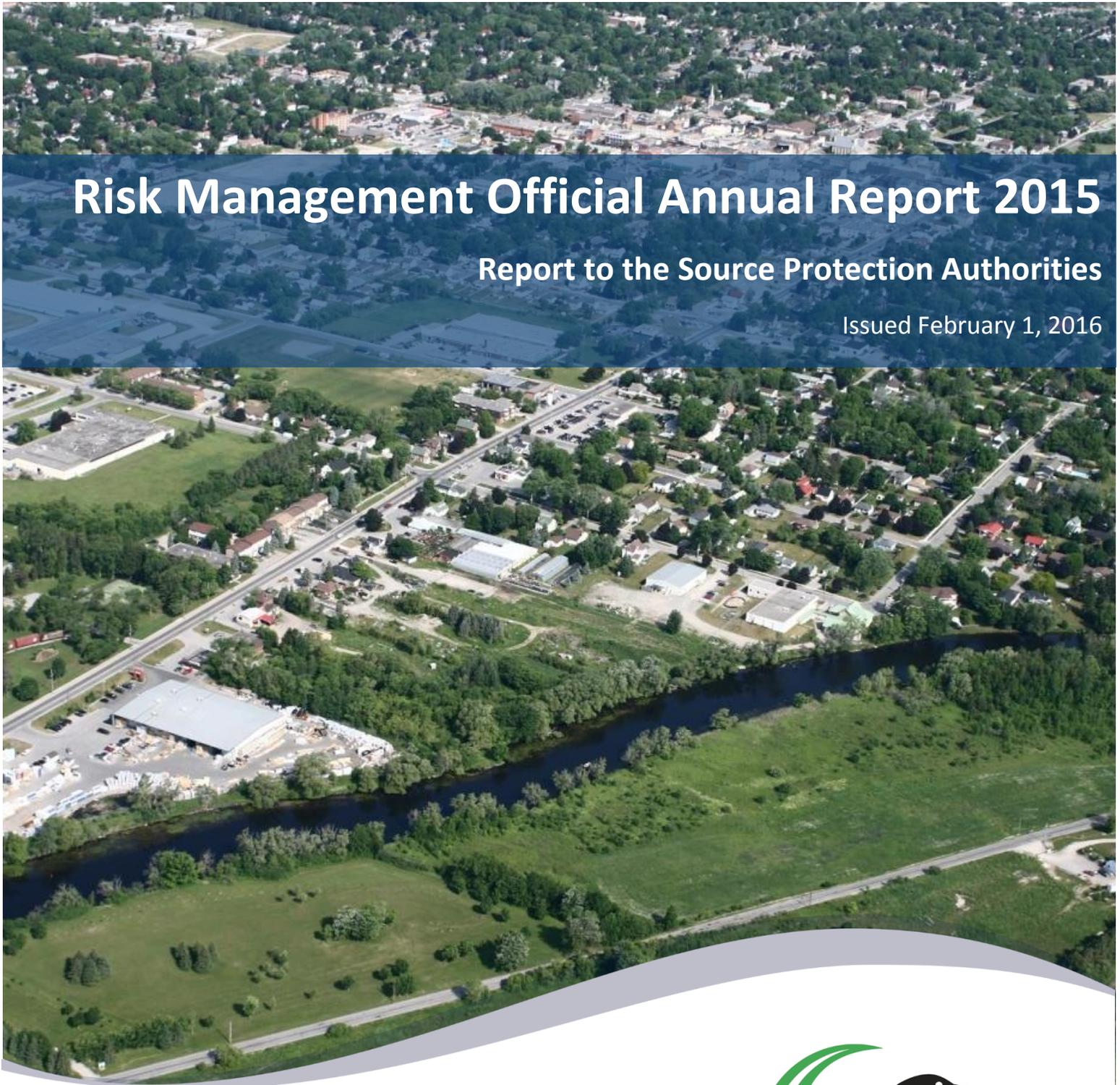


# Risk Management Official Annual Report 2015

Report to the Source Protection Authorities

Issued February 1, 2016



**KAWARTHA  
CONSERVATION**

Discover • Protect • Restore

# Risk Management Official's Annual Report:

## January 1 – December 31, 2015

Name of Municipality:	The City of Kawartha Lakes
Source Protection Regions	Trent Conservation Coalition Source Protection Region South Georgian Bay Lake Simcoe Source Protection Region
Drinking Water Systems:	Birch Point (GW), Bobcaygeon (SW), Canadiana Shores (GW), Fenelon Falls (SW), Fraserville (GW), Janetville (GW), King's Bay (GW), Kinmount (SW), Lindsay (SW), Manorview (GW), Mariposa Estates (GW), Norland (SW), Pinewood (GW), Pleasant Point (GW), Sonya (GW), Southview Estates (SW), Victoria Glen (GW), Victoria Place (GW), Western Trent/Palmina (GW), Woodfield (GW), Woods of Manilla (GW), Woodville (GW)
Name of SPA(s) submitted to:	Kawartha-Haliburton Source Protection Authority Lakes Simcoe and Couchiching/Black River Source Protection Authority Otonabee-Peterborough Source Protection Authority
SPA Staff Contact:	Rob Messervey, Kawartha Conservation, 705 328-2271, ext. 214 Ben Longstaff, Lake Simcoe Region Conservation Authority, 905 895-1281, ext. 305 Meredith Carter, Otonabee Region Conservation Authority, 705 745-5791, ext. 223
Submitted by (RMO Name):	Mike Wilson, P.Geo., Kawartha Conservation, 705 328-2271, ext. 245 Mark Majchrowski, Kawartha Conservation, 705 328-2271, ext. 215
Date Submitted:	February 1, 2016

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# 1. Introduction

This annual report is provided in accordance with s. 81 of the *Clean Water Act, 2006*. It outlines the activities undertaken by Mike Wilson, P. Geo. and Mark Majchrowski, Risk Management Officials, Kawartha Conservation from January 1, 2015 to December 31, 2015 under Part IV of the *Clean Water Act, 2006*. In accordance with a transfer agreement with the City of Kawartha Lakes, Kawartha Conservation is providing Risk Management Official/Risk Management Inspector services for the jurisdiction of the municipality. This jurisdiction includes twenty two (22) municipal drinking water systems; nineteen (19) systems are within the Trent Conservation Coalition Source Protection Region, two (2) are within the South Georgian Bay Lake Simcoe Source Protection Region and one (1) system straddles the boundary between these two regions.

# 2. Risk Management Officials and Inspectors

The Kawartha Conservation Board of Directors passed resolution #10/15 (see page 2, attachment 1) to appoint Mike Wilson as Risk Management Official/Risk Management Inspector on January 28, 2015 to satisfy the requirement of subsection 47(6) of the Act. The Kawartha Conservation Board of Directors passed resolution #121/14 (see page 3, attachment 1) to appoint Mark Majchrowski as Risk Management Official (alternate) on November 26, 2014 to satisfy the requirement of subsection 47(6) of the Act. The appointments are shown in the table below.

<i>Staff Name and Contact Email</i>	<i>Title/ Role</i>	<i>RMO/RMI Training Date Year/ month/ day</i>
1. Mark Majchrowski <a href="mailto:mmajchrowski@kawarthaconservation.com">mmajchrowski@kawarthaconservation.com</a>	<i>Director, Watershed Management and Alternate RMO</i>	2014/02/3-7
2. Mike Wilson, P. Geo. <a href="mailto:mwilson@kawarthaconservation.com">mwilson@kawarthaconservation.com</a>	RMO/RMI	2014/12/15-19

### 3. Risk Management Office Activities

Below is an overview of the work the Risk Management Office undertook in 2015.

#### Development of a Project Oversight Committee

A Project Oversight Committee (POC) has been assembled to oversee and guide the activities of the RMO to ensure that the City of Kawartha Lakes meets their obligations under Part IV of the *Clean Water Act* (2006). The POC is a collaborative committee comprised of three (3) representatives from the City of Kawartha Lakes and two (2) representatives from Kawartha Conservation. The RMO attends each meeting of the POC to report on the activities of the office of the RMO but is not a voting member of the POC.

#### Trent Conservation Coalition RMO Working Group

RMOs from different regions (Durham Region, Otonabee-Peterborough SPA, Kawartha-Haliburton SPA for example) within the jurisdiction of the Trent Source Protection Plan meet monthly to share experiences, collaborate on the creation of templates, forms, Notices and Orders (for example) and attend information sessions relating to threat mitigation. These meetings assist RMOs from different regions to adopt a common approach to dealing with significant drinking water threats to ensure consistency across the TCC Source Protection Region. The working group meetings have proven to be extremely valuable in promoting discussion between RMOs on topics such as potential risk management measures and the most appropriate best management practices for dealing with different threat activities. Each RMO participating in the working group has saved valuable time and money through the information sharing practices of this group.

#### Significant Drinking Water Threat Priorities

The RMO and POC have prioritized Residential Fuel Storage threats in the Trent Conservation Coalition Source Protection Region and Agricultural-based drinking water threats throughout the City of Kawartha Lakes as the highest priority for 2015 and 2016. Residential Fuel Storage and Agricultural-based drinking water threats combined make up greater than eighty percent (>80%) of the non-sewage system threats identified within the City of Kawartha Lakes. The threat activities associated with the storage of fuel and agricultural practices such as application and storage of agricultural source material (ASM) account for much of the identified risk to drinking water quality, and there have been a number of costly residential home heating oil spills in the area in the recent past. A substantial effort has been made in the first half of 2015 to develop standard operating procedures, policies and RMP templates and forms for negotiating fuel and agricultural-based risk management plans to deal with significant drinking water threats.

#### Land Use Planning

The RMO has met with the Chief Building Official and managers from the Development Services Planning Division (C of KL) on a number of occasions in an attempt to agree on a s.59 application and screening process. We have successfully implemented an application and screening process for proponents wishing to make an application under the Building Code Act and are close to implementing a similar process for the Planning Department. In the interim, the City of Kawartha Lakes Planning staff has the information they need to proceed and we have developed an informal process for identifying and

processing applications that are located in a vulnerable area where Trent Source Protection Plan policies apply.

The RMO has issued four (4) Restricted Land Use Notices in response to applications made under the Building Code Act. Three of those Notices informed the proponent that no prohibition or risk management plan was required and one Notice informed the proponent that a risk management plan had been agreed to or established. A summary of the Notices issued for the year 2015 is shown in the table below.

Notice #	Notice Type	System	Assessment Roll #	Proposal Type	Date Issued
<b>Trent Conservation Coalition Source Protection Region</b>					
Kawartha-Haliburton Source Protection Area					
N-2015-001	RMP Established	Southview Estates IPZ	1651210030042000000	Building Permit application	May 14, 2015
N-2015-002	No Prohib. or RMP Required	Kings Bay WHPA	165111001000223	Minor Variance to construct deck	June 18, 2015
N-2015-003	No Prohib. or RMP Required	Bobcaygeon IPZ	1651028002016000000	Building Permit application	July 3, 2015
N-2015-004	No Prohib. or RMP Required	Lindsay IPZ	1651040002066000000	Application for Consent (Severance)	Dec. 3, 2015
Otonabee Peterborough Source Protection Area					
There were no notices issued in this source protection area					
<b>South Georgian Bay Lake Simcoe Source Protection Region</b>					
Lakes Simcoe and Couchiching / Black River Source Protection Authority					
There were no notices issued in this source protection area					

The RMO commented (in the form of a letter or email) on 14 development proposals where an application was made under the Planning Act in a vulnerable area where Trent Source Protection Plan policies apply. The majority of these applications were Planning Preconsultation applications or Planning applications.

A table summarizing the Monitoring Policies for the purposes of section 57 (Prohibition) and section 58 (Risk Management Plan) for both the Trent Source Protection Plan and the South Georgian Bay Lake Simcoe Source Protection Plan can be found in Appendix A.

### Education & Outreach

The office of the RMO organized and held an information session on the topic of RMP's for home heating oil on September 14, 2015 at Seagrave United Church. The information session was advertised through a mail-out to 74 landowners who had been identified as potentially having a home heating oil storage tank on their property and through an advertisement in the local newspaper that ran 2 consecutive weeks. Mike Wilson, the RMO for the City of Kawartha Lakes area discussed residential fuel storage risk management plans and James Wood, President of McKeown and Wood Fuels, discussed fuel system maintenance and safety. Five homeowners attended the meeting.

We have provided the City of Kawartha Lakes with a drinking water source protection “Education and Outreach Strategy” for their consideration. The document outlines the strategic goal, target audience and education and outreach objectives. We expect to work with the municipality to prioritize and implement a number of education and outreach programs in 2016.

The RMO made a presentation on the topic of Agricultural Risk Management Plans at the “Drinking Water Source Protection Municipal Forum – From Plan to Action”, held at Baxter Golf Club, Fraserville, ON on October 23, 2015. This half day municipal forum attracted more than 100 attendees (including CAO’s, Clerks, Planners, Building Officials, Public Works, Members of Municipal Council, First Nations Members, Source Protection Committee and Source Protection Authority Members, MOECC and other RMOs).

We have developed a sticker and a metal tag to notify fuel providers and the homeowner that fuel is being stored within a vulnerable area of a municipal drinking water source. The sticker is to be placed on the oil tank and the tag is attached to the fill pipe, which is typically located along the outside wall of the house. The sticker and tags provide a procedure to follow in the event of a fuel spill or leak and the Ontario Spills Action Centre phone number. We are following a policy whereby the RMO visits all residents engaged in residential fuel storage in a vulnerable area where Trent Source Protection Plan policies apply whether the activity meets the circumstances to be a significant threat or not. We educate each of these home owners about the potential risks to the environment of a fuel spill or leak and we affix the sticker and tag to all fuel systems whether the tank is indoors or outside.

The RMO has gone door to door in select vulnerable areas where homeowners have received a mailed notification that they may be engaging in a drinking water threat activity (in the form of fuel storage) but the homeowner has not been in contact with the RMO. We have created a Drinking Water Source Protection door hanger that the RMO can attach to the door knob to notify the homeowner that he was there. These door hangers notify the home owner that the property is located in a vulnerable area near a municipal drinking water source and outlines some common questions about source protection. The door hangers also have a space for the RMO to affix his business card and indicate the topic that he wishes to discuss with the home owner.

The RMO participated as a panel member at a Peterborough and Kawarthas Association of Realtors waterfront real estate information session held in Lindsay on October 28<sup>th</sup>, 2015. The RMO spoke about vulnerable areas near municipal supply wells and the drinking water threats that are commonly associated with single-family residential properties such as fuel storage and septic systems.

During site visits for fuel storage and agricultural-based drinking water threats the RMO distributed appropriate fact sheets, flyers, brochures and OFA best management practices books. Below are examples of the type of media commonly distributed to landowners by the RMO.

- The Source Water Protection Primer
- Home Heating Oil Storage flyer (from Conservation Ontario)
- Handling and Storage of Heating Fuel education and outreach for source protection flyer (from MOECC)
- Your Septic System: Protecting Your Investment and the Environment brochure
- Various Best Management Practices documents available through OMAFRA such as Streamside Grazing, Manure Management and Nutrient Management Planning

## Threat Verification Process

Fuel storage threats where a risk management plan may be required are being actively verified within the City of Kawartha Lakes. The threat verification process for fuel threats starts by examining the list of fuel threat properties identified through the threats verification work of 2013. We sorted this list to identify properties located in a vulnerable area where Trent Source Protection Plan Policies for fuel storage apply and the threats verification process identified the property as having either a verified or an unverified fuel threat. There are seventy four (74) potential residential fuel storage threats in the City of Kawartha Lakes that may require a risk management plan. The office of the RMO drafted a letter to residents with a potential fuel storage threat and mailed it to them. Each letter also included: a map of the vulnerable area with the individual's property boundary outlined, an information sheet titled, "Drinking Water Threats from Fuel", an information sheet titled, "What is a Risk Management Plan?" and those properties with identified potential threats in the southern half of the City of Kawartha Lakes also received an invitation to the "Information Session, Risk Management Plans for Home Heating Oil".

Approximately two weeks after the letters were mailed out the RMO called all of the property owners with public phone numbers in an attempt to schedule a visit to their home to confirm that they had a fuel storage tank and to potentially negotiate a RMP with them. Our procedure includes a requirement for the RMO to perform a site visit that involves inspecting the basement of the home, even if the homeowner says that they have switched to a propane heat source for example. The reason for requiring the site visit is because it is the only way to make certain that a fuel storage tank is not located in the house. We have noted cases where the home is supplied with natural gas but there is still a home heating oil fuel tank in the home. The home heating oil could be the fuel source for the water heater for example, while the furnace burns natural gas.

Home owners who indicate that they have an above-grade fuel tank that is located outdoors also require a visit from the RMO even though this type of fuel storage system does not meet the circumstances to be a significant drinking water threat. A site visit to a home owner with an above-grade fuel tank provides an excellent opportunity for the RMO to educate the homeowner about risk management and best management practices for fuel storage. It also provides an opportunity for the RMO to affix the tank sticker and fill pipe tag (see Education and Outreach section above) as long as the homeowner doesn't object. Once the homeowner has demonstrated that they do not store fuel on the property in a manner that meets the circumstance for the fuel storage to be a significant drinking water threat then they are removed from the fuel threats list. Once a RMP has been agreed to by the homeowner then that property is also removed from the list of properties that require threat verification. Of the seventy four (74) potential residential fuel storage threats in the City of Kawartha Lakes, twenty three (23) have either been eliminated or in the process of being eliminated.

The threats verification process for agricultural-based drinking water threat activities has commenced for the two (2) farms and one (1) golf course in the City of Kawartha Lakes. Site visits to those three (3) properties have confirmed that significant drinking water threat activities are occurring one of the two farms and on the golf course and all three of those properties will require a RMP to regulate the threat activities.

## Site Visits/Inspections

The RMO has completed eleven (11) site visits to property owners who have been identified as possibly storing home heating oil fuel on their property in a vulnerable area where Trent Source Protection Plan policies apply. These site visits resulted in two (2) RMP's being negotiated and nine (9) properties being removed from the list of fuel threats because they either have an above-grade fuel tank or they have converted to another energy source such as propane or natural gas.

The RMO completed two (2) site visits to area farms which resulted in one completed agricultural RMP and one agricultural RMP that will be completed early in 2016. The RMO also completed one (1) inspection at the site of the completed agricultural RMP.

The RMO completed one (1) site visit to a golf course where Class 9 pesticides are applied to land in a vulnerable area where Trent Source Protection Plan policies apply. Through this site visit and discussions with the General Manager of the golf course it was determined that a RMP for pesticide application will be required.

## Summary of Work Planned for 2016

The following tasks have been identified as high priority for 2016:

- Formalize a s.59 screening process with the Planning Division, City of Kawartha Lakes.
- Work to eliminate the outstanding residential fuel storage threats through the RMP process.
- Work on agricultural threat verification and eliminate the outstanding Agricultural-Based threats through the RMP process.
- Complete a Road Salt RMP with the City of Kawartha Lakes.
- Meet with home heating oil fuel providers that supply fuel to residents of the City of Kawartha Lakes to educate them on the risk management measures included in RMP's for Residential Fuel Storage. Also educate fuel suppliers on the topic of source water protection and Trent Source Protection Plan policies for fuel and where those policies apply.
- Develop a standard operating procedure for negotiating RMP's for DNAPL's and Organic Solvents.
- Continue to evaluate s.59 applications in a timely manner.

## Locations Where an Update to the Assessment Report Mapping may be Required

- A drainage ditch diversion took place at a property located in Lindsay, ON after the Trent Assessment Report was completed. The Lindsay property is located between Logie Street and "The Rail Trail", immediately south of Dobson Street and extending approximately 450.0 m south, and is legally described as part of Lots S and B, Registered Plan No. 8P and Part of West Half of Lot 18, Concession 6, geographic Township of Ops, City of Kawartha Lakes. The drainage ditch was diverted to the east and off of the property. This diversion will change the extent of the intake protection zone (IPZ) for the Lindsay Municipal Surface Water System.
- There is a proposal to construct a 120 unit senior's rental residence at 84 Adelaide St. S., Lindsay, ON. The proposed development is an extension of Adelaide Place; a retirement home completed a number of years ago with frontage on Adelaide Street. The IPZ for the Lindsay

Municipal Surface Water System only covers the westerly portion of the property and there may be a requirement to construct new sanitary sewer lines to the east of the existing, developed portion of the property. Storm drainage infrastructure can be considered a type of transport pathway and as such this will likely change the threat assessment mapping in the future.

## 4. Legislated Annual Reporting Requirements (s.81 of the *Clean Water Act, 2006*)

Under S.65 (1) of O.Reg 287/07, all RMOs must provide the following information annually under S.81 of the Clean Water Act. This content is mandatory.

1) How many Risk Management Plans have been agreed to under s. 58 (5) of the CWA?

**Answer: 3 (three)**

Details pertaining to the three (3) completed risk management plans located within the boundaries of the City of Kawartha Lakes can be found in the table below.

RMP #	Class	System	Assessment Roll #	Threats Addressed	Date Issued
<b>Trent Conservation Coalition Source Protection Region</b>					
Kawartha-Haliburton Source Protection Area					
R-2015-001	Agriculture	Southview Estates (IPZ)	1651210030042000000	Livestock Grazing, Outdoor Confinement Area, Application and Storage of ASM	May 14, 2015
R-2015-002	Fuel	Manorview (WHPA)	165100803024316	Fuel Storage	Sept. 22, 2015
R-2015-003	Fuel	Canadiana Shores (WHPA)	165111001072402	Fuel Storage	Nov. 25, 2015
Otonabee Peterborough Source Protection Area					
There were no risk management plans issued in this source protection area					
<b>South Georgian Bay Lake Simcoe Source Protection Region</b>					
Lakes Simcoe and Couchiching / Black River Source Protection Authority					
There were no risk management plans issued in this source protection area					

2) How many Risk Management Plans have been established by Order under s.58 (10) of the CWA?

**Answer: 0 (zero)**

3) How many Risk management Plans has the RMO established by Order under s.58(12) of the CWA, as a result of an application for a Risk Management Plan made by a person engaged under s. 58(11) of the CWA?

**Answer: 0 (zero)**

4) How many Risk Management Plans has the RMO refused to agree to or establish under ss. 58(16) or 58(15) of the CWA?

**Answer: 0 (zero)**

5) How many Orders has the RMO issued under Part IV of the CWA?

**Answer: 0 (zero)**

6) How many notices have been received from a person engaged in an activity, notifying the RMO of their possession/intent to obtain a prescribed instrument under ss.61 (2) & (7) of the General Regulation 287/07.

**Answer: 1 (one)**

**Nutrient Management Strategy -15853** for a horse farm within the Southview Estates Municipal Surface Water System was received by the RMO to address the following threats:

- **use of land as an outdoor confinement area or farm animal yard;**
- **the application of agricultural source material, and;**
- **the storage of agricultural source material (ASM)**

Agricultural **risk management plan R-2015-001** addressed **the use of land as livestock grazing land** threat for the same horse farm which is located within the IPZ-1 for the Southview Estates municipal surface water system.

7) How many notices has the RMO issued under s. 61(6) & (8) of the General Regulation 287/07, notifying a person engaged in a threat activity of the **termination of an exemption** provided under s.61 (1).

**Answer: 0 (zero)**

8) How many times was a s.61 (1) of the General Regulation 287/07 exemption granted?

**Answer: 0 (zero)**

9) What is the total number of inspections that were carried out for activities that require a Risk Management Plan under s.58 of the CWA?

**Answer: 1 (one)**

The inspection pertained to the use of land as livestock grazing land within the IPZ-1 for the Southview Estates Municipal Surface Water System (R-2015-001).

10) Of the inspections carried out for activities requiring a RMP, how many were found to be in non-compliance with the specific contents of the RMP?

**Answer: 0 (zero)**

11) What is the total number of inspections carried out for activities that were prohibited?

**Answer: 0 (zero)**

12) Of the number of inspections undertaken in respect to an activity to which s.57 of the Act applied, in how many cases was the person engaged in contravention with s. 57 of the Act?

**Answer: 0 (zero)**

13) How many Risk Assessments have been **submitted, accepted, and not accepted** under s.60 of the CWA.

**Answer: 0 (zero)**

14) How many times has the RMO caused a thing to be done under s. 64 of the CWA?

**Answer: 0 (zero)**

15) How many prosecutions have been made under s. 106 of CWA?

**Answer: 0 (zero)**

16) How many prosecutions made under s.106 of the CWA have resulted in a conviction?

**Answer: 0 (zero)**

# Appendices

## Appendix A

### Monitoring Policies required as per the Trent and South Georgian Bay Lake Simcoe Source Protection Plans

Scope: This report covers both the s.81 Legislative requirements for RMOs, and the following Monitoring Policies required as per the Trent Source Protection Plan, and the South Georgian Bay Lake Simcoe Source Protection Plan.

Mon. Policy Number	Applicable Policy Tool	Policy Text	Applicable Policies (See Appendix 2 for Policy Text)
Trent Source Protection Plan – RMO Reporting Policies			
G-7(1)	This policy applies wherever a policy in this source protection plan designates an activity for the purpose of section 57 (Prohibition) of the Clean Water Act, 2006.	The Risk Management Official will undertake the reporting requirements specified in section 65 of the General Regulation made under the Clean Water Act, 2006 by February 1 each year for the preceding calendar year.	A-4(1), D-2, F-1(1), N-2, O-2(1), Q-2, R-6(1), S-10, W-4(1)
G-8(4)	This policy applies wherever a policy in this source protection plan designates an activity for the purpose of section 58 (Risk Management Plan) of the Clean Water Act, 2006.	Monitoring of Risk Management Plans The Risk Management Official will undertake the reporting requirements specified in section 65 of the General Regulation under the Clean Water Act, 2006 by February 1 each year for the preceding calendar year.	A-1(1), A-1(2), A-1(3), A-4(2), A-4(3), D-1, F-2(1), F-2(2), G-8(1), G-8(2), G-8(3), N-3, O-1(3), P-1(1), P-1(4), Q-1, R-1(1), R-1(2), R-5(1), S-9, W-3, W-4(2)
South Georgian Bay Lake Simcoe Source Protection Plan – RMO Reporting Policies			
Mon-6	This policy applies whenever a policy in this source protection plan designates an activity for the purpose of Section 58 risk management	By February 1 of each year, risk management officials shall report annually to the local source protection authority with the information required in Section 65 of Regulation 287/07 related to the previous calendar	<b>S.58 RMP policies</b> SEWG(b)-1, ASM(ICA)-1 FERT(App)-1 PEST(App)-1 SALT(H&S)-1 SNOW-1 DNAPL-1 WAST(b)-1 ASM(App)-1 NASM(App)-1 FERT(H&S)-1 PEST(H&S)-1 SALT(ICA)-1 SNOW(ICA)-1 SOLV-1 ASM(Store)-1 NASM(H&S)-1 FERT(ICA)-1 SALT(App)-1 SALT(ICA)-2 FUEL-1 LSTOCK-2 <b>S.57 Prohibition policies</b> WAST(b)-2, ASM(ICA)-2, FERT(H&S)-2, SALT(H&S)-2, DNAPL-2, LSTOCK-3, ASM(App)-2, NASM(App)-2, FERT(ICA)-2, SNOW-2, SOLV-2, ASM(Store)-2, NASM(H&S)-2, PEST(H&S)-2, FUEL-2, LSTOCK-1

	plans or section 57 prohibition.	year on the significant threat policies that designate an activity for the purpose of Section 58 risk management plans or Section 57 prohibition.	
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