



Minutes
Municipal Technical Advisory Working Group Meeting #1/08
January 8, 2008
1:00 – 4:00 p.m.
Black Creek Pioneer Village, North Theatre

Introduction of SPC Committee Chair and Members

Working Chair: Mike Garrett
CTC SPC Chair: Susan Self (*ex officio member of Working Group*)

SPC Members: Michael D’Andrea, Howard Shapiro, Bob Burnside , Mark Schiller,
Debbie Korolnek

Absent: David Kentner, John Presta

Attendees:

Ted Bowering (Toronto)	Doug Jones (Orangeville)	Ed Belsey (Whitby)
Bill Snodgrass (Toronto)	Frank Smedley (Erin)	Rob Fancy (MNR)
Ralph Stanley (Peel)	Marsha Paley (Caledon)	Mark Thompson (Halton-Ham. SPR)
Rodney Bouchard (Peel)	Learie Miller (Markham)	Adele Freeman (TRCA)
Mark Head (Peel)	John Nemeth (Richmond Hill)	Beverley Thorpe (CTC)
Greg Lymer (Durham)	Christie Peacock (Oshawa)	Rick Gerber (CTC)
Chris Darling (Durham)	Suzanne Elston (Oshawa)	Don Ford (TRCA)
Wendy Kemp (York)	Stev Andis (Ajax)	Gayle Soo-Chan (CLOCA)
Laura Atkins-Paul (York)	Kevin Tryon (Ajax)	John Kinkead (CVC)
Lina Ariza (York)	Barb Hodgins (Ajax)	Kerry Mulchansingh (CVC)
Sudhakar Kurli (Halton)	Mark Paoli (Wellington)	

Opening Remarks and Next Steps

- December 10, 2007 marked the Inaugural meeting of the Source Protection Authority;
- Terms of Reference for Assessment Report and Source Protection Plan are to be submitted by August 2008;
- The province will approve the Terms of Reference and fund the work. Information to be included is who is doing what, when it will be complete and the costs involved;
- Linkages with the municipalities are key to this process, complete engagement is necessary;
- The Province is looking to the CTC group to play a leadership role in this process
- The Interim Source Protection Technical Advisory Committee which has been reconstituted as the Municipal Technical Advisory Working Group;

Municipal Technical Advisory Working Group Meeting Minutes

- The Municipal Technical Advisory Working Group chair and SPC municipal representatives will establish a smaller liaison group with selected municipal representatives from health, planning and works across the municipalities to undertake drafting the Terms of Reference and will call on key staff in these areas for input throughout the process;
- Meetings with the Municipal Technical Advisory Working Group will be held at strategic points in the development of the draft Terms of Reference

General Discussion

Top of the Mind Municipal Issues/Concerns

- If there is an expectation that a regional municipality will have to take the TOR to council, staff will need two months lead time;
- The Province is aware of the timing difficulty; suggestion may be to have earlier drafts and ongoing communications to be taken to council; need comments before June Councils to get studies underway;
- Suggestion made that **council resolution be written as very general (general description of work to be done)**. Some councils may only need a resolution in the form of an information item, other councils may need a resolution giving staff approval to do work, some areas may have to go to council to identify areas of concern;
- In terms of whether the upper tier or lower tier require council resolution, it will depend on which tier is doing the work. Toronto is clear; York Region representative will take resolution forward; Peel Region representative will liaise back to lower tier for them to go to council;
- Comment was made that councils are not going to want to see a technical document, thus not sure whether TOR needs to go to council;
- However, the details must be captured in the TOR to ensure that the role up to the general council resolution is accurate;
- Concern that because risk assessment is narrowed to municipal supplies that protecting aquifer recharge areas is being forgotten;
- Suggest we flag this concern of protecting aquifer recharge areas to the province;
- Clarification made that the Province is only funding technical studies (including the Source Protection Plan) not implementation;
- Liaison Working Group to draft TOR, then to be reviewed at January 29/08 meeting of the CTC SPC, where process will be discussed;
- Final copies of TOR and any unresolved comments will be sent to the Province and to municipalities;
- The SPC is required to consult with both upper and lower tier municipalities.

Caledon comments

- Have taken three reports to council regarding several issues/concerns;
- Municipal staffing constraints (unknown impacts on staffing and resources);
- Need for permanent (new) funding resources for municipal staff;
- Concern regarding the scope of work expanding after the TOR adopted e.g. through new roles;

Municipal Technical Advisory Working Group Meeting Minutes

- Concern regarding roles and responsibilities - zoning is generally done at the lower tier, this will be an added planning responsibility, proposed amendments to the building code;
- Concern about upper tier involvement in areas of lower tier responsibility;
- Overlapping of Provincial Plans/Acts/Regulations;
- Processes are overly complex, little municipal input considering there will be a large impact on municipality;
- Staff education – AMCTO training was good, but need on-going training and more training,

Richmond Hill comments

- Impacts in HVAs, SRAs and NBC (weakest link) Large landscape;
- Impacts of stormwater and wastewater on the Great Lakes sources;
- Coordination of technical information flow amongst municipal representatives;
- Promotion of stormwater infiltration for water quantity, but concerned about water quality – lack of provincial guidance/direction on urban stormwater management;
- Integration of conservation authority watershed management plans and source protection plans;
- Must recognize that source protection plans are iterative;
- Great Lakes issues broader than local groundwater – should Great Lakes be dealt with separately.

York comments

- The stewardship program opportunity at the end of year should have been communicated better;
- In the go forward improve coordination/communication of stewardship programs being implemented throughout the municipality; identify in TOR Adele Freeman to look at in short term.

Wellington comments

- Will source protection plan deal with the competition between municipal and industrial water-takings.

Toronto – nearshore

Broader than current source protection focus

- WTP operators concerns are with storms over small 20-25 cm; treatment plant plume reaching intake;
- Land base spills reaching 2 hour TOT;
- Concerned with combined sewer overflows; shipping channels and freight tankers releasing pollutants near lake intakes; loading from tributaries;
- Radioactive discharges from OPG.
- *Detailed notes regarding concerns provided to CTC staff*

Toronto – offshore

- Bluegreen algae blooms – taste, odour and toxins.

Oshawa comments

- Enforcement by municipality – implication/impacts on municipal costs and business.

Municipal Technical Advisory Working Group Meeting Minutes

How to Group Municipal Input

Mike Garrett suggestion:

- At key points in this process will invite staff from the Municipal - Works, Planning and Health to make up various working groups whose roles and responsibilities will be: (1) participate in discussions, (2) reviews reports and (3) disseminate information;
- The first working group to be formed will be tasked with preparing a draft of the Terms of Reference; other possible working groups would be Assessment Reports and Source Protection Plan;
- The CTC Source Protection Committee chair and municipal member representatives are responsible for disseminating information to clerks on key communications items, upper/lower tier municipal groups, and working with municipal staff;
- The CTC Source Protection Committee chair and municipal member representatives to provide to the CTC a distribution list of designated staff of a newly formed Municipal Terms of Reference Working Group and any future working groups created establish staff listings.

Discussion:

- It was suggested that a designated conservation authority representative be required on each working group
- There was general agreement to this process and further discussion of existing committee's which may be utilized, to save on duplication of committees

Existing Working Groups – to possibly utilize

1. Lake Ontario Collaborative
2. Southern Ontario Stormwater Management Group – which covers stormwater issues (land surface water). How to involve this group in discussion? John Nemeth (Richmond Hill) offered to be liaison between this group and source protection info./issues.
3. York-Peel-Durham-Toronto (YPDT) + subgroup working on developing model policies for ORMCP – look at broadening group encompass Orangeville and Wellington, will require recalculation of funding formula.
4. North-West CTC area on groundwater.

Municipal Council Meetings

Each municipality to identify which Council/Ctte. meeting that the TOR item is likely to (or should) go forward to.

Suggestion that Municipal Council Resolution be worded as municipal staff to undertake source protection work (describe projects/processes in most general terms)

Beverley Thorpe to develop generic presentation on Role & Responsibilities for Municipal Councils (including maps) and present to Councils as soon as possible.

Beverley Thorpe to prepare an organizational structure chart.

Agenda attached.
Minutes prepared by Sylvia Waters, TRCA.



Agenda
CTC Municipal Technical Advisory Working Group Inaugural Meeting
January 8, 2008
1:00 p.m. – 4:00 p.m.

Location:	North Theatre, Black Creek Pioneer Village, 1000 Murray Ross Parkway Downsview
To:	Working Group member list (note only a maximum of 1 representative from each of the works, planning and health departments of each municipality is invited to attend due to size limitations and to ensure effective discussions – this person should be the originally appointed member from May 2006 or their alternate/replacement)
cc	Corresponding members

Background

The CTC Source Protection Committee must produce Terms of Reference which set out the scope of work, timelines estimated costs and assignment of responsibilities for each of the 3 Source Protection Areas (SPAs) within the CTC Source Protection Region by August 2008. The Terms of Reference will establish the work plans for the preparation of the Assessment Report and Source Protection Plans for each of the SPAs. Municipalities are important partners with the Source Protection Committee and the Source Protection Authorities in completing the requirements under the Clean Water Act 2006. Municipalities within the SPA have the opportunity to:

- a) Participate in the development of the Terms of Reference;*
- b) Undertake work on elements of the Assessment Report and Source Protection Plan;*
- c) Review and comment on the Terms of Reference, Assessment Report and Source Protection Plans; and*
- d) Designate non-municipal systems for assessment and source protection planning.*



Municipalities also have a responsibility to:

- a) *Provide information to assist the source protection committee and source protection authority in preparing the Terms of Reference, Assessment Report and Source Protection Plan (This information includes that related to both existing and **planned** municipal drinking water systems and designated systems. Long term municipal water supply strategies (25 year time span) along with population projections and development build out.); and*
- b) *Undertake responsibilities assigned through the Terms of Reference and Source Protection Plans as well as other legislated and regulated implementation obligations.*

The CTC Source Protection Committee at its first meeting (December 10, 2007) established a Municipal Technical Advisory Working Group, chaired by SPC member Michael Garrett to assist in engaging municipal staff from the CTC Source Protection Region in the preparation of the Terms of Reference documents. At the January 8, 2008 meeting, the Interim Municipal Technical Advisory Committee members are being invited to provide initial advice. Following this meeting on January 8, 2008, the Source Protection Committee Chair Susan Self and Working Group Chair Michael Garrett, in consultation with the municipally appointed members of the CTC Source Protection Committee will determine the optimal role and composition of the Municipal Technical Advisory Working Group in the go forward period. The Source Protection Committee will ask senior staff at each of the affected municipalities to appoint appropriate staff with authorisation to participate on the Working Group.

Conservation Authority staff working on behalf of the Source Protection Committee will be responsible for preparing the written material in the Terms of Reference using the format and tools being specified by the province. The Source Protection Committee is responsible for the review and approval of the materials, including the drafts required for public consultation and the final submission to the Source Protection Authority.

Meeting Purpose

1. *Collectively develop action plan option to ensure effective engagement of municipal partners in developing Terms of Reference for each of the 3 Source Protection Areas in the CTC Source Protection Region by identifying:*
 - a. *the timelines and steps required to complete the Terms of Reference*
 - b. *options for obtaining municipal information*
 - c. *status of current and long term development and water supply plans*
 - d. *appropriate membership of Working Group*



- e. the timelines for municipal councils to pass the necessary resolutions, including the current council and committee schedules
- f. current municipal issues/concerns regarding source water protection

2. Municipal staff to provide an update status on their municipal technical studies (funded by the province) to assist in determining timing for the Source Protection Committee to evaluate and determine what additional work is required to complete elements of the Assessment Reports as part of the Terms of Reference development.

Meeting Outcomes

- 1. Recommended approach to engage councils and senior staff of municipalities
- 2. Recommended role and membership for the Working Group
- 3. Preliminary timelines for completion of each of the Terms of Reference
- 4. Next Steps

Time	Agenda No.	Details	Who	Follow up Action/Decision	Who/Due Date
1:00	08.01.01	Expectations, Purpose and Outcomes of meeting followed by roundtable introductions	- Michael Garrett		
1:15	08.01.02	Overview of Terms of Reference requirements and timelines followed by clarifying Questions and Answers	-Beverley Thorpe		
1:40	08.01.03	What are the current top of the mind concerns/issues that councils and senior staff have with the source water protection file?	- Municipal staff	(will record on flip chart/computer projection)	

DRINKING WATER SOURCE PROTECTION

ACT FOR CLEAN WATER



Time	Agenda No.	Details	Who	Follow up Action/Decision	Who/Due Date
2:00	08.01.04	How should the municipalities and staff be grouped or approached to participate and who should be on the Working Group and/or subcommittees, e.g. by 1) Source Protection Area 2) Topic – works, planning, groundwater, surface water, Great Lakes 3) By the municipal grouping for which each municipal SPC rep. responsible 4) other?	- Municipal staff	<i>(will record on flip chart/computer projection)</i>	Beverley Thorpe
2:15	08.01.05	Status of Municipal technical studies (see attached table)	Municipal lead		
2:45	08.01.06	What is most effective approach to getting the various pieces of municipal information required for the Terms of Reference e.g. municipal technical studies, long term water supply and planning projections, location of existing and planned water supplies, etc.			
3:00	08.01.07	Discussion of timing required for municipal council resolutions and consultation (see attached draft calendar of council meetings)	- Municipal staff		
3:15	08.01.08	Recommended next steps	- All	<i>(will record on flip chart/computer projection)</i>	
3:45	08.01.09	Summary and wrap-up	- Michael Garrett		
4:00		Adjourn			