

## MEMO

**TO:** Crowe Valley Conservation Authority Board Members

**FROM:** Vicki Woolfrey –Source Water Protection Specialist

**DATE:** September 17, 2015

**RE:** Risk Management Official Contractual Services

### Key Issue:

The Risk Management Official for Havelock-Belmont-Methuen (HBM) Township and the Municipality of Highlands East (HE) has resigned from her position, leaving HBM and HE without a designated Risk Management Official. With a trained Risk Management Official on staff, Crowe Valley Conservation Authority has submitted a proposal in the form of a contractual agreement to offer these services in late 2015 through to early 2017 to HBM. Likewise, a proposal will be submitted to HE within the month of September to offer the same Risk Management Official services. Nearly all costs associated with the proposal are eligible for provincial funding through grants the Township and Municipality have received under the Source Water Protection Municipal Implementation Fund (SPMIF).

This technical memo will summarize the services offered as well as the cost and staff time associated for these services.

Activity	Cost 2015	Cost 2016	Cost 2017	Description
<b>HBM</b>  Education & Outreach	\$280	\$4,480	\$2,800	<ul style="list-style-type: none"> <li>Collection of source water protection and education &amp; outreach material;</li> <li>Development of HBM specific outreach material, where not otherwise available</li> <li>Development of tracking and reporting database;</li> <li>Distribution of materials to applicable landowners/tenants</li> <li>Use of OC/TCC website and other social media;</li> <li>Incorporation of SWP messaging at appropriate events;</li> <li>Participation/representation at municipally-hosted events, upon request.</li> <li>One-on-One meetings with affected residents</li> <li>Hosting of community events for early childhood education</li> </ul>

Activity	Cost 2015	Cost 2016	Cost 2017	Description
<b>HE</b> Education & Outreach	\$280	\$4,270	\$2,590	(see above)
<b>HBM</b> Risk Management Office	\$4,550	\$19,320	\$7,000	Enforcement of Part IV responsibilities as legislated under the <i>Clean Water Act, 2006</i> including enforcement, inspection and administration requirements through an agreement with the CVSPA.
<b>HE</b> Risk Management Office	\$3,080	\$7,840	\$4,760	
<b>HBM</b> Readiness & Implementation	\$2,800	\$2,905	\$2,240	<ul style="list-style-type: none"> <li>Assist in establishing business processes, protocol, reporting and administration procedures to meet the requirements of the Act including:</li> <li>Coordinating collaboration to continue to quality for SPMIF incentive funding; Work with CVSPA and TCC SPC to understand municipal requirements under the SPP;</li> <li>Developing and/or modifying the HBM's business processes in order to implement significant drinking water threat policies;</li> <li>Work with GIS planning tool and base layers for undertaking review of applications impacted by SWP               <ul style="list-style-type: none"> <li>Base data update and management policies for the HBM</li> <li>Create maintenance plan for base data layer</li> <li>Update base data layer and implement maintenance plan</li> <li>Coordinate development of web based planning tool</li> </ul> </li> <li>Establishing information sharing processes among municipalities and the CVSPA;</li> <li>Development a reporting framework; and,</li> <li>Other activities to fulfill municipal requirements to implement significant drinking water threat policies.</li> </ul>
<b>HE</b> Readiness & Implementation	\$4,480	\$5,075	\$3,080	

	2015	2016	2017
<b>HBM Total Yearly Costs</b>	<b>\$7,630</b>	<b>\$26,705</b>	<b>\$12,040</b>
<b>HE Total Yearly Costs</b>	<b>\$7,840</b>	<b>\$17,185</b>	<b>\$10,430</b>
<b>Total CVCA FTE</b>	<b>21%</b>	<b>61%</b>	<b>31%</b>
<b>Total Costs from 2015-2017</b>	<b>\$81,830</b>		

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**Summary:**

The CVCA has offered Havelock-Belmont-Methuen Township a proposal to carry out Source Water Protection implementation responsibilities. CVCA will offer a similar proposal to the Municipality of Highlands East shortly.

For additional information please contact Vicki Woolfrey, Source Water Protection Specialist, at [vicki.woolfrey@crowevalley.com](mailto:vicki.woolfrey@crowevalley.com) or 613-472-3137.