

**MINUTES OF THE TENTH MEETING OF THE NORTH BAY-MATTAWA  
SOURCE PROTECTION COMMITTEE  
9:00 AM, February 17, 2009**

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

**1. Administration**

**a) Meeting called to order @ 9:04 by Chair, Barbara Groves.**

Chair welcomed Maeve McHugh, new MOE Liaison, to the meeting

**b) Attendance**

Present:

Barbara Groves, Chair	John MacLachlan	Maurice Schlosser
Dennis MacDonald	Kathy Parker	Roy Warriner
George Onley	Lucy Emmott	Ian Kilgour

Liaisons: Maeve McHugh (MOE)

Source Protection Staff:

Sue Miller, Project Manager, NBMCA  
Bronya Cuddy-Gregg, Communications Advisor, NBMCA  
Kristen Green, Water Resources Specialist, NBMCA

Absent/ Regrets: George Stivrins (SPC), Peter Jekel (NBPSDHU)

**c) No declarations of pecuniary interest declared.**

**d) Approval of Agenda**

Moved by: George Onley  
Seconded by: John MacLachlan

That the North Bay – Mattawa Source Protection Committee members adopt the meeting agenda as circulated.

**Carried**

**e) Approval of January 13, 2009 Minutes**

Moved by: John MacLachlan  
Seconded by: George Onley

That the North Bay – Mattawa Source Protection Committee members adopt the meeting minutes of January 12, 2009 as circulated.

**Carried**

**f) Correspondence**

Letter received from the Municipality of Callander with copy of resolution accepting the draft delineation of IPZ-1 for Callander Bay for the sole purpose of the Ontario Drinking Water Stewardship Program, dated January 27<sup>th</sup>, 2009.

## **2. Chair's Update**

### **a) Training needs**

Chair reminded members to bring forward any suggestions for future training needs.

A suggestion was made to do another watershed tour now that the committee is more aware of the process and what they should be looking for. PM suggested that before each municipal technical study meeting we have a tour of the vulnerable area with the consultant in attendance to point out relevant features and explain their significance.

Another suggestion included training on planning and policy development. MOE liaison indicated that a discussion paper on source protection planning will be available shortly and will help people think about the planning phase and what to think about when developing policies. Maeve will inform committee when the paper is available.

OCWA will be doing a presentation to the committee at either the March or April meeting.

### **b) Submission of written updates by SPC members**

Chair requests that committee members provide brief written updates of any items of importance. The reports will be included in the meeting package and discussed at the next meeting.

A report from the transportation representative was received by SPC members. The report provided an update on communications with ONR and CN Rail.

## **Approval of Municipal Technical Studies**

Municipal Technical Studies provide a significant base of technical information which will be compiled into the assessment report. Although municipalities were given the responsibility of completing the technical studies, the SPC is responsible for producing the assessment report. The latter document will be used by the Committee to inform their decisions regarding development of source protection planning policies. As such, it is essential that Committee members are confident in the quality of the technical studies and that the studies are adequately comprehensive. The following is intended to clarify discussions surrounding a proposed process for review and finalization of technical studies.

Discussions followed regarding the process for approval of technical studies. It is up to the committee on how they want the reports reviewed. The suggested approach is for draft reports, when received, be forwarded to the source protection committee (for information purposes), municipalities and the advisory committee. Advisory committee will review the report and provide comments. Comments will be considered and incorporated into the report by the consultant as appropriate. Final report will be sent to the advisory committee for review. Once reports are satisfactory to the advisory committee they will be circulated to the source protection committee prior to presentation by the consultant at a meeting held in the municipality and open to the public. SPC members will question the consultant and provide their comments for consideration prior to circulation of the final draft and subsequent approval. The committee has to be comfortable with the science and quality of the report.

Steering Committees were formed at the onset of each technical study and will continue to function in the completion of those studies. The subject municipality will be advised of the opportunity to expand the existing group to include additional technical expertise, representatives of other municipalities in the subject watershed, and additional stakeholder groups similar to the composition of the Trout Lake Watershed Advisory Committee. Other watershed municipalities will also be contacted and invited to participate as will local government ministries that have a role in municipal drinking water sources and the health unit. Where available and appropriate, local environmental

groups active in stewardship of the source water will be invited as will representation from the agricultural community. The SPC needs to be sensitive to the fact that the responsibility for completion of the technical studies rests with the subject municipalities which have in every case requested that the Conservation Authority manage the work on their behalf.

These steering committees will thereby morph into advisory committees which will be working under the direction of the SPC and may continue to work on source protection planning tasks. Advisory committees will not be confined to municipal representation and will include representation from various agencies and stakeholder groups.

Concerns were expressed that the working groups are not yet formed. Communications Advisor is preparing letters to send out to municipalities within the next week. Draft technical study reports are not expected until the end of March.

**Action: Staff to circulate municipal technical study steering committee meeting minutes to Committee.**

**Action: Staff to advise committee of process for municipal technical study completion and the roles of the steering committee, advisory committee, municipalities and source protection committee.**

**Action: Staff to provide scanned copies of letters sent to municipalities regarding formation of working groups**

#### **Agricultural Working Group**

Agricultural representative indicated that the agricultural committee would like to form a separate working group to look at issues with agriculture. Contact for the group would be the local OFA president. More information will be provided at the agricultural meeting on February 26<sup>th</sup>.

**Action: Staff to provide letter regarding formation of working group to local OFA president**

**Action: Staff to provide copies of draft municipal technical study reports to local OFA president**

Need to advise stakeholder groups of the process and what types of decisions are being made at what stage. The Communications Advisor will include stakeholder communications in her draft communication plan, to be presented at next meeting.

#### **5. Project Manager's Update (Appendix 2)**

No questions arising from project managers report.

Project Manager indicated that there was an error in last item of the report. The meet and greet with the Source Protection Authority will occur on April 22<sup>nd</sup>, 2009 at 5:00 p.m. The committee will hold its regular meeting beforehand. The Chair has requested members keep the full day open until the agenda is prepared, but it is expected that the formal meeting will run from 1:00 to 5:00 pm.

Motion to accept PM report as amended.

Moved by: Kathy Parker

Seconded by: Maurice Schlosser

#### **6. Communications**

**a) Next steps after Agricultural Focus Session - Information session proposed for February 26, 2009.**

Motion to receive agricultural report.

Moved by: Dennis MacDonald  
Seconded by: John MacLachlan

That the Agricultural Community Focus Group report of January 22, 2009 be received by the committee.

**Carried**

Agricultural representative highlighted the main topics of concern expressed at the focus session, which included:

- ODWSP and funding concerns
- Perceived bias of consultants
- Urban water usage and the need for educating the urban population on water use and conservation practices.
- Stewardship– what can farmers do right now to help.

The follow up meeting on February 26<sup>th</sup> will address the main concerns from the focus session as well as discuss the planning process. This meeting is a public meeting and information session. Maurice Schlosser and Roy Warriner will represent the committee at the meeting. Letters will be mailed today advising the public of the meeting. Different advertising strategies were also discussed.

**b) Northwatch is partnering with the Water Guardians Network to host a series of workshops** across northeastern Ontario on source water protection and the implementation of the Clean Water Act. They hope to hold one in North Bay in late February or early March and have asked for local representation. Northwatch has indicated they will send an invitation to the committee.

**c) Update on signage for vulnerable areas**

Motion to accept DWSP Sign Postings report

Moved by: Dennis MacDonald  
Seconded by: Lucy Emmott

That the Update on DWSP Sign Postings in Municipalities report of February 10, 2009 be accepted by the committee.

**Carried**

The Communications Advisor suggests posting a variation of signs in different areas. For example information signs with less detail could be posted on roadways and more detailed educational signs be posted at boat launches. Draft versions of the signs will be available at the next meeting.

Calls were made to all five municipalities. All are positive and willing to participate. Target date to have them up is by the May long weekend. The Ministry of Transportation (MTO) only permits signs on provincial highways if they provide directions to drivers. Other Source Protection Areas were turned down by MTO.

Chair suggested giving the municipalities the option of purchasing general watershed stewardship signs for their areas with the intention that they put them up and maintain them.

**d) Training Session – Intro to Stakeholder Communications**

Topic was deferred until a later date.

Moved by: Kathy Parker  
Seconded by: Dennis MacDonald

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

PM discussed how vulnerable areas were delineated and scored and answered any questions arising.

## **7. New Business**

None

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

## **9. Adjourn**

Meeting adjourned at 12:00 pm.

Moved by: Ian Kilgour  
Seconded by: Lucy Emmott

---

Barbara Groves, Chair

---

Sue Miller, Project Manager