CATARAQUI SOURCE PROTECTION AUTHORITY

AGENDA

DATE: WEDNESDAY, OCTOBER 23, 2019
TIME: 6:30 P.M.
LOCATION: CATARAQUI REGION CONSERVATION AUTHORITY ADMINISTRATION OFFICE BOARDROOM

1. ROLL CALL

2. ADOPTION OF AGENDA

A. THAT the agenda BE ADOPTED as circulated.

3. DECLARATION OF CONFLICT OF INTEREST
4. DELEGATION / PRESENTATION

4.1. Krista Fazackerley, Supervisor, Communications & Education

- Video – Drinking Water Source Protection

Recommendation:

**B. THAT** the Drinking Water Source Protection Video presented by Krista Fazackerley, Supervisor, Communications & Education, BE RECEIVED.

5. APPROVAL OF PREVIOUS MINUTES

**C. THAT** the minutes of the April 24, 2019 meeting of the Cataraqui Source Protection Authority, BE APPROVED.

6. BUSINESS ARISING
7. ITEMS FOR CONSIDERATION

7.1. Cataraqui Source Protection Committee Membership (Report IR-078-19-CSPA)

D. THAT Report IR-078-19-CSPA, Cataraqui Source Protection Committee, BE RECEIVED; and,

THAT the municipal and community members identified in this report BE APPROVED to sit on the Cataraqui Source Protection Committee.

8. COMMITTEE MINUTES

There are none.

9. ANNOUNCEMENTS OR INQUIRIES/INFORMATION


9.2. Verbal Update – John Williamson, Chair Cataraqui Source Protection Committee

F. THAT the verbal update by John Williamson, Chair Cataraqui Source Protection Committee, BE RECEIVED.
10. MOTIONS/NOTICE OF MOTIONS

11. ADJOURNMENT
The meeting commenced at 6:30 P.M.

1. **ROLL CALL**

   There were ten (10) members present.

2. **ADOPTION OF AGENDA**

   **Moved by:** Bert Herfst  
   **Seconded by:** Terry Richardson

   **THAT** the agenda BE ADOPTED as circulated.  
   **CARRIED**
3. DECLARATION OF CONFLICT OF INTEREST

There were none.

4. DELEGATION / PRESENTATION

There were none.

5. APPROVAL OF PREVIOUS MINUTES

Moved by: Garry Hewett
Seconded by: Claire Gunnewiek

THAT the minutes of the September 26, 2018 meeting of the Cataraqui Source Protection Authority, BE APPROVED.

CARRIED

6. BUSINESS ARISING

There was none.
7. ITEMS FOR CONSIDERATION

7.1. Drinking Water Source Protection Workplan (Report IR-095-18-CSPA)

Resolution: CSPA-001-19
Moved by: Bert Herfst
Seconded by: Terry Richardson

THAT the report IR-030-19-CSPA, 2018 Annual Progress Report on Drinking Water Source Protection Implementation, BE RECEIVED; and,

THAT staff be directed to send report IR-030-19-CSPA, 2018 Annual Progress Report on Drinking Water Source Protection Implementation report to the Clerk and Council of the Township of Leeds & The Thousand Islands; and,

THAT Cataraqui Region Conservation Authority staff BE DIRECTED to submit the Cataraqui Source Protection Area Policy Implementation Progress Report 2015 – 2018 to the Ontario Ministry of the Environment, Conservation and Parks on behalf of the Cataraqui Source Protection Authority, on or before May 1, 2019.

CARRIED


Resolution: CSPA-002-19
Moved by: Al Hanes
Seconded by: Ross Sutherland

THAT Report IR-031-19-CSPA, Drinking Water Source Protection 2018 Risk Management Annual Reporting, BE RECEIVED; and,

THAT the Cataraqui Source Protection Authority RECEIVE the annual reports from Risk Management Officials in the Cataraqui Source Protection Area, pursuant to Section 81 of the Ontario Clean Water Act.

CARRIED
8. MINUTES

8.1. Cataraqui Source Protection Committee Minutes

In the absence of Gordon Ohlke, Cataraqui Source Protection Authority/Cataraqui Source Protection Committee Liaison, John Williamson, Chair of Cataraqui Source Protection Committee spoke to these minutes and advised of a teleconference between Chairs and the new Minister. He also noted that Source Protection Committee chair terms were coming to an end in August and that he had reapplied to sit as chair of the committee.

Resolution: CSPA-003-19
Moved by: Claire Gunnewiek
Seconded by: Rhonda Ferguson

THAT the Cataraqui Source Protection Committee Minutes of March 7, March 21, June 12 and November 21, 2018, and March 20, 2019, BE RECEIVED.

CARRIED

9. ANNOUNCEMENTS OR INQUIRIES/INFORMATION

9.1. Verbal Update – Katrina Furlanetto, Manager, Watershed Planning & Engineering

Katrina Furlanetto, Manager, Watershed Planning & Engineering, provided a verbal update related to the reappointment of the Cataraqui Source Protection Committee Chair, noting that John Williamson has been Chair of the Committee since inception in 2007. She indicated that the term expires in August 2019 and that John had reapplied to stay on. She noted the importance of continuity for this position.

Katrina indicated that Source Protection Committee membership recruitment and interview process were underway.

She announced that the Province had recently provided confirmation of 2019/2020 funding for Drinking Water Source Protection. However, there was uncertainty related to funding moving forward.
Resolution: CSPA-004-19
Moved by: Ross Sutherland
Seconded by: Al Barton

THAT the verbal update by Katrina Furlanetto, Manager, Watershed Planning & Engineering, of April 24, 2019, BE RECEIVED.

CARRIED

10. MOTIONS/NOTICE OF MOTIONS

There were none.

11. ADJOURNMENT

The meeting adjourned at 6:38 P.M. on a motion by Claire Gunnewiek, seconded by Al Barton.

Tom Beaubiah
Manager, Conservation Lands

Geoff Rae, MBA, P.Eng.
General Manager

Alan Revill
Chair
DATE: OCTOBER 23, 2019 REPORT # IR-078-19-CSPA

TO: CATARAQUI SOURCE PROTECTION AUTHORITY

FROM: KATRINA FURLANETTO, M.Env.Sc MANAGER, WATERSHED PLANNING AND ENGINEERING

1.0 TYPE OF REPORT

   ITEM FOR BOARD CONSIDERATION [x]

2.0 TOPIC

   CATARAQUI SOURCE PROTECTION COMMITTEE MEMBER APPOINTMENT

3.0 RECOMMENDATION

   THAT Report IR-078-19-CSPA, Cataraqui Source Protection Committee Member Appointment, BE RECEIVED; and,

   THAT the municipal and community members identified in this report BE APPROVED to sit on the Cataraqui Source Protection Committee, effective immediately for a period of three (3) years.

4.0 PURPOSE

   To approve new members to the Cataraqui Source Protection Committee.
5.0 BACKGROUND

There are currently 12 voting ‘seats’ on the Cataraqui Source Protection Committee (CSP Committee), divided equally among the municipal, economic and community sectors within the Cataraqui Source Protection Area. The CSP Committee also includes a Chair (appointed by the Province) and one non-voting liaison member from each of the Cataraqui Source Protection Authority (CSP Authority), public health units and Province.

Under the Clean Water Act, 2006, every three years the CSP Committee is required to assess its membership. The last membership renewal occurred in 2016 with two new members joining the CSP Committee. These two appointments are scheduled to end in December 2021. The remainder of the CSP Committee memberships require reassessment by December 2019.

In a 2018 report, IR-096-18-CSPA – Cataraqui Source Protection Committee Membership, the CSP Authority directed staff to initiate the renewal of the composition of the CSP Committee no later than May 2019, with all new membership to be confirmed by December 2019. Within this report, the CSP Authority approved the CSP Committee size will remain with 12 members (quorum of 8) and all members will be appointed for a maximum of three (3) years, ending December 2022.

6.0 STRATEGIC PLAN

This report supports Goal A in the Strategic Plan, Cataraqui 2020.

To conserve CRCA’s water resources, including the safeguarding, management and restoration of rivers, lakes and streams, and to work cooperatively with our partners to protect the water cycle.

- Produce watershed management plans for our major watersheds to help ensure their long-term health.
- Develop with other groups a coordinated approach to managing water quantity.
- Cooperate with agencies on research to maintain or improve the quality of surface water and groundwater resources.
- Provide technical advice to municipalities in implementing storm water management.
Supporting the implementation of policies in the Cataraqui Source Protection Plan helps to safeguard water supplies.

The report also supports Supporting and Resilient Healthy Communities: CRCA Work Plan for 2017 to 2020.

7.0 INPUT FROM OTHER SOURCES

All municipalities were consulted regarding the members that wished to extend their terms and were provided the opportunity to nominate new candidates. The CSP Committee received notification of two new municipal representatives from the City of Brockville (Attachment #1) and the City of Kingston (Attachment #2).

A vacancy was filled through a recruitment process for a public community member position. The recruitment was conducted by the CSP Committee Chair, the CSP Authority Chair, and the General Manager of CRCA.

8.0 ANALYSIS

In report IR-096-18-CSPA – Cataraqui Source Protection Committee Membership, the CSP Authority directed staff to review the composition and membership of the CSP Committee no later than May 2019.

In March 2019, the CSP Committee members were surveyed to determine their interest in retaining sector membership for the next three years ending December 2022. All members noted their continued interest, except for a vacant public community representative and the central area municipal representative. Greg Newman, the central area municipal member from the City of Kingston at that time expressed he was relocating and no longer available to participate; therefore, a new member was required.

To fill the public representative seat, a notice of recruitment was sent out on July 6, 2019, as required under the Clean Water Act (2006). The notice was posted on the www.cleanwatercataraqui.ca source protection website, CRCA social media platforms, and advertised twice in four local news outlets throughout July and August 2019 for a total period of 60 days. Five applications were received for the one position. Interviews were conducted on September 23, 2019.
For municipal membership, there are four positions on the CSP Committee representing three geographic areas and municipalities “at large”. Table 1, Cataraqui Source Protection Committee Municipal Areas outlines the geographic areas and respective municipalities required to nominate a candidate to fill each position.

Table 1: Cataraqui Source Protection Committee Municipal Areas

<table>
<thead>
<tr>
<th>Eastern Area</th>
<th>Central Area</th>
<th>Western Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Township of Athens</td>
<td>City of Kingston</td>
<td>Loyalist Township</td>
</tr>
<tr>
<td>City of Brockville</td>
<td>Frontenac Islands</td>
<td>Town of Greater Napanee</td>
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<tr>
<td>Township of Elizabethtown-Kitley</td>
<td>Township of South Frontenac</td>
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<td>Township of Front of Yonge</td>
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<td>Town of Gananoque</td>
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<tr>
<td>Township of Leeds and the Thousand Islands</td>
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<tr>
<td>Rideau Lakes Township</td>
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</table>

All municipalities received notice letters requesting a Council resolution to acknowledge whether there is support for the existing area representative, area-at-large, representative, and provide the opportunity for a new nominee for consideration to fulfill either of the positions.

Based on municipal feedback, two new members were nominated to represent the eastern and central area municipalities.

The following new public community and municipal representatives are recommended for appointment to the Source Protection Committee.

**Community:**
- Christine Brennan, Utilities Compliance Coordinator, City of Kingston

**Municipal:**
- Mr. Steven Allen, Supervisor of Engineering, City of Brockville
- Ms. Andrea Gummo, Planner, City of Kingston
Pending CSP Authority approval, the full CPS Committee membership and appointment requirements can be found in Table 2, 2019-2022 Cataraqui Source Protection Committee Membership. To ensure knowledge transfer, opportunity for new membership, and a successful transition of existing members, CSP Committee position appointments have been staggered with ends dates ranging from May 2021- May 2023.

Table 2: 2019-2022 Cataraqui Source Protection Committee Membership

<table>
<thead>
<tr>
<th>Sector</th>
<th>Position</th>
<th>Member</th>
<th>Maximum Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal</td>
<td>Western area</td>
<td>Ric Bresee</td>
<td>May 2022</td>
</tr>
<tr>
<td></td>
<td>Central area</td>
<td>Andrea Gummo</td>
<td>May 2021</td>
</tr>
<tr>
<td></td>
<td>Eastern area</td>
<td>Steve Allen</td>
<td>December 2022</td>
</tr>
<tr>
<td></td>
<td>At large</td>
<td>John Conley</td>
<td>May 2023</td>
</tr>
<tr>
<td>Economic</td>
<td>Agriculture</td>
<td>Jeff Peters</td>
<td>May 2022</td>
</tr>
<tr>
<td></td>
<td>Agriculture</td>
<td>Kim Sytsma</td>
<td>December 2022</td>
</tr>
<tr>
<td></td>
<td>Industry</td>
<td>Mike Farrell</td>
<td>May 2021</td>
</tr>
<tr>
<td></td>
<td>Tourism / Recreation</td>
<td>Chris Mangan-Greene</td>
<td>May 2023</td>
</tr>
<tr>
<td>Community</td>
<td>Environmental Associations</td>
<td>Richard Lindgren</td>
<td>May 2022</td>
</tr>
<tr>
<td></td>
<td>Lake Associations</td>
<td>Nona Mariotti</td>
<td>December 2022</td>
</tr>
<tr>
<td></td>
<td>Public</td>
<td>Dr. Kate Laird</td>
<td>May 2023</td>
</tr>
<tr>
<td></td>
<td>Public</td>
<td>Christine Brennan</td>
<td>May 2021</td>
</tr>
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</table>
9.0  FINANCIAL IMPLICATIONS

To ensure successful advertisement within the watershed for recruitment of the public community member notice, $1,450.00 was allotted as part of the Drinking Water Source Protection program.

The Chair of the CSP Authority will be compensated for his mileage ($45.10) and efforts ($200 per diem) through the Provincial Drinking Water Source Protection program, fully funded by the Ministry of Environment, Conservation and Parks, for completing the public community membership recruitment interviews. The Chair of the CSP Committee will be compensated for the same directly by the Ministry of Environment, Conservation and Parks.

10.0  CONCLUSION

It is recommended that the Cataraqui Source Protection Authority approve the inclusion of the recommended new Cataraqui Source Protection Committee members identified in this report.

Respectfully submitted,

(Original signed by)

Katrina Furlanetto, M.Env.Sc
Manager, Watershed Planning and Engineering

Approved for circulation,

(Original signed by)

Geoff Rae, MBA, P.Eng.
General Manager

Attachments:

1. Nomination from City of Brockville
2. Nomination from City of Kingston
Ms. Furlanetto,

Please be advised that at a meeting of the Council for the Corporation of the City of Brockville held on August 27, 2019, Council passed the following resolution:

Cataraqui Source Protection Committee
Municipal Appointment

Moved by: Councillor Earle

THAT Mr. Steve Allen be appointed to serve as the Eastern Region area representative on the Cataraqui Source Protection Committee for the next three (3) years, expiring in December 2022 and;

THAT Council support the appointment of Mr. Conley as the member at large; and

THAT any per diems be paid to the City of Brockville to assist in offsetting the Cataraqui Conservation Authority levy.

For: Mayor Baker, Councillor Bursey, Councillor Earle, Councillor Journal, Councillor Kalivas, Councillor Lavergne, and Councillor Wales

CARRIED 7-0 on a recorded vote

If you have any questions with regard to this matter please contact the undersigned.

Yours truly,

Sandra Mac Donald, AMCT, CMO
City Clerk
City of Brockville
1 King Street West, Brockville, ON K6V 7A5
613-342-8772 ext. 4461
Office of the City Clerk

August 14, 2019

Via email: kfurlanetto@crca.ca

Katrina Furlanetto, Manager, Watershed Planning & Engineering
Cataraqui Region Conservation Authority
1641 Perth Road, PO Box 160
Glenburnie, ON K0H 1S0

Dear Ms. Furlanetto:

Re: Kingston City Council Meeting, August 13, 2019 – Miscellaneous Business
Item Number 2 – Nomination with respect to the Cataraqui Source Protection Committee

At the regular meeting on August 13, 2019, Council approved Clause 2 of Miscellaneous Business:

That the nomination of Andrea Gummo to the Cataraqui Source Protection Committee representing the Central Area, be supported.

Yours sincerely,

[Signature]
John Bolognone
City Clerk

The Corporation of the City of Kingston
216 Ontario Street, Kingston, ON K7L 2Z3
Phone: (613) 546-4291 ext. 1247 Fax: (613) 546-5232 jbolognone@cityofkingston.ca
DATE: OCTOBER 23, 2019

REPORT # IR-079-19-CSPA

TO: CATARAQUI SOURCE PROTECTION AUTHORITY

FROM: DONNA CAMPBELL
ASSISTANT, CHAIR & GENERAL MANAGER

1.0 TYPE OF REPORT

CONSENT ITEM [X]
ITEM FOR BOARD CONSIDERATION [ ]

2.0 TOPIC

REPORT ON COMMUNICATIONS

3.0 RECOMMENDATIONS

THAT the Report on Communications (IR-079-19-CSPA) BE RECEIVED.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DETAILS</th>
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<tbody>
<tr>
<td>1.</td>
<td>Ministry of the Environment, Conservation and Parks</td>
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<td></td>
<td>a) Letter re: Section 36 Order Cataraqui Updates under Section 36 of the Clean Water Act, dated August 15, 2019</td>
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<tr>
<td></td>
<td>b) E-mail re: Source Protection Committee Chair Appointments, dated September 6, 2019</td>
</tr>
</tbody>
</table>

Respectfully submitted,

(original signed by)

Donna Campbell
Assistant, Chair & General Manager

Approved for circulation,

(original signed by)

Geoff Rae, MBA, P.Eng.
General Manager

Attachments
AUG 15 2019

Alan Revill, Chair
Cataraqui Region Conservation Authority
1641 Perth Road, Box 160
Glenburnie, ON K0H 1S0

John Williamson, Chair
Cataraqui Source Protection Committee
4145 Holmes Road
Inverary, ON K0H 1X0

Dear Mr. Revill and Mr. Williamson,

I am following up on your proposed workplan for the comprehensive review and update of the Cataraqui assessment report and source protection plan. The workplan, dated October 17, 2018, was submitted in compliance with the order dated November 26, 2014, issued under section 36 of the Clean Water Act.

I am pleased to note that your workplan confirms that implementation of the source protection plan is going well and I appreciate the level of effort you put into your analysis of your assessment report and plan.

Pursuant to subsection 36 (1) of the Clean Water Act, I am amending the order dated November 26, 2014, to establish requirements governing the content and timeframes of the review and the process to be followed for any updates to your assessment report and plan. The source protection committee shall update the assessment report and source protection plan to address the workplan items identified in the attachment to this order and ensure those changes comply with the recent amendments to the General regulation and Director’s Technical Rules.

I would also like to thank you for your proposed local interest updates which I noticed through my review. While not specifically required, I would encourage you to work with both your community and your municipalities to find cooperative ways to move forward with items that are consistent with the Act, its regulations and Technical Rules that are in effect at the time of the updates. Staff in the Ministry’s drinking water source protection program are also available to provide you advice on this. You may contact Debbie Scanlon, Manager Approvals Section (416-212-8839) if you have any questions.
When undertaking these updates, the source protection committee and source protection authority must follow the amendment process and consultation requirements set out in the attachment to this letter. All updates carried out under section 36 of the Clean Water Act are to be submitted to the Ministry within six (6) months after the completion of the required updates and consultation.

Thank you for the continued efforts of the source protection authority, committee and local communities to ensure sources of drinking water are protected. Significant progress has been made in source protection and the province looks forward to continuing to work with you and all stakeholders to protect sources of drinking water.

Sincerely,

[Signature]

Jeff Yurek
Minister

Enclosure

C: Katrina Furlanetto, Project Manager, Cataraqui Region Conservation Authority
Geoff Rae, General Manager, Cataraqui Region Conservation Authority
Susan Ecclestone, Director, Source Protection Programs Branch, MECP
Debbie Scanlon, Approvals Manager, Source Protection Programs Branch, MECP
Neil Gervais, Senior Drinking Water Program Advisor, MECP
Olga Yudina, Liaison Officer, MECP
Attachment: Cataraqui Updates under Section 36 of the Clean Water Act

Mandatory Updates to the Assessment Report and Source Protection Plan

The Cataraqui source protection committee shall ensure that the review includes updates to the assessment report and source protection plan to:

- Comply with the amendments made to the Director’s Technical Rules, published on the Environmental Registry in March 2017 under posting number 012-8507 and the 2018 amendments to the Rules and General Regulation (O. Reg. 287/07). For your source protection area this includes:
  - assessing locations where the above-grade handling and storage of fuel, as well as liquid hydrocarbon pipelines, pose a significant, moderate and low risk, and ensuring policies apply to all relevant protection zones;
  - updating the significant groundwater recharge areas and any associated policies in the plan to align with the amended rules; and
  - further reviewing the vulnerability of the western Great Lakes intakes where the affected municipalities are interested in doing so because evidence suggests the intakes are more vulnerable than the previous rules would allow.

- Further review and revise policies for road salt and small quantities of hazardous waste as necessary to address policy effectiveness issues where the committee, authority and affected municipalities determine it is necessary.

Amendment Process for Updates including Consultation:

The rules that source protection committees and source protection authorities were required to follow under the Clean Water Act in preparing, consulting on and submitting assessment reports and source protection plans to the Ministry will generally apply when making updates as part of the review. However, as with locally initiated amendments, any proposed updates to the assessment report and plan are to be consulted on concurrently and submitted together as one package to the Ministry by the source protection authority.

Only those provisions of the Clean Water Act and General regulation referred to below apply to the update of your assessment report and source protection plan. For example, as no terms of reference is being required for the review and update of the assessment report and plan, subsection 36 (3) of the Clean Water Act does not apply.

Accordingly, for the updates to the assessment report and source protection plan, the following provisions apply:

- Assessment report content outlined in section 15 of the Clean Water Act and sections 11 to 14 of the General Regulation.
- Source protection plan content outlined in subsections 22 (2) to (15) of the Clean Water Act and sections 20 to 34 of the General Regulation.
Updates to the assessment report and source protection plan shall be made in consultation with affected municipalities, the Ministry, and any other bodies responsible for implementing a policy that may be revised as part of the updates. Consultation shall include the following minimum requirements:

- Early consultation on any draft updates to the assessment report and plan with the Source Protection Programs Branch prior to carrying out pre-consultation with other bodies.
- Pre-consultation with all implementing bodies as well as persons and businesses engaged in significant drinking water threats in the geographic areas affected by the updates in accordance with sections 35 to 39 of the General Regulation.
- Consultation for a minimum of 35 days, as outlined below.

The Explanatory Document that accompanies the plan (section 40, General Regulation) shall also be updated to reflect the proposed changes to the plan and made available for consultation.

While consulting on the proposed updates to the assessment report and source protection plan in accordance with the requirements set out above, comments received shall be documented, considered and addressed prior to advancing to the next consultation stage or finalizing the proposed updates to the assessment report and plan.

Notification and publication of the proposed updates shall follow the provisions included in the General Regulation for assessment reports and plans as described below. This includes making the proposed updates available on the Internet and in locations that are accessible to give the public and other interested parties an opportunity to inspect and comment on the updates. Specifically, consultation on the proposed updates to the assessment report and plan shall occur concurrently and sections 23 to 25 of the *Clean Water Act* and section 41 of the General Regulation apply with modifications noted below:

- References to a draft or proposed source protection plan shall be read as references to the proposed updates to the assessment report and source protection plan that result from the review carried out under section 36 of the *Clean Water Act*.
- Notices shall be provided to the clerk of each municipality and all other persons and bodies listed in section 41 that are affected by the proposed updates.
- A public meeting referred to in clause (c) of subsection 41 (3) and in subsection 41 (7) is optional as determined by the source protection committee in consideration of the nature and scope of the proposed updates.
Hello,

It has been a pleasure to touch base with you this week. Congratulations on your appointments of chairs of source protection committees.

Here’s a list of the chairs that have been appointed by the Minister to date. Decisions on the remaining chair appointments are pending. I have also shared this information with the lead source protection authorities.

Cataraqui – John Williamson
Lake Erie – Wendy Wright Cascaden
Southern Georgian Bay Lake Simcoe – Lynn Dollin
Raisin South Nation – Ray Beauregard
Mississippi Rideau – Ken Graham
Saugeen, Grey Sauble, Northern Bruce – Bill Twaddle
Thames, Sydenham and Region – Dean Edwardson
Quinte – Maxwell Christie

Looking forward to working with you
Susan.

Susan Ecclestone  I  Director  I  Source Protection Programs Branch  I  Day of Action on Litter  I  Land and Water Division  I  Ministry of the Environment, Conservation and Parks  I  susan.ecclestone@ontario.ca  I  416-274-8864  Please let me know if you have any accommodation needs or require communication supports or alternate formats.