

**SCHEDULE A  
AMENDMENT NO. 1**

**AGREEMENT TO AMEND "SOURCE PROTECTION PLAN PART IV  
ENFORCEMENT TRANSFER AGREEMENT"**

THIS AMENDMENT MADE IN DUPLICATE THIS 6 DAY OF May, 2019

**THE CORPORATION OF THE TOWNSHIP OF DRUMMOND/NORTH ELMSLEY**  
(hereinafter called 'the Municipality')

OF THE FIRST PART

And

**MISSISSIPPI VALLEY CONSERVATION AUTHORITY and  
RIDEAU VALLEY CONSERVATION AUTHORITY**  
(hereinafter called 'the Authorities')

OF THE SECOND PART

**WHEREAS** the Municipality entered into an agreement to delegate enforcement of Part IV of the Clean Water Act to the Authorities effective September 1, 2014 through August 31, 2017;

**AND WHEREAS** pursuant to Section 7.04 of the Agreement, amendments may be made by mutual agreement from time to time;

**AND WHEREAS** both parties have reviewed the agreement and mutually agree to extend the termination date indefinitely. The termination date of the agreement is now determined by either party with a minimum of 180 days written notice;

**NOW THEREFORE** in consideration of the contractual relationship between the Authorities and the Municipality referred to above, the Authorities and the Municipality hereby acknowledge and agree to undertake as follows:

1. The Agreement is amended as follows:

- a. The reference to 'Schedule "A" – Proposal for Part IV Enforcement Authority' and 'Schedule "B" – Communication Protocol' in Section 1.03 are replaced by 'Schedule "A" – Background for Part IV Enforcement Agreement between Municipalities and Conservation Authorities & Communications Protocol;'
- b. The Schedules "A" and "B" are deleted in their entirety and replaced by 'Schedule "A" – Background for Part IV Enforcement Agreement between Municipalities and Conservation Authorities & Communications Protocol;'
- c. Section 1.01 is deleted and replaced with the following



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*). The Conservation Authority (in its capacity as a Source Protection Authority) perform the duties and enforcement responsibilities of Part IV of the *Clean Water Act* on behalf of the Municipality on all applicable lands located in the Municipality.

d. Section 3.01 items (ix) and (x) are deleted and replaced with the following:

(ix) Exercise its jurisdiction in accordance with and follow the communication protocol established in Schedule "A;"

The remaining items on the list shall be renumbered accordingly.

e. Section 3.3 is deleted and replaced with the following:

Before the following enforcement actions are undertaken by the Authorities, the Authorities shall contact the designated Municipal staff person, by telephone or by email to explain the purpose, process and possible cost of the action.

f. The reference to 'Schedule "B"' in Section 4.04 be changed to 'attached as Section 3.0 of Schedule "A"'

g. Section 7.01 and 7.02 are deleted in their entirety and replaced by the following:

i. Section 7.01: Term

This Agreement shall continue in force indefinitely, commencing on the September 26, 2017.

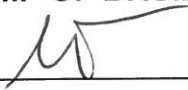
The remaining sections shall be renumbered accordingly.

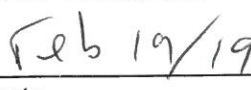
2. This Amendment No. 1 shall be in force from March 1, 2019 and shall have the same expiry or termination date as the Agreement.

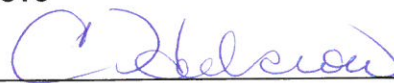
3. All other terms and conditions of the Agreement shall remain in full force and effect unchanged and unmodified.

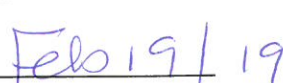
**IN WITNESS WHEREOF** the parties hereto have executed this Amendment No. 1 as of the day of and year first written above.

**THE CORPORATION OF THE  
TOWNSHIP OF DRUMMOND/NORTH ELMSLEY**

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Clerk Administrator

  
\_\_\_\_\_  
Date



**MISSISSIPPI VALLEY CONSERVATION AUTHORITY**

Janet M. [Signature] 16 May 2019  
Chair Date

[Signature] April 11/19  
General Manager Date

**RIDEAU VALLEY CONSERVATION AUTHORITY**

[Signature] March 18, 2019  
Chair Date

[Signature] March 18, 2019  
General Manager Date



## **Schedule 'A'**

Background for Part IV Enforcement Agreement between  
Municipalities and Conservation Authorities &  
Communications Protocol





## 1.0 Background

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*). The Conservation Authority (in its capacity as a Source Protection Authority) perform the duties and enforcement responsibilities of Part IV of the *Clean Water Act* on behalf of the Municipality on all applicable lands located in the Municipality.

### 1.1 Part IV Policies

The Mississippi-Rideau Source Protection Plan must address “significant drinking water threat” activities as defined under the *Clean Water Act*. Among other types of policies, the 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.

The Conservation Authority provides the Part IV enforcement service at minimal cost to municipalities. The liability and risk associated with delivery of the program is assumed by the Conservation Authority and assured by employing competent, qualified staff with extensive experience with resource protection and a thorough understanding of the *Clean Water Act* and the Mississippi-Rideau Source Protection Plan and maintaining adequate liability insurance coverage. The Conservation Authority is committed to providing this service in a responsive, knowledgeable and courteous manner.



## 2.0 Details

### 2.1 Part IV Enforcement Responsibilities

The Part IV Enforcement Authority is responsible for appointing appropriately trained Risk Management Official(s) / Inspector(s), setting up, and maintaining 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 MOECC and the possibility of Environmental Review Tribunal proceedings.

Table 1 summarizes these responsibilities.

### 2.2 Tasks and Cost Recovery

Continue to provide the service which will involve the following tasks:

1. Complete Risk Management Plans and review of Risk Assessments for existing drinking water threats.
2. Review planning and building applications and issue clearance notices on an as needed basis.
3. Negotiate Risk Management Plans and review Risk Assessments for new proposed drinking water threat activities on an as needed basis.
4. Conduct compliance and tribunal related activities on an as needed basis.
5. Prepare and submit annual reporting to the MOECC.

#### Ongoing 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 Authority will consult with the municipality prior to these expenditures)

Annual reporting – Conservation Authority (as part of overall source protection reporting, for policies not related to Part IV)



**Table 1**

**Part IV Enforcement Responsibilities**

Responsibility	Clean Water Act Pt. IV Reference	Associated Tasks	Explanation
General program needs	Sections 47 and 55	<ul style="list-style-type: none"> <li>• Monitor staffing needs, select and send staff for MOECC training</li> <li>• Appoint Risk Management Officials (RMO) and Inspectors (RMI) and issue certificates as needed</li> <li>• Fee schedule under Section 55</li> <li>• Prepare administrative material (forms, inspection checklists, standard notices, etc.)</li> <li>• Maintain application screening protocol with municipal Planning / Building departments</li> </ul>	Maintaining a regulatory program requires some decision making, effort, and ongoing maintenance.
Review applications and issue notices	Sections 57 and 59	<ul style="list-style-type: none"> <li>• RMO reviews planning or building applications sent to him/her by municipal staff</li> <li>• RMO issues a notice under Section 59 if the application may proceed</li> <li>• RMO does not issue a Section 59 notice if the proposal involves an activity that is prohibited under Section 57</li> </ul>	The Section 59 policy helps 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. An application screening procedure is agreed on with municipal staff and can be modified at any time.
Risk Management Plans	Section 58	<ul style="list-style-type: none"> <li>• RMO / RMI negotiates Risk Management Plans</li> </ul>	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"> <li>• RMO reviews and, if appropriate, accepts Risk Assessments</li> </ul>	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"> <li>• RMO / RMI may exercise various powers and follow various procedures related to compliance with Part IV policies</li> <li>• RMO will notify the affected person of their right of appeal to the Environmental Review Tribunal</li> <li>• RMO/RMI will prepare documentation and attend Environmental Review Tribunal hearings</li> </ul>	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"> <li>• RMO maintains records and files annual reports to the MOECC.</li> </ul>	There are Part IV record keeping and reporting requirements in the <i>Clean Water Act</i>



## 2.3 Implications for Municipal Staff / Application Screening Procedure

Municipal staff 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 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.

## 2.4 Anticipated Workload

Over time, there may be some additional work created by re-negotiating Risk Management Plans due to change of property ownership. This is because Risk Management Plans are not transferable between owners; they must be negotiated between the Risk Management Official and the person engaging in the drinking water threat activity. Some additional work may also be created as a result of verification activities.

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.

## 2.5 Customer Service

The Conservation Authority will endeavor to make the process of complying with Part IV policies straight-forward, non-threatening and fair. Specifically, affected people are 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 Authority 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 office, on the source water protection website as well as from the Risk Management Inspector during site visits.

## 2.6 Information Management

The Conservation Authority will maintain records 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 Authority will endeavor to meet the municipality’s specific needs in terms of data attributes and formats.

## 3.0 Communications Protocol

### 3.1 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:

	<b>Class/Type of Matter</b>	<b>Form</b>	<b>Timeline</b>
i	<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	Within 10 days of requirement for a Risk Management Plan/Amendment being identified <b>and</b> 10 days preceding its approval
ii	<u>EXISTING ACTIVITY: Notice that a Risk Management Plan is in place</u> (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	10 days from date Risk Management Plan is completed or deemed unnecessary
iii	<u>FUTURE ACTIVITY: Section 59 notice:</u> (a) Planning or building application may proceed – Notice will indicate if: a. Activity is not prohibited and does not require a Risk Management Plan; or b. Activity requires a Risk Management Plan and the Plan is in place (b) Notification that Section 59 notice cannot be issued – planning or building application cannot proceed (because activity is prohibited)	Email	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.

### 3.2 Third Party Municipal Notification

- a) The Authorities shall provide a copy of the notification related to the items above, within the same timeline, to third party municipalities as follows:

Notice related to:	Located Within:	A copy will be provided to:
Drummond North Elmsley	Perth IPZ	Town of Perth
	Smiths Falls IPZ	Town of Smiths Falls
Montague	Smiths Falls IPZ	Town of Smiths Falls
	Merrickville-Wolford WHPA	Village of Merrickville-Wolford
Tay Valley	Perth IPZ	Town of Perth
Rideau Lakes	Smiths Falls IPZ	Town of Smiths Falls
	Westport WHPA	Village of Westport
Beckwith	Carleton Place IPZ	Town of Carleton Place
Mississippi Mills	Carleton Place IPZ	Town of Carleton Place
Smiths Falls	Merrickville-Wolford WHPA	Village of Merrickville-Wolford

### 3.3 Enforcement Consultation

- a) Before the following enforcement actions are undertaken by the Authorities, the Authorities shall contact the designated Municipal staff person, 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 (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

### 3.4 Municipal Contacts

- a) A list of contacts shall be maintained for each Municipality to provide notification as indicated above, with the Municipality being responsible to ensure updates and/or changes to the contact information is provided to the Authorities without delay.

