

Source Protection

Answers to questions



Negotiating a Risk Management Plan

This document helps provide understanding about:

- What is a Risk Management Plan
- How to know if a Risk Management Plan applies to your property
- Negotiating a Risk Management Plan with the Risk Management Official

Refer to the end of this document for terms of definitions, links to additional resources and contact information.

1. What is a Risk Management Plan and why is it necessary?

A Risk Management Plan is an agreement between the property representative and the Region of Waterloo's Risk Management Official. It is a site-specific negotiated agreement that identifies the best management practices to use to protect the water supply from the activities occurring on the property.

2. What are the activities of concern for water quality that may require a Risk Management Plan?

Over 80 per cent of our drinking water comes from groundwater and 20 per cent comes from the Grand River. These sources need protection from the following activities:

- Fuel and certain industrial chemicals storage and handling
- Road salt and de-icer storage and spreading on both private land and public roads
- Manure generation, storage and spreading
- Fertilizer storage and spreading
- Pesticides storage and application
- Waste storage including PCBs and hazardous wastes
- Stormwater runoff

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3. How will I find out if a Risk Management Plan or prohibition applies to my property?

You will find out when:

- **Applying for planning approval or a building permit.** To submit an application, you must first find out if you are in a Source Protection Area. Depending on the level of risk related to the proposed activities and the proposed location, some planning approvals and building permit applications may not be permitted as proposed or may require a Risk Management Plan to be negotiated prior to proceeding.
- **Currently undertaking an activity of concern in a Source Protection Plan.** The property owner does not need to do anything until contacted by the Risk Management Official. Within Waterloo Region, there are many properties requiring risk management plans and it will take several years to reach every one.

4. Before applying for planning approval or a building permit, I need to find out if Source Protection Plan policies apply. How can I do this?

Before submitting your application:

- I. Go to taps.regionofwaterloo.ca
- II. Click on “I need a document to attach to a building permit or planning approval application”
- III. Enter the property location
- IV. Answer questions as prompted
- V. Follow instructions on how to proceed

5. I have a question about using the TAPS Source Water Protection tool. What support resources are available?

For questions on TAPS including technical support email rmo@regionofwaterloo.ca or call 519-575-4400.

6. I have misplaced my login information for the TAPS Source Water Protection tool.

Reset your password by submitting your username and email in TAPS. Click on “I want to...” and select “Reset Password.” To obtain your username, contact TAPS technical support at 519-575-4400.

7. I have completed the questionnaire in the TAPS Source Water Protection tool. A notice is appearing on the screen to not proceed with my planning or building permit application until I speak with the Risk Management Official.

Contact the Source Protection Plan Risk Management Official by email at rmo@regionofwaterloo.ca or phone at 519-575-4400 to discuss next steps.

Depending on the level of risk related to the proposed activities and the proposed location, some planning approvals and building permit applications may not be permitted as proposed or may require a Risk Management Plan to be negotiated prior to proceeding.

8. I have questions about the Risk Management Plan worksheet I am in the process of completing. How can I request support?

The Risk Management Official is available to assist.

- Telephone: 519-575-4400; TTY: 519-575-4608
- Email: rmo@regionofwaterloo.ca

9. How can I get additional copies of the Risk Management Plan worksheet?

Risk Management Plan worksheets are available upon request or can be downloaded from the website.

- Telephone: 519-575-4400; TTY: 519-575-4608
- Email: rmo@regionofwaterloo.ca
- Website: <https://www.regionofwaterloo.ca/sourceprotection>

10. When and why is a fee charged?

Fees are applicable to properties negotiating a Risk Management Plan for new activities.

The fees help to cover some of the Region's costs associated with implementing the risk management policies, and are established and approved through the Region of Waterloo Fees and Charges Bylaw.

11. If a fee is applicable for my application, how do I submit it?

The Region must receive all required fees prior to negotiating the Risk Management Plan.

1. Complete the payment form in your information package. Additional copies of the form are available by calling 519-575-4400 or emailing rmo@regionofwaterloo.ca.
2. Return the completed payment form to the Risk Management Official at the Region of Waterloo, 150 Frederick Street, 7th Floor-Water Services, Kitchener, ON N2G 4J3. If hand delivering, office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday, excluding statutory holidays.
3. Include payment by VISA, MasterCard or cheque payable to Region of Waterloo.

12. What are the roles and responsibilities of the Risk Management Official and Inspectors?

The Risk Management Official (RMO) is primarily responsible for the negotiation of legally binding Risk Management Plans (RMPs) with the property representative.

The Risk Management Inspector (RMI) conducts inspections through site visits to ensure compliance with the Source Protection Plan policies dealing with RMPs and prohibitions. During a site visit, the RMI may take samples, excavate, take measurements, run tests, record and copy documents.

The RMO and RMI have the authority to enforce compliance of the Source Protection Plan RMP and prohibition policies (under Part IV of the Clean Water Act).

RMOs and RMIs are officially appointed by a delegate of Regional Council and must complete mandatory training approved by the Ministry of Environment and Climate Change.

Each RMO and RMI carries photo identification available to present upon arrival on your property. If you have concerns or want to verify their information, contact the Region of Waterloo at 519-575-4400 and ask to speak to the Source Protection Plan Risk Management Official or Manager.

Region of Waterloo contact information

Region of Waterloo – Water Services
150 Frederick Street, 7th Floor
Kitchener, ON N2G 4J3
519-575-4400; Deaf and Hard of Hearing (TTY): 519-575-4608
Fax: 519-575-4452
rmo@regionofwaterloo.ca
www.regionofwaterloo.ca/sourceprotection

Office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday excluding statutory holidays.

Additional resources

Source Protection Plan for Waterloo Region – www.regionofwaterloo.ca/sourceprotection

Lake Erie Source Protection and Clean Water Act – www.sourcewater.ca

Grand River Conservation Authority – www.grandriver.ca

Ontario Ministry of the Environment and Climate Change - www.ontario.ca/page/source-protection

Definition of terms

Source Protection Plan (SPP) – a legal document that provides direction to municipalities and property owners on how to protect our drinking water sources.

Clean Water Act (CWA) - the Ontario government passed the Clean Water Act in 2006 to help protect drinking water at the source as part of its multi-barrier strategy to safeguard human health and the environment. The Clean Water Act established a process for developing local, watershed-based Source Protection Plans. The Source Protection Plan is intended to protect municipal wells and surface water intakes from specific activities that may impact drinking water quality.

Risk Management Plan (RMP) - an agreement between the property representative and the Region of Waterloo's Risk Management Official. It is a site-specific negotiated agreement that identifies the best management practices to use to protect our water supply from the activities occurring on the property.

Notice of Source Protection Plan Compliance - is a signed declaration the activities on the property comply with the Source Protection Plan policies. This document is also referred to as a Section 59 notice.

Risk Management Official (RMO) - RMOs and RMIs are appointed by the municipality that is responsible for implementing local Source Protection Plan Part IV policies. An individual can only become an RMO or RMI upon successful completion of a mandatory training course approved by the Ministry of Environment and Climate Change.

Risk Management Inspector (RMI) – refer to definition for Risk Management Official (RMO).

Wellhead Protection Area (WHPA) - is the area of land surrounding a municipal well, which contributes water to the well. Within the WHPA, protective measures are implemented to safeguard the underlying groundwater supply from potential contaminant sources.

Groundwater aquifer – an underground geological formation that holds useable amounts of water. Most of Waterloo Region’s source water for drinking comes from groundwater aquifers.