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Via E-mail Only

Subject: Town of Minto 2017 Risk Management Official and Municipal Annual Reports

For reporting purposes, the Town of Minto is subject to two Source Protection Plans (based on watershed or Conservation Authority boundaries): Ausable Bayfield Maitland Valley (ABMV – Maitland Valley) Plan and the Saugeen Valley, Grey Sauble, Northern Bruce Peninsula Plan (Saugeen Valley). In 2017, all Source Protection Plans were in effect.

Under Section 81 of the Clean Water Act and Section 65 of O. Reg. 287/07, an annual report must be prepared by a Risk Management Official and submitted to the appropriate Source Protection Authority (Conservation Authority) by February 1st of each year. Under Section 45 of the *Clean Water Act*, a public body, including a municipality, must comply with monitoring and reporting policies designated by a Source Protection Plan. The attached annual municipal reports are provided in accordance with above sections of the *Clean Water Act* and the monitoring policies outlined in the effective Source Protection Plans for this municipality. These attached reports have been provided electronically as the report templates are formatted for data management purposes. The Wellington County municipalities continue to implement source protection under the Wellington Source Water Protection partnership, www.wellingtonwater.ca

In 2017, progress continued in the implementation of source protection in the municipality. A summary of key aspects of the Risk Management Official Report and Municipal Report are provided below.

In 2017, 70 development review notices were issued per Section 59 of the Clean Water Act within the municipality. Comments were provided on one additional development review application that did not require a Section 59 notice. There were 132 Section 59 notices issued County wide and comments on 137 additional development applications County wide. The

County Official Plan was amended in 2016 to conform to the five Source Protection Plans in the County and in 2017, work began on the conformity exercise for the Town's zoning by-law. County wide, six training sessions were run for municipal staff and consultants (engineers, surveyors, planners). Overall, feedback from the training sessions were positive and we are planning more training sessions in 2018. Our Risk Management staff are well supported by the internal Wellington Source Protection Working Group which is comprised of other departmental staff from all eight Wellington municipalities including building officials, planners, water compliance staff, public works staff and Chief Administrative Officers.

Analysis continued on the threat verification data collected in previous years on agricultural, industrial, commercial and institutional properties identified as potential significant drinking water threats in the approved Assessment Reports. Inspections were conducted on 14 agricultural properties regarding prohibition. Thirty three inspections were conducted County wide in 2017. Two Risk Management Plans were agreed to in the Town and 15 are in the process of negotiation for the municipality. County wide, there were five Risk Management Plans agreed to in 2017 with 23 in progress. These numbers are expected to increase in 2018 and beyond as the focus shifts from education, outreach and threat verification to negotiating risk management plans. One Chemical Management Plan per Official Plan Section 4.9.5 is in progress for 2017.

In 2017, the Town implemented sewer use and connection by-laws as required by the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan. These by-laws were approved by Council in March 2017. Ten source protection road signs have now been installed in the Town with 21 installed County wide on municipal or County roads. Additional road signs have been installed by the Province on provincial highways.

In 2017, County wide there was a focus on the development and implementation of the source protection education and outreach program as required by the applicable Source Protection Plans. The Wellington Source Water Protection website was upgraded to make it more user friendly, create a more useable back end and to achieve easier integration with the County online mapping portal. Five new fact sheets were created for the following topics: Development Applications, Water Quantity, Residential Fuel Oil, Fertilizer, and Chemical Handling. Three newspaper ads were run in the Wellington Advertiser during the year on topics related to planning and building applications, mapping and DNAPL / hazardous waste disposal. Postcards were created to advertise the online mapping tool that helps development applicants determine if they are in a vulnerable area. Postcards were distributed via all eight municipal offices (upper and lower tier) and through all County libraries (14 locations) to target both development review applicants and the general public.

Staff participate in, and Wellington Source Water Protection is a sponsor for, the Waterloo-Wellington Children's Groundwater Festival. Staff participate on the organizing committee as

well as during the Festival to deliver presentations. The Children's Groundwater Festival is an excellent way to reach Grade 2 to 5 and high school children (and their parents) and deliver water protection messages including source protection. The Festival attracts 5,000 elementary children and 500 high school / adult volunteers. In 2017, approximately 600 children attended from the County of Wellington as well as participation from a County high school and companies / municipalities as volunteers. In 2017, a presentation was also made to a County High School environmental program on source protection.

During inspections, education material was provided directly to the proponents generally regarding the threats present, the process (RMP, prohibition etc.) and property specific mapping. This material was generally well received and found to be useful by the proponents. Similarly, material is provided to every applicant who receives a Section 59 notice, this includes fact sheets and property specific mapping. In 2017, the mandatory fuel oil education and outreach program began. It was focused in the Town of Erin for 2017 and 16 properties received mail outs with educational materials (letter, fact sheets) and a sticker with the Spills Action Centre number. Metal tags for fuel oil fill pipes were also made available, if it was confirmed that the property was on fuel oil. This program will be rolled out in other County municipalities in 2018 and beyond. In the Saugeen Valley and Maitland Valley Source Protection Areas, this program will support negotiation of risk management plans.

In 2017, staff also participated in a number of provincial working groups and commented on proposed amendments on four of the five Source Protection Plans applicable in the County.

Attached for your reference is summary table of source protection implementation for all municipalities in Wellington County (the County and seven, local municipalities). Further detail can also be found in the County of Wellington municipal reports submitted separately. For further information on the attached reports, please contact the undersigned at 519-846-9691 ext 362.

Respectfully submitted,

Kyle Davis
Risk Management Official

C.C.

Terry Kuipers, Michelle Brown, Bill White, Stacey Pennington, Town of Minto

Attachments (electronically)

1. Source Protection Annual Reporting Summary 2017 – Wellington County municipalities
2. ABMV RMO Template
3. ABMV Municipal Template
4. Saugeen Valley RMO Template
5. Saugeen Valley Municipal Template

Source Protection Annual Reporting Summary 2017 - Wellington County municipalities

Reportables		Centre Wellington	Guelph/Eramosa	Mapleton	Puslinch	Wellington North	Erin	Minto	County of Wellington	Total
Septic Inspection Program (Cumulative)	Completed	24	415	N/A	54	9	127	6	N/A	635
	Outstanding	0	6	N/A	0	0	0	0	N/A	6
	Major Remedial Action	5	27	N/A	1	1	8	0	N/A	42
	Minor Remedial Action	4	79	N/A	12	1	14	1	N/A	111
	Septic Socials	1	3	N/A	2	1	1	1	N/A	9
S59 Notices Issued		12	25	2	14	2	8	69	N/A	132
Comments on Development reviews (in addition to notices)		30	25	32	27	10	12	1	N/A	137
Inspections (Threat Verification) - Section 62		6	5	2	0	3	3	14	N/A	33
Inspections (Compliance) - Section 57 Prohibition		1	0	0	0	0	0	0	N/A	1
Inspections (Compliance) - Section 58 Risk Management Plans		0	0	0	0	0	0	0	N/A	0
RMPs	Cumulative Completed since SPP Effective Date	4	2	0	0	0	0	2	N/A	8
	Completed	1	2	0	0	0	0	2	N/A	5
	In Progress	5	1	0	0	2	0	15	N/A	23
Chemical Management Plan (Official Plan Section 4.9.5)	Cumulative Completed since OPA 98	0	1	0	0	1	1	0	3	3
	Completed	0	1	0	0	0	1	0	2	2
	In Progress	0	0	0	0	0	0	1	1	1
RMP, Development Review Templates and Business Process / Database		Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	N/A
RMO / RMI Appointment		Complete	Complete	Complete	Complete	Complete	Complete	Complete	N/A	N/A
Education and Outreach		The Wellington Source Water Protection website was upgraded. Five new fact sheets including: Development Applications, Water Quantity, Residential Fuel Oil, Fertilizer and Chemical Handling (including DNAPLs). Six training sessions were run for municipal staff and consultants (engineers, surveyors, planners. Three newspaper ads on topics related to planning and building applications, mapping and DNAPL / hazardous waste disposal. Postcards were created to advertise the online mapping tool that helps development applicants determine if they are in a vulnerable area. Postcards were distributed via all eight municipal offices (upper and lower tier) and through all County libraries (14 locations). Staff participate and Wellington Source Water Protection is a sponsor for the Waterloo-Wellington Children's Groundwater Festival. The Festival attracts 5,000 elementary children and 500 high school / adult volunteers. Approximately 600 children attend from the County of Wellington as well as participation from a County high school and companies / municipalities as volunteers. In 2017, a presentation was made to a County High School environmental program on source protection. In 2017, the mandatory fuel oil education and outreach program began. It was focused in the Town of Erin for 2017 and 16 properties received mail outs with educational materials.								
Road Signs (not including provincially installed signs)		0	0	0	0	11	0	10	N/A	21
Emergency Management Plan		Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	1
Official Plan Update		County Complete, Local to be completed	Complete	Complete	Complete	Complete	County Complete, Local to be completed	Complete	Complete	1
ZBL Update		Ongoing	Ongoing	Complete	Ongoing	Ongoing	Ongoing	Ongoing	N/A	1
Municipal By-laws Required (Sewer Use, Connection)		N/A	N/A	N/A	N/A	Complete	N/A	Complete	N/A	3

Source Protection Annual Reporting Summary 2017 - Wellington County municipalities

Reportables	Centre Wellington	Guelph/Eramosa	Mapleton	Puslinch	Wellington North	Erin	Minto	County of Wellington	Total
Tier 3 - Water Quantity Studies	Physical Characterization Report drafted, public consultation through Community Liaison Group, Technical work (GIS analysis and review of agricultural properties) in support of project	Risk Assessment completed and accepted by Province. Additional modelling ongoing, policy development has begun. Public and municipal consultation through Community Liaison Group.	N/A	Risk Assessment completed and accepted by Province. Additional modelling ongoing, policy development has begun. Public and municipal consultation through Community Liaison Group.	N/A	Risk Assessment completed and accepted by Province. Additional modelling ongoing, policy development has begun. Public and municipal consultation through Community Liaison Group.	N/A	Risk Assessment completed and accepted by Province. Additional modelling ongoing, policy development has begun. Public and municipal consultation through Community Liaison Group.	2
Provincial Working Groups	Staff participated on four provincial working groups consulting on potential provincial changes to guidance documents and / or legislation. These groups included: Non-agricultural source material / Hauled Sewage, Dense Non-aqueous phase liquids, Waste and Water Quantity.								
Review and Commenting on Source Protection Plan Amendments	None	None	None	Halton-Hamilton	Saugeen	CTC	Maitland	Maitland, Saugeen, CTC, HH	4
Provincial Reporting (Annual Reports and Grant reports)	5	5	5	6	7	6	7	8	49