

SOURCE PROTECTION PLAN PART IV ENFORCEMENT TRANSFER AGREEMENT

THIS AGREEMENT made effective the 21 day of October, 2014.

BETWEEN:

CORPORATION OF THE TOWN OF MISSISSIPPI MILLS
(hereinafter called "the Municipality")

OF THE FIRST PART

- and -

R.V.C.A. RECEIVED	
REFER TO: _____	
NOV 05 2014	MISSISSIPPI VALLEY CONSERVATION AUTHORITY and RIDEAU VALLEY CONSERVATION AUTHORITY
INITIALS: _____	

(hereinafter called "the Authorities")

OF THE SECOND PART

PREAMBLE:

WHEREAS this Agreement is being entered into pursuant to the *Clean Water Act*, 2006 (hereinafter called the "*Act*") for the purpose of contracting with the Authorities to enforce Part IV of the *Act* as part of implementation of the Mississippi-Rideau Source Protection Plan;

And Whereas the Authorities are Source Protection Authorities for purposes of the *Act*;

And Whereas the Municipality is located within the Mississippi Rideau Source Protection Region as set out in Ontario Regulation 284/07.

IN CONSIDERATION of the mutual covenants herein contained, the parties hereby agree as follows:

ARTICLE ONE

GENERAL

Section 1.01: Source Protection Authorities

Under section 4 of the *Act*, the respective Boards of Directors of the Mississippi Valley Conservation Authority (MVCA) and the Rideau Valley Conservation Authority (RVCA) serve as the Source Protection Authorities for the Mississippi Valley Source Protection Area and the Rideau Valley Source Protection Area respectively. Ontario Regulation 284/07 under the *Act* designates the participating municipalities for MVCA and RVCA when they act as the Source Protection Authorities under the *Act*.

Section 1.02: Part IV Requirements under the Act

The *Act* provides that municipalities are responsible for Part IV enforcement of Source Protection Plans. The *Act* further provides that a municipality may enter into an agreement for the enforcement of Part IV by a board of health, a planning board, or a Source Protection Authority, and such agreement confers jurisdiction for enforcement under the *Act* to that body.

The Municipality hereby contracts with the Authorities to carry out enforcement under Part IV of the Act within the geographic boundaries of the Municipality.

Section 1.03: Application

This Agreement shall be applicable to all lands located in the Municipality that are subject to Part IV of the *Act*.

The Authorities hereby agree to enforce Part IV of the Act on all lands located in the Municipality and to accept the jurisdiction conferred under Section 48 of the Act, in accordance with the following schedules which are attached to and form part of this Agreement:

- **Schedule “A” – Proposal for Part IV Enforcement Authority; and**
- **Schedule “B” – Communication Protocol**

Section 1.04: Duties

The Authorities shall faithfully carry out their duties hereunder on a fee for service basis in accordance with the *Act*, the Mississippi-Rideau Source Protection Plan (as amended from time to time), this Agreement, and any other applicable legislation.

ARTICLE TWO**DEFINITIONS****Section 2.01: Definitions**

Unless otherwise expressly provided in this Agreement, the words, phrases and expressions in this Agreement shall have the meanings attributed to them as follows:

1. In this Agreement:
 - a) “*Act*” means the *Ontario Clean Water Act, 2006*, as amended;
 - b) “Agreement” means this document;
 - c) “parties” means the Authorities and the Municipality;
 - d) “the Regulation” means *Clean Water Act Regulation 287/07*
 - e) “Risk Management Inspector” means a Risk Management Inspector appointed under Part IV of the *Act*;
 - f) “Risk Management Official” means the Risk Management Official appointed under Part IV of the *Act*;
 - g) “Source Protection Authority” means a Conservation Authority or other person or body that, under subsection 4 (2) or section 5 of the *Act*, is required to exercise and perform the powers and duties of a drinking water Source Protection Authority under the *Act*;

- h) "Source Protection Plan" means a drinking water source protection plan prepared under the *Act*.

ARTICLE THREE

RESPONSIBILITIES

Section 3.01: Responsibilities of the Authorities

The Authorities are responsible for enforcing Part IV of the *Act* in accordance with this Agreement. This Agreement hereby confers upon the Authorities all of the duties and powers of the Municipality under Part IV of the *Act*, **including but not limited to** those listed in this Section.

The Authorities shall:

- (i) Provide mapping to the Municipality and establish application screening protocols in consultation with the Municipality to ensure Part IV requirements are incorporated into the review of applications under the *Planning Act* and *Building Code Act*.
- (ii) Review applications under the *Planning Act* and *Building Code Act* as deemed necessary under the protocols referred to in (i) and issue notices with respect to Restricted Land Use policies prior to those applications proceeding.
- (iii) Negotiate or, if negotiations fail, establish risk management plans with persons (business owners, landowners, tenants, and others) engaged or proposing to engage in an activity and at a location subject to the *Act*.
- (iv) Review and accept risk assessments under the *Act*.
- (v) Conduct inspections and use powers of entry on properties where reasonable and obtain inspection warrants from a court where required.
- (vi) Issue orders and notices, prosecute any offences under Part IV of the *Act* and exercise any other powers set out under Part IV of the *Act* to ensure compliance with the Part IV policies in the Mississippi-Rideau Source Protection Plan.
- (vii) Maintain records in accordance with the *Act* and make records available to the public when required to do so and to the Municipality upon request.
- (viii) Prepare documentation and make provisions for staff to attend Environmental Review Tribunal Hearings.
- (ix) Exercise its jurisdiction in accordance with Schedule "A".
- (x) Follow the communication protocol established in Schedule "B".

- (xi) Report annually on activities as required under the *Act* and provide a copy of the annual report to the Municipality.

Section 3.02: Responsibilities of the Municipality

The Municipality shall generally cooperate with and assist the Authorities with the protection of drinking water. The Municipality shall adhere to the agreed upon protocols referred to in Section 3.01 (i) (including circulating certain applications to or referring applicants to the Risk Management Official) to ensure Part IV requirements are incorporated into the review of:

- (i) building permit applications; and
- (ii) applications under provisions of the *Planning Act* that are prescribed in section 62 of the Regulation.

Section 3.03: Information and Data Sharing

To facilitate implementation of this Agreement:

- (i) The Municipalities shall provide information and data in the form and at the times required by the Authorities to carry out their powers and duties under Part IV of the *Act*.
- (ii) The Authorities shall provide records related to their powers and duties under Part IV of the *Act* to the Municipality, upon request. In the event of termination of this Agreement, all records and other information generated or collected by the Authorities pursuant to this Agreement will be transferred to the Municipality at no cost to the Municipality.

ARTICLE FOUR

COSTS

Section 4.01: Responsibility for Cost of Service Delivery

The Municipality is responsible for the costs of the enforcement of Part IV of the *Act* where costs are not recovered through user fees.

Where costs for enforcement are incurred on properties located in more than one jurisdiction, the Authorities shall apportion the costs of enforcement equitably as between the affected municipalities.

Section 4.02: Fee Schedule

The Authorities will pass a regulation pursuant to section 55 of the *Act* to establish the user fee schedule substantially as set out in Schedule "A". The fees will be for the purpose of cost recovery and, in accordance with sub-section 55 (2) of the *Act*, the fees

will not exceed the anticipated reasonable costs of the enforcement of Part IV of the *Act*. The Authorities will review, and if necessary amend, the fees annually in consultation with the Municipality and with approval from the Authorities' Boards of Directors and in accordance with the *Act*. Notification and consultation will occur in accordance with the Authorities' board approved guidelines for cost recovery as amended from time to time and in accordance with the *Act* and Regulation.

Section 4.03: Collection of Fees

The Authorities will collect and retain all user fees payable by any person for work performed by the Authorities under this Agreement.

Section 4.04: Recovery of Excess Costs

The Authorities will recover from the Municipality excess costs incurred that are in excess of the fee revenues resulting from enforcement costs related but not limited to enforcement orders, prosecutions, warrants and Environmental Review Tribunal Hearings.

The Authorities will notify and consult with the Municipality prior to any expenditure for any excess cost in accordance with the Communication Protocol attached as Schedule "B".

ARTICLE FIVE

OFFICIALS AND INSPECTORS

Section 5.01: Appointment

The Authorities will appoint such Risk Management Officials and Risk Management Inspectors as are necessary pursuant to subsection 48 (2) of the *Act* and shall issue a certificate of appointment to the Risk Management Officials and Risk Management Inspectors as per subsection 48 (3) of the *Act*.

Section 5.02: Qualifications

The Risk Management Officials and Risk Management Inspectors will be qualified as prescribed by the Regulation.

ARTICLE SIX

LIABILITIES AND INSURANCE

Section 6.01: Insurance

The Authorities shall provide and maintain Commercial/Comprehensive General Liability insurance subject to limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof.

The Authorities shall provide and maintain Errors and Omissions insurance subject to limits of not less than an annual aggregate of Five Million Dollars (\$2,000,000.00). Such insurance shall provide coverage for all errors and omissions made by the Authorities, their officers, directors and employees in regard to the obligations of the Authorities under this Agreement. Such insurance shall be kept in force for the two years following termination of this Agreement.

Such insurance shall be in the name of the Authorities and shall name the Municipality as an additional insured there under. Evidence of insurance satisfactory to the Municipality shall be provided to the Municipality prior to the commencement of work. The Authorities shall annually provide the Municipality with Certificate(s) of Insurance confirming that the said insurance policies are in good standing.

The Authorities agree to indemnify and save harmless the Municipality from and against any and all actions, causes of action, suits, claims and demands whatsoever ("Claim") which may arise from the actions or omissions of the Authorities related in any way whatsoever to its obligations under this Agreement, unless the Claim is as a result of the negligence of the Municipality or its employees or others at law for whom it is responsible.

Section 6.02: Workplace Safety and Insurance Board (WSIB)

The Authorities will provide upon request, verification of WSIB coverage. The parties acknowledge and agree that the Municipality is not the "employer" for purposes of the *Occupational Health and Safety Act* and that the Municipality is relying on the expertise of the Authorities to perform its duties under this Agreement in compliance with all applicable laws, including without limitation the *Occupational Health and Safety Act*.

ARTICLE SEVEN

TERM, RENEWAL, TERMINATION AND AMENDMENT OF AGREEMENT

Section 7.01: Initial Term

This Agreement shall continue in force for a period of 3 years, commencing on the 21st day of October 2014 and ending the 21st day of October, 2017.

Section 7.02: Deemed Renewal

This Agreement will automatically continue following the expiry of the term set out in Section 7.01 until it is:

- a. Superseded or replaced by a subsequent agreement; or
- b. Terminated in its entirety by either party by giving 180 days written notice.

Section 7.03: Termination

The Agreement may be terminated by either party with a minimum of 180 days written notice.

Section 7.04: Amendment

This Agreement may be amended by mutual agreement from time to time.

ARTICLE EIGHT

MISCELLANEOUS

Section 8.01: Preamble

The preamble hereto shall be deemed to form an integral part hereof.

Section 8.02: Instrument in Writing

This Agreement shall not be changed, modified, terminated or discharged in whole or in part except by instrument in writing signed by the parties hereto, or their respective successors or permitted assigns, or otherwise as provided herein.

Section 8.03: Assignment

This Agreement shall not be assignable by either party.

Section 8.04: Force Majeure

Any delay or failure of either party to perform its obligations under this Agreement shall be excused and this Agreement is suspended if, and to the extent that, a delay or failure is caused by an event or occurrence beyond the reasonable control of the party and without its fault or negligence, such as, by way of example and not by way of limitation, acts of God, fires, floods, wind storms, riots, labour problems (including lock-outs, strikes and slow-downs) or court injunction or order.

Section 8.05: Notices

Any notice, report or other communication required or permitted to be given hereunder shall be in writing unless some other method of giving such notice, report or other communication is expressly accepted by the party to whom it is given and shall be given by being delivered or mailed to the following addresses of the parties respectively:

(a) To the Authorities:

*MVCA and RVCA
c/o Rideau Valley Conservation Authority
3889 Rideau Valley Drive, PO Box 599
Manotick, Ontario K4M 1A5
Attention: General Manager / Secretary-Treasurer*

(b) To the Municipality:

*Corporation of the Town of Mississippi Mills
Diane Smithson, Chief Administrative Officer
3131 Old Perth Road, RR#2, PO Box 400
Almonte, Ontario, K0A 1A0*

Any notice, report or other written communication, if delivered, shall be deemed to have been given or made on the date on which it was delivered to any employee of such party, or if mailed, postage prepaid, shall be deemed to have been given or made on

the third business day following the day on which it was mailed (unless at the time of mailing or within forty-eight hours thereof there shall be a strike, interruption or lock-out in the Canadian postal service in which case service shall be by way of delivery only). Either party may at any time give notice in writing to the other party of the change of its address for the purpose of this Agreement.

Section 8.06: Headings

The Section headings hereof have been inserted for the convenience of reference only and shall not be construed to affect the meaning, construction or effect of this Agreement.

Section 8.07: Governing Law

The provisions of this Agreement shall be construed and interpreted in accordance with the laws of the Province of Ontario as at the time in effect.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first written above.

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

<u>John X K arau</u>	<u>3/12/14</u>
Chair	Date
<u>[Signature]</u>	<u>Dec 3/14</u>
General Manager	Date

RIDEAU VALLEY CONSERVATION AUTHORITY

<u>KOH [Signature]</u>	<u>Nov 27/14</u>
Chair	Date
<u>[Signature]</u>	<u>Nov 6/14</u>
General Manager/Secretary-Treasurer	Date

THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

<u>John Levi</u>	<u>21/10/14</u>
John Levi, Mayor	Date
<u>[Signature]</u>	<u>21/10/14</u>
Julie Oram, Municipal Clerk	Date



Schedule 'B'

Communication Protocol

Section 1.0: Direct Notification

- a) The Authorities shall provide notice and communications to the Municipality regarding the administration and enforcement of Part IV of the Act for the following matters, in the following form and within the following timelines:

	Class / Type of Matter	Form	Timeline
i	<u>ANNUAL FINANCIAL STATEMENT</u>	Hard Copy	Annually – March 31
ii	<u>RISK MANAGEMENT PLAN TO BE DEVELOPED/AMENDED</u> – existing or future activity requires a risk management plan and one is to be developed and/or amended	Email to CBO / lead planner / water system operator	Within 10 days of requirement for a Risk Management Plan/Amendment being identified and 10 days preceding its approval.
iii	<u>EXISTING ACTIVITY:</u> Notice that Risk Management Plan is in place (or is not needed due to a Risk Assessment that has been accepted by the Risk Management Official or a Prescribed Instrument that already regulates the activity)	Email to CBO / lead planner / water system operator	10 days from date Risk Management Plan is completed or deemed unnecessary
iv	<u>FUTURE ACTIVITY:</u> Section 59 notice – planning or building application may proceed <i>Notice will indicate if:</i> a) <i>Activity is not prohibited and does not require a Risk Management Plan; or</i> b) <i>Activity requires a Risk Management Plan and the Plan is in place</i>	Email to CBO / lead planner / water system operator	When issued
v	<u>FUTURE ACTIVITY:</u> Notification that Section 59 notice cannot be issued – planning or building application cannot proceed (because activity is prohibited)	Email to CBO / lead planner / water system operator	When issued

- b) The content of notices shall be in compliance with the *Clean Water Act* and regulations and mutually agreed upon by the Authorities and the Municipality.
- c) Notices shall be provided in the form indicated unless otherwise requested by the Municipality.

Section 2.0: Third Party Municipal Notification

- a) The Authorities shall provide a copy of the notification related to items ii, iii, iv and v outlined in Section 1 (in the form and within the timelines stipulated in Section 1) to third party municipalities as follows:

Notice Related To:	Located Within:	A Copy Will Be Provided To:
Drummond, North	Perth IPZ	Town of Perth
Elmsley	Smiths Falls IPZ	Town of Smiths Falls
Montague	Smiths Falls IPZ	Town of Smiths Falls
Tay Valley	Perth IPZ	Town of Perth
Rideau Lakes	Smiths Falls IPZ	Town of Smiths Falls
	Westport WHPA	Village of Westport

Section 3.0: Enforcement Consultation

- a) Before the following enforcement actions are undertaken by the Authorities, the Authorities shall contact the designated Municipal staff person, indicated as "Lead Contact for Enforcement Consultation" under Section 4.0, by telephone to explain the purpose, process and possible cost of the action.
- b) Applicable enforcement actions:
- i) Order under section 58 establishing or amending a Risk Management Plan
 - ii) Orders under Section 61 (order to provide a report on activity), 63 (enforcement order), 67 (order to pay) or 80 (order to permit access)
 - iii) Notice requiring hearing by Tribunal (served by a person who has received an order listed in i) or ii) above)
 - iv) Prosecution for an offence under Part IV

Section 4.0: Municipal Contacts

- a) The following contacts shall be used for each Municipality to provide notification under Sections 1, 2 and 3.
- b) The Municipality is responsible to ensure updates and/or changes to the contact information are provided to the Authorities without delay.
- c) Notwithstanding b), the Authorities shall seek to confirm the contact information for each Municipality on a quarterly basis.

Township of Drummond / North Elmsley	
Contact for Enforcement Consultation	Cindy Halcrow
Title	Clerk Administrator
Email	chalcrow@dnetownship.ca
Address	310 Port Elmsley Road, RR#5, Perth K7H 3C7
Phone	613-267-6500

Lead Planner	Karl Grenke
Title	Planner
Email	kgrenke@dnetownship.ca
Phone	613-267-6500
Chief Building Official	Shawn Merriman
Title	Building Official
Email	smerriman@dnetownship.ca
Address	310 Port Elmsley Road, RR#5, Perth K7H 3C7
Phone	613-267-6500

Town of Mississippi Mills	
Contact for Enforcement Consultation	Diane Smithson
Title	Chief Administrative Officer
Email	dsmithson@mississippimills.ca
Address	3131 Old Perth Road, Box 400, Almonte K0A 1A0
Phone	613-256-2064 x 225
Drinking Water Services Contact	Troy Dunlop
Title	Public Works Director
Email	tdunlop@mississippimills.ca
Address	3131 Old Perth Road, Box 400, Almonte K0A 1A0
Phone	613-256-2064 x 223
Lead Planner	Stephen Stirling
Title	Senior Planner
Email	ssstirling@mississippimills.ca
Address	3131 Old Perth Road, Box 400, Almonte K0A 1A0
Phone	613-256-2064
Chief Building Official	Lennox Smith
Title	Chief Building Official
Email	lsmith@mississippimills.ca
Address	3131 Old Perth Road, Box 400, Almonte K0A 1A0
Phone	613-256-2064 x261

Township of Montague	
Contact for Enforcement Consultation / Lead Planner	Glenn Barnes
Title	Chief Administrative Officer
Email	gbarnes@township.montague.on.ca
Address	6547 Roger Stevens Drive, Box 755 Smiths Falls K7A 4W6
Phone	613-283-7478
Chief Building Official	Jim Hunter
Title	Chief Building Official
Email	jhunter@township.montague.on.ca
Address	6547 Roger Stevens Drive, Box 755 Smiths Falls K7A 4W6
Phone	613-283-7478

Town of Perth	
Contact for Enforcement Consultation / Lead Planner	Eric Cosens
Title	Director of Planning
Email	ecosens@perth.ca
Address	80 Gore Street East, Perth K7H 1H9
Phone	613-267-3311 x2235
Drinking Water Services Contact	Grant Machan
Title	Director of Environmental Services
Email	gmachan@perth.ca
Address	80 Gore Street East, Perth K7H 1H9
Phone	613-267-3311 x2233
Alternate Phone	613-812-0531
Chief Building Official	
Email	
Address	80 Gore St E K7H 1H9
Phone	613-267-3311
Alternate Phone	613-812-0531

Township of Rideau Lakes	
Contact for Enforcement Consultation	Brittany Mulhurn
Title	Manager, Development Services
Email	bmulhern@twprideaulakes.on.ca
Address	1439 County Road 8 Delta K0E 1G0
Phone	1 800 928 2250 x244
Alternate Phone	1 613 928 2251 x244
Chief Building Official	Paul Nixon
Title	Chief Building Official
Email	pnixon@twprideaulakes.on.ca
Address	1439 County Road 8 Delta K0E 1G0
Phone	1 800 928 2250 x280
Alternate Phone	1 613 928 2251 x280

Town of Smiths Falls	
Contact for Enforcement Consultation	Malcolm Morris
Title	Chief Administrative Officer
Email	mmorris@smithsfalls.ca
Address	77 Beckwith St. N. Box 695, Smiths Falls K7A 4T6
Phone	613-283-4124 x1104
Drinking Water Services Contact	Ted Joynt
Title	Water/Wastewater Operations Superintendent
Email	tjoynt@smithsfalls.ca
Address	77 Beckwith St. N. Box 695, Smiths Falls K7A 4T6
Phone	613-283-4124 x5501
Lead Planner	Nicole McKernan
Title	Planner
Email	nmckernan@smithfalls.ca
Address	77 Beckwith St. N. Box 695, Smiths Falls K7A 4T6
Phone	613-283-4124

Chief Building Official	
Email	
Address	77 Beckwith St. N. Box 695, Smiths Falls K7A 4T6
Phone	613-283-4124

Village of Westport	
Contact for Enforcement Consultation / Lead Planner	Scott Bryce
Title	Clerk-Treasurer
Email	westport@rideau.net
Address	30 Bedford St. Box 68, Westport K0G 1X0
Phone	613-273-2191
Chief Building Official	Paul Nixon
Title	Chief Building Official
Email	pnixon@twprideaulakes.on.ca
Address	1439 County Road 8 Delta K0E 1G0
Phone	1 800 928 2250 x244
Alternate Phone	1 613 928 2251 x244

DRINKING WATER SOURCE PROTECTION

ACT FOR CLEAN WATER



Mississippi Valley
Conservation



RIDEAU VALLEY
CONSERVATION AUTHORITY

The Town of Mississippi Mills
Attention: Diane Smithson, Chief Administrative Officer
3131 Old Perth Road,
PO Box 400. RR #2
Almonte, ON K0A 1A0

April 30, 2014

Re: PROPOSAL FOR PART IV ENFORCEMENT AUTHORITY

Dear Diane,

I am pleased to provide the Town of Mississippi Mills with a proposal from the Mississippi Valley and Rideau Valley Conservation Authorities to carry out all work required to address the municipal responsibilities under Part IV of the *Clean Water Act*. The package includes two items, as follows:

- 1) A Proposal from the two Conservation Authorities for the transfer of Part IV Enforcement Authority. The Proposal provides background information, work plan and cost estimates.
- 2) Draft Part IV Enforcement Transfer Agreement. This is the legal agreement for signatures. Municipal staff were provided with a copy of this draft agreement for review on April 7, 2014 so that they could begin legal review if desired.

We look forward to receiving signed confirmation indicating that the Proposal and Enforcement Transfer Agreement have been accepted by your municipality. Ideally, the Proposal and Enforcement Transfer Agreement should be in place by July 2014 to allow us to commence the work within the suggested timelines. Note that the timelines have been determined to make the best use of the provincial funding already provided to your municipality.

If your municipality requires additional information or if there is anything we can do to help you with the review of the proposal, please contact me at 613-692-3571 ext. 1141 or brian.stratton@mrsourcewater.ca.

Sincerely,

A handwritten signature in cursive script, appearing to read "B. Stratton".

Brian Stratton, P.Eng
Co-Manager, Source Water Protection
Mississippi – Rideau Source Protection Region

Attachments: • Proposal for Transfer of Part IV Enforcement Authority
 • Draft Part IV Enforcement Transfer Agreement

TRANSFER OF PART IV ENFORCEMENT AUTHORITY

Proposal to the Town of Mississippi Mills
from
Mississippi Valley and Rideau Valley Conservation Authorities

1.0 Proposal

The Mississippi Valley Conservation Authority (MVCA) and the Rideau Valley Conservation Authority (RVCA) (in their capacities as Source Protection Authorities) respectfully submit this proposal to perform the duties and enforcement responsibilities of Part IV of the *Clean Water Act* (including but not limited to those listed on Table 1) on behalf of the Town of Mississippi Mills on all lands located in the Town of Mississippi Mills.

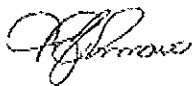
The Conservation Authorities have existing, qualified, trained regulatory staff, extensive experience with resource protection and a thorough understanding of the *Clean Water Act* and the Mississippi-Rideau Source Protection Plan.

The Conservation Authorities can provide the Part IV enforcement service at minimal cost to municipalities by accessing the MOE Source Protection Municipal Implementation Funding to address existing drinking water threat activities and by charging a user fee (similar to a building permit fee) to ensure new proposals comply with Part IV requirements. The liability and risk associated with delivery of the program will be assumed by the Conservation Authorities and assured by employing competent, qualified staff and maintaining adequate liability insurance coverage.

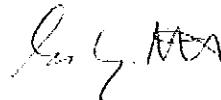
The Conservation Authorities hope to provide this service for all municipalities within the Mississippi and Rideau watersheds so that there will be consistent application of standards within and between geographical areas. This will ensure fairness for business owners, farmers and residents affected by Part IV policies. The Conservation Authorities are committed to providing this service in a responsive, knowledgeable and courteous manner.

The following are provided to support this proposal:

- Background information (Section 3 and Table 1)
- Workplan and costs (Section 4.1 and Table 2)
- Implications for Municipal Staff / Application Screening Procedure (Section 4.2)
- Anticipated workload (Section 4.3)
- Service Standards (Section 4.4)
- Customer Service (Section 4.5)
- Information Management (Section 4.6)
- Staff and qualifications (Section 4.7 and Appendix A)
- Part IV Enforcement Transfer Agreement (separate document)



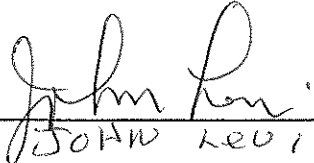
Paul Lehman, P. Eng.
General Manager
Mississippi Valley Conservation Authority
10970 Highway 7, RR#2
Carleton Place, ON K7C 3P1




Sommer Casgrain-Robertson
General Manager
Rideau Valley Conservation Authority
3889 Rideau Valley Drive, P.O. Box 599
Manotick, ON K4M 1A5

2.0 Acceptance of Proposal

I / we accept this proposal and authorize the Mississippi Valley and Rideau Valley Conservation Authorities to perform the enforcement responsibilities of Part IV of the *Clean Water Act* on behalf of the Town of Mississippi Mills as described in this proposal.


Name: JOHN LEVI
Position: MAYOR
Town of Mississippi Mills


Date


Name: Julie Oram
Position: Clerk
Town of Mississippi Mills


Date



3.0 Background

The *Clean Water Act* was passed by the Ontario legislature to implement some of the recommendations of the public inquiry into the Walkerton tainted water tragedy, specifically that municipal drinking water be protected at its source. To meet the requirements of the *Clean Water Act*, an **Assessment Report** to map the vulnerable areas around municipal drinking water sources and a **Source Protection Plan** which contains policies to protect these vulnerable areas have now been completed for the Mississippi-Rideau region. The Mississippi-Rideau Source Protection Plan is anticipated to be approved by the Ministry of Environment (MOE) and come into effect in 2014.

3.1 Part IV Policies

The Mississippi-Rideau Source Protection Plan must address "significant drinking water threat" activities as defined under the *Clean Water Act*. Therefore, among other types of policies, the Mississippi-Rideau Source Protection Plan contains policies that:

- prohibit some drinking water threat activities under Part IV, Section 57 of the *Clean Water Act* (note that no existing activities are prohibited);
- manage certain other drinking water threat activities through Risk Management Plans under Part IV, Section 58 of the *Clean Water Act*; and
- require a notice from a Risk Management Official under Part IV, Section 59 of the *Clean Water Act* (before Planning or Building applications may proceed within certain vulnerable drinking water areas).

These sections of the Act appear in Part IV: *Regulation of Drinking Water Threats*. Under Part IV, any single, upper or lower tier municipality that has the authority to pass by-laws under the *Municipal Act* for the production, treatment and storage of water is the enforcement authority. This means that the municipality is the enforcement authority for these policies on lands within its municipal boundaries even if it does not have or operate the drinking water system.

Under the *Clean Water Act* a municipality may transfer its enforcement authority to another body such as a "Source Protection Authority" (which is a Conservation Authority serving in its legislated role under the *Clean Water Act*).

3.2 Part IV Enforcement Responsibilities

The Part IV Enforcement Authority is responsible for appointing appropriately trained Risk Management Official(s) / Inspector(s) and setting up all logistical and procedural aspects (such as administrative and communication materials, fee schedule, inspection procedures and information management system). The Risk Management Official and Inspector implement the policies which involves issuing notices, negotiating Risk Management Plans, reviewing Risk Assessments and exercising various powers under the *Clean Water Act* to deal with non-compliance / enforcement issues. There are also prescribed requirements for record keeping, an annual report to the MOE and the possibility of Environmental Review Tribunal proceedings.

Part IV enforcement responsibilities are listed and explained in Table 1.

Table 1

Part IV Enforcement Responsibilities

Responsibility	Clean Water Act Pt. IV Reference	Associated Tasks	Explanation
Establish the program	Sections 47 and 55	<ul style="list-style-type: none"> Determine staffing needs, select and send staff for MOE training Appoint Risk Management Official (RMO) and Inspector (RMI) and issue certificates Establish fee schedule under Section 55 Prepare administrative material (forms, inspection checklists, standard notices, etc.) Establish application screening protocol with municipal Planning / Building departments 	Establishing a new regulatory program requires some initial decision making, effort and one-time set-up costs.
Review applications and issue notices	Sections 57 and 59	<ul style="list-style-type: none"> RMO will review planning or building applications sent to him/her by municipal staff RMO will issue a notice under Section 59 if the application may proceed RMO will not issue a Section 59 notice if the proposal involves an activity that is prohibited under Section 57 	The Section 59 policy is intended to help municipalities avoid inadvertently approving an application without complying with source protection policies first. The policy allows for municipal staff to "screen out" simple applications that clearly do not involve a drinking water threat activity. In this case a Section 59 notice would not be required for the application to proceed. An application screening procedure will be agreed upon between the municipal staff and the RMO and could be modified at any time to ensure efficiency, effectiveness and fairness.
Risk Management Plans	Section 58	<ul style="list-style-type: none"> RMO / RMI will negotiate Risk Management Plans 	A Risk Management Plan is a document that outlines the actions required to address an activity that has the potential to contaminate drinking water. It is a customized, site-specific plan developed in consultation with the person engaging in the activity.
Risk Assessments	Section 60	<ul style="list-style-type: none"> RMO will review and, if appropriate, accept Risk Assessments 	A person whose activities are affected by Part IV policies has the option to prepare and submit a Risk Assessment concluding that the activity is not a significant drinking water threat.
Compliance activities Tribunal	Sections 61-80	<ul style="list-style-type: none"> RMO / RMI may exercise various powers and follow various procedures related to compliance with Part IV policies RMO will notify the affected person of their right of appeal to the Environmental Review Tribunal RMO/RMI will prepare documentation and attend Environmental Review Tribunal hearings 	The RMO and RMI have various powers and options related to compliance. Affected people have Environmental Review Tribunal rights.
Record keeping Reporting	Sections 53, 54, 81	<ul style="list-style-type: none"> RMO will maintain records and file annual reports to the MOE. 	There are Part IV record keeping and reporting requirements enshrined in the Clean Water Act

4.0 Proposal Details

4.1 Workplan and Costs

The proposed workplan explained below and illustrated on Table 2 is designed to:

- make maximum use of the Source Protection Municipal Implementation Funding provided to small municipalities by the MOE (expires December 7, 2015);
- minimize costs to the municipality;
- minimize fees for affected people; and
- address existing drinking water threats as soon as possible.

2014 Tasks

1. Establish the program including the record keeping and reporting system as soon as Enforcement Transfer Agreements are signed.
2. Begin to negotiate Risk Management Plans and review Risk Assessments for existing drinking water threats when the Source Protection Plan is approved and Enforcement Transfer Agreements are signed. *It is important to start to work with property owners in 2014 (even prior to the Plan effective date) so that all of the work can be completed using the Source Protection Municipal Implementation Funding before it expires.*

2014 Cost Recovery – NO COSTS TO THE MUNICIPALITY

Establishing the program – municipality to pay using MOE funding (\$2,585)

Addressing existing threats – municipality to pay using MOE funding (\$5,520)

2015 Tasks

1. Complete Risk Management Plans and review of Risk Assessments for existing drinking water threats by December 7, 2015 when funding expires.
2. Review planning and building applications and issue clearance notices on an as needed basis as soon as the Source Protection Plan comes into effect, hopefully no later than January 1, 2015.
3. Negotiate Risk Management Plans and review Risk Assessments for new (future) proposed drinking water threat activities on an as needed basis as soon as the Source Protection Plan comes into effect.
4. Conduct compliance and tribunal related activities on an as needed basis as soon as the Source Protection Plan comes into effect.
5. Prepare and submit the annual report to the MOE.

2015 Cost Recovery – NO COSTS TO THE MUNICIPALITY

Addressing existing drinking water threats – MOE funding (included in \$5,520 above)

Addressing new (future) proposed drinking water threats – user fees

Extraordinary costs (violations, tribunal hearings) – MOE funding if needed

Annual reporting – MOE funding (included in \$2,585 above)

2016 and 2017 Tasks

Continue to provide the service which will involve tasks #2-5 under 2015.

2016 / 2017 Cost Recovery – MUNICIPALITY TO PAY ANY EXTRAORDINARY COSTS

Addressing new (future) proposed drinking water threats – user fees

Extraordinary costs – municipalities to cover the cost of occasional, non-routine enforcement related work such as issuing warrants and attending tribunal hearings (Conservation Authorities will consult with the municipality prior to these expenditures)

Annual reporting – Conservation Authorities (as part of overall source protection reporting)

Table 2 - Work Plan and Costs for Mississippi Mills

PART IV RESPONSIBILITIES & COST RECOVERY										SCHEDULE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
Part IV Responsibilities (as listed in the Enforcement Transfer Agreement)										Cost Recovery																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
										(A) Office Set-up (MOE Funding)	(B) Existing Threat Activity (MOE Funding)	(C) Future Applications (User Fees)	(D) Extraordinary Costs (Municipality)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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Note - MOE Funding is the MOE Source Protection Implementation Fund (SPMIF) provided to municipalities in the Fall of 2013.

(A)	Office Set-Up (MOE Funding)	Estimated # of RMPs Required	Cost per RMP type	\$2,505
(B)	Existing Threat Activities (MOE Funding)			
	Small / Residential Fuel (cost / RMP = \$635)	0	\$635	\$0
	Single Agriculture RMPs (cost / RMP = \$920)	6	\$5,520	
	Moderate Agricultural RMPs (cost / RMP = \$2070)	0	\$0	\$5,520
	DNAPL / Organic Solvent (cost / RMP = \$1100)	0	\$0	
	Total Estimate for MOE Funding			\$8,105

* Approval of fees under Section 55 of the Clean Water Act by Conservation Authority Boards of Directors pending

COSTS UP TO DECEMBER 7, 2015

(C) Future Applications (User Fees) *		Estimated # of RMPs Required		Cost per RMP type		Total Estimate for MOE Funding	
(D) Extraordinary Costs (Municipality)							
Screening Fee		0		\$220		\$0	
Risk Assessment Fee		0		\$365		\$0	
Small / Residential Fuel RMP Fee		6		\$635		\$3,810	
Single Agriculture RMP Fee		0		\$920		\$0	
Moderate Agricultural RMP Fee		0		\$2,070		\$0	
DNAPL / Organic Solvent RMP Fee		0		\$1,100		\$0	
Extraordinary Costs (Municipality)							

COSTS AFTER DECEMBER 7, 2015

(C) Future Applications (User Fees) *		Estimated # of RMPs Required		Cost per RMP type		Total Estimate for MOE Funding	
(D) Extraordinary Costs (Municipality)							
Screening Fee		0		\$220		\$0	
Risk Assessment Fee		0		\$365		\$0	
Small / Residential Fuel RMP Fee		6		\$635		\$3,810	
Single Agriculture RMP Fee		0		\$920		\$0	
Moderate Agricultural RMP Fee		0		\$2,070		\$0	
DNAPL / Organic Solvent RMP Fee		0		\$1,100		\$0	
Extraordinary Costs (Municipality)							

4.2 Implications for Municipal Staff / Application Screening Procedure

The Town of Mississippi Mills is responsible for implementing 35 legally binding policies in the Mississippi-Rideau Source Protection Plan. All but 9 of these policies are Part IV policies or related to Part IV policies. Transferring Part IV enforcement authority will clearly save work for the municipality. However, municipal staff will still have an important role in the implementation of Part IV policies, specifically to ensure that applications under the *Planning Act* or *Building Code Act* within certain vulnerable drinking water areas do not proceed without first ensuring that source protection requirements are met (including a Section 59 notice from the Risk Management Official in some cases). The Conservation Authorities will work with the municipality to ensure the following are in place on the date the Part IV policies take effect:

- Maps of the vulnerable drinking water areas (probably integrated into the municipality's existing GIS system)
- An application screening procedure

Note that the wording of the Section 59 policy allows for municipal staff to use their discretion to screen out applications that clearly do not involve a drinking water threat activity so that in many cases a referral to the Risk Management Official for a Section 59 notice will not be needed. Alternatively, the municipality may choose to refer all planning and building applications in the vulnerable drinking water areas to the Risk Management Official as a standard practice. The agreed upon screening procedure should reflect the needs, wishes and comfort level of the municipal staff and can be flexible to ensure that applications are dealt with efficiently, effectively and fairly.

4.3 Anticipated Workload

To ascertain the number of existing drinking water threat activities in each municipality, source protection staff at the Conservation Authorities previously carried out work including mail-outs, air photo interpretation, field work and site-visits. As a result of this work, it is estimated that there are six existing drinking water threat activities in the Town of Mississippi Mills that will require Risk Management Plans. It is possible that a small number of additional existing activities could be discovered when the Part IV enforcement work begins. In addition, over time, there may be some additional work created by re-negotiating Risk Management Plans due to change of property ownership because Risk Management Plans are not transferable, they must be negotiated between the Risk Management Official and the person engaging in the drinking water threat activity.

The number of future proposed drinking water threat activities subject to Part IV policies is anticipated to be low. This is because the areas with the highest vulnerability scores where the majority of the Part IV policies apply are small and/or are in areas where land use changes are infrequent and/or development pressure is low. Therefore, the number of new planning and building applications in these areas is likely to be low.

4.4 Service Standards

The Conservation Authorities will strive to meet the following service standards:

Section 59 Notice	2 business days
Risk Management Plan (initial contact / site visit for a proposed new drinking water threat activity)	3 business days
Risk Assessment Review	5 business days

4.5 Customer Service

The Conservation Authorities will endeavor to make the process of complying with Part IV policies straight-forward, non-threatening and fair. Specifically, affected people will be provided with:

- Communication material that simply and clearly outlines their rights and responsibilities under the *Clean Water Act*
- A clear explanation of the process and options including information on various risk mitigation measures, project alternatives and funding programs (if any)
- Advice and discussion opportunity provided on-site as required
- Prompt, courteous and knowledgeable service
- No permit fee for Risk Management Plans for existing activities

The Conservation Authorities will provide over the counter, drop-in service for people affected by Part IV policies. Communication material and forms will be made available at the Conservation Authority offices, on the source water protection website as well as from the Risk Management Inspector during site visits.

4.6 Information Management

The Conservation Authorities will maintain a database containing information on the review of Planning and Building applications, inspections, approvals, violations and enforcement activities. This information will be made available to the public (when required by legislation to do so) and to the municipality upon request.

If desired by the municipality, links could be created over time between the Part IV enforcement files and the municipality's permit / approvals record system. The Conservation Authorities will endeavor to meet the municipality's specific needs in terms of data attributes and formats.

4.7 Staff

The Conservation Authorities propose a team of four existing staff members who have extensive front line experience in the administration, inspection and enforcement of various regulations. Three staff members also have agricultural backgrounds which will enable them to discuss risk management measures knowledgeably with farmers. The staff members have already received the MOE Risk Management Official / Inspector training and accreditation. The proposed staffing is as follows (curriculum vitae are appended to this document):

Mr. Terry Davidson, P. Eng. – RVCA Director of Regulations (Risk Management Official*)
Mr. Brian Anderson – MVCA Advisory Services Coordinator (Risk Management Inspector*)
Mr. Adam Dillon – RVCA Septic Inspector (Risk Management Inspector*)
Mr. John Garrah – RVCA Regulations Inspector (Risk Management Inspector*)

**Appointment by CA Boards of Directors pending*

The Part IV service is proposed to be delivered out of both Conservation Authority offices with the support of front desk personnel who will serve drop-in customers and address initial inquiries. A variety of in-house expertise including hydro-geologists, water quality and source water protection specialists and Geographic Information System technicians will also be available as part of the proposed service.

Appendix A

Curricula Vitae

TERRY K. DAVIDSON, P. Eng.

(613) 692-3571 ext. 1107

Email: terry.davidson@rvca.ca

EDUCATION

1983 to 1987 **University of Guelph**
Guelph, Ontario
B.Sc. (Engineering)

PROFESSIONAL AFFILIATIONS

* Professional Engineers Ontario

PROFESSIONAL WORK HISTORY

- Present **Rideau Valley Conservation Authority, Manotick, Ontario**
DIRECTOR OF REGULATIONS
ONTARIO BUILDING CODE, PART 8
- Manage the administration of Part 8, OBC (On Site Sewage Disposal Systems), in the City of Ottawa, and Tay Valley Township.
 - Approve as Chief Building Official, all Sewage System Permits recommended by inspection staff.
 - Supervise inspection/enforcement staff and office staff.
 - Provide technical review for rural estate subdivisions serviced by onsite sewage systems.
 - Provide technical review and assessment of consent applications with regard to septic requirements as it relates to groundwater and surface water protection.
 - Evaluate site conditions for suitability of septic systems, and inspect installations.
 - Determine when legal action should be used to enforce the Ontario Building Code.
 - Manage the administration of the Tay Valley Township Septic Re-Inspection Program.
 - Responsible for program financials which depends only on user fees.
- Present **Rideau Valley Conservation Authority**
Manotick, Ontario
DIRECTOR OF REGULATIONS
CONSERVATION AUTHORITIES ACT, SECTION 28
- Co-manage the administration of the Fill, Construction and Alteration to Waterways Program, in the Rideau River Watershed.
 - Approve applications for the construction/reconstruction of buildings and structures, the placing of fill, and the alteration to waterways under Section 28 of the Conservation Authorities Act of Ontario.
 - Provide technical review for flood proofing measures and slope stability concerns.

- | | |
|-------------|--|
| Present | <p>Rideau Valley Conservation Authority
 Manotick, Ontario
 RISK MANAGEMENT OFFICIAL
 CLEAN WATER ACT (<i>appointment pending</i>)</p> <ul style="list-style-type: none"> - Will be responsible for approving Risk Management Plans - Will manage the administration of the Risk Management Office |
| Present | <p>Ontario Rural Wastewater Centre
 University of Guelph & Rideau Valley Conservation Authority
 Coordinator, Ottawa Training & Demonstration Site</p> <ul style="list-style-type: none"> - Assist in developing and delivering courses associated with the onsite wastewater industry. - Designed and supervised the construction of the demonstration site at the Baxter Conservation Area near Kars Ontario. - Assist in research projects directly and indirectly. |
| 1995 - 1998 | <p>Ottawa-Carleton Septic System Office
 Rideau Valley Conservation Authority
 Manotick, Ontario
 DIRECTOR, PART VIII, ENVIRONMENTAL PROTECTION ACT</p> <ul style="list-style-type: none"> - Managed the administration of Part VIII, Environmental Protection Act (On Site Sewage Disposal Systems), in Ottawa-Carleton. - Approved as Director, all Certificate of Approvals recommended by Inspection staff. - Supervised inspection/enforcement staff and office manager. - Provided technical review for rural estate subdivisions serviced by onsite sewage systems. - Evaluated site conditions for suitability of septic systems, and inspected installations. - Determined when legal action should be used to enforce Ontario Regulation 358. |
| 1990 - 1995 | <p>Rideau Valley Conservation Authority
 Manotick, Ontario
 RURAL WATER QUALITY SPECIALIST</p> <ul style="list-style-type: none"> - Coordinated the Clean Up Rural Beaches Program. - Designed constructed wetlands for treating barnyard runoff. - Coordinated the Rural Beaches Water Quality Monitoring Program. - Surveyed, designed and supervised construction of stream bank erosion control projects. - Designed alternative watering devices for livestock having their access to the watercourse. |

1988 - 1990

Ontario Ministry of Agriculture and Food
Newmarket, Ontario & Clinton, Ontario
SOIL CONSERVATION ADVISOR

- Surveyed, designed and supervised construction of erosion control and drainage projects.
- Assisted with research projects involving modifications to existing agricultural tillage and planting equipment to reduce soil erosion.
- Administered the Land Stewardship Programs: worked with farmers to reduce soil erosion.
- Organized and spoke at continuing education courses, information workshops, and demonstration events.

PERSONAL WORK HISTORY

I currently manage a 300 acre cash crop farm with my parents in Kinburn Ontario. I am responsible for all purchases of inputs, and marketing of produce. I organize all farming activities associated with crop production including machinery operation, repairs, maintenance, agronomy and all aspects of chemical application. I constantly adopt new technologies that prove both economically and environmentally beneficial to agricultural production and environmental protection.

CONTINUING EDUCATION

- Certified Inspector of Sediment & Erosion Control 2012
- Design Methods for Channel Protection and Stream Bank Stabilization - June 1995, International Erosion Control Association
- Bioengineering Techniques for Stream Bank and Lakeshore Erosion Control - June 1995, International Erosion Control Association
- Design of Landfill Containment Systems, Carleton University - winter 1994
- Analysis of Slopes & Embankments, Carleton University - fall 1992
- Biotechnical Slope Protection & Erosion Control, University of Michigan - May 1992
- Agricultural Pollution Control - winter 1991
- Water & Wastewater Treatment, Ottawa University - winter 1987
- Designing with Geosynthetics - fall 1989
- Agricultural Erosion Control - winter 1988

COMMITTEES/ORGANIZATIONS

- Founding Director of the Ontario Onsite Wastewater Association.
- Chair, Ottawa-Carleton Environmental Farm Plan Review Committee since 1992.

BRIAN ANDERSON
(613) 253-0006
Email: banderson@mvc.on.ca

Areas of Knowledge and Experience

- | | | |
|-------------------------|----------------------------------|---------------------|
| • Organizational skills | • Forest Management | • Agriculture |
| • Presentations | • Integrated Resource Management | • Public Relations |
| • Report Writing | • Public Extension Services | • Leadership Skills |
| • Facilitation Skills | • Negotiation/Liaison Skills | • Sawmill Industry |

Selected Accomplishments

- ❑ 11 years with Mississippi Valley Conservation Authority as Advisory Services Coordinator, delivering Stewardship program, Shoreline Naturalization program, Forest Manager for Lanark County Community Forest, deliver Ottawa Rural Clean Water Program, Ministry of Environment Risk Management Officer/Inspector.
- ❑ 5 years as MNR Crown Lands Senior Technical Specialist, involving acquisitions, dispositions, licenses, rental leases and legal aspects of property Management.
- ❑ 23 years of delivering Ministry of Natural Resources, Crown and Private Land Forestry Programs, Senior Technical Specialist, tree planting, marking, timber sales, boundary locations, tax rebates, extension services, insect & pest control, product marketing, volume estimates and cruising. Associate Member, Ontario Professional Foresters Association
- ❑ Extensive experience in Fisheries and Wildlife Management. Former MNR Fur Management Officer for Lanark County
- ❑ Extensive experience with protecting shoreline habitat through both MNR and MVCA.
- ❑ Experience with enforcement under Provincial, Federal and Municipal Legislation.
- ❑ Former Provincial Forest Fire Safety Officer.
- ❑ Previous employment in forest products industry.
- ❑ Own and operate a cow/calf farming operation.

Coordination Skills:

- ❑ Presently coordinate the MVCA Stewardship program.
- ❑ Presently MVCA Health and Safety Coordinator
- ❑ Assisted with and coordinated Ministry of Natural Resources Private Land Forestry Program in Carleton Place District
- ❑ Provincial level MNR Project Supervisor at Westport Gypsy Moth Aerial Spray Program, responsible for the supervision and safety of 30+ staff, three aerial contracting companies, airport facilities, aircraft, fueling, training, capturing statistics, analyze insect development, weather patterns, human resources and initiate spray programs on a daily basis.
- ❑ Proven ability to analyze Survey Plans, Appraisal reports, Lawyer requests and coordinate corporate response at both MNR and MVCA.

Communication Skills:

- ❑ Proven ability to deliver Forest Management concepts through presentation at Woodlands Improvement Act Field days, Kemptville Woodlot Conference, Soil and Crop Improvement Association meeting, Maple Syrup Producer Meetings, Kemptville College Forestry Class, fairs and schools.
- ❑ Participated in the creation of fact sheets and Provincial Aerial Spraying Application Manual. This manual set operational standards and best practices for the MNR Provincial Spray Program.
- ❑ Demonstrated ability to research, analyze and coordinate information from a wide range of resources to effectively deliver presentations, tours, workshops and reports to raise public awareness in support of MNR and MVCA programs.

- Represented programs through radio and television interviews as well as newspaper articles.
Expertise in computer enhanced presentations and communication.

Interpersonal Skills:

- Extensive experience delivering extension services promoting both MNR and MVCA programs.
- Proven ability to involve and work with private industry regarding standards, operations, results, compliance and contract management.
- Training in and experience in supervision of staff and contracts.
- Proven ability to interact with Resource Professionals to transfer management concepts to diverse landowners and identify results for evaluation.
- Extensive relations with Municipalities, other Conservation Authorities, Agriculture Community, Wild Fur Managers, Hunters, Snowmobile Clubs, Shoreline owners, Fish and Game Clubs and general public.
- Successfully participated in and established grass root partnerships with public groups and individuals, Maple Syrup Producers, W. I. A. Agreement holders, Demonstration Forests, Trappers, Schools and Scouts
- Extensive liaison with Federal, Provincial and Municipal staff.
- Being a resident of this area and with many years of experience dealing with landowners, I believe my knowledge of Forestry, Fish & Wildlife, Agriculture and basic land management in Eastern Ontario allows me to relate to people in a positive way that produces positive results.

Employment History:

- 2003 to present, Advisory Services Coordinator. Mississippi Valley Conservation Authority.
- 1996 to 2003 Ministry of Natural Resources Senior Lands Technical Specialist
- 1974 to 1996 – Ministry of Natural Resources Private Land Forestry Technician/ Senior Technical Specialist – Carleton Place and Lanark Districts.
- 1973 – Semlar Hardwood Co.

Education and Training:

- ◆ Resource Technician (Biology Option) – Sir Sandford Fleming College, 1974. (This course later renamed Fish and Wildlife Technician)
- ◆ Associate Member, Ontario Professional Foresters Association.
- ◆ MOE Risk Management Officer/Inspector (*appointment pending*)
- ◆ Ontario Timber Scaling Licence, MNR
- ◆ Pesticide Applicators Licence, MOE
- ◆ Forest Management Certificate Course, MNR
- ◆ Land Management Certificate Course, MNR
- ◆ Tree Marking Certification, MNR
- ◆ Chain Saw Certification, MOS
- ◆ Training in Public Lands Act, Lakes and Rivers Improvement Act, Crown Forest Sustainability Act, Fisheries Act, Planning Act, Conservation Authority Act.
- ◆ Training in OHSA, WHMIS, First Aid, CPR,
- ◆ Agriculture related, Environmental Farm Plan, Livestock medicine, etc.

Computer Capabilities:

Microsoft Office Applications, (Word, Excel, Power Point), Microsoft Outlook (Internet & E-Mail)

Personal:

- Own and operate a registered Aberdeen Angus Farm in Lanark County.
- Intense personal interest in resource management

ADAM C. DILLON, C.Tech

(613) 692-3571 ext. 1159

Email: adam.dillon@rvca.ca

EDUCATION

Trent University – *Peterborough, ON*

- Environmental Science Major (Honours Degree)

Fanshawe College – *London, ON*

- Environmental Technology Diploma (Co-op Program)

WORK EXPERIENCE

Rideau Valley Conservation Authority (Ottawa Septic System Office) – *Manotick, ON*

- April 2004 to present
- Risk Management Inspector under Clean Water Act, 2006 (*appointment pending*)
- Septic Inspector under Part 8 of the Ontario Building Code
- Responsibilities include:
 - Multiple stages of site inspections / investigations
 - Interpreting and upholding regulations made under relevant legislation
 - Enforcement activities pertaining to non-compliance with Building Code Act and Clean Water Act
 - Liaising with designers, contractors, proprietors, and colleagues
 - Teaching / presenting technical information regarding on-site wastewater treatment and associated technologies

Green Valley Environmental Services – *Manotick, ON*

- April 2002 to August 2003
- Responsibilities were dependant upon seasons, which included:
 - Site surveying and design of on-site wastewater treatment systems
 - Installation of conventional and advanced wastewater treatment systems
 - Maintenance/trouble-shooting of on-site tertiary wastewater treatment units

Agricultural Labourer – *Chatham, ON*

- 1992 to 2002
- Duties varied by season and by crop, which included:
 - Aid in seasonal field preparation
 - Assist in harvesting of various cash crops
 - Harvesting and curing of black tobacco
 - De-roguing (removal of remnant corn plants) from seed corn fields
 - De-tasseling (removal of tassel) from female seed corn plants
 - Operation of various farm machinery and implements

CO-OP WORK EXPERIENCE

University of Guelph (Ridgetown College) – *Ridgetown, ON*

- May 2001 to August 2001
- Responsible for prototype agricultural composting facility operations, including:
 - Obtaining and maintaining data records regarding materials and products
 - Analysing physical constituents of products

Lower Thames Valley Conservation Authority – *Chatham, ON*

- January 2000 to April 2000
- Assistant to the Watershed Drainage Technician, where responsibilities included:
 - Conducting inventory and database creation of all municipal drainage reports
 - Mapping of open and closed waterways within watershed
 - Attending of public information meetings and site visits regarding alterations to waterways

SKILLS AND TRAINING

- Member of OACETT with Certified Technician (C.Tech) designation
- Possession of Building Code Identification Number (BCIN) as a certified On-Site Sewage System Inspector
- Successful completion of Risk Management Inspector Course, as per O.Reg.287/07 under the Clean Water Act, 2006
- Successful completion Ontario General Legal / Process Examination as required under O.Reg.305/03 under the Ontario Building Code Act
- Nutrient Management Act “Regulations and Protocol” Course (OMAF)

JOHN F. GARRAH
Office (613) 692-3571 ext. 1115
Email: john.garrah@rvca.ca

EDUCATION

1982 to 1984 **St. Lawrence College**
Kingston, Ontario
Business-Advertising & Public Relations

PROFESSIONAL WORK HISTORY

Present **Rideau Valley Conservation Authority**
Manotick, Ontario
Regulations Inspector
CONSERVATION AUTHORITIES ACT, SECTION 28

- Approve applications for the construction/reconstruction of buildings and structures, the placing of fill, and the alteration to waterways under Section 28 of the Conservation Authorities Act of Ontario

Present **Rideau Valley Conservation Authority**
Manotick, Ontario
Septic Inspector
Part 8 Ontario building Code

- Multiple stages of site inspections / investigations
- Interpreting and upholding regulations made under relevant legislation
- Enforcement activities pertaining to non-compliance with Building Code Act and Clean Water Act
- Liaising with designers, contractors, proprietors, and colleagues
- Teaching / presenting technical information regarding on-site wastewater treatment and associated technologies

Present **Rideau Valley Conservation Authority**
Manotick, Ontario
RISK MANAGEMENT INSPECTOR,
CLEAN WATER ACT (*appointment pending*)

SKILLS AND TRAINING

- Possession of Building Code Identification Number (BCIN) as a certified On-Site Sewage System Inspector
- Successful completion of Risk Management Inspector Course, as per O.Reg.287/07 under the Clean Water Act, 2006
- Successful completion Ontario General Legal / Process Examination as required under O.Reg.305/03 under the Ontario Building Code Act
- Provincial Offences Officer Training Course
- Ontario Onsite Wastewater Association