

**MINUTES OF THE NINTH MEETING OF THE NORTH BAY-MATTAWA  
SOURCE PROTECTION COMMITTEE**

**9:00 AM, January 13, 2009**

**Held at North Bay – Mattawa Conservation Authority, 15 Janey Ave, North Bay**

**1. Administration**

a) Meeting called to order @ 9:05 by Chair, Barbara Groves.

b) Attendance

Present:

Chair: Barbara Groves

SPC Members:

Dennis MacDonald

John MacLachlan

Maurice Schlosser

George Onley

Kathy Parker

Roy Warriner

George Stivrins

Lucy Emmott

Liaisons: Peter Jekel (NBPSDHU)

Source Protection Staff :

Sue Miller, Project Manager, NBMCA

Bronya Cuddy-Gregg, Communications Advisor, NBMCA

Kristen Green, Water Resources Specialist, NBMCA

Absent/ Regrets: Ian Kilgour, Maeve McHugh / Kate Turner (MOE Liaison)

c) No declarations of pecuniary interest declared.

d) Agenda approved (Onley, Emmott)

e) Minutes of October 15, 2008

Section 3d of minutes were amended to include the following:

Transportation rep has not spoken with CNR. He has been in contact with them but no response has been received. Contact has been made with ONR and he will be in contact with ONR again once more information is available for them.

They were then approved on a motion by Stivrins, seconded by MacDonald.

f) Correspondence – none

g) Upcoming meeting dates for 2009. Note all meetings to start at 9:00 a.m.

February 17<sup>th</sup>, 2009

March 17<sup>th</sup>, 2009

April 21<sup>st</sup>, 2009

May 19<sup>th</sup>, 2009

**2. Chair's Report (Appendix 1)**

The Chair provided the committee with a year-end report. No questions arising.

**3. Project Manager's Update (Appendix 2)**

The PM answered questions arising from the project manager's report as follows.

**a) Water Budget Studies**

The PM explained the water budget process to the committee and what the difference was between the Conceptual, Tier 1, Tier 2, and Tier 3 water budget studies.

**b) Ontario Drinking Water Stewardship Program**

It was suggested that a public meeting in the Municipality of Callander to explain the program and the IPZ delineations to those eligible for the program would be beneficial. Invitations should go out to property owners within IPZ-1 but also make it open for the general public to

attend. The meeting should be done before the summer season in case people are planning on doing any work in the summer. (Note: As there was no direction to staff, this proposal will be considered at the next meeting.)

The PM went on to talk about the other components of ODWSP, special projects and education and outreach. One study that could qualify for funding is a feasibility study to extend the municipal sewer lines in Callander to the main basin of Lake Nipissing. That application would be from the municipality to MOE, not from the Conservation Authority.

The PM explained that we need to extend the boundary of the SPA to include Callander Bay. Currently the boundary extends around the shoreline of Callander Bay but needs to include the water as well. We cannot have a vulnerable area delineated outside of our source protection boundary and therefore have to amend the boundary. There are several other regions that require boundary changes so the MOE will process these concurrently. Source Protection staff are working on this.

The PM also indicated that the Municipality of Callander attempted to locate their drinking water intake in the fall but were unsuccessful. We will offer to assist the municipality in the spring to locate intake.

#### **Source Protection Advisory Committees (formerly Working Groups)**

A sample letter directed to affected municipalities requesting suggestions for advisory committee members was included in the January meeting package. It was suggested that a section be added to the letter indicating that the SPC would be responsible for establishing membership. The SPC approved the letter as amended. (PM note: SPC members should be aware that advisory committee meetings would be expected to be open to the public although not advertised.)

**Action: Staff to appropriately amend working group letter and send out to Municipalities.**

#### **Proposed Process for Approval of Technical Studies**

The PM outlined the process of Assessment Report approval and timelines. Drafts of the technical studies for all Municipalities are expected by March, which leaves April to June for review with working groups, SPC and the public. The intent is to have the technical studies completed by June to allow the staff to compile the Assessment Report over the summer months. Once advisory committee review and revisions are complete each technical study will be presented by consultants to the SPC to give members the opportunity for questions and comment. Each presentation will take place in the municipality concerned. These SPC meetings will be specially promoted to encourage the attendance of interested public. At each meeting the public will be provided an opportunity to question the consultant.

#### **4. Communications Update**

##### **a) 2009 Communications Plan**

The Communications Advisor is currently developing the 2009 Communication Plan. A draft should be ready for review at the next SPC meeting. The Communications Advisor would like suggestions from the SPC regarding which events Source Protection Planning should have a presence at. Discussions followed with SPC members suggesting various events.

**Action: SPC members to email suggestions to Communications Advisor.**

Once the ToR is approved the Communications Advisor suggested providing a generic letter to each group to send out to their stakeholder groups. The SPC agreed that they would like to see a letter drafted.

**Action: Communications Advisor to draft a sample letter for stakeholder groups for distribution after ToR is approved and an initial list of proposed groups to which SPC members will add their suggestions.**

The Communications Advisor is currently working on contacting all municipalities to put up Drinking Water Source Protection signage along municipal roadways. She is also contacting MTO regarding the possibility of signs on Hwy 11. A handout was circulated with examples of signs from other areas to get feedback from the SPC on preferred design and message.

Discussions followed regarding where to put the signs and what they should say. It was suggested that providing information to ice fishermen would be useful as many are unaware of the drinking water intake. Putting up signs at main access points to lakes and boat launches may be a good solution.

**Action: Comm. Advisor to continue working on project and report next meeting.**

SPC members who attended the technical training session in Sudbury thought it would be worthwhile for the rest of the committee to receive the risk communication training. It was decided the Communications Advisor should provide the training at the next meeting.

**Action: Comm. Advisor to research options for Risk Communication training.**

## **5. Highlights of Sudbury Technical Training Session**

Due to time constraints this topic will be deferred until the next meeting. Members were asked to provide suggestions on which topics should be covered.

**Action: SPC members to email PM suggestions for technical training.**

## **6. New Business**

Members discussed the possibility of asking municipalities to consider drinking water source protection in future infrastructure spending.

## **7. NEXT MEETING to be held February 17, 2009, or at the call of the Chair**

## **8. Adjourn – 11:47 a.m.**

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Barbara Groves, Chair

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Sue Miller, Project Manager