

Appendix C: Guidance Documents

1. Drinking Water Threats Disclosure Report and Management Plan(s)
2. Winter Maintenance
3. Recharge Infiltration Measures
4. Source Protection Plan Policies

1. Drinking Water Threats Disclosure Report and Management Plan(s)

1. When more information is required than what is available in the Drinking Water screening form, a Drinking Water Threats Disclosure Report may be a requirement for site plan approval under section 4.9.5.4 of the Wellington County Official Plan.

The relevant section of the County of Wellington Official Plan policy 4.9.5.4 is provided below:

4.9.5.4 Drinking Water Threat Disclosure Reports *The submission of a Drinking Water Threat Disclosure Report will be required as part of a complete application under the Planning Act for development, redevelopment or site alteration of non-residential uses within a Wellhead Protection Area, Intake Protection Zone or Issue Contributing Area. The report shall disclose whether any of the prescribed drinking water threats identified in subsection 4.9.5.2 are expected to occur on the property, as well as the handling and storage of any other chemicals, fuel and wastes, and related volumes, types, storage, handling, disposal, etc. The report shall also disclose the proposed management programs associated with the use of chemicals at the site, including risk management/reduction measures, emergency response plans, spill response/prevention plans, employee awareness training, best management practices and monitoring programs.*

2. The Drinking Water Threat Disclosure Report contains two sections:
 - a. identification or disclosure of drinking water threats and
 - b. proposed management programs (management plan).
3. The disclosure section must identify whether any of the 22 drinking water threat activities pursuant to the *Clean Water Act* are proposed. For a full list, see below. In addition, the disclosure section must identify any other chemical, fuel or waste activities proposed that are not prescribed by the *Clean Water Act*. In practice, this means the disclosure report must identify **all** chemical, fuel, waste activities proposed as well as sanitary sewage, stormwater, salt or winter maintenance chemical activities, snow storage and fertilizer / landscape maintenance. The following comments provide further detail for the disclosure section of the Drinking Water Threat Disclosure Report:
 - a. For each activity identified, whether prescribed by the *Clean Water Act* or not, the disclosure section must clearly identify proposed volumes, types, location on the subject property, how it will be handled, stored, used, generated and / or disposed and whether an Environmental Compliance Approval or other provincial approval is required.
 - b. Technical details related to stormwater management can be referenced from the Stormwater Management Brief/Report (if applicable) and does not need to be reproduced in the disclosure section. However, the disclosure section must clearly identify whether an Environmental Compliance Approval is required for the stormwater

management facility. If unsure, it is recommended the applicant consult with the Ontario Ministry of the Environment, Conservation and Parks to confirm this requirement.

- c. If there are proposed sanitary sewage pumping stations on the property, the report should identify if it will be privately owned or assumed by the municipality. If privately owned, the disclosure section must clearly identify whether an Environmental Compliance Approval is required for the sanitary sewage pump and service lateral. It is recommended the applicant consult with the Ontario Ministry of the Environment, Conservation and Parks to confirm this requirement.
- d. Regarding the definition of chemical activities this is broad and can include any liquid or solid chemical product including, but not limited to, paints, stains, enamels, other coatings, degreasers, oils, solvents, automotive or machinery fluids, cutting fluids, adhesives, cleaning products, acids, bases, caustics and alcohols. Chemicals in a paste form are considered a liquid and / or solid and shall be included. Aerosols or gaseous chemicals can be excluded, however, a general statement should be provided stating what aerosols or gaseous chemicals will be on the property (*ie In addition to the liquid and solid chemicals identified above, propane and aerosol paints will also be present*). For all liquid or solid chemicals proposed, a Safety Data Sheet or a website link for each chemical must be provided as an appendix.
- e. For waste activities, please identify any waste that will be generated and how it will be stored, managed on site and disposed of. This includes, but is not limited to, solid waste such as off cuts, scrap metal, domestic garbage, recycling, compost etc; liquid industrial waste whether it is disposed of through the sewers or through a waste management company; and / or hazardous or subject waste as regulated by Ontario Regulation 347 and registered through the Provincial Hazardous Waste Information Network (HWIN). This includes biomedical and pharmaceutical waste, pesticide containers and tank or container bottoms and hazardous or subject waste subject to small quantity or field exemptions such as battery disposal.
- f. For salt, snow, winter maintenance chemicals, fertilizer and landscape maintenance, please identify what activities are proposed and whether they will be conducted by staff, contractors or both. Application and storage locations must be identified on a site plan or sketch along with surface coverings (*ie asphalt, gravel etc*) and location of catch basins and ditches. For any application, approximate application areas and storage volumes must be calculated. For calculation of road salt / winter maintenance chemical application area, please include all impervious or hard surfaces such as, but not limited to, asphalt, concrete, paving stones etc where salt would be applied. This can include parking lots, walkways, patios etc. Winter maintenance chemicals is meant to be broad and includes any chemical or product used to melt ice, provide traction and / or ice / snow control and includes road salt, sand and pickled sand as well as other road salt alternatives.

- g. Please note that included in the prescribed drinking water threats are consumptive water taking and reduction of groundwater recharge threats. These are related to water quantity. In the disclosure section, the applicant shall clearly identify whether the water usage for the site will be fully municipally serviced or whether any private wells are proposed. If fully municipally serviced no further information is required. If private wells are proposed, details must be provided on the well construction, well screen interval, estimated volume of water pumped from the well and the proposed use of the water. A water well record, if available, shall be provided. Regarding groundwater recharge reduction threats, these proposed activities will be identified through review of the site plan application as those plans identify asphalt and gravel surfaces and proposed building envelopes.
 - h. Any preferential pathways (transport pathways) existing or created must be reported included in the report. These include, but are not limited to:
 - i. old and/or unused wells that have not been properly abandoned;
 - ii. new vertical geothermal systems
 - iii. underground infrastructure (parking garages, maintenance tunnels etc.)
 - iv. removal of large portions of overburden (gravel pits, fill removal)
 - v. construction of deep pilingsIf none, the applicant must confirm that no transport pathways are proposed.
4. Regarding the management program section, prescribed drinking water threats identified are typically managed with a legally binding risk management plan pursuant to the *Clean Water Act* or a provincial approval such as an Environmental Compliance Approval (ie for sewage or storm water). If required, the risk management plan must be negotiated and signed prior to the issuance of the final building permits. The requirement for a risk management plan is determined and drafted by the Risk Management Official and if required, will be provided for review after the submission / review of the disclosure section. The disclosure section is critical to determine what activities will be managed by the risk management plan and who the appropriate signing body is (ie the owner or contractor / tenant). Typically, for new developments, the owner signs the risk management plan if the contractor or tenants are unknown.
5. For threats not managed through the risk management plan or provincial approval, these will be managed through a management plan required under County of Wellington Official Plan 4.9.5.4. The management plan must be either completed to the satisfaction of the Risk Management Official prior to signing of the site plan agreement or included as a legally binding condition in the site plan agreement with a completion date. The submission of the disclosure report will provide the information necessary to make this determination and the disclosure report can be provided first for review prior to completion of the management plan, if required. The Risk Management Official will provide guidance on the contents of the management plan.

Prescribed drinking water threats

The following has been reproduced from Ontario Regulation 287/07 pursuant to the *Clean Water Act*. For an up to date version and for further information, please refer to the regulation at <https://www.ontario.ca/laws/regulation/070287#BK3>

For information on provincially prescribed thresholds and circumstances please refer to <https://www.ontario.ca/page/tables-drinking-water-threats>

Excerpt from Ontario Regulation 287/07

1.1 (1) The following activities are prescribed as drinking water threats for the purpose of the definition of “drinking water threat” in subsection 2 (1) of the Act:

1. The establishment, operation or maintenance of a waste disposal site within the meaning of Part V of the *Environmental Protection Act*.
2. The establishment, operation or maintenance of a system that collects, stores, transmits, treats or disposes of sewage.
3. The application of agricultural source material to land.
4. The storage of agricultural source material.
5. The management of agricultural source material.
6. The application of non-agricultural source material to land.
7. The handling and storage of non-agricultural source material.
8. The application of commercial fertilizer to land.
9. The handling and storage of commercial fertilizer.
10. The application of pesticide to land.
11. The handling and storage of pesticide.
12. The application of road salt.
13. The handling and storage of road salt.
14. The storage of snow.
15. The handling and storage of fuel.
16. The handling and storage of a dense non-aqueous phase liquid.
17. The handling and storage of an organic solvent.
18. The management of runoff that contains chemicals used in the de-icing of aircraft.

19. An activity that takes water from an aquifer or a surface water body without returning the water taken to the same aquifer or surface water body.

20. An activity that reduces the recharge of an aquifer.

21. The use of land as livestock grazing or pasturing land, an outdoor confinement area or a farm-animal yard.

22. The establishment and operation of a liquid hydrocarbon pipeline. O. Reg. 385/08, s. 3; O. Reg. 206/18, s. 1.

2. Winter Maintenance (Management Plan) Measures

The below information is provided as a guidance for developing a winter maintenance plan. The plan should include the following headings and additional detail is expected for each heading.

Administration

Employee & Contractor Training

Inspections & Record Keeping

Spill Prevention & Response

- The response plan must include posting the Spills Action Centre number (1-800-268-6060) in an easy to find and read location for staff to use in the event of a spill.

Maintenance Measures

Chemical Application

Snow Storage

For additional information please visit the following websites:

Transport Canada: http://www.wellingtonwater.ca/en/resources/tac_salt.pdf

Environment Canada: <https://www.canada.ca/en/environment-climate-change/services/pollutants/road-salts/code-practice-environmental-management.html#s03>

Smart About Salt: <https://smartaboutsalt.wildapricot.org/>

Minnesota Chloride Resources: <https://www.pca.state.mn.us/business-with-us/statewide-chloride-resources>

3. Recharge Infiltration Measures

Design measures to ensure that recharge to the aquifer is maintained, and that the recharge is as contaminant-free as possible. These include, but are not limited to:

- Maintenance of pre-development recharge or maximization of off-site recharge, if predevelopment levels cannot be maintained on-site. If off-site recharge is the preferred option, please contact sourcewater@centrewellington.ca
- To maintain pre-development recharge, maximization of lot-level infiltration, including directing roof runoff to pervious surfaces, such as landscaped areas, gravelled areas with no pedestrian or vehicle traffic and/or infiltration galleries, rather than paved or gravel surfaces with pedestrian or vehicle traffic where ice accumulation, and therefore salt application, may occur. This will involve identifying where downspouts will be located and to where they will drain.
- If roof run-off cannot be directed for infiltration, then it is recommended it is piped directly to the storm sewer and/or stormwater management facility to avoid icing of surfaces. Note the preference is some level of roof run-off infiltration to achieve a pre- to post-development water balance.
- Reduction of impervious surfaces, including use of pervious materials in areas that would not require salt application, such as patios, pathways or amenities.
- Ensuring that any stormwater management facility that would receive parking lot runoff have an impervious liner, to avoid recharge of water containing contaminants, particularly sodium and chloride, back to the aquifer. Please note a stormwater management facility may also need provincial approval.

For additional information please visit the following websites:

<https://sustainabletechnologies.ca/home/urban-runoff-green-infrastructure/low-impact-development/>

<https://cvc.ca/low-impact-development/>

4. Source Protection Plan Policies

There are five Source Protection Plan areas within Wellington County. To determine which plan applies to your property please visit: <http://www.wellingtonwater.ca/en/wswp-resources/mapping-tool.aspx>.

For more information on the relevant Source Protection Plan policy, please visit the following websites:

Grand River: https://www.sourcewater.ca/en/source-protection-areas/resources/Documents/Grand/GRSPA_SPP_not-updated_S7-Wellington_clean.pdf

Maitland Valley: https://www.sourcewaterinfo.on.ca/wp-content/uploads/2019/02/MV_SPP_Amended_February_5_2019_Web_Post_RE.pdf

Saugeen Valley: <https://home.waterprotection.ca/source-protection-plan/assessment-reports/saugeen-valley/>

CTC: <https://ctcswp.ca/protecting-our-water/the-ctc-source-protection-plan/>

Halton-Hamilton: https://www.protectingwater.ca/wp-content/uploads/sites/2/2023/02/HHSP-clean_221104.docx.pdf