Act as liaison to bring forward common concerns from their knowledge and experience in their sector to the Committee and assist in communicating the Committee’s work.
- vi. Respect confidential information and abide by the process in place to safeguard confidential information.
- vii. Regularly attend Source Protection Committee meeting (anticipated to be two per year).

### **5.3 The Chair**

The Chair of the Source Protection Committee will preside over all Meetings of the Lakehead Source Protection Committee.

In the absence of a Chair, the Committee shall appoint an Acting Chair, who will assume all powers and duties of the Chair. It is recommended that these appointments be made at the first Meeting after the Rules of Procedure have been accepted by the Lakehead Source Protection Authority. The Source Protection Committee may at this time determine whether a first and second Vice-chair appointment is necessary.

#### **Ontario Regulation 288/07 – Source Protection Committee Chair**

12. (1) The chair of a source protection committee shall preside at all meetings of the committee.

(2) If the chair is absent or unable to act or the office of the chair is vacant, the remaining members shall appoint an acting chair from among themselves, and the acting chair has all the powers and shall perform all the duties of the chair.

### **5.4 Duties of the Chair**

- Represent the Lakehead Source Protection Committee at such functions as warrant the interest of the Committee, except where this responsibility is specifically assigned to another person.
- Act as the Spokesperson (i.e. media, public announcements, etc.) for the Lakehead Source Protection Committee.
- Liaise with Project Manager for Source Protection Committee administration and technical duties.
- Ensure that all activities of the Committee are carried out correctly and with strict observance of all legal requirements and Regulations.
- Be an "Ex-officio" Member of all Working Groups, sub-committees and ad hoc Working Groups appointed from time to time by the Lakehead Source Protection Committee where applicable.

### **5.5 Roles and Responsibilities of the Lakehead Source Protection Committee Members**

- Must attend Lakehead Source Protection Committee Meetings.
- Become aware and knowledgeable of programs, projects, and activities of the Lakehead Source Protection Committee.
- Attend public Meetings and consultations as scheduled.

- Keep the sector organizations and associations which you represent informed of Lakehead Source Protection Committee programs, projects and activities.
- Be prepared to discuss issues at all Lakehead Source Protection Committee Meetings.

### **5.6 Duties of Lakehead Source Protection Committee Members**

- Attend public information sessions and participate in public consultation forums.
- Meet a minimum of once annually to discuss Drinking Water Source Protection Issues and review and comment on the mandatory Annual Progress Report to the Ministry of Environment and Climate Change.
- Review and comment on Section 36 Work Plan or other amendments to the Lakehead Source Protection Plan.
- Review any other Minister's Orders for the Lakehead Source Protection Plan.

### **5.7 Working Groups**

- Working Groups may be established as deemed necessary by the Source Protection Committee.
- Goals and work plans for Working Groups will be established by the Lakehead Source Protection Committee in advance of the formation of the group.
- The Chair of the Lakehead Source Protection Committee will act as an "Ex-officio" Member of all Working Groups, sub-committees and ad hoc Working Groups when established by the Lakehead Source Protection Committee. All other Source Protection Committee Members will be encouraged to participate in Working Group Meetings.
- A Member of the Lakehead Source Protection Committee will be appointed by consensus to be the Leader/Facilitator of the Working Group.
- The Leader/Facilitator of the Working Group will be responsible for reporting the progress and outcomes of Working Group Meetings to the Lakehead Source Protection Committee at Source Protection Committee Meetings.
- All Working Group Members must abide by the Lakehead Source Protection Committee Rules of Procedure, Code of Conduct, Conflict of Interest and Deputation Policies and the "*Municipal Freedom of Information and Protection of Privacy Act*" (MFIPPA).

### **5.8 Lakehead Source Protection Committee Liaison Members**

- Committee Liaison Members may attend and participate in any or any part of a Lakehead Source Protection Committee Meeting, including In-Camera sessions.
- Liaison Members are non-voting Members and do not count towards the quorum or the reaching of consensus of the Lakehead Source Protection Committee.

- Liaison Members can be asked by the Lakehead Source Protection Committee to provide information pertinent to a matter in which a consensus based decision is being made.
- Liaison Members do not receive a per diem for Meetings, public consultations or training sessions.
- Three (3) Committee Liaison Members are designated to the Lakehead Source Protection Committee.
  1. Designate of the Provincial Government assigned by the Ministry of the Environment and Climate Change to meet the local needs of each Source Protection Area.
  2. A Health Representative designated by the Minister of Environment and Climate Change once provided with an interested representative from this sector within the local Source Protection Area.
  3. Designated and appointed by the Lakehead Source Protection Authority. Alternates are allowed to be appointed for this position.

**Ontario Regulation 288/07 – Source Protection Committee  
Liaison**

**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.

## **5.9 Quorum**

The quorum for the Lakehead Source Protection Committee is the Chair or acting Chair, plus at least two-thirds of the Lakehead Source Protection Committee that the Lakehead Source Protection Authority is authorized to appoint.

Quorum for the Lakehead Source Protection Committee:

- Minimum quorum is based on the authorized size of the Committee
- Four (4) of six (6) appointed Members plus the Chair or acting Chair (5).
- Four (4) of six (6) appointed Members plus the Chair and a First Nations representative (6).

- A vacancy in Members does not prevent the Committee from conducting business as long as the number of Members remaining in office is sufficient for a quorum.
- Members are expected to regularly attend Meetings in person; attendance can be made by participation by telephone/teleconference.

If during the course of a Meeting a quorum is lost, then the Meeting will stand “Adjourned- Not Ended”, to reconvene at such other time and place as the Chair will then announce or be carried forward to the next scheduled regular Meeting. Notwithstanding, if a quorum is lost due to a declaration of conflict of interest, the Meeting will continue.

**Ontario Regulation 288/07 – Source Protection Committee  
Quorum**

**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.

(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.

## 6. Meetings

### 6.1 *Timing of Meetings*

- At least one Meeting per year is required to review the Annual Progress Report submitted to the Source Protection Authority and the Ministry of Environment, Conservation and Parks. Additional Meetings will be scheduled as deemed necessary to meet Regulatory requirements. Meetings held after this period will be determined by the Lakehead Source Protection Committee.
- Meeting dates will be posted on the Lakehead Source Protection website.

### 6.2 *Decision Making*

- The Lakehead Source Protection Committee shall attempt to make decisions by consensus among the Members.
- If the Chair determines that reasonable efforts have been made to achieve consensus but the Lakehead Source Protection Committee has been unable to make a decision by consensus, the decision may be made by a vote of the Members present, excluding the Chair.
- The Chair shall not vote.
- The voting process will follow “Robert’s Rules of Order” and be determined by a majority. The voting procedure will be recorded by formal Resolution.
- Proxy voting at Source Protection Committee Meetings is allowed under Ontario Regulation 288/07 – Source Protection Committee. As the Lakehead Source Protection Committee shall attempt to make decisions by consensus it is expected that proxy voting will not be deemed necessary but can be adapted if the need arises.

**Ontario Regulation 288/07 – Source Protection Committee  
Proxies**

17. A member of a source protection committee who is appointed by a source protection authority may participate in meetings of the committee by proxy and, for that purpose, a reference to a member in the provisions of this Regulation that relate to meetings includes the proxy.



### **6.3 Notice of Meetings**

- Meeting dates, Short Agendas and approved Minutes will be posted to the website.
- Agenda packages will be prepared in advance of the Meeting and delivered by email to each Lakehead Source Protection Committee Member and Liaison Members by the Friday preceding the scheduled Meeting date. The Agenda package will include the time and place of the Meeting, all items to be discussed in the open portion of the Meeting and supplemental information as required.
- In-Camera Agendas concerning third party, property or personnel issues will only be provided to those in attendance of the Meeting and must be returned to the Project Manager or his or her designate at the conclusion of that Meeting for proper disposal.
- Notice of all Lakehead Source Protection Committee Meetings will be conveyed to Municipalities at least 5 business days prior to the date of the Meetings via fax and website calendar.
- Public persons wishing notice of Meetings shall provide their name, address and email address with the Project Manager. The Project Manager or his or her designate will inform that person(s), by email, in writing or by telephone, in advance of Lakehead Source Protection Committee Meetings.
- Delegates interested in making a Deputation to the Committee must provide 14-days' notice of their interest to make a presentation. Presentations are limited to 10 minutes plus discussion time. Delegations with written deputations for consideration of the Committee will provide the same 14-days' notice prior to the Meeting. See Deputation Policy for more detailed procedure.

### **6.4 Meetings Open to the Public**

- All Meetings of the Lakehead Source Protection Committee, with the exception of In-Camera portions are open to the general public and media. In-Camera sessions are required to discuss third party, property or personal issues with the intent to protect private information.
- Notice to the public of all Lakehead Source Protection Committee Meetings is required by publishing the current Meeting schedule on the Internet or in another manner determined by the Committee.
- The Lakehead Source Protection Committee must agree by consensus to go In-Camera, by closing the Meeting, or a part of the Meeting to the public. Those Members declaring a conflict of interest must leave the room for the portion of the In-Camera session pertaining to their declaration of conflict. At which time public and media attendees will be vacated from the Meeting room and the door will be closed. Once the open part of the Meeting reconvenes, the public and media will be invited back into the room.

**Ontario Regulation 288/07 – Source Protection Committee  
Meetings open to the public**

18. (1) All meetings of a source protection committee shall be open to the public.
- (2) Despite subsection (1), the committee may close a meeting or part of a meeting to the public if the subject matter to be discussed is a personal or financial matter about an identifiable individual.
- (3) The committee shall not close a meeting or part of a meeting to the public under subsection (2) unless it has passed a resolution that,
- (a) states that the meeting or part of the meeting is closed to the public; and
  - (b) states the general nature of the subject matter to be discussed in the absence of the public.

## 6.5 *In-Camera Meetings*

- At certain times, the Source Protection Committee may need to discuss or review information deemed private or proprietary. In order to protect the privacy of such matters under the “*Municipal Freedom of Information and Protection of Privacy Act*” (MFIPPA) the Source Protection Committee can choose to enter into an In-Camera session during or immediately after a Regular Source Protection Committee Meeting.
- The Lakehead Source Protection Committee must agree by consensus to go In-Camera, by closing the Meeting, or a part of the Meeting to the public. Those Members declaring a conflict of interest must leave the room for the portion of the In-Camera session pertaining to their declaration of conflict.
- Minutes will be recorded by the Project Manager for the In-Camera portion of the Meeting. Minutes of In-Camera Meetings will not be released to the public and will be locked in a file cabinet to which only the Lakehead Region Conservation Authority Chief Administrative Officer and the Project Manager have access to. Any materials accompanying In-Camera Meetings will be filed in the same manner.
- In-Camera Agendas will be prepared in advance of Source Protection Meetings by the Project Manager when it is known, and there will be a discussion of private, proprietary, personal and third party matters. In-Camera Agendas will be distributed at the Source Protection Committee Meeting to only those Members in attendance. In-Camera Agendas will be returned to the Project Manager at the conclusion of the In-Camera Meeting. The Project Manager will be responsible for confidential disposal of the In-Camera Agendas. Those Members participating by teleconference will not have access to the printed materials distributed at the Meeting but will be part of the discussion.
- Upon conclusion of the In-Camera Meeting, the Source Protection Committee must agree by consensus to adjourn the In-Camera meeting and then return to the Regular

Meeting open to the public. At this time, those deeming a conflict of interest may return to the open part of the Meeting.

- Only Source Protection Committee Members, Liaison Members and the Project Manager may attend In-Camera Meetings. If a situation arises that an outside party is crucial to the In-Camera discussion then the Source Protection Committee must agree by consensus that the outside party may participate in all or portion of the In-Camera Meeting directly related to them.

## **6.6 *Electronic Meetings and Participation***

- Electronic meetings are permitted and must follow/accommodate all Meeting Procedures identified in these Rules of Procedure.
- A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time. Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to participate in the meeting electronically.

## **6.7 *Minutes of Meetings***

- The Lakehead Source Protection Committee is required to keep Minutes of its Meetings and make the Minutes available to the public by posting on the Internet. Only Minutes of the open portions of the Meeting will be made public. In-Camera session Agendas and Minutes will be managed under the “*Municipal Freedom of Information and Protection of Privacy Act*” (MFIPPA).
- The Minutes of all Lakehead Source Protection Committee Meetings will be recorded by the GIS Data Specialist or his/her designate.
- In-Camera Agendas and Minutes will be prepared and recorded by the Project Manager.
- Draft Meeting Minutes will be distributed by the Project Manager via e-mail to all Source Protection Committee Members in a timely manner.
- Lakehead Source Protection Committee Members will receive a copy of the last Meeting Minutes within the current Meeting Agenda package.
- Only approved Minutes of Lakehead Source Protection Committee Meetings will be posted on the Internet and in a public binder at the Lakehead Region Conservation Authority. Approved Minutes will be distributed via e-mail by the Lakehead Region Conservation Authority to the Clerks of the Member Municipalities and the other Northern Ontario Source Protection Committees via their Project Manager. (Note: the five Northern Conservation Authorities share business matters on a regular basis and meet quarterly to discuss common issues).

**Ontario Regulation 288/07 – Source Protection Committee  
Minutes of meetings**

- 20.** A source protection committee shall keep minutes of its meetings and shall publish the minutes on the Internet.

## **6.8 Term of Appointment and Vacancies**

- The Source Protection Committee Chair is appointed by the Minister of the Environment, Conservation and Parks. The term for the Chair is determined by the Minister of Environment, Conservation and Parks.
- The term of appointment for municipal members of the Lakehead Source Protection Committee is as determined by their respective council. Currently this term expires on November 30, 2026.
- The term of appointment for the non-municipal members of the Lakehead Source Protection Committee Members is five years.

### **6.8.1 Removal from Office**

Committee Members can be removed from office by:

- Source Protection Authority,
- Request of the Chair,
- Municipal Members, by the Municipalities they represent.

Removal by Source Protection Authority

- Committee Member must be given a written statement of the reasons for their proposed removal by the Source Protection Authority.
- The Lakehead Source Protection Authority can remove a Member of the Lakehead Source Protection Committee if the Member is not meeting their responsibilities as a Lakehead Source Protection Committee Member or if the Member is in violation of the Code of Conduct or Conflict of Interest policy.
- The Lakehead Source Protection Authority must first provide a written statement of the reasons for removal.

### **6.8.2 Reasons for Removal**

Failure to comply with the conditions of appointment to the Lakehead Source Protection Authority:

- Must reside in, own, rent, be employed or operate a business in the Source Protection Area.
- Must not be a Board Member or Employee of the Conservation Authority whose area of jurisdiction lies in whole or in part with the Source Protection Area or Region.
- Failure to attend Meetings.
- Engaging in activities contrary to the Code of Conduct or Conflict of Interest Policy established by the Source Protection Committee and approved by the Source Protection Authority.

Complaints related to matters above may be received about a Committee Member from:

- Source Protection Authority
- Chair of the Committee
- Other Members of Committee
- The Public

### **6.8.3 Removal by Chair of Source Protection Committee**

- The Lakehead Source Protection Committee can request the removal of a Member from office should a Member fail to comply with Section 7 of the Regulation which pertains to residing, owning or renting land or being employed within the Lakehead Source Protection Area.
- The request will be made in writing to the Lakehead Source Protection Authority.
- The request will include a written statement of the reasons for the request.
- The Lakehead Source Protection Authority would then give a copy of the request to the Member in question.
- The Lakehead Source Protection Authority will provide the Member in question and the Chair an opportunity to make submissions to the Authority at an In-Camera Meeting, before it makes a decision on whether or not to remove the Member from office.
- The Lakehead Source Protection Authority will provide written notice of its decision to both the Member and the Chair, along with reasons for the decision.
- If the decision is made to remove the Member, the process should be completed as soon as reasonably possible.
- A new Member will be appointed by the Source Protection Authority within the requirements of the Regulation for the Source Protection Committee.
- Exceptions can be made with consent of the Minister of Environment and Climate Change.

## 6.8.5 Removal by Municipalities

- Municipal council(s) must make the request.
- Source Protection Authority is required to remove the Member from office as soon as reasonably possible upon receiving written notice of the request.
- Municipal council(s) submits the name of a replacement to fill the vacancy.
- Source Protection Authority will appoint the submitted replacement.

### **Ontario Regulation 288/07 – Source Protection Committee**

#### **Removal from office**

22. (1) A source protection authority that has established a source protection committee may, on its own initiative or on the request of the chair of the committee, remove from office a member of the committee who was appointed by the authority if the authority is of the opinion that the member has failed to comply with a condition of the appointment referred to in section 7.

(2) If the source protection authority proposes, on its own initiative, to remove a member of a source protection committee from office, it shall give the member a written statement of the reasons for the proposed removal.

(3) If the chair of the source protection committee requests the removal from office of a member of the committee,

(a) the request shall be made in writing and shall include a written statement of the reasons for the request; and

(b) if the source protection authority proposes, on the request of the chair, to remove the member from office, it shall give the member a copy of the chair's request.

(4) The source protection authority shall provide the member and the chair of the source protection committee with an opportunity to make submissions to the authority before it makes a decision on whether or not to remove the member from office under subsection (1).

(5) The source protection authority shall give written notice of its decision on whether or not to remove a member from office under subsection (1) to the member and to the chair of the source protection committee, together with the authority's reasons.

(6) A source protection authority shall, as soon as reasonably possible, remove from office a member of the committee who was appointed by the authority pursuant to paragraph 1 of section 2 if,

(a) 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 clause 3 (1) (a);

(b) the removal of the member from office is jointly requested by the councils of the municipalities referred to in clause (a); and

(c) the councils of the municipalities referred to in clause (a) jointly submit the name of a person to be appointed to fill the vacancy created by the removal of the member.

(7) If a member is removed from office under subsection (6), the source protection authority shall, pursuant to paragraph 1 of section 2 and as soon as reasonably possible, appoint the person whose name was submitted under clause (6) (c) as a member of the source protection committee.

## **7. Other Considerations**

### **7.1 *Media Relations***

The Chair is the spokesperson for the Source Protection Committee. The Chair is the only person allowed to comment to the media on matters relating to the Source Protection Committee. This policy is not intended to restrict the ability of Members to express an opinion on non-Committee general interest matters, where the Member makes it clear that he/she is commenting as a private citizen and not in his capacity as a Lakehead Source Protection Committee Member.

### **7.2 *Per Diem***

The Chair shall receive compensation from the Province in keeping with their terms of office.

Members of the Committee shall receive a per diem for attending Lakehead Source Protection Committee Meetings, and any other such Meetings to which they are appointed or directed by the Lakehead Source Protection Committee to attend in advance of the Meeting.

#### Payment of Per Diems

- Lakehead Source Protection Committee will be paid for expenses incurred on authorized Committee business.
- If no quorum is present, the per diem rate shall be paid to those in attendance.
- First Nations and other Liaison Members will be compensated in keeping with Ministry guidance.
- All per diem expenses, mileage and allowances to be in accordance with provincial guidance.

### **7.3 *Elections and Appointments***

The Chair is appointed by the Minister of the Environment, Conservation and Parks.

The Members of the Lakehead Source Protection Committee have been appointed in one of three ways (future appointments will follow the same procedure):

**Municipal Sector:** Municipalities have passed a Council Resolution indicating the individual to represent their seat on the Lakehead Source Protection Committee. The Lakehead Source Protection Authority is responsible for making the final decision on the appointment of the representative to the Lakehead Source Protection Committee.



**Agricultural, Commercial and Industrial Sector:** Applications were accepted as per the Regulation from individuals interested in a seat on the Lakehead Source Protection Committee. The Source Protection Authority appointed the two (2) Members from this sector from the applications received. Selections were made without bias and based on the applicants skills set applicable to working on a technical Committee dealing with Municipal drinking water systems.

**Environmental, Health and Other Interests of the General Public Sector:** Applications were accepted as per the Regulation from individuals interested in a seat on the Lakehead Source Protection Committee. The Source Protection Authority appointed the two (2) Members from this sector from the applications received. Selections were made without bias and based on the applicants skills set applicable to working on a technical Committee dealing with Municipal drinking water systems.

## 8. Indemnity

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

## 9. Amendments to Rules of Operations

Necessary changes or amendments to these procedures can be made by the Lakehead Source Protection Committee where the following conditions are met:

- A quorum exists.
- A proper written notice of the change is placed before the Lakehead Source Protection Committee and agreed to by consensus.
- The Chair or designated alternate is present and presiding over the Meeting.
- The change is presented to and meets the satisfaction of the Lakehead Source Protection Authority.

## **10. Code of Conduct and Conflict of Interest Policy**

This Code applies to all persons appointed to a Source Protection Committee under Section 7 of the “*Clean Water Act, 2006*”.

### **10.1 Objective**

Source Protection Committees established by Source Protection Authorities under section 7 of the “*Clean Water Act, 2006*” are responsible for the preparation of a Terms of Reference, Assessment Report and Source Protection Plans for the Source Protection Areas in accordance with the *Act*, Regulations and Director’s rules.

Members of a Source Protection Committee bring to the Committee a wide range of relevant knowledge and expertise relating to the Committee’s role, acquired as a result of experience in both the private and public sector. Committee members join the Source Protection Committee to contribute to the Source Protection Planning process under the “*Clean Water Act, 2006*”.

Effective governance of the Lakehead Source Protection Committee depends on deliberate, thoughtful, and fair decision making by Lakehead Source Protection Committee Members. The ability to make good decisions is sometimes affected by other interests - personal or professional - of individual Committee Members.

One cannot eliminate conflicts of interest, they are a regular part of organizational and personal life. The objective of this policy is to permit Members of the Lakehead Source Protection Committee to manage potential conflicts of interest successfully, when they do occur, in regards to Committee Members. Conflicts of interests may occur with Board Members of Source Protection Authority, Board Members and Staff of the Lakehead Region Conservation Authority and Municipal representatives involved in the Source Protection Planning process.

The purpose of this “Code of Conduct and Conflict of Interest Policy” is to set out the standard of conduct expected of Members the Lakehead Source Protection Committee appointed by the Lakehead Source Protection Authority. It also sets out the procedure to be followed by Members in disclosing conflicts and perceived conflicts, as well as the consequences of failure to comply with that procedure.

## 10.2 Definitions

For the purposes of this code, the following definitions apply:

**“Code”** means this code of conduct and conflict of interest policy;

**“Commercial information”** means information that relates solely to the buying selling or exchange of merchandise or services by both profit-making enterprises and non-profit organizations;

**“Committee”** means a Source Protection Committee established by a Source Protection Authority under section 7 of the *“Clean Water Act, 2006”*.

**“Confidential information”** means commercial information, information about a third party, material information about a pending government decision or announcement or any other information that is not in the public domain regardless of whether it is identified as confidential that is obtained by the member in the course of serving on the Lakehead Source Protection Committee. For example, particular care should be exercised in releasing information relating to the following matters:

- i. Personal information about any individual.
- ii. Items under litigation.
- iii. Information about suppliers provided for evaluation which might be useful to competitors.
- iv. Sources of complaints about a variety of matters where the identity of the complainant is given in confidence.
- v. Items under negotiation.
- vi. Information supplied in support of license applications, etc., where such information is not part of the public documentation.
- vii. Schedule of prices in contract tenders.
- viii. Personal opinions regarding Lakehead Region Conservation Authority or Lakehead Source Protection Authority Policies, Regulations and Programs should not be given to the public.

The preceding is not an exclusive list.

**“Gift”** includes any money, thing, intangible or personal benefit with monetary value or anything that may reasonably be seen to compromise the personal judgement or integrity of a Member, but does not include nominal gifts, gratuities, hospitality or favours that do not create a sense of business obligation to the giver;

**Harassment** may include, but is not limited to the following:

**(a) Sexual Harassment**

- Unwelcome remarks, jokes, and innuendos or taunting about a person's body, attire, sexual orientation or gender.
- 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.

**(b) Racial or Ethnic Harassment**

- Unwelcome remarks, jokes, innuendos or taunting about a person's racial or ethnic background, colour, place of birth, citizenship or ancestry.
- Displaying of derogatory or offensive racist pictures or material.
- Refusing to converse or work with a Member 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.

**(c) Other Harassment**

- Unwelcome remarks jokes, innuendo or taunting about a person's age, record of offenses, marital status, family status, handicap or creed.

**“Member”** means a Member of a Source Protection Committee appointed by the Minister or a Source Protection Authority under section 7 of the *“Clean Water Act, 2006”*.

**“Private interest”** includes the financial or material interests of a Member and the financial or material interests of a Member of the Member’s immediate family;

**“Prohibited” activities”** means:

- Seeking or accepting a gift in connection with their capacity as Member;
- Attempting to influence Lakehead Source Protection Committee decisions in order to further the Member’s private interest or the interests of a third party, including participating in a matter before the Committee, or making representations to another Member about a recommendation or decision that the Member should make and, at the same time, knowing or ought to know that in the recommendation or decision is the opportunity, or the reasonable appearance of an opportunity, for the Member to further his or her own private interest;

- Using confidential information for any improper purpose, which includes using confidential information to the benefit of the Member's private interest;
- Disclosing confidential information to third parties without the consent of the party to whom the information relates.
- Taking an action in their capacity as a Member that involves dealing with oneself in a private capacity that confers a benefit on oneself.
- Misrepresenting their role as a Member to a third party to further the Member's private interest.
- Holding oneself out as an official of the government of Ontario or inferring to a third party that the Member has the capacity to deliver a favourable decision from the government.
- Making representations to a third party that the government of Ontario has endorsed the business activity that the Member is engaged in.
- Using the name, government of Ontario or Ministry of the Environment and Climate Change, for personal purposes or to further the Member's private interest.
- Failing to disclose a conflict of interest to the Lakehead Source Protection Committee Chair or Minister of Environment and Climate Change as the case may be.

## 11. Definition of Conflict of Interest

A conflict of interest arises when a person able to influence a decision, whether by official vote or moral and/or intellectual persuasion, is liable to gain:

- some personal advantage from the outcome of the decision in which they are involved, and/or
- some advantage for an organization or association with which the individual is directly involved.

A conflict of interest also arises when as individual Committee Members outside duties, interests or obligations may or do differ fundamentally from his/her obligations as a Member of the Source Protection Committee.

A conflict of interest refers to a situation in which the 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 interest of the Lakehead Source Protection Committee. It is important to note that a conflict of interest exists if the decision could be, or could appear to be compromised. It is not necessary that compromise takes place.

A conflict of interest also includes using a Member's position or confidential information for private gain or advancement or the expectation of private gain or advancement (e.g. direct or indirect financial interest in a matter, a contract or proposed contract with the Source Protection Committee or its agent, the Source Protection Authority). A conflict may occur when an interest benefits any member of the Member's family (spouse, partner, children, parents, siblings), friends or business associates.

### 11.1 Assumptions

1. No Committee Member shall use his or her position, or the knowledge gained there from, in such a manner that a conflict between the interest of Lakehead Source Protection Committee and his or her interests arises, but is not disclosed.
2. When functioning as a Committee Member, each person has a duty to place the interest of Lakehead Source Protection Committee foremost in any dealings pertaining to the Committee and has a continuing responsibility to comply with the requirements of this Policy.
3. Committee Members are not eligible for employment or service contracts with Lakehead Source Protection Committee, Lakehead Source Protection Authority or Lakehead Region Conservation Authority during their tenure. If a Committee



- Member wishes to apply for a permanent position to any of the above listed organizations, he/she must immediately withdraw from active participation on the Committee. If the Committee Member is the successful candidate, he/she must resign from the Committee upon accepting the position.
4. Any Committee Member who becomes aware of a potential conflict of interest with respect to any matter coming before the Source Protection Committee or a working group of the Committee shall make this potential conflict known immediately in any discussion relating to the matter.
  5. It may be necessary in certain circumstances for the Source Protection Committee to secure the confidentiality of those present in a decision making process which is likely to affect someone or an organization known to those making the decision. The meeting must move into In-Camera.
  6. Decisions taken by the Source Protection Committee, regarding the management of a conflict of interest, must be fair and agreeable.

## **11.2 Conflicts of Interest**

A Member is in a “Conflict of Interest” if,

1. The Member participates in an advisory or decision-making role in respect to a matter before the Source Protection Committee knowing the decision is an opportunity, or has the reasonable appearance of an opportunity, for the Member to further his or her private interest.
2. The Member uses information that he or she acquires by virtue of his or her position on the Source Protection Committee, which is not available or accessible to the general public, to further his or her own private interest.
3. The Member uses their position to further his or her private interest by influencing a decision or recommendation to be made by another Member.
4. The Member discloses confidential Committee information, to which they have access, to other persons or organizations not approved by the Committee.
5. The Member accepts employment, an appointment or shares in an organization or association that might reasonably conflict with their responsibilities to the Source Protection Committee.

6. The Member accepts a gift, benefit or fee from an individual or organization for favoring or promoting that individual or organization by virtue of their position on the Source Protection Committee.
7. The Member is of the opinion that he or she cannot provide an objective review of a matter before the Source Protection Committee.

### **Examples**

Some examples of situations which may indicate a conflict of interest are:

- Where a Committee Member is in a position to influence the creation of employment or a service contract and then becomes a candidate for such a position or contract.
- Where a Member of the Committee influences the selection of a supplier of goods and/or services and the Member has an ownership interest in that supplier.
- Where a Committee Member uses Lakehead Source Protection Committee name and resources for personal benefit.
- Where a Committee Member could influence the giving of a grant, funds or project approval which would benefit themselves or an organization they are associated with as Staff or volunteers.

### **11.3 Procedure for Disclosing a Conflict of Interest**

It is the responsibility of the Member to determine if they have a conflict. A Member who does have reasonable grounds to believe that he or she may have a conflict of interest or that there may be an appearance of a conflict of interest, in respect of a matter that is before the Lakehead Source Protection Committee shall:

- i. Promptly disclose (verbally or in writing) the actual, potential or perceived conflict of interest to the Chair or where the Member is the Chair, promptly disclose the conflict of interest to the vice-chair or if there is no Vice-Chair, to the Lakehead Source Protection Committee in the presence of the Source Protection Committee and
  - ii. Excuse him or herself from the Committee Meeting while the matter is under consideration. If the Member is participating via telephone or other electronic means, the Chair shall ensure that the Member is not able to listen to or participate in the discussion of the matter.
1. A Member who has disclosed an actual, potential or perceived conflict of interest to the Chair or the Committee, as the case may be, shall refrain from voting or participating in the consideration of the matter, or from commenting on,

discussing or attempting to exert his or her personal influence on another Member with respect to the matter.

2. The Minutes of the Meeting shall reflect the disclosure of the actual, potential or perceived conflict of interest and whether the Member withdrew from the discussion of the matter.
3. All correspondence between the Chair and the Minister respecting the disclosure of a conflict of interest shall be treated as personal information under the *"Municipal Freedom of Information and Protection of Privacy Act"*.

#### **11.4 Procedure when Member Has Engaged in Prohibited Activities**

Where a Member, other than the Chair, has engaged in a prohibited activity, the Chair may:

1. Request the Lakehead Source Protection Authority to investigate the matter and report to the Lakehead Source Protection Committee Chair with his or her findings or recommendations.
2. Request that the Member refrain from participating as a Member of the Lakehead Source Protection Committee pending the outcome of the investigation.
3. Request that the Member resign from the Lakehead Source Protection Committee.
4. Request that the Lakehead Source Protection Authority revoke the Member's appointment in accordance with O. Reg. 288/07 (Source Protection Committees).

Where the Lakehead Source Protection Committee Chair has engaged in a prohibited activity, the Minister may:

1. Request the Lakehead Source Protection Authority investigate the matter and report to the Minister of Environment and Climate Change with its findings or recommendations.
2. Request that the Lakehead Source Protection Committee Chair refrain from participating as a Member of the Lakehead Source Protection Committee pending the outcome of the investigation.
3. Request that the Lakehead Source Protection Committee Chair resign from the Committee.

4. Take steps to revoke the Chair's appointment.

### ***11.5 Principles and Code of Conduct***

Members of the Lakehead Source Protection Committee are expected to:

- Conduct themselves ethically, lawfully and with integrity;
- Act in the public interest, serving the mandate of the Lakehead Source Protection Committee as a whole, rather than serving the Member's private interest or other interests;
- Maintain a sense of fairness, independence and objectivity and treat others with respect;
- Refrain from placing themselves in conflict of interest situations;
- Disclose any actual, potential or perceived conflict of interest to the Chair of the Lakehead Source Protection Committee and to the Chair of the Lakehead Source Protection Authority, or where the Chair is reporting to the Minister and the Chair of the Lakehead Source Protection Authority;
- Refrain from engaging in any of the prohibited activities as described in this policy;
- Educate other Members on those matters within their own area of expertise with a goal of having the Lakehead Source Protection Committee make decisions collectively;
- Demonstrate their commitment to the Lakehead Source Protection Committee and to the Source Protection Planning process through high levels of attendance and participation at Committee Meetings;
- Every Member of the Lakehead Source Protection Committee, the staff or consultants are entitled to work in an environment that is free from discrimination and/or harassment. The Chair will take prompt and appropriate action to prevent, discourage or respond to incidents of discrimination or harassment. Every Member, staff or consultant of the Lakehead Source Protection Committee will deal with their fellows in a fair and equitable manner free from discrimination and/or harassment.

Any Member or volunteer who feels they are being harassed while doing Lakehead Source Protection Committee work 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;
- Keep a short written record of dates, incidents and names of witnesses, if any;
- If necessary, prepare a written complaint.
- Upon receipt of a verbal or written complaint, the Chair will 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). If the investigation concludes that the complaint is unfounded the complaint and investigation file will be destroyed. The Member who issued the complaint will be informed of the results of the investigation and of any action taken.

### **11.6 Confidential Information**

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

- The Lakehead Source Protection Committee Members shall be governed at all times by the provisions of the “*Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*”.
- In the instance where a Lakehead Source Protection Committee Member vacates their position on the Lakehead Source Protection Committee they will continue to be bound by “*Municipal Freedom of Information and Protection of Privacy Act*” requirements.

Only the Chair of the Lakehead Source Protection Committee should comment to the media on policy matters. This policy is not intended to restrict the ability of Members to express an opinion on non-Committee general interest matters, where the Member makes it clear that he/she is commenting as a private citizen and not in his capacity as a Lakehead Source Protection Committee Member.

All Members appointed to the Lakehead Source Protection Committee by the Lakehead Source Protection Authority have an obligation to raise any concern with the Lakehead Source Protection Committee Chair with respect to their compliance with this Code.

The Chair of the Lakehead Source Protection Committee has an obligation to raise any concern with the Minister and the Chair of the Lakehead Source Protection Authority with respect to their compliance with this code. The Minister will determine an appropriate response and communicate this to the Chair of the Lakehead Source Protection Committee and the Chair of the Lakehead Source Protection Authority.

## **12. Acknowledgement**

Each Member shall be required to review a copy of this Code and acknowledge in writing that he or she has done so.

The Lakehead Source Protection Authority will retain a copy of each Member's signed acknowledgement.

### 13. Deputation Policy

1. a) Persons desiring to address or present a brief to the Lakehead Source Protection Committee shall be permitted to do so provided,
  - i) They notify the Source Protection Project Manager, in writing, at least fourteen (14) days prior to the Meeting of the Lakehead Source Protection Committee at which they wish to appear;
  - ii) File with the Source Protection Project Manager, not less than seven (7) days in advance of their appearance, a written statement or brief setting forth the particulars of the address or brief to the Lakehead Source Protection Committee.
  - iii) The same organization can only be represented by one deputation on the same subject. The Same applies to the individual also.
- 1.1 a) The presentation of an address or brief shall be scheduled as a Deputation and presented on the Agenda:
  - i) As a presentation or brief to the Lakehead Source Protection Committee not necessarily related to any item on the Agenda;
  - ii) As a presentation or brief in connection with an item in the Agenda, and such presentation or brief shall be considered at the time the Agenda is considered;
  - iii) As a presentation or brief by commercial enterprises, government agencies, consultants, be considered as an Agenda item and scheduled as in Clause 1.1 (a)(ii);
- b)
  - i) In presenting an address or brief to the Lakehead Source Protection Committee, no person shall be permitted to speak more than (10) minutes;
  - ii) If additional information is provided by the presenter, it must follow the initial outline of the purpose of the deputation;
  - iii) The presenter will need to bring the correct number of copies and these are distributed by the Source Protection Project Manager.

- c) No person shall speak disrespectfully or use offensive words in or against the Lakehead Source Protection Committee nor against any Member thereof. No person shall reflect upon any vote of the Lakehead Source Protection Committee except for the purpose of requesting that such vote be rescinded or reconsidered.
- d) No person shall:
  - i) Use offensive words in or against the Lakehead Source Protection Committee or any Member;
  - ii) Speak on any subject other than the subject as stated in accordance with Clause 1.1(a);
  - iii) Disobey the rules of the Lakehead Source Protection Committee or a decision of the Chair of the Lakehead Source Protection Committee or of the Lakehead Source Protection Committee on questions of order or practice or upon the interpretation of the Lakehead Source Protection Committee;

and in case a person in any such disobedience after having been warned by the Chair of the Lakehead Source Protection Committee, the Chair of the Lakehead Source Protection Committee may forthwith put the question, no adjournment, amendment or debate being allowed, “that such person(s) be ordered to leave the Boardroom for the duration of the Meeting.”

- e) There shall be no debate between such speakers and Members of the Lakehead Source Protection Committee provided however that questions may be asked by Members of the Lakehead Source Protection Committee following the presentation of the speaker(s).
- 1.2 a) If there is a resolution put forward after the deputation, then the resolution MUST be dealt with under New Business.
- b) Under “New Business” the matter can be:
    - i) Dealt with immediately, or;
    - ii) Request a Report from the Staff, or;
    - iii) Refer the matter to another Meeting at which time a Report is to be presented by Staff.



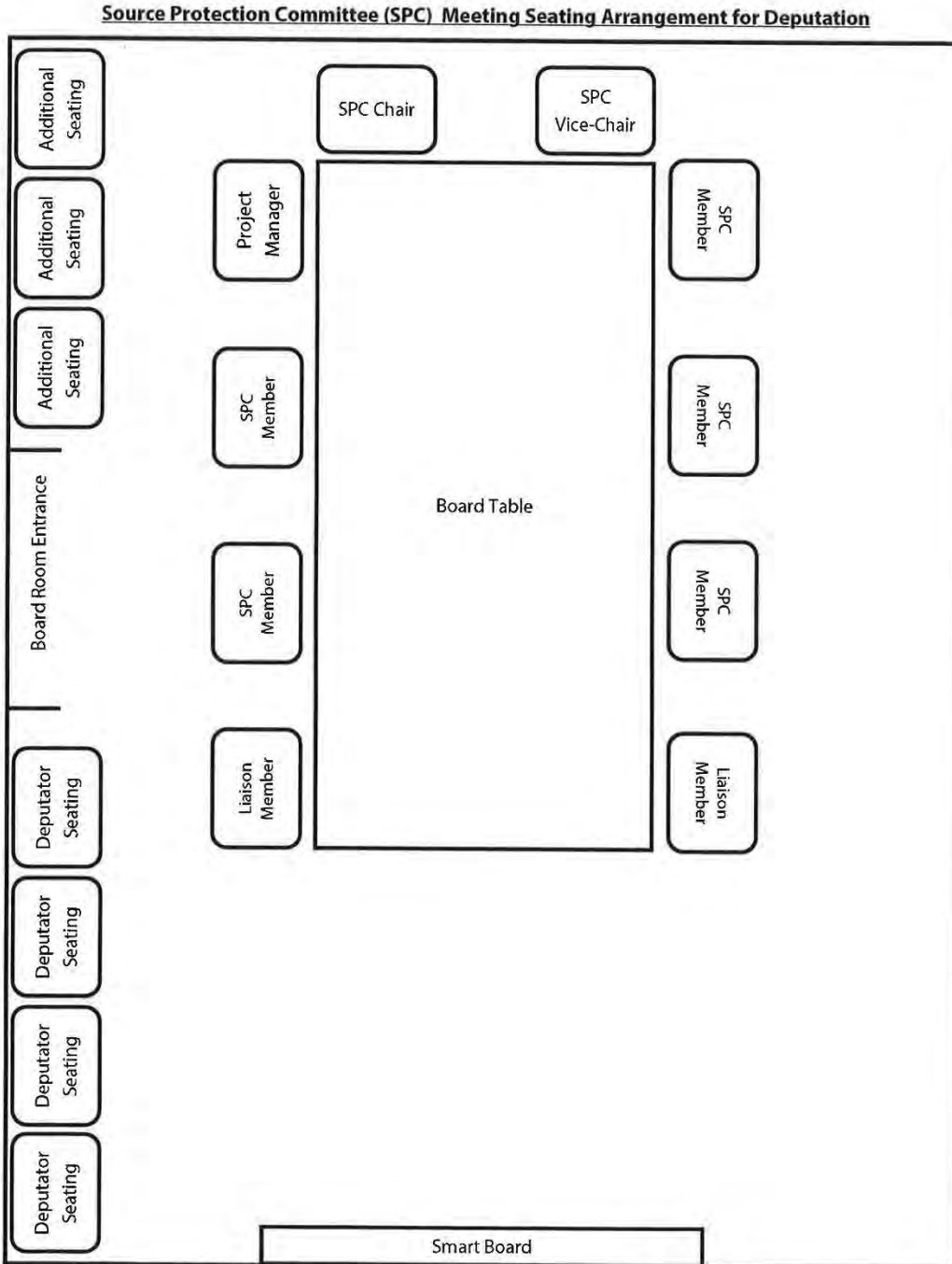
### **13.1 Deputation Information Sheet**

Members of the Lakehead Source Protection Committee are expected to:

The following guidelines must be followed in preparing and presenting your deputation to the Lakehead Source Protection Committee.

- 1) Deputation outline and any additional information pertaining to your deputation must be submitted by date noted in letter, on white paper of 8 ½" X 11" dimension and information typed or written in blue or black ink.
- 2) At the Meeting, your deputation will be called by the Chairman, following which you are to present and seat yourself as shown on the attached diagram. Once seated, commence your presentation by introducing yourself and any other people with you to the Members of the Lakehead Source Protection Committee.
- 3) You are allowed a maximum of 10 (ten) minutes per deputation in which to make your presentation following which individual Members of the Lakehead Source Protection Committee may ask questions of you.
- 4) You are not permitted to engage in debate with Members of the Lakehead Source Protection Committee and any comments which you wish to make should be addressed through the Lakehead Source Protection Committee Chairman.
- 5) Only two speakers per deputation are allowed. The Request for Deputation must identify the speaker or speakers (maximum two allowed). Only those identified in the request will be allowed to speak at the Meeting.
- 6) Speakers must identify themselves to the Source Protection Committee Chair or the Project Manager prior to the commencement of the Meeting.

### 13.2 Boardroom Seating Assignment



**Appendix A:  
Acknowledgement of Policy Forms**

## Acknowledgement of Policy Form

I, \_\_\_\_\_, a Member of the Lakehead Source Protection Committee for the Lakehead Source Protection Area, hereby acknowledge that I have reviewed the “Code of Conduct and Conflict of Interest Policy” for Lakehead Source Protection Committee Members dated \_\_\_\_\_ and further acknowledge that I understand that it is a condition of my appointment to the Lakehead Source Protection Committee that I will comply with the “Code of Conduct and Conflict of Interest Policy”.

Date \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_

*Member Copy*

## Acknowledgement of Policy Form

I, \_\_\_\_\_, a Member of the Lakehead Source Protection Committee for the Lakehead Source Protection Area, hereby acknowledge that I have reviewed the “Code of Conduct and Conflict of Interest Policy” for Lakehead Source Protection Committee Members dated \_\_\_\_\_ and further acknowledge that I understand that it is a condition of my appointment to the Lakehead Source Protection Committee that I will comply with the “Code of Conduct and Conflict of Interest Policy”.

Date \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_

*Conservation Authority Copy*



**Lakehead Source Water Protection Update**

<b>MEETING DATE</b>	April 20, 2023
<b>STAFF NAME</b>	Melissa Hughson
<b>POSITION</b>	Watershed Manager / Project Manager of the Lakehead Drinking Water Source Protection Program

Section 36 Workplan Approved

Lakehead’s Section 36 Workplan was submitted to MECP on April 25, 2023 in accordance with the Minister’s Order dated May 7, 2018. The workplan proposed minor updates to the source protection plan (SPP) policies summarized as follows:

<b>Proposed Update No.</b>	<b>Description of Proposed Update</b>	<b>Implementing Body/Municipality</b>	<b>Applicable Document</b>
1	Update of Policy RV.1.CW-PA in SPP to remove references to the size of prohibited Waste Disposal Sites.	Municipality of Oliver Paipoonge	SPP
2	Review of Policy RV.5.CW-EO in SPP to assess the need to distribute Education and Outreach materials in the future. Remove EO materials related to agriculture.	Municipality of Oliver Paipoonge and TBDHU	SPP
3	Update of Policy RV.1.CW-PA in SPP to ensure future updates of Official Plan and Zoning continue to reflect applicable policies.	Municipality of Oliver Paipoonge	SPP
4	Update of Policy RV.3.CW-SP in SPP to require updates and/or reviews of Salt Management Plan.	Municipality of Oliver Paipoonge	SPP
5	Update of Policy TB.1.NLB-SP in SPP to require the placement of a minimum of three buoys at the surface water Intake.	City of Thunder Bay	SPP

A Minister's Order dated October 24, 2023, was received by the SPA indicating that Lakehead's Section 36 Workplan was approved. The order and follow up correspondence stated that mandatory updates include ensuring that the assessment report and source protection plan are updated according to the most recent version of the technical rules and planned changes to drinking water systems. Any other items in a section 36 workplan that are not listed as mandatory in the section 36 order are considered discretionary and can be undertaken as long as they are in scope and follow the technical rules. The Minister's order and associated correspondence from MECP is included as Attachment #1.

There are no required changes to Lakehead's assessment report and source protection plan resulting from updates to the technical rules. The SPA will complete the updates to the policies in the source protection plan as summarized above pending available funding.

#### Advanced Treatment Septic Systems in WHPA-A without Maintenance Agreements

The TBDHU completed three septic system inspections in January 2024 and reported that all three advanced treatment septic systems were non-compliant with the Manufacturer Annual Inspection and Maintenance requirements outlined in the Ontario Building Code. At the time of inspection, it could not be confirmed if the systems were functioning as originally intended. The TBDHU advised owners accordingly to enter into agreements and ensure required inspection and maintenance is completed. The TBDHU will complete follow up inspections in the spring of 2024 and will include their inspection results in the 2024 annual reporting.

#### Proposed Phase Out of Free Water Testing for Private Wells

In 2017, Public Health Ontario proposed a joint modernization plan to update its public health laboratory that included the gradual discontinuation of private drinking water testing. In the 2023 Auditor General's Value-for-Money Audit of PHO (released in December), recommendation number 5 states that PHO, in conjunction with the Ministry of Health (MOH) are to update and implement a laboratory modernization plan within 12 months to streamline the laboratory's operations.

A large population of Thunder Bay region residents are serviced via private wells. Recent correspondence with the TBDHU indicated that there has been no direction to phase out free private well testing yet. Similar to other SPCs in Ontario, the Lakehead SPC will be sending a letter to the Minister of Agriculture, Food and Rural Affairs requesting that the province not proceed with the recommended phase out of free private well testing in Ontario.

#### Drinking Water Source Protection Funding

The 2022-2024 Drinking Water Source Protection program funding expired on March 31, 2024. The 2022-2024 funding, as in previous years funded a staff compliment of 0.5 full-time equivalents (FTE).

The next round of source protection program funding will be over three years starting April 1, 2024 to March 31, 2027. The Lakehead SPA applied to MECP on January 19, 2024 to fund a staff

compliment of 0.6 FTE for year one and year two, and 0.55 FTE for year three. The additional funding request is to address updates to the Source Protection Plan resulting from the approved Section 36 Workplan as well as funds to carry on with the best practices campaign for residents on non-municipal drinking water systems in our region. The funding agreement is currently being negotiated with MECP at the time of writing.

Attachments:

- Minister's Order dated October 24, 2023, Regarding Lakehead's DWSP program Section 36 Workplan.
- LRCA and MECP correspondence regarding the Minister's Order and Lakehead's approved Section 36 Workplan.





357-2023-1680

October 24, 2023

Donna Blunt  
Chair, Lakehead Source Protection Authority  
130 Conservation Road  
P.O. Box 10427  
Thunder Bay, ON P7B 6T8

Dear Donna Blunt:

I am pleased to follow up on your proposed workplan for the review and update to the Lakehead source protection plan submitted in compliance with the order dated May 7, 2018, issued under section 36 of the *Clean Water Act, 2006*.

Pursuant to subsection 36 (1) of the *Clean Water Act, 2006*, I am amending the order to establish requirements governing the content and timeframes of the review and the process to be followed for any updates to your assessment report and plan. The source protection committee shall update the assessment report and source protection plan to address the workplan items identified in the attachment to this order.

When undertaking any updates, the source protection committee and source protection authority must follow the amendment process and consultation requirements set out in the attachment to this letter. All updates carried out under section 36 of the *Clean Water Act, 2006* are to be submitted to the Ministry within six (6) months after the completion of the required updates and consultation.

Due to the limited scope of Lakehead's workplan and lack of complexity, the consultation requirements have been revised to remove the requirement for early consultation with the Ministry and pre-consultation with implementing bodies as described in sections 35 to 39 of the General Regulation (O. Reg. 287/07).

Thank you for the continued efforts of the source protection authority, committee and local communities to ensure sources of drinking water are protected. Significant progress has been made in source protection and the province looks forward to continuing to work with you and all stakeholders to protect sources of drinking water.

Sincerely,



Andrea Khanjin  
Minister

Enclosure

- c: Melissa Hughson, Watershed Manager, Greater Sudbury Source Protection Authority
- Kirsten Service, Director, Conservation and Source Protection Branch, MECP
- Jennifer McKay, Manager, Conservation and Source Protection Branch, MECP
- Elizabeth Forrest, Senior Drinking Water Program Advisor, MECP
- Bryan Armstrong, Program Analyst, MECP

## **Attachment: Lakehead Updates under Section 36 of the *Clean Water Act***

### *Mandatory Updates to the Assessment Report and Source Protection Plan*

The **Lakehead** source protection committee shall ensure that the review includes updates to the assessment report and source protection plan to:

- Comply with the amendments made to the Director's Technical Rules (Rules), published on the Environmental Registry in March 2017, the 2018 amendments to the Rules and General Regulation (O. Reg. 287/07) and amendments made to the Rules in December 2021.

### *Amendment Process for Updates including Consultation:*

As with locally initiated amendments, any proposed updates to an assessment report and plan are to be consulted on concurrently and submitted together as one package to the Ministry by the source protection authority. Only those provisions of the *Clean Water Act, 2006* and General Regulation referred to below apply to the update of your assessment report and source protection plan. For example, as no terms of reference is being required for the review and update of the assessment report and plan, subsection 36 (3) of the *Clean Water Act, 2006* does not apply.

Accordingly, for the updates to the assessment report and source protection plan, the following provisions apply:

- Assessment report content outlined in section 15 of the *Clean Water Act, 2006* and sections 11 to 14 of the General Regulation.
- Source protection plan content outlined in subsections 22 (2) to (15) of the *Clean Water Act, 2006* and sections 20 to 34 of the General Regulation.
- Sections 27 to 32 of the *Clean Water Act, 2006*.

The Explanatory Document that accompanies the plan (section 40, General Regulation) shall also be updated to reflect the proposed changes to the plan and made available for consultation.

Consultation shall include the following minimum requirement:

- Public consultation for a minimum of 35 days, as outlined below.

Notification and publication of the proposed updates shall follow the provisions included in the General Regulation for assessment reports and plans as described below. This includes making the proposed updates available on the internet and in locations that are accessible to give the public and other interested parties an opportunity to inspect and comment on the updates. Specifically, consultation on the proposed updates to the assessment report and plan shall occur concurrently and sections 23 to 25 of the *Clean Water Act, 2006* and section 41 of the General Regulation apply with modifications noted below:

- References to a draft or proposed source protection plan shall be read as references to the proposed updates to the assessment report and source protection plan that result from the review carried out under section 36 of the *Clean Water Act, 2006*.
- Notices shall be provided to the clerk of each municipality and all other persons and bodies listed in section 41 that are affected by the proposed updates.
- A public meeting referred to in clause (c) of subsection 41 (3) and in subsection 41 (7) is optional as determined by the source protection committee in consideration of the nature and scope of the proposed updates.
- For greater certainty, sections 35 to 39 of the General Regulation (pre-consultation with implementing bodies) do not apply.

While consulting on the proposed updates to the assessment report and source protection plan in accordance with the requirements set out above, comments received shall be documented, considered and addressed prior to finalizing the proposed updates to the assessment report and plan.

**From:** [Forrest, Elizabeth \(She/Her\) \(MECP\)](#)  
**To:** [Armstrong, Bryan \(MECP\)](#); [Melissa Hughson](#)  
**Cc:** [Tammy Cook](#); [McKay, Jennifer \(MECP\)](#)  
**Subject:** RE: Letter from the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks  
**Date:** November 7, 2023 9:17:42 PM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[image003.jpg](#)  
[image004.jpg](#)

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Hi everyone,

Standard mandatory items are mentioned s.36 orders for SPAs and included items such as ensuring that the assessment report and source protection plan were updated according to the most recent version of the technical rules and planned changes to drinking water systems.

Any other items in a s.36 workplan that are not listed as mandatory in the s.36 order are considered discretionary and can be undertaken as long as they are in scope and follow the technical rules.

Hope that answers the question but please let me know if you need anything else.

**Beth Forrest (she/her)**

[\(Link to hear my name\)](#)

647-204-6744

[elizabeth.forrest@ontario.ca](mailto:elizabeth.forrest@ontario.ca)

---

**From:** Armstrong, Bryan (MECP) <Bryan.Armstrong@ontario.ca>

**Sent:** November 7, 2023 1:16 PM

**To:** Melissa Hughson <melissa@lakeheadca.com>; Forrest, Elizabeth (She/Her) (MECP) <Elizabeth.Forrest@ontario.ca>

**Cc:** Tammy Cook <tammy@lakeheadca.com>; McKay, Jennifer (MECP) <Jennifer.McKay@ontario.ca>

**Subject:** RE: Letter from the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks

Melissa,

Sorry to confuse. Please disregard the previous email.

On reading through the Order a second time over I believe that you are required to review both the AR and SPP to ensure that they are current with the most recent technical rules as well as undertake the proposed updates identified in the workplan. The workplan coincides with the mandatory requirement as it includes work items that Lakehead is proposing to undertake to ensure that the SPP and AR remain current.

That is my understanding however will let Beth confirm and if necessary we can send to our legal branch for their interpretation.

Bryan

---

**From:** Armstrong, Bryan (MECP)  
**Sent:** November 7, 2023 12:34 PM  
**To:** Melissa Hughson <[melissa@lakeheadca.com](mailto:melissa@lakeheadca.com)>; Forrest, Elizabeth (She/Her) (MECP) <[Elizabeth.Forrest@ontario.ca](mailto:Elizabeth.Forrest@ontario.ca)>  
**Cc:** Tammy Cook <[tammy@lakeheadca.com](mailto:tammy@lakeheadca.com)>; McKay, Jennifer (MECP) <[Jennifer.McKay@ontario.ca](mailto:Jennifer.McKay@ontario.ca)>  
**Subject:** RE: Letter from the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks

Hi Melissa,

The workplan is what was approved and the updates you are to undertake. To the best of my knowledge the mandatory updates section of the Order is more or less to inform that the SPC is required to ensure that while reviewing and undertaking the workplan amendments, that they comply with the most current amendments which are the 2018 amendments to the Rules and General Regulation (O. Reg. 287/07) and the 2021 Technical Rules.

Hope that makes sense. Beth please inform if you are of the same understanding.

## Bryan Armstrong

*Program Analyst*

Conservation and Source Protection Branch,  
Source Protection Section

Ministry of Environment Conservation and Parks  
Tel: 289-962-3912

---

**From:** Melissa Hughson <[melissa@lakeheadca.com](mailto:melissa@lakeheadca.com)>  
**Sent:** November 7, 2023 12:07 PM  
**To:** Armstrong, Bryan (MECP) <[Bryan.Armstrong@ontario.ca](mailto:Bryan.Armstrong@ontario.ca)>; Forrest, Elizabeth (She/Her) (MECP) <[Elizabeth.Forrest@ontario.ca](mailto:Elizabeth.Forrest@ontario.ca)>  
**Cc:** Tammy Cook <[tammy@lakeheadca.com](mailto:tammy@lakeheadca.com)>  
**Subject:** RE: Letter from the Honourable Andrea Khanjin, Minister of the Environment, Conservation

and Parks

**CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.**

Hi Bryan and Beth,

Can you clarify, is the Lakehead SPC to undertake the proposed updates to our Source Protection Plan as outlined in our Section 36 Workplan (April 24, 2023), as well as the 'Mandatory Updates' outlined in the attachment to the October 24, 2023 Order (see attached)? Or ... just the 'Mandatory Updates' listed in the attachment to the 2023 Order?

Thanks,  
Melissa

## Melissa Hughson

Watershed Manager

130 Conservation Road PO Box 10427, Thunder Bay, ON P7B 6T8

Phone: (807) 344-5857 Ext. 223 Fax: (807) 345-9156

[www.lakeheadca.com](http://www.lakeheadca.com)




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**From:** Minister, MECP <[minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca)>

**Sent:** Wednesday, October 25, 2023 4:35 PM

**To:** General LRCA Email <[info@lakeheadca.com](mailto:info@lakeheadca.com)>

**Cc:** Melissa Hughson <[melissa@lakeheadca.com](mailto:melissa@lakeheadca.com)>; [kirsten.service@ontario.ca](mailto:kirsten.service@ontario.ca); [elizabeth.forrest@ontario.ca](mailto:elizabeth.forrest@ontario.ca); [bryan.armstrong@ontario.ca](mailto:bryan.armstrong@ontario.ca)

**Subject:** Letter from the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks

357-2023-1680

Dear Donna Blunt:

Please see attached a letter from the Honourable Andrea Khanjin, Ontario Minister of the Environment, Conservation and Parks.

Sincerely,

Corporate Correspondence Unit  
Ontario Ministry of the Environment, Conservation and Parks