

## Annual Report to the South Nation Source Protection Authority

**Municipality:** City of Ottawa  
**Reporting Period:** January 1, 2017 to December 31, 2017.  
**Report Date:** January 31, 2017  
**Prepared By:** Tessa Di Iorio, Risk Management Official, City of Ottawa

---

The *Clean Water Act, 2006* requires that Source Protection Plans include monitoring policies for each significant threat policy (as per Subsection 22(2)). The monitoring policies will help to ensure that the Source Protection policies are effective and are being properly implemented.

The Source Protection Plan for the South Nation Source Protection Area became effective on April 1, 2015. The plan includes several policies that detail municipal reporting requirements to the Source Protection Authority. This report addresses reporting requirements as outlined in the table below.

<b>Monitoring Policy</b>	<b>Reporting Requirement</b>	<b>Table</b>
MONITORING-1	Number of Approved Risk Management Plans for Existing Activities	Table 1
MONITORING-1	Number of Approved Risk Management Plans for Future Activities	Table 2
MONITORING-1	Number of Activities Prohibited by the Municipality	Table 3
MONITORING-1	Risk Management Official Reporting	Table 4
MONITORING-1	Risk Management Office Reporting on Restricted Land Uses	Table 5
MONITORING-2	Planning Act Policies and Conformance	Table 6
MONITORING-4	Summary of Education and Outreach Programs	Table 7
MONITORING-5	Implementation of Specific Actions directed at Municipalities	Table 8

**Reporting Requirements for Policy: MONITORING-1**

<b>Policy MONITORING-1</b>
<b>Part IV <i>Clean Water Act, 2006</i> tools (restricted land use, Risk Management Plans and prohibition)</b>
<p>The Risk Management Official shall report annually by February 1<sup>st</sup> to the Source Protection Authority on significant threat policies that designate an activity for the purpose of Section 58 (Risk Management Plans) or Section 57 (prohibition) of the <i>Clean Water Act, 2006</i>. This report will include the information required in Section 65 of Regulation 287/07 (information on the establishment and enforcement of Risk Management Plans, inspections and abatement measures in addition to descriptions of the administrative, enforcement and compliance results) related to the previous calendar year.</p> <p>Additionally, the Risk Management Official shall inform the Source Protection Authority of the method/procedure used to implement GENERAL-6 (restricted land uses).</p>

Table 1: Number of Approved Risk Management Plans for Existing Activities

<b>Policy</b>	<b>Approved Risk Management Plans for Existing Activities</b>	<b>Qty.</b>
AG-2	Agricultural activities.	-
CHEM-1	Chemical threats.	-
FUEL-1	Fuel oil storage (O.Reg. 213/01).	-
FUEL-2	Liquid fuels (O.Reg. 217/01).	-
PEST-2	Application, storage and handling of pesticide.	-
SALT-2	Storage of road salt and snow.	-
WASTE-3	Waste sites without a prescribed instrument.	-

Table 2: Number of Approved Risk Management Plans for Future Activities

<b>Policy</b>	<b>Approved Risk Management Plans for Future Activities</b>	<b>Qty.</b>
AG-2	Agricultural activities.	-
FUEL-1	Chemical threats.	-
FUEL-2	Fuel oil storage (O.Reg. 213/01).	-
PEST-2	Liquid fuels (O.Reg. 217/01).	-

Table 3: Number of Activities Prohibited by the Municipality

<b>Policy</b>	<b>Activities Prohibited by the Municipality</b>	<b>Qty.</b>
CHEM-2	Chemical threats.	-
FUEL-4	Liquid fuel facilities (O.Reg. 217/01).	-
PEST-3	Commercial storage and handling of pesticides.	-
SALT-3	Storage of salt and snow.	-
WASTE-4	Waste sites without a prescribed instrument.	-

Table 4: Risk Management Official Reporting

<b>Risk Management Official Reporting</b>	<b>Qty.</b>	<b>Details Attached (Y/N)</b>
Risk Management Plans agreed to by the RMO under subsection 56(1) or 58(5) of the Act and the number of plans established by the RMO under subsection 56(6), 58(10) or (12) of the Act	-	N
Risk Management Plans the RMO refused to agree to or to establish under subsection 56(9), 58(15) or (16)	-	N
Orders issued under Part IV of the Act	-	N
Notices given to or by the RMO under subsection 61(2), (7) and (10) of the Act	-	N
Inspections carried out under section 62 of the Act (for the purpose of enforcement)	-	N
Risk assessments submitted under section 60 of the Act	-	N
RMO caused a thing to be done under section 64 of the Act	-	N
Prosecutions and convictions under section 106 of the Act	-	N

Table 5: Risk Management Office Reporting on Restricted Land Uses

<b>Detail</b>	<b>Qty.</b>
Number of Planning Act or Building Code Act applications screened by the Risk Management Office.	2
Number of notices issued under Section 59 2(a) of the <i>Clean Water Act, 2006</i> .	-
Number of notices issued under Section 59 2(b) of the <i>Clean Water Act, 2006</i> .	-
<b>Description of the method used to implement policy: GENERAL-6</b>	
<p>An interim Section 59 screening procedure is currently being implemented for new <i>Planning Act</i> applications:</p> <ul style="list-style-type: none"> <li>• Location of the activity is verified by the municipal planner. If the activity is within a vulnerable area, the application is forwarded and reviewed by the RMO to determine any proposed activities could pose a significant drinking water threat. If there are none, a clearance e-mail is sent from the RMO to the planner stating that there is no potential for significant threat activities.</li> <li>• If there is potential for a significant drinking water threat associated with the proposed activity, then the RMO consults directly with the proponent to determine if the specific activity (i.e. circumstances) is subject to Section 57 (Prohibition) or Section 58 (Risk Management Plan).</li> </ul> <p>Internal screening procedures related to applications under the <i>Planning Act</i> and <i>Building Code Act</i> will be finalized and implemented in 2018, including the development of a by-law to screen out activities within certain land-use designations that have no potential for significant drinking water threats.</p>	

**Reporting Requirements for Policy: MONITORING-2**

<b>Policy MONITORING-2</b>
<b>Planning Act, 1990 policies</b>
<p>The local planning authority shall provide the Source Protection Authority with the following information for the previous calendar year:</p> <ul style="list-style-type: none"> <li>• A copy of the sections of the Official Plan and zoning by-laws which were amended to conform with the Source Protection Plan;</li> <li>• A copy of any approvals made under the Planning Act, 1990 for applications for properties in the designated land uses listed in GENERAL-6 (restricted land use); and</li> <li>• A copy of the permit for approvals made under a change of use by-law, if applicable, for properties in designated land uses listed in GENERAL-6 (restricted land use), when the permit is issued.</li> </ul>

Table 6: Planning Act Policies and Conformance

<b>Policy</b>	<b>Detail</b>	<b>Y/N</b>
GENERAL-3	The Municipality has amended sections of the Official Plan or zoning by-laws to conform to the Source Protection Plan.	N <sup>1</sup>
GENERAL-6	The Municipality has approved applications under the Planning Act, 1990 for properties in areas designated as restricted land uses.  Detail: Planning Act applications are screened as per an internal screening procedure (see Table 5); no Section 59 notices were issued in 2017.	Y
SEWG-3	The Municipality has replaced an existing sewage treatment plant. Decisions made by the planning authority under the Planning Act, 1990 conform to the policy.	N
SEWG-3	The Municipality has expanded an existing municipal sewage treatment facility to provide full services to a new or existing development which is partially serviced or a development where on-site septic systems are failing. Decisions made by the planning authority under the Planning Act, 1990 conform to the policy.	N
SEWG-5	The Municipality has established a review process for future development and/or lot creation that considers the protection of municipal source water in relation to future and proposed on-site sewage.	Y <sup>2</sup>
SEWG-7	The Municipality has prohibited the future establishment, operation and maintenance of a stormwater management facility with a WHPA-A or IPZ-1 where stormwater discharges would be a significant drinking water threat.	Y <sup>2</sup>
WASTE-2	The Municipality has prohibited the establishment of future waste disposal sites where they would be a significant drinking water threat.	Y <sup>2</sup>

Notes:

1. Official Plan and Zoning By-Law updates are in progress.
2. New *Planning Act* and *Building Code Act* applications are reviewed through an interim Section 59 screening process; screening procedures to be finalized and implemented in 2018.

**Reporting Requirements for Policy: MONITORING-4**

<b>Policy MONITORING-4</b>
<b>Education and Outreach</b>
<p>By February 1<sup>st</sup> of each year, the Municipality or designate shall report to the Source Protection Authority with a description of the actions/measures they have taken in the previous calendar year to implement the education/outreach program described in the Source Protection Plan.</p> <p>The report shall include an evaluation of the program and suggestions to improve the effectiveness.</p>

Table 7: Summary of Education and Outreach Programs

<b>Education and Outreach Actions/ Measures:</b>	<p>The City of Ottawa developed Outreach and Education materials including 18 factsheets and City-hosted Source Protection website with an interactive map; see <a href="http://Ottawa.ca/SourceProtection">Ottawa.ca/SourceProtection</a> or <a href="http://Ottawa.ca/protectiondessources">Ottawa.ca/protectiondessources</a>.</p> <p>The City implemented a Source Protection Education Campaign during Canadian Drinking Water Week (March 2017), including:</p> <ul style="list-style-type: none"> <li>• Distribution of Source Protection education material (letter and 'Living in the Zone' factsheets) to residents and businesses within Wellhead Protection Areas for its five municipal groundwater systems.</li> <li>• A public service announcement about Source Protection was launched within the Ottawa River Intake Protection Zone.</li> <li>• An online article entitled "How you can help protect Ottawa's drinking water at the source"</li> </ul>
<b>Evaluation of Program:</b>	<p>The program will be reviewed and evaluated in 2018.</p>
<b>Suggestions for Improvement:</b>	<p>Plans for continuation of Source Protection education campaigns within targeted vulnerable areas.</p> <p>Creation of local factsheet and education campaign explaining Drinking Water Protection Zone roadway signage.</p> <p>Distribution of City of Ottawa Source Protection factsheet to City-operated public facilities to increase outreach.</p>

**Reporting Requirements for Policy: MONITORING-5**

<b>Policy MONITORING-5</b>
<b>Specify Action</b>
Where a policy requires the Municipality to implement a specific action, the Municipality shall report the Source Protection Authority annually by February 1 <sup>st</sup> on the steps taken to implement this policy.

Table 8: Implementation of Specific Actions directed at Municipalities

<b>Policy</b>	<b>Detail</b>	<b>Y/N</b>
SEWG-1	The Municipality has established and implemented a sewage inspection and maintenance program where sanitary sewers could be a significant threat.	Y <sup>1</sup>
SEWG-1	The Municipality has established a process to ensure that future applicants are aware of the requirements for new sanitary sewers where they are a significant drinking water threat.	Y <sup>1</sup>
SEWG-4	The Municipality has established a process to manage existing and future septic systems and septic holding tanks where they would be a significant drinking water threat through the Ontario Building Code Act, 1992 and Ontario Regulation 315/10 (as amended) in accordance with the On-Site Sewage System Maintenance Inspection Program.	Y <sup>2</sup>
SEWG-4	The Municipality has established a process to ensure that existing septic systems and septic holding tanks are decommissioned where inspectors determine the need for replacement or when connecting to municipal services.	Y <sup>2</sup>
SEWG-4	The Municipality has passed a Mandatory Connection By-law (under the authority of the Municipal Act, 2001) to require connection to municipal sewer services (capacity permitting) where available at the property line in the following situations: failure of a Phase II inspection; the Principal Authority deems the existing system inadequate to service a proposed redevelopment/renovation; or for new development on existing vacant lots of record.	Y <sup>3</sup>
SEWG-4	The Municipality has established a process to review and consider the potential for municipal servicing within significant threat areas which currently have private services.	Y <sup>4</sup>
SEWG-4	The City of Ottawa has committed to deepening the Shadow Ridge Municipal Well to the Nepean aquifer within 3 years to reduce the significant threats related to septic systems and septic holding tanks in the Village of Greely.  A functional design study for the deepening of the Shadow Ridge Municipal Well is currently underway. This study will leverage information currently being gathered as part of the City's Nepean Aquifer Study. Once the functional design is completed in 2018, the City will initiate the detailed design and construction process.	Y <sup>5</sup>

Annual Report to the South Nation Source Protection Authority  
City of Ottawa

GENERAL-8	The Municipality has reviewed and updated sewer-use by-laws to place limits on waste discharges where sewage, organic solvents, and/or dense non-aqueous phase liquids (DNAPLs) could be a significant threat.	Y <sup>5</sup>
GENERAL-7	The Municipality has established a process to review and provide notice (under Section 27 (3) and (4) of O.Reg. 287/07 under the Clean Water Act) when transport pathways are created or modified.	Y <sup>5</sup>
GENERAL-7	The Municipality has established a procedure to review new earth energy systems within Wellhead Protection Areas (WHPAs) to ensure they do not endanger the municipal drinking water source.	N <sup>5</sup>
GENERAL-9	The Municipality has updated their Emergency Response Plans for areas which include a Wellhead Protection Area or an Intake Protection Zone along a transportation corridor (railways, highways s defined in Subsection 1(1) of the Highway Traffic Act, 1990, St. Lawrence Seaway and the Ottawa River).	N <sup>5</sup>
GENERAL-11	The Municipality has installed road signs along Municipal roads – where municipal arterial roads are located within Wellhead Protection Areas with a vulnerability score of 10 and/or and Intake Protection Zone or Wellhead Protection Area E with a vulnerability score of 8 or higher.	N <sup>5</sup>

**Notes:**

1. Sanitary sewer inspection and maintenance program:
  - Vars: there is no sanitary sewer infrastructure within the Vars WHPA.
  - Greely-Shadow Ridge: The required procedure for the sanitary sewer inspection and maintenance program identified in source protection plan policy SEWG-1 is not feasible for the existing sewer infrastructure at Shadow Ridge. The City is currently working with staff at the Source Protection Region to develop a suitable methodology to meet the intent of the policy.
2. Sewage inspection and maintenance program managed by the Ottawa Septic System Office
3. The Sewer Connection By-Law is currently under review at the City, the update is expected to be complete by the end of 2018.
4.
  - a) Greely-Shadow Ridge well system: The City does not intend, within the Official Plan horizon, to extend municipal services to the entire Village of Greely. However, the Shadow Ridge municipal wells will be deepened into a bedrock formation (commonly called the “Nepean Aquifer”) that has a greater degree of isolation from surface activities and would result in greater protection from surficial activities.
  - b) The Village of Vars well system: There are no leaching beds within the significant threat area, but there is a holding tank (pumped approximately two times per year) servicing the treatment plant building. The holding tank falls under the City’s On-Site Sewage System Maintenance Inspection Program, managed by the Ottawa Septic System Office. The closest sanitary sewer is more than 25 km from the Vars water treatment plant.
5. This is a non-legally binding policy
6. *New Planning Act* and *Building Code Act* application are reviewed through an interim Section 59 screening process; screening procedures to be finalized and implemented in 2018.