

Area: Sydenham IPZ-2

Will your application be affected by the Cataraqui Source Protection Plan?

If your planning or building proposal is to support any of the activities included in the table below, you must work with a municipal staff person in the planning or building department to fill in the Restricted Land Use Submission Form (available and explained below). If the municipal staff person decides that your proposal clearly would not support any of these activities, you must fill in the [Restricted Land Use Declaration Form](#).

Applicable Activities ¹	Example Land Uses
1. Application of agricultural source material to land (any amount). 2. Storage of agricultural source material (any amount). 3. Livestock grazing pasturing, outdoor confinement areas and farm animal yards (one or more animals).	1. Agricultural operations 2. Agricultural operations 3. Agricultural operations

¹ For any unfamiliar terms, refer to the [Restricted Land Use Glossary](#)

Why is my application affected by the Cataraqui Source Protection Plan?

The [Cataraqui Source Protection Plan](#) includes measures (policies) made under Part IV of the *Clean Water Act* to protect the drinking water source for Sydenham Village. Some activities that have the **potential** to harm water quality are prohibited or require a special plan (risk management plan) to ensure that good practices are in place to reduce the risk or chance of certain activities polluting the water. For more information about Part IV, please refer to the [Part IV Primer](#).

What should I do if my application is affected by the Cataraqui Source Protection Plan?

If your planning or building proposal includes activities in the table above, you must submit a “[Restricted Land Use Submission Form](#)”. The form can be filled out during your meeting with the municipal staff person, and sent to the regional risk management office. Click [here](#) for an example completed form. On the form, you will be asked to provide:

- Your contact and property information
- A detailed description of the proposal
- The specific area where your application applies (i.e. Sydenham IPZ-2)
- The reason that you need to refer your proposal to the Risk Management Office (from the table of activities found above)
- A drawing of the property, including the location of the proposed activity

What happens once I’ve submitted the Risk Management Office Submission Form?

A Risk Management Official will examine your proposed development to determine if the associated activity (or activities) is prohibited or if it requires a risk management plan under the Cataraqui Source Protection Plan. The Risk Management Official’s decision is based on policies included in the Cataraqui Source Protection Plan. Within ten (10) business days after receiving the Submission Form, the Risk Management Official will issue a Notice or letter. The municipality will also be provided with copies of this correspondence.

Notice or Letter	What this means
Notice: the proposal does not require a risk management plan and/or no part of the proposal is prohibited.	You now have the proof from the Risk Management Official that there are no requirements under Part IV of the <i>Clean Water Act</i> and you can continue to work with the municipality on your application.
Notice: a risk management plan is required and one is already in place.	If modifications to the plan are not necessary, you now have the proof from the Risk Management Official that there are no additional requirements under the <i>Clean Water Act</i> and you can continue to work with the municipality on your application.
Letter: a risk management plan is required or the proposal involves prohibited activities.	You must work with the Risk Management Official to negotiate a risk management plan before continuing with your planning or building application* <u>OR</u> In the case of a prohibition, your proposal cannot proceed.

*When a risk management plan is agreed to, a copy of the plan with a notice will be provided by the risk management official. The municipality will need a copy of the notice as proof that the required plan is in place before the planning and/or building application process can continue.

How do I contact the Regional Risk Management Office?

The Cataraqui Region Conservation Authority provides the risk management services for most municipalities with drinking water systems in the Cataraqui Region (with the exception of the Township of Leeds and the Thousand Islands). The Risk Management Officials from the Cataraqui Source Protection Authority are fully certified and carry provincial identification. Please contact Holly Evans if you have any questions.

Regional Risk Management Office

613-546-4228 or 1-877-956-2722

Risk Management Official/Inspector Lead: **Holly Evans** (ext. 233) hevans@crca.ca

Risk Management Official/Inspector Support: **Andrew Schmidt** (ext. 244) aschmidt@crca.ca

Where can I find more information?

If you would like more information about the Cataraqui Source Protection Plan, please refer to the [Cataraqui Source Protection Plan Primer](#) or the full [Plan](#).

For any general questions about the Source Protection Plan and how it might affect you, please contact the Cataraqui Source Protection Authority:

Cataraqui Region Conservation Authority

1641 Perth Road, Glenburnie, Ontario

613-546-4228 or Toll Free 877-956-2722

[*info@crca.ca*](mailto:info@crca.ca)