

Source Protection Planning Bulletin – Overview of Requirements for Pre-Consultation with Stakeholders



March 25, 2011

Introduction

The purpose of the Clean Water Act (“the act” or “CWA”) is to protect Ontario’s existing and future drinking water sources, as part of an overall commitment to safeguard human health and the environment. A key focus of the legislation is the preparation of locally developed terms of reference, science-based assessment reports and source protection plans. For additional information on the CWA and how the terms of reference and assessment reports were developed, readers may refer to the Ministry of the Environment’s (ministry) website www.ontario.ca/cleanwater.

The source protection plans will consist of a range of policies that together will reduce the risks posed by threats to water quality and quantity. This document is one in a series of planning bulletins intended to assist local source protection committees (SPCs) in preparing source protection plans and policies.

Purpose

This bulletin is part of a series of bulletins which provide guidance on the development of source protection plans in order to meet the requirements of the CWA. This bulletin provides guidance on the legislative requirements for consultation with certain stakeholders affected by **draft policies** in source protection plans (referred to as “pre-consultation”). For clarity, the consultation activities referred to in this bulletin are named “pre-consultation” to reflect that consultation occurs before the draft source protection plan is released to the public for review and comment as required by the legislation.

While every effort has been made to ensure the accuracy of the information in this document, it should not be construed as legal advice or relied on as a substitute for the legislation.

Early Engagement and Pre-Consultation on Source Protection Plans

One of the principles of the drinking water source protection program is shared responsibility. Source protection planning is a locally-driven, collaborative process between many partners, including significant municipal and public involvement through

the SPCs. Under this framework, the source protection planning process ensures that opportunities to contribute to the preparation of source protection plans are made available to affected and interested parties.

Early engagement means the early efforts of an SPC to engage local stakeholders, municipalities and government agencies prior to the pre-consultation phase. There are no formal requirements in the legislation for this type of consultation as it is intended that SPCs will decide locally about when and who to talk to during early stages of policy development.

Although early engagement efforts require planning, time and resources, the long-term outcomes can make the effort worthwhile. When someone is identified as responsible for the implementation of a source protection policy and is engaged early in the planning process, they are given the opportunity to feel ownership in the process. In turn, this can create a positive outcome as the policy is more likely to be implemented successfully (i.e., policies being more readily accepted and having fewer compliance challenges).

The terms of reference work plan set out the body(ies) responsible for leading the tasks required to complete the source protection plan. However, based on the principle of shared responsibility, those leading the preparation of the plan – including SPCs, municipalities and source protection authorities – are expected to work collaboratively and with other interested parties to develop the most suitable policies to protect local drinking water sources. Where the local terms of reference do not explicitly identify municipalities as leading the policy development process, many municipalities will likely be interested in developing or contributing to early discussions about policy ideas and concepts.

SPCs may decide to take a number of different approaches to early engagement, from formal or informal meetings, to surveys or telephone conversations. SPCs should keep track of their early engagement efforts, and the participation of partners and stakeholders.

Pre-consultation refers to the regulatory requirements within the CWA and Ontario Regulation 287/07 “General” (O.Reg 287/07 or the Regulation) to carry out consultation activities. More specifically, it refers to the requirement to send notices to persons or bodies¹ responsible for implementing policies, and to government ministries that have obligations under the CWA. This includes the Ministry of Municipal Affairs and Housing (MMAH), the approval authority for many land use planning decisions under the Planning Act.

While SPCs have a lot of flexibility for early engagement, pre-consultation is a legislated requirement detailed in Sections 35 to 39 of O.Reg 287/07. This includes requirements for who must be notified and when, and what the notice must contain. This bulletin is intended to provide SPCs with guidance on pre-consultation.

¹ The regulation refers to “persons or bodies”. For discussion purposes, “bodies” is used in the remainder of this planning bulletin.

Notice When Plan Preparation Begins

A separate source protection planning bulletin has been developed to assist SPCs with the regulatory requirements for notifying partners and stakeholders that plan preparation has started. Notification is a requirement (under Section 19 of O.Reg 287/07) to let interested parties know that the preparation of the source protection plan and consultation has begun. This notice must happen before any formal consultation begins. Please refer to “Source Protection Planning Bulletin – Notice When Plan Preparation Begins” for more information. .

Source Protection Plan Pre-Consultation Requirements

Pre-Consultation Notices

To ensure implementing bodies know about the requirements and expectations set out in the policies, the regulation requires committees to pre-consult. O.Reg 287/07 identifies a number of bodies to contact for pre-consultation.

The Regulation sets out pre-consultation requirements for different types of policies. Table 1 outlines the types of policies that require notification and where to send the notices. The table provides a high-level overview of pre-consultation requirements. Refer to Appendix A for specific pre-consultation contacts.

Table 1. Types of Policies Where Pre-Consultation Is Required

| Type of Policy | What the Regulation Says | Where to Send Notice(s) ² |
|--|---|--|
| Significant drinking water threat policies using Part IV tools | S. 39 – The SPC is required to notify a municipality if a policy would require the enforcement of the CWA Part IV tools (S. 57 prohibition, risk management plans or restricted land uses for a land use designation) | To the municipalities in the area where the policy applies with responsibility over water production, treatment and storage under the Municipal Act. |
| Policies to be implemented through prescribed instruments | S. 36 – The SPC is required to notify if a policy affects a prescribed instrument | To the provincial ministry that is responsible for issuing the prescribed instrument(s) related to the source protection plan policy |

² When multiple notices are required to be sent to the same implementing body, the SPC has the option of combining them into a single notice.

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| <p>Policies affecting land use planning decisions</p> | <p>S. 37 – The SPC is required to notify if a policy affects a municipal council, municipal planning authority, planning board or other local board decisions under the Planning Act or Condominium Act, 1998. This requirement also applies to policies that affect the Regional Director of MMAH and the Municipal Services Office (MSO) responsible for a region that includes any part of the source protection area for which the draft source protection plan is being prepared</p> | <p>To the municipality that will be responsible for implementing the source protection plan policy Also, send this notice to your local MMAH MSO</p> |
| <p>Significant drinking water threat policies to be implemented by a municipality, local board or source protection authority (SPA) which do not use the previous tools</p> | <p>S. 38 – If a policy imposes obligations on a municipality, local board or SPA, the SPC is required to provide notice</p> | <p>To the municipality, local board or SPA that will be responsible for implementing the significant drinking water threat policy</p> |
| <p>Threat policies using education and outreach, incentives, or use the tools in S. 26(1) of O.Reg 287/07 (i.e., establish stewardship programs, specify and promote best management practices, establish pilot programs, govern research, or specify actions to be taken)</p> | <p>S. 35 – The SPC is required to notify any party that is designated as responsible for implementing threat policies using these tools</p> | <p>To the body responsible for implementing the policy³</p> |
| <p>Monitoring policies</p> | <p>S. 35 – The SPC is required to notify any party that is to be designated as responsible for implementing monitoring policies in the source protection plan (e.g., conservation authority, municipality, local board, ministry)</p> | <p>To the body responsible for implementing the policy³</p> |

³ The person or body responsible for implementing a policy does not mean the person or body engaged in the drinking water threat to which the policy applies. For example, a SPC could write a policy naming a municipality to develop an education and outreach type policy to address the application of road salt on private properties. The landowner, although subject to the policy, is not the one responsible for overseeing the implementation of the policy.

| | | |
|--|---|--|
| <p>Other permitted policies:</p> <ul style="list-style-type: none"> ▪ Incentive, and education and outreach programs related to non-Assessment Report (i.e., private) drinking water systems ▪ Climate change data collection ▪ Spills prevention and contingency or response plans along highways, railway lines or shipping lanes ▪ Transport pathways | <p>S. 35 – Notice is required from the SPC to any party that is designated as responsible for implementing the other permitted policies</p> | <p>To the body responsible for implementing the policy³</p> |
|--|---|--|

When should pre-consultation occur?

The Regulation requires that pre-consultation must be completed before the SPC publishes a draft source protection plan on the Internet for the 35-day public consultation period. SPCs should give bodies overseeing the implementation of policies enough time to be able to comment on the draft policy and for the SPC to review the comments and make any necessary changes to their policies. For SPCs that are planning to conduct their pre-consultation on all draft policies at once it may be worthwhile to consider sending a few draft policies out for pre-consultation to the implementing body ahead of the rest of the draft policies being released for pre-consultation. This action will help an SPC to get a sense of the kind of feedback they will get and help to decide whether other existing draft policies should be modified before pre-consultation. **In general, SPCs should allow a minimum of 30 days for a party to respond.** In some cases, it may take longer. For pre-consultation with municipalities, SPCs are encouraged to ask their local municipalities how and when they would like pre-consultation to occur. Please refer to the checklist in Appendix A for details on when and how pre-consultation should occur with other specific parties.

Pre-consultation should occur once the SPC is satisfied that the policy is “complete.” SPCs should refer to ministry guidance on what a complete policy is.

What should be sent to the body receiving the pre-consultation notice?

Depending on the tool chosen to implement the policy, the Regulation provides specific pre-consultation notification requirements in Sections 35 to 39.

The notice must include:

1. the draft wording of the proposed policy
2. a summary of the reasons for the proposed policy
3. a request for written comments on the proposed policy

A template for a sample notice can be found in Appendix B. SPCs are not required to use the template, but it has been provided as a tool to assist SPCs.

What happens when a body receives a pre-consultation notice?

The body responsible for implementing the policy will likely consider whether the policy is feasible, within the scope of their authority and implementable. They will also be able to identify to the SPC their concerns regarding the policy. For provincial ministries, this means that when they receive notices they will consider whether the draft policies fit under the governing legislation for the instrument (e.g., Environmental Protection Act, Ontario Water Resources Act, Aggregate Resources Act, etc.) if applicable, meet legislative requirements, and align with any other provincial interests within their mandate. When municipalities review the proposed policies, their considerations will include their legislative requirements, how the implementation of the policy would fit into their operations, whether they have the capacity, and any relevant timing considerations.

Bodies that are notified for pre-consultation are not required to provide comments to SPCs. However, it is in their interest to identify their concerns and to work with the SPC to resolve those concerns before the policies are posted publicly in the draft source protection plan. If a response is not received and the SPC has satisfied its notice obligations, the SPC may find it helpful to continue to engage the body responsible through other means (e.g., follow up phone call, email, etc.) while continuing with the policy development process.

What should SPCs do with the comments they receive during pre-consultation?

O.Reg 287/07 requires that SPCs must consider any comments received. This means that SPCs need to consider whether revisions to their draft policies are needed. SPCs may set up their own process for considering comments, but in general it means that SPCs are required to consider whether they should make changes to their draft policy based on the feedback from pre-consultation.

SPCs must also track the comments they receive during pre-consultation. The comments form part of the consultation record of the source protection plan. To help facilitate the consultation between SPCs and ministries, Conservation Ontario, in cooperation with the Source Protection Programs Branch (SPPB) is setting up a database which will allow SPCs to input their draft policies and allow ministries to provide comments. SPPB staff will communicate with SPCs on how to use this policy database once it is available.

Pre-Consultation for Policies Using Prescribed Instruments

When a SPC decides to use prescribed instruments as a tool to address a significant drinking water threat, they are required to notify the body responsible for issuing, amending or otherwise creating the prescribed instrument.

For policies impacting prescribed instruments, the notice to the issuing ministry should include the instrument number(s) (for existing instruments, when known), for the area(s) where the draft policy applies. In most cases, the SPC will be aware of this information because the Notice of Plan Preparation sent to persons engaged in significant drinking water threat activities includes a request for the recipient to provide the SPC his/her

instrument number, if applicable⁴. If the affected existing instrument(s) is not identified, the ministry may require a longer response time.

The SPPB has worked with the ministries that issue instruments prescribed under the Regulation to prepare them for the review of draft source protection plan policies. Each ministry has provided contacts for sending notices and for asking follow-up questions. The contact information and specific requirements for consulting with these ministries can be found in Appendix A.

Response times will vary by ministry. For policies that are simple and easily implemented by a ministry, it is possible that a ministry will provide comments in 30-60 days. For policies that are more complex or difficult to implement, a ministry may need more time to consider whether it will be able to implement the draft policy. It is possible that some ministries will need two or more months to provide comments on a draft policy. Therefore, it is imperative that SPCs begin pre-consultation as early as possible so that they can consider comments back from ministries and either make the necessary changes or engage in further discussion with the ministry. If SPCs are unsure about how to conduct their pre-consultation or where notices should be sent they may ask their Liaison Officer for assistance.

Example: If an SPC wants to write a policy using a nutrient management strategy to address a significant drinking water threat associated with the application of agricultural source material, once the SPC has developed a draft policy, it is required to notify (s. 36) the Director of the Environmental Management Branch, Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). If the SPC wanted to inquire about the status of the OMAFRA review, there is a separate contact.

Where to Get More Information

This bulletin has been prepared in consultation with provincial ministries. If SPCs have questions about pre-consultation they should contact their Liaison Officer.

It is anticipated that the contacts in Appendix A will be updated from time to time. SPPB staff will monitor the need for changes to the contact lists and will re-distribute Appendix A on an as needed basis.

⁴ In the absence of this information, SPCs are encouraged to seek out this information, for example by calling the landowner or the environmental contact at larger companies.

Appendix A

Appendix A-1. Checklist for Pre-Consultation for Policies Using Prescribed Instruments

| Ministry | Instruments that May Be Impacted | Where to send pre-consultation notice | Who to call for follow-up questions | What information to provide: | Special Notes & Cross Linkages to Other Ministries |
|----------|--|--|---|--|---|
| MOE | Certificates of Approval under OWRA and EPA ¹ (sewage works, waste disposal, waste management, organic soil conditioning), Permits to Take Water under OWRA, Pesticide Permits under Pesticides Act, Renewable Energy Approvals under EPA | Divisional Program Specialist Sarah Parady Divisional Program Specialist – Program Services Unit 733 Exeter Rd London ON N6E1L3 sarah.pardy@ontario.ca | Sarah Parady Tel: 519-873-5199 sarah.pardy@ontario.ca | <ul style="list-style-type: none"> Draft wording of the proposed policy Summary of the reasons for the proposed policy Request for written comments on the proposed policy Information from MOE database (website URL once available) Instrument number² for prescribed instruments that will be impacted by source protection plan policies Overall consultation schedule | MOE has oversight of many of the prescribed instruments. Therefore, it is important that draft policies be grouped. Suggestions for grouping are as follows: <ol style="list-style-type: none"> Threat and monitoring policy together By instrument type By program area |
| MNR | Aggregate Licenses, Wayside Permits and Site Plans | For all MNR instruments: mnrswppolicies@ontario.ca For MTO instruments issued under ARA: Steve I. Szoke Senior Aggregate Resources Engineer Soils and Aggregates Section Materials Engineering and Research Office Highway Standards Branch Provincial Highways Management Ministry of Transportation Room 220, Building C 1201 Wilson Avenue Downsview, ON M3M 1J8 Steve.Szoke@ontario.ca | <p>MNR Contacts</p> <p>Stuart Thatcher Senior Program Advisor, Aggregates Program Coordination Section Regional Operations Division Ministry of Natural Resources Tel: 705-755-1286 Stuart.thatcher@ontario.ca</p> <p>Alistair MacKinnon Policy Officer Lands and Non-Renewable Resources Section Policy Division, Ministry of Natural Resources Tel: 705-755-1947 Alistair.mackinnon@ontario.ca</p> <p>MTO Contact</p> <p>Steve I. Szoke Tel: 416-235-3739 Steve.Szoke@ontario.ca</p> | <ul style="list-style-type: none"> Same as above | Instruments under the ARA are issued by both the MNR and MTO. Refer to the guidance bulletin on ARA instruments for more details. |
| OMAFRA | Nutrient Management Plan and Strategy Non Agricultural Source Material Plan | Director of Environmental Management Branch, OMAFRA Clarence Haverson Director (Acting) Environmental Management Branch 3rd Floor S | Hugh Simpson Review Coordinator Environmental Management Branch Tel: 519-826-3835 hugh.simpson@ontario.ca | <ul style="list-style-type: none"> Draft wording of the proposed policy Summary of the reasons for the proposed policy Request for written comments on the proposed policy Information from MOE database (website URL once available) [only to OMAFRA, not to individual farmers] Instrument number² for prescribed instruments that will be impacted by source protection plan policies | Certain policies may relate to the enforcement of nutrient management, which is done by MOE Agriculture Officers. Policies relating to |

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|---|--|---|--|---|--|
| | | <p>1 Stone Rd W Guelph ON N1G4Y2 Clarence.haverson@ontario.ca</p> <p>For nutrient management plans, the notice should <u>also</u> be sent to the owner who will be responsible for updating his/her nutrient management plan, if known</p> | | <ul style="list-style-type: none"> • Overall consultation schedule | <p>MOE enforcement should be sent to the MOE contact identified above.</p> |
| ¹ Ontario Water Resources Act and Environmental Protection Act | ² The Notice When Plan Preparation Begins | requires the SPC to ask persons engaged in significant threat activities if their activity is governed by a prescribed instrument and if so, to provide the SPC information about the instrument, including its number if applicable. If this information is not available to the SPC, then the pre-consultation notice should indicate this. | | | |

Appendix A-2. Checklist for Pre-Consultation for Policies Potentially Affecting the Crown and Not Using Prescribed Instruments

SPCs should pre-consult with these bodies on policies that do not (or do not necessarily) impact prescribed instruments but may set out obligations for the Crown in other ways, for example a specifying action policy.

| Ministry | When | Where to send pre-consultation notice | Who to call for follow-up questions | What information to provide: <ul style="list-style-type: none"> ▪ draft wording of the proposed policy ▪ summary of the reasons for the proposed policy ▪ request for written comments on the proposed policy |
|----------|--|--|--|--|
| MOE | Policies affecting decisions under the mandate of the MOE that do not use the prescribed instruments in Appendix A-1 | <p>These policies should be (1) directed to:</p> <p>Sarah Pardy Divisional Program Specialist – Program Services Unit 733 Exeter Rd London ON N6E1L3 sarah.pardy@ontario.ca</p> <p>And (2), copied to:</p> <p>Your Liaison Officer</p> | <p>Sarah Pardy Tel: 519-873-5199 sarah.pardy@ontario.ca</p> | <p>Information from MOE database (website URL once available)</p> <p>Overall consultation schedule</p> |
| OMAFRA | Policies addressing threats 3-11 and 21 that do not rely on prescribed instruments in Appendix A-1 | <p>Director of Environmental Management Branch, OMAFRA</p> <p>Clarence Haverson Director (Acting) Environmental Management Branch 3rd Flr S 1 Stone Rd W Guelph ON N1G4Y2 clarence.haverson@ontario.ca</p> | <p>Hugh Simpson Review Coordinator Environmental Management Branch 519-826-3835 hugh.simpson@ontario.ca</p> | <p>Information from MOE database (website URL once available)</p> <p>Overall consultation schedule</p> |
| MMAH | Policy affecting decisions made under Planning Act, Municipal Act or Condominium Act (must also send these policies to municipalities in area the policy applies, as per requirements in Table 1 of this bulletin) | <p>MMAH Municipal Services Offices</p> <p>MSO – Central</p> <p>Mark Christie Manager - COMMUNITY PLANNING AND DEVELOPMENT 2nd Flr 777 Bay St Toronto ON M5G2E5 Mark.Christie@ontario.ca</p> | <p>Regional Planning Managers at the MSO offices</p> | <p>Information from MOE database (website URL once available)</p> <p>Overall consultation schedule</p> |

MSO – North East:

Dan Tovey
Manager, Community Planning & Development
(Acting) - NORTHEASTERN MUNICIPAL SERVICES
OFFICE
Suite 401
159 Cedar St
Sudbury ON P3E6A5
dan.tovey@ontario.ca

MSO – South West

Bruce Curtis
Manager - COMMUNITY PLANNING AND
DEVELOPMENT
2nd Flr
659 Exeter Rd
London ON N6E1L3
bruce.curtis@ontario.ca

MSO- Northwest:

Shannon Dodd Smith
Manager - COMMUNITY PLANNING AND
DEVELOPMENT
Suite 223
435 James St S
Thunder Bay ON P7E6S7
shannon.doddsmith@ontario.ca

MSO – East:

Michael Elms
Manager - COMMUNITY PLANNING AND
DEVELOPMENT
Rockwood House
8 Estate Lane
Kingston ON K7M9A8
michael.elms@ontario.ca

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|-------------|---|--|---|---|
| MNR | Land use policies affecting decisions under the mandate of the MNR that do not use the prescribed instruments in Appendix A-1 (e.g., petroleum and salt resources) | mnrswppolicies@ontario.ca | <p>Stuart Thatcher Senior Program Advisor, Aggregates Program Coordination Section Regional Operations Division Ministry of Natural Resources Tel: 705-755-1286 Stuart.thatcher@ontario.ca</p> <p>Alistair MacKinnon Policy Officer Lands and Non-Renewable Resources Section Policy Division, Ministry of Natural Resources Tel: 705-755-1947 Alistair.mackinnon@ontario.ca</p> | <p>Information from MOE database (website URL once available)</p> <p>Overall consultation schedule</p> |
| MTO | Policies related to threats 12, 13, and 14 | <p>Shelley Tapp, Manager Environmental Policy Office Transportation Planning Branch Ministry of Transportation 301 St. Paul Street St. Catharines, ON L2R 7R4 Shelley.Tapp@ontario.ca</p> | <p>Terry Hilditch, Sr. Policy Analyst Environmental Policy Office Transportation Planning Branch Ministry of Transportation 301 St. Paul Street St. Catharines, ON L2R 7R4 Tel: 905-704-2208 Terry.Hilditch@ontario.ca</p> | <p>Information from MOE database (website URL once available)</p> <p>Overall consultation schedule</p> |
| MNDMF | Policies affecting mining or forestry practices | <p>Ken Steele Sr. Policy Advisor Corporate Policy Secretariat Ministry of Northern Development, Mines and Forestry Room 5630, Whitney Block, 99 Wellesley Street W Toronto ON M7A 1W3 Ken.steele@ontario.ca</p> | <p>Ken Steele Tel: 416 327-0619 Ken.steele@ontario.ca</p> <p>For technical inquiries for Ontario Geological Survey information and advice contact:</p> <p>Ross Kelly Manager, Geochemistry & Mapping - SEDIMENTARY GEOSCIENCE Willet Green Miller Ctr Level B7 933 Ramsey Lake Rd Sudbury ON P3E6B5 Tel: 705-670-5908 ross.kelly@ontario.ca</p> | <p>Information from MOE database (website URL once available)</p> <p>Overall consultation schedule</p> |
| Health Unit | Policies affecting septic re-inspection programs - the Building Code authorities default to the municipality in many cases, so only notify the health unit if they are the principal authority for septic inspections under the Building Code | Identify your local health unit contact if this is applicable | Your local health unit, if applicable | <ul style="list-style-type: none"> • Draft wording of the proposed policy • Summary of the reasons for the • Proposed policy request for written comments on the proposed policy |
| Other | Policies outside the mandate of the ministries listed in this table | Contact your MOE Liaison Officer for advice | | <p>Information from MOE database (website URL once available)</p> <p>Overall consultation schedule</p> |

Appendix B

Letterhead Logo

NOTICE

Address of implementing body

(i.e., municipality, local board or source protection authority, ministry – see bulletin for contact information and guidance)

Date

RE: NOTICE OF SIGNIFICANT THREAT POLICIES – [NAME OF THREAT]

Dear **Mr. or Ms. XXX**:

I am writing to notify you that the **XXX** Source Protection Committee has begun preparation of a Source Protection Plan to protect the **XXX** municipal drinking water source. This means drafting policies that will not only address existing significant threats, but prevent any new significant drinking water threats in the future. This letter serves as a notice for the purposes of Ontario Regulation 287/07 made under the *Ontario Clean Water Act, 2006*.

You are receiving this notice because **XXX** Source Protection Committee has drafted a policy to protect drinking water sources and you/your office will be responsible for implementing the policy. **[Name of threat]** has been identified in our Assessment Report as a significant drinking water threat to the municipal drinking water source. The assessment report can be found at the following website: **XXX**.

As part of our pre-consultation requirement for these draft policies (section **[35, 36, 37, 38 or 39]** of O.Reg. 287/07), we ask that you review and provide comment on the enclosed policies for the **[name of threat]**.

The reason(s) for the proposed policies: **[list reasons]**

[Provide any additional information identified in the bulletin for pre-consultation, e.g., prescribed instrument number, if known; explain the grouping of your threats, if applicable; etc.]

This is your first opportunity to provide comments on this draft policy. In **[month]** 2012, the committee will be posting a draft source protection plan on the Internet for public review and comment. I will be providing you a notice of that posting and you will be able to provide comments again at that time. Further, the proposed source protection plan will be posted in **xxx** 2012 for a final round of public consultation before being submitted to the Minister of the Environment for review and approval.

To provide the committee with enough time to review and consider your comments before the draft is made available publicly, I ask that you submit any feedback on the draft policy to me by **xxx** 2011.

Thank you for your ongoing assistance with the Drinking Water Source Protection Program. Please contact **xxx** for more information or if you have any questions.

Sincerely,

xxx

Encl: e.g. **Draft Road Salt Policies**