

REGION OF OTTAWA-CARLETON  
RÉGION D'OTTAWA-CARLETON

REPORT  
RAPPORT

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Your File/V/Réf.

DATE                               21 January 2000

TO/DEST.                         Co-ordinator  
  Planning and Environment Committee

FROM/EXP.                        Director Water Environment Protection Division  
  Environment and Transportation Department

SUBJECT/OBJET                 **RURAL CLEAN WATER PROGRAM**

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**DEPARTMENTAL RECOMMENDATION**

**That the Planning and Environment Committee recommend that Council approve:**

- 1. The Rural Clean Water Program Terms of Reference and Operating Procedures as set out in Appendix A;**
- 2. The Rural Clean Water Program Incentive Structure as set out in Appendix B; and,**
- 3. Staff entering into an agreement with local conservation authorities for components of the administration of the Rural Clean Water Program at an upset limit of \$20,400.**

**BACKGROUND**

Over the past several decades, significant progress has been made in reducing water pollutant sources from “point sources” such as industry and sanitary waste treatment and disposal practices. While active on the urban front, the Region has not previously allocated funding for rural or agricultural surface water pollutant reductions. In recognition of the large rural landscape within the Region and the commitment of the Region to water quality protection, it is appropriate for the Region to take a proactive role in assisting rural landowners in water management on their properties. The benefits of improved surface water quality include a healthy aquatic ecosystem, increased recreational opportunities, sustainable agricultural production, and a vibrant economy. In response to this need, the Region approved funds in the 1999 Capital Sewer Fund Budget to develop and implement the Rural Clean Water Program.

## DISCUSSION

The goal of the Rural Clean Water Program is to improve surface water quality by encouraging and assisting rural landowners to complete projects and practices that reduce non-point source pollution. This type of pollution is that which results from large, uncontrolled sources such as soil erosion from cropland, manure pile runoff and improper septic systems. If not properly managed, these sources of pollution contribute sediment, nutrients, bacteria and chemicals to the Region's waterways. The Program will offer incentive grants and educational initiatives to promote proper rural best-management practices to reduce the contribution of non-point source pollution to our waterways. The Program launch is planned for Spring 2000.

The Rural Clean Water Program has been developed with the rural and agricultural communities through consultation and representation on a Program Steering Committee. As a result, the Program meets the needs of the local rural and agricultural communities.

The Program details are presented in the attached documents:

- Terms of Reference and Operating Procedures (Appendix A)
- Incentive Structure (Appendix B).

The Program consists of the following components:

- Financial incentives will be offered to encourage voluntary implementation of projects and practices that will improve and protect surface water quality in the rural areas of the Region. Eligible projects may receive 50-75% funding to help cover costs of capital projects. The financial incentives will encourage proper management of rural property, waste and nutrient management, and erosion protection. Annual performance incentives will be paid to landowners who maintain their conservation practices for a period of three years.
- The Region and its partners will implement educational initiatives to encourage the adoption of these projects and practices, and to ensure their continued maintenance to protect water quality.
- Priority for allocation of funds will be based on the ability of the project to protect or improve surface water quality.
- The Program will encourage participation by all rural landowners, including agricultural, residential, industrial and commercial.
- Applicants must complete an Environmental Farm Plan or an equivalent home or business environmental audit to be eligible for funding. This initiative will encourage applicants to consider all aspects of their property that may impact on the environment, and consider appropriate actions to reduce or eliminate the impact. Technical information will be delivered to applicants by trained Program representatives to assist them in developing their project.
- The Steering Committee will be responsible for Program implementation, including setting funding priorities, education and promotion, and Program evaluation. The Steering Committee will report annually to Council on the success of the Program. The Review

Committee is a sub-Committee of the Steering Committee and will be responsible for reviewing applications for financial assistance and approving funds for priority projects. These Committees will be chaired by Region staff and will consist of members from the agricultural community, rural groups, rural municipalities, and local agencies.

- The Steering Committee may require minor changes to the Terms of Reference and Operating Procedures to clarify the implementation of the Program. All changes to the document will be presented to Council as part of the annual reporting by the Steering Committee.

### PROGRAM DELIVERY

To avoid duplication of existing administrative capacities, reduce Program costs, and to broaden customer service, the Steering Committee recommends that the Program be administered by the conservation authorities within the Region, under the direction of the Steering Committee.

The South Nation Conservation Authority (SNC) currently offers the South Nation Clean Water Program, a similar rural water protection initiative. This Program provides grants to landowners and community groups within the South Nation River watershed to complete projects or adopt practices which will result in improved water quality. It is proposed that the Region's Rural Clean Water Program be delivered jointly with the SNC Clean Water Program.

The Landowner Resource Centre (LRC) will provide a centralized service for rural landowners, including this program, so that a range of available services and grants can be outlined to landowners in one call. The Region's Rural Reforestation Program is currently also being administered out of the LRC. The Region will manage distribution of grants themselves to maintain opportunity for Regional profile in the Program.

Conservation authority responsibilities will include components of program administration, delivery of promotion and education initiatives, and regular reporting to the Steering Committee. The upset cost of this service will be \$20,400 over two years. Conservation authorities will also administer Program flow-through expenses relevant to their Program delivery responsibilities. The Program co-ordinator will continue to be a service contracted from the SNC and reporting directly to Region staff.

### CONSULTATION

The Region of Ottawa-Carleton convened a multi-stakeholder Steering Committee to develop the Rural Clean Water Program. Membership includes local agricultural organizations, rural groups, rural municipalities, conservation authorities, the Ministries of Environment and Agriculture, Food and Rural Affairs, and the University of Guelph.

In addition to the input received from the Steering Committee, input was gathered from the local rural and agricultural community through surveys, attendance at local fall fairs, and attendance at agricultural and environmental group meetings.

The Water Quality Committee supports the Program as developed by the Steering Committee.

Appendices A and B were circulated to the Environmental Health Advisory Group (EHAG) for review and comment at their 14 December 1999 meeting. The EHAG supports the Rural Clean Water Program and considers it to be a positive approach to improving water quality. Comments received from individual members of the EHAG are presented below:

- The Program should promote community-based projects to increase the local environmental benefit.
- Rural landowners should be encouraged to complete regular maintenance and pump-outs of septic systems. Mandatory pump-outs could be considered in the future by area municipalities.
- Future consideration for protection of groundwater is encouraged.
- The Program may be strengthened by an external audit/evaluation.
- The Program should distribute information on Best Management Practices for potential applicants.
- Regional Contact may be used to promote the Program.
- Design and construction of approved projects should be completed by qualified engineers and contractors. The Steering Committee may consider compiling a list of trained contractors to supply to applicants. This may reduce the Region's liability associated with funding projects on private lands.
- The Program may encourage urban sprawl by providing grants to all rural landowners, not just farmers. The Program may consider limiting funds to existing landowners to avoid supporting urban sprawl.
- The list of requirements for the applicant appears imposing.

All input provided during consultation was considered by the Steering Committee in the development of the Program.

#### FINANCIAL IMPLICATIONS

A total provision of \$765,000 over four years has been identified in the Capital Budget since 1999 for the Rural Clean Water Program, Internal Order No. 900264. Spending authority to the end of the year 2000 is \$455,000. The balance of the total provision, \$310,000, is identified in the years 2001 and 2002.

Program staff will seek additional funding support sources to offset and contribute to the cost of the Program. Staff are currently working in partnership with the local conservation authorities to submit a funding proposal to the Ontario Ministry of Agriculture, Food and Rural Affairs' Healthy Futures of Ontario Agriculture Funding Program.

*Approved by  
Nancy B. Schepers, P. Eng.*

LV/MT/ls

Attach. (2)

**RURAL CLEAN WATER PROGRAM**

**TERMS OF REFERENCE  
AND OPERATING PROCEDURES**

January 2000

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## **1. PROGRAM BACKGROUND**

Over the past several decades, significant progress has been made in reducing water pollutant sources from “point sources” such as industry and from sanitary waste treatment and disposal practices. While active on the urban front, the Region of Ottawa Carleton (RMOC) has not previously allocated funding for rural or agricultural surface water pollutant reductions. In recognition of the large rural landscape within the Region, and the commitment of the Region to water quality protection, it is appropriate for the Region to take a proactive role in assisting rural landowners in water management on their properties. The benefits of improved surface water quality include a healthy aquatic ecosystem, increased recreational opportunities, sustainable agricultural production and a vibrant economy. In response to this need, the Region approved funds in the 1999 Capital Sewer Fund Budget to develop and implement the Rural Clean Water Program. The Region has committed \$750,000 over three years for the Program in the rural areas of the Region, effective March 2000.

The goal of the Rural Clean Water Program is to improve surface water quality by encouraging and assisting rural landowners to complete projects and practices that reduce non-point source pollution. This type of pollution is that which results from large, uncontrolled sources such as soil erosion from cropland, manure pile runoff and improper septic systems. If not properly managed, these sources of pollution contribute sediment, nutrients, bacteria and chemicals to the Region’s waterways. The Program will offer incentive grants and educational initiatives to promote proper rural best management practices to reduce the contribution of non-point source pollution to our waterways.

Beginning in August 1999, the Region of Ottawa-Carleton convened a multi-stakeholder Steering Committee to develop the Rural Clean Water Program. The Steering Committee is responsible for Program development and implementation, including setting funding priorities, education and promotion, and Program evaluation. The Steering Committee will report annually to Council on the success of the Program. The Review Committee is a sub-Committee of the Steering Committee and is responsible to review applications for financial assistance and approve funds for priority projects. These Committees will be chaired by Regional staff and will consist of members from the agricultural community, rural groups, rural municipalities, and local agencies and Provincial government.

## **2. PROGRAM OBJECTIVES**

The following objectives were used to design the Rural Clean Water Program and should be considered during implementation and evaluation of the Program.

- a) To maintain and improve water quality by managing non-point source discharges to surface water within the rural areas of the Region of Ottawa-Carleton.
- b) To protect and enhance surface water quality for recreation, livestock watering, irrigation, aquatic habitat, and drinking water supplies.

- c) To foster an increased awareness and positive attitude toward water quality protection and stewardship in the farm and rural community that will continue to encourage the voluntary adoption of Best Management Practices (BMPs).
- d) To provide education and awareness activities to the rural residents of Ottawa-Carleton on non-point source reduction.
- e) To monitor the improvements in water quality as a result of the Rural Clean Water Program initiatives.

### **3. STEERING COMMITTEE**

#### **3.1 PURPOSE**

The Rural Clean Water Steering Committee will provide direction for the development and implementation of the procedures and guidelines for the Region of Ottawa-Carleton Rural Clean Water Program.

#### **3.2 STRUCTURE**

- a) The Rural Clean Water Steering Committee will be chaired by the Program Coordinator. In addition to the Chair, the Committee will be comprised of one member each from the following groups:
  - Debra Pretty-Straathof, Arnprior Region Federation of Agriculture;
  - Rick Schouten, Carleton Soil and Crop Improvement Association;
  - Philip Huntley, City of Gloucester;
  - Barb Gray, City of Kanata;
  - Eric Tousignant, City of Nepean;
  - Arlene Ross, Environmental Farm Plan;
  - John Price, Mississippi Valley Conservation;
  - Gary McTavish, Ontario Ministry of Agriculture, Food and Rural Affairs;
  - Steve Burns, Ontario Ministry of Environment;
  - Gerald VanDerLinden, Ottawa-Carleton Region Federation of Agriculture;
  - Alastair Munro, Ottawa-Carleton Rural Stewardship Council;
  - Cliff Craig, Rideau Valley Conservation Authority;
  - Mary Trudeau, Region of Ottawa-Carleton;
  - Denis Perrault, South Nation Conservation;
  - Steven Boyle, Township of Cumberland;
  - Robert Haller, Township of Goulbourn;
  - Kevin Grace, Township of Osgoode;
  - Brian Humphreys, Township of Rideau;
  - Tim Chadder, Township of West Carleton;
  - Chris Kinsley, Ontario Rural Wastewater Centre, University of Guelph at Alfred College.

- b) Organizations will be responsible for the appointment of their representative to the Steering Committee. Organizations may substitute alternate members on the Steering Committee if the principal appointee cannot attend a meeting.
- c) Additional permanent members may be asked to join the Steering and/or Review Committees at the discretion of the Steering Committee.

### **3.3 FUNCTION**

The Steering Committee will be responsible for the following activities:

- a) Make recommendations to the Region of Ottawa-Carleton on the development and implementation of the Rural Clean Water Program.
- b) Report annually to Regional Council on the success of the Program, budget status and other issues relating to Council.
- c) Hear appeals brought by applicants against the Review Committee's assessment that the proposed work is not eligible for program funding (i.e., does not meet eligibility criteria or is not amongst program priorities).
- d) Provide input into the budget requirements and timelines for program development and implementation.
- e) Set funding allocations and budgets annually; the Steering Committee may decide to set allocations for priority areas and/or project categories.
- f) Direct the development and implementation of the promotional and educational activities for the Program.
- g) Periodically review the guidelines, operating procedures, Terms of Reference and grant structure and alter these at its discretion.
- h) Provide input into the monitoring and evaluation activities for the Program.
- i) Establish priorities and rating schemes for funding approvals to be used by the Review Committee.
- j) Review applications for funding of educational initiatives and approve funds for priority projects.

### **3.4 PROCEDURES**

- a) Decisions of the Steering Committee will be reached by consensus.
- b) The Steering Committee will meet approximately once per month during the design phase. After the program launch in the Spring of 2000, the Steering Committee will meet approximately twice per year. More/less frequent meetings may be necessary and will be called at the discretion of the Chair.
- c) Volunteer members of the Steering Committee will be paid mileage and per diem in accordance with the rates established by the Region of Ottawa-Carleton. Members will not be paid mileage or per diem from the Region if it is being paid by their member organization. Mileage and per diem payments will be issued twice annually. Members are responsible for ensuring that they have adequate travel and automobile insurance in place.
- d) Steering Committee members will excuse themselves immediately from any discussion that places them in a direct, indirect or deemed conflict of interest. This will be noted in the meeting minutes.
- e) Technical advisors may be asked to present information to the Committee on technical matters related to the Program development or implementation.

## **4. REVIEW COMMITTEE**

### **4.1 PURPOSE**

The Review Committee is responsible to review applications for financial assistance through the Rural Clean Water Program and approve funds for priority projects.

### **4.2 STRUCTURE**

The Review Committee will be chaired by the Program Coordinator. In addition to the Chair, the Review Committee will consist of the following members or their alternates (alternate members are shown in parentheses):

- Debra Pretty-Straathof, Arnprior Region Federation of Agriculture;
- Bill McNaughton (Greg Millard), Carleton Soil and Crop Improvement Association;
- John Price (Albert McKeown), Conservation Authorities;
- Arlene Ross (Graham Hudson), Environmental Farm Plan;
- Gary McTavish (Steve Clarke), Ontario Ministry of Agriculture, Food and Rural Affairs;
- Kirk Hansen (Steve Burns), Ontario Ministry of Environment;
- Gerald VanDerLinden, Ottawa-Carleton Region Federation of Agriculture;
- Alastair Munro (Patricia MacGregor), Ottawa-Carleton Rural Stewardship Council;
- Mary Trudeau (Nancy Schepers), Region of Ottawa-Carleton; and
- Kevin Grace (Robert Haller), rural municipalities.

### **4.3 FUNCTION**

The Review Committee will be responsible for the following activities.

- a) Ensure that the Program is administered in accordance with the program guidelines established by the Steering Committee.
- b) Approve projects based on their ability to improve or protect surface water quality. Although the Review Committees may provide information regarding the practices and structures eligible for funding through the Rural Clean Water Program, it is the responsibility of the applicant, in cooperation with their contractor, engineer and/or consultant to ensure that the practices and structures undertaken are suitable to the applicant's operation and are technically and structurally adequate.
- c) Evaluate each application for funding based on its own merits and approve funding for each successful application based on the scoring system and funding priorities designed by the Steering Committee.
- d) Hear appeals brought by applicants against the Review Committee's assessment that the proposed work is not eligible for program funding (i.e., does not meet eligibility criteria or is not amongst program priorities).
- e) Report twice annually to the Steering Committee on the budget status and other issues relating to the Steering Committee.

#### **4.4 PROCEDURES**

- a) The Review Committee will commence undertaking responsibilities with the Program launch in the spring of 2000.
- b) The Review Committee will meet approximately once every two months. More/less frequent meetings may be appropriate depending on the demand for funding and will be called at the discretion of the Chair.
- c) Organizations will be responsible to appoint a specific member of their organization as their representative on the Review Committee. Organizations will appoint one alternate member to sit on the Review Committee in case the principal member cannot attend a meeting. Only the principal member or the alternate member will be allowed to participate in discussions and vote at the Review Committee meetings.
- d) Volunteer members of the Review Committee will be paid mileage and per diem in accordance with the rates established by the Region of Ottawa-Carleton. Members will not be paid mileage or per diem from the Region if it is being paid by their member organization. Mileage and per diem payments will be issued twice annually. Members are responsible for ensuring that they have adequate travel and automobile insurance in place.
- e) Review Committee members will excuse themselves immediately from any discussion that places them in a direct, indirect or deemed conflict of interest. This will be noted in the meeting minutes.
- f) Decisions of the Review Committee will be reached by a simple majority of votes. One vote will be cast by each member. The Chair will not normally vote on applications. In case of a tie, the Committee Chair would cast the deciding vote. A quorum will consist of six (6) members.

#### **5. PROGRAM COORDINATOR**

The local Conservation Authorities within the Region have experience in development and delivery of stewardship programs. The Conservation Authorities will provide the Program Coordinator through a secondment agreement with the Region to manage Program activities. In addition, the local Conservation Authorities will assist the Program Coordinator with Program delivery, under the direction of the Steering Committee and the RMOC.

The Program Coordinator will be responsible for the following activities, under the direction of the Steering and Review Committees.

- a) Chair the Steering and Review Committees:
  - call meetings of the Steering and Review Committees;
  - conduct the business of the meetings, including limit discussion and call vote;
  - develop and distribute meeting agendas;
  - record and distribute Committee minutes; and
  - represent the Committees at external meetings to coordinate activities with complementary programs and to promote the Program to stakeholder groups.
- b) Administrative duties, including Program correspondence, public inquiries, file maintenance.
- c) Technical support to the Committees and Program Representatives.

- d) Report to the Steering and Review Committees and the Region on the following:
  - projects completed and their success; and
  - current budget status including projected demand for funds, funds committed, funds issued, surplus/deficit forecast.
- e) Facilitation of project applications in cooperation with Program Representatives.
- f) Payment of grants and performance incentives.
- g) Promotion and education initiatives.
- h) Monitoring and evaluation initiatives.
- i) Submission of funding proposals to outside agencies to support the long-term implementation of the Program.

## **6. PROGRAM REPRESENTATIVES**

Local Conservation Authorities will provide training, administrative support and technical assistance to the Program Representatives.

### **6.1 PURPOSE**

Program Representatives will visit the properties of potential applicants to provide information on program criteria and to assess the project with respect to its impact on surface water quality.

### **6.2 FUNCTION**

Program Representative(s) will be responsible for the following activities.

- a) Visit the site of proposed projects prior to submission of application. Whenever possible, site visits will be conducted by the Representative(s) within two weeks of the original request by the applicant.
- b) Explain the Program guidelines and provide direction to applicants on the completion of the funding application form. The applicant is responsible for completion and submission of the application form and all supporting documents and approvals to the Rural Clean Water Program. The Program Representative(s) will ensure that the application form is complete and will inform the applicant if additional information is required before the funding request can be considered by the Review Committee. Additional information will be provided in writing by the applicant to be attached to the original application form.
- c) Take notes and photographs of the site to assist with determination of project eligibility and priority for funding.
- d) Refer the applicant to the appropriate agencies for assistance with technical design and required approvals for their project. The Representative(s) will not refer applicants to specific contractors or consultants to complete the project. It is the sole responsibility of the applicant to ensure that their project meets all applicable standards and legislated requirements and that all approvals are obtained for the project from the appropriate authorities. This may include, but is not limited to, approvals and permits required by the following agencies:
  - Conservation Authorities;
  - Ministry of Environment;

- Ministry of Natural Resources;
  - Ontario Ministry of Agriculture, Food and Rural Affairs;
  - local municipalities;
  - Region of Ottawa-Carleton;
  - University of Guelph;
  - local farm organizations; and
  - federal agencies.
- e) Inform all applicants that projects will be prioritized based on impact on water quality to maximize the benefits derived from limited funds. Projects may be deferred or denied funding if they are determined to be lower priority for improving water quality based on the rating system designed by the Steering Committee.
- f) Verbally inform the landowner and/or applicant that the appropriate authorities shall be notified if the Representative(s) witnesses a discharge into the natural environment that requires immediate attention for clean up. The Program Coordinator will be notified of the situation and the project application will not be eligible for funding.
- g) Provide to the Review Committee a written summary of each application (including photographs, diagrams, project details, and priority rating). The Representative(s) will attend Review Committee meetings to answer questions relating to project applications. The Representative(s) will not make any formal recommendations concerning the applications. The Representative(s) will not be a voting member on the Review Committee.
- h) Conduct final site visits at all completed projects prior to issuance of the grant cheque to ensure that the project is completed as approved by the Review Committee.
- i) Conduct annual site visits to determine eligibility for payment of approved performance incentives.
- j) Assist with Program evaluation by completing site visits to assess long term maintenance of projects and complete landowners surveys.

### **6.3 PROCEDURES**

- a) Representatives will be selected based the criteria and selection process developed by the Steering Committee. Criteria will include expertise and knowledge of rural water quality issues and best management practices and experience working with the public.
- b) Representatives will promote the programs and services offered by the Program partners in addition to the Rural Clean Water Program.
- c) Representatives must provide their own transportation. Representatives will be paid mileage in accordance with rates established by the local Conservation Authorities. Representatives are responsible for ensuring that they have adequate travel and auto insurance in place.
- d) Program Representatives will be paid wages in accordance with rates established by the local Conservation Authorities to complete project applications (including preparation, travel time, site visits), attend training sessions and Review Committee meetings.
- e) Services will be available in both official languages.



- f) The use of Program Representative(s) will be assessed by the Steering Committee after six months of Program implementation to determine if it is a cost effective and technically feasible option for Program delivery.

## **7. APPLICANTS**

Applicants applying for financial incentives through the Rural Clean Water Program are responsible for the following:

- a) Apply for funding prior to beginning work on their project.
- b) Allow access to their property for site visits by Program Representatives and/or Committee members. Site visits will be pre-arranged with the applicant and will be conducted with the applicant (or their representative) present.
- c) Allow photos to be taken of the site.
- d) Obtain all necessary permits or approvals prior to construction of their project.
- e) Work directly with contractors and/or engineers to design and construct their project in accordance with all regulations and program criteria. In cooperation with their contractor, engineer or other representatives, applicants will ensure that their project is of sound design and construction, meets all appropriate regulations and Program criteria, and when properly managed is an effective solution to improve water quality.
- f) Sign a waiver indicating that they accept that the Review Committee is not responsible for the engineering design or construction principles of the project. This is the responsibility of the applicant. The Review Committee will approve projects based on its ability to improve or protect surface water quality.
- g) Sign an agreement in which the applicant agrees to maintain and use the new structure and/or practices in accordance with accepted best management practices for a period of not less than five (5) years.
- h) Provide copies of all permits, approvals, invoices, and cancelled cheques relevant to their approved project. Invoices will be pre-paid by the applicant before the grant payment cheque is issued by the Region.

## **8. ACCESS TO INFORMATION AND PROTECTION OF PRIVACY**

- a) All information collected through the Rural Clean Water Program application process will be used for the sole purpose of determining awards under the Rural Clean Water Program. This includes, but is not limited to, information contained in application forms, notes, diagrams, videotapes, correspondence, meeting minutes, documents, reports and photographs produced in the context of the Program.
- b) The Region, its agents, Program staff and Committee members will maintain project information from deferred, denied or un-reviewed project applications as confidential. However, all information collected for the purposes of application for funds through the Rural Clean Water Program is

subject to the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M. 56, (“MFIPPA”)* and may be subject to disclosure under that Act.

- c) Once projects are approved for financial assistance, the following information may be made public for the purposes of Program reporting or promotion:
- applicant name;
  - project location (township only);
  - project type;
  - water quality improvement (phosphorus reduction);
  - total project cost; and
  - grant amount (including capital grant and performance incentives).
- d) All requests for information made under MFIPPA must be directed to the Regional Access and Privacy Coordinator, in the Regional Clerk’s Department. All other requests for information disclosure will be directed in writing to the Program Coordinator.
- e) All applications considered by the Review Committee will be maintained on file for the duration of the Program. Any partial applications that are not considered by the Review Committee within six months of receipt by the Program Coordinator will be destroyed.

## 9. ELIGIBILITY

- a) Financial incentives will be offered as:
  - a grant to cost-share the implementation costs of a project, and/or
  - an annual performance incentive for implementing a specific management practice or to cover annual operational costs.
- b) Maximum grants, grant rates and the level of performance incentive vary between types of projects as outlined in the Incentive Structure. Specific project eligibility requirements are provided in the Project Guidelines.
- c) A grant awarded under the Rural Clean Water Program to implement eligible projects or practices may be paid to an individual applicant (or group of individuals) who is a registered owner of rural land located within the boundaries of the Region of Ottawa-Carleton or who has a signed lease with the rural property owner. Rural land is defined as land located outside of urban designation as per the Official Plans of the Region and the local municipalities. Rural land may be characterized as agricultural, rural industrial/commercial, rural residential and/or natural areas. Where property eligibility is an issue, the Review Committee will decide project qualification.
- d) Urban projects are not eligible for funding through the Rural Clean Water Program.
- e) Applications for projects to be completed on rented land must be accompanied by a letter from the landowner indicating approval of the proposed project.
- f) An applicant is defined as an individual, group of individuals, community group, farm enterprise, non-profit organization or rural industry. Municipalities and government agencies are not eligible to receive funding.
- g) All agricultural applicants must submit confirmation from the local Environmental Farm Plan (EFP) Coordinator stating that the applicant has successfully completed a peer reviewed and approved Environmental Farm Plan (EFP). The Rural Clean Water Program does not require a copy of the Environmental Farm Plan. Confirmation of the peer reviewed EFP must be received by the Program Coordinator prior to consideration of the application by the Review Committee.
- h) Non-farm applicants must submit a home or business environmental audit and action plan. The audit and plan will be reviewed by the Program Coordinator to ensure that it is complete before the application is considered by the Review committee.
- i) Proposed projects must exhibit a potential to protect and improve surface water quality.
- j) The following costs are generally eligible for grant assistance:
  - required permits and approvals;
  - purchased material and supplies;
  - contract labour;
  - professional fees; and
  - fees for design, construction and supervision.
- k) The following costs are generally **not** eligible for grant assistance:
  - the labour and machinery use of the applicant, family dependents and the applicant's business; and
  - the Goods and Services Tax (GST).

- l) In-kind contributions associated with projects completed by community groups may be considered on a per project basis.
- m) Projects must meet all legal requirements, including but not limited to:
  - Local municipal and Regional by-laws;
  - Provincial and Regional highway setbacks;
  - Provincial and Federal Acts;
  - Canadian Farm Building Code; and
  - Ontario Building Code.
- n) Applicants may receive funding from other incentive programs, providing that the total amount of funding received from all programs is less than or equal to the maximum cost-share established for that project type under the Rural Clean Water Program Incentive Structure. This includes, but is not limited to funding received from the following programs:
  - Agriculture Canada's National Soil and Water Conservation Program;
  - Ducks Unlimited Ontario Land Care;
  - Environmental Farm Plan;
  - Ministry of Natural Resources Community Fisheries Program;
  - Ministry of Natural Resources Community Wildlife Improvement Program;
  - OMAFRA Healthy Futures of Ontario Agriculture Program;
  - River Care 2000 (proposed program);
  - South Nation Clean Water Program; and
  - Wetland Habitat Fund.
- o) Each project may receive funding from only one Region of Ottawa Carleton funding program.
- p) Applicants must identify all funds applied for and/or received for the identified project from other funding programs at the time of application.
- q) Where a project is eligible for both a grant and performance incentives, the performance incentives will commence one year after the initial grant payment is made and will continue for a maximum of three (3) years or until the termination of the program, which ever occurs first.
- r) Members of the Steering and Review Committees may apply for Program funding.

## **10. LIMITATIONS TO GRANT AVAILABILITY**

- a) Grants are limited to projects that will improve surface water quality. New operations, new buildings, additions to homes, building expansions or increases in herd capacity are not eligible. A grant may be paid on a pro-rated basis if an impact on water quality was present before the expansion (i.e., not resulting from the expansion). A simple arithmetic formula will be used in cases where an eligible structure is sized and constructed for an expanded operation. For example, a farmer currently has a herd of 50 dairy cows and requires a manure storage to improve water quality. In order to facilitate future expansion, the storage is sized and constructed for 75 cows. The eligible project cost is based on 50/75 or 67% of the final cost of the project.
- b) Applicants must apply for funding prior to initiation of construction. This ensures staff have access to pre-existing conditions that may impact on water quality. These conditions may not be present after construction has been initiated.

- c) Any applicant who proceeds with a project before their application has been approved by the Review Committee has no assurance that financial assistance will be provided.
- d) An applicant must begin construction on approved projects within one year of approval. If the project cannot be started within this time, the applicant may apply to the Review Committee in writing for an extension of the grant availability. Funding extensions will be granted at the discretion of the Review Committee. If the funding is extended for a second year but the project is not completed within that program year, the applicant may not apply for a second extension of funding.
- e) Funds will be allocated on a priority basis. Funds may be limited based on the priority ranking.
- f) The Review Committee may decide at any time to fund an application at a grant rate or grant ceiling that is lower than the maximum rate or ceiling. This decision may be made based on availability of funds or priority of the project to improve surface water quality.
- g) In the interest of improving water quality or of meeting the objectives of the Rural Clean Water Program, the Review Committee may place conditions or requirements on the proposed project in addition to the published guidelines and criteria. These conditions must be met by the applicant before the incentive payment is received.
- h) Applicants may receive only one grant per project type over the length of the program.
- i) Applicants are limited to a maximum grant of \$25,000, including capital project costs and appropriate performance incentives over the life of the Program.
- j) If the requests for funding in a single year exceed the annual grant budget, the remaining applications will be deferred for review until the first meeting of the Review Committee in the next program year. These projects will be considered under all new program budgets, priorities and guidelines established for the new program year. No approvals will be given once the total program budget has been committed.
- k) If the annual budget is not spent within one program year, the funds may be carried over to the next program year.
- l) For erosion control projects, any one acre is eligible for only one capital project grant and associated performance incentives in any one year. No grant will be paid for more tillable acres than were farmed in the year previous to the application.
- m) For waste / nutrient management and rural property projects, applicants may be eligible for more than one capital project grant and associated performance incentives in any one year. Approval of funding for more than one project type will be at the discretion of the Review Committee.
- n) The applicant will maintain receipts for all costs related to their project for a minimum of five (5) years after completion of the project and provide these receipts for audit, if necessary.

## **11. APPLICATION PROCESS**

The application process is outlined in Figure 1 at the end of the document.

- a) Agricultural applicants will attend an Environmental Farm Plan (EFP) workshop and complete the worksheets applicable to their farming operation. Applicants will submit their completed EFP workbook for a confidential review to the local EFP Peer Review Committee. The Plan must be reviewed and deemed appropriate by the EFP Peer Review Committee to be eligible for Rural Clean Water Program funding. The Environmental Farm Plan Coordinator will provide the Program

with a letter stating that the applicant has met the above requirements. The confirmation letter from the EFP Coordinator must be received by the Program Coordinator before the application is considered by the Review Committee. The plan remains confidential and will not be shared with Rural Clean Water Program staff or Committees. Applicants will contact Arlene Ross, the Environmental Farm Plan Coordinator at (613) 821-3900.

- b) Non-farm applicants will complete an environmental risk assessment and action plan for the home or business. The assessment and plan must be submitted with your application to be eligible for Rural Clean Water Program funding. The Program Coordinator will ensure that the assessment and plan is complete before the application is considered by the Review Committee. The Review Committee will not review the contents of the assessment or plan.
- c) Applicants will contact the Landowner Resource Center at (613) 692-2390 or toll free at 1-800-387-5304 to verify that the proposed project is located in the eligible area and meets the funding guidelines. A Program Representative(s) will visit the site to explain the Program guidelines and provide guidance for completing the application form. Applicants are responsible for submitting the completed application form and supporting information to the Rural Clean Water Program.
- d) Applicants are responsible to collect and submit three (3) quotations for materials for project grants in excess of \$1,000. The lowest quotation will be considered as the project cost when the project is reviewed for funding.
- e) Applicants in need of professional services from a consultant or contractor will be required to collect and submit three (3) quotations outlining the duties to be completed on behalf of the applicant. The consultant/contractor will be selected by the applicant based on their experience and cost.
- f) Quotes for materials, labour and professional services must be submitted prior to review of the funding application by the Review Committee. Applicants must provide justification for the consultant/contractor selected to perform the work.
- g) The Review Committee will consider innovative technologies and projects that do not conform to the guidelines on a per project basis. Applicants should contact the Program Coordinator to determine the application requirements.
- h) Once complete, the application is submitted by the applicant to the Rural Clean Water Program for consideration. Funding applications will be considered by the Review Committee which will evaluate the project on its potential to protect and improve water quality. The Review Committee meets approximately once every two months (or as required) to review proposals.
- i) The deadline for submission of project applications will be one week before each scheduled meeting. Applications submitted after this deadline may not be discussed until the next scheduled meeting.

- j) Applications submitted before the deadline for review may be deferred until the next scheduled meeting if additional information is required. The Program Coordinator will determine if submitted applications contain all appropriate information and are ready for review by the Review Committee.
- k) The applicant will receive written verification of the Review Committee's decision within two weeks of the Review Committee meeting.

## 12. PROGRAM PRIORITIES

The Review Committee will prioritize proposed projects to maximize the benefits derived from limited funds. It is the responsibility of the Program Representatives to make this known to all project applicants.

The following guidelines will assist the Review Committee with prioritizing projects.

- a) The Review Committee will assess each project on its own merits and assess its impact on water quality relative to other funding requests.
- b) The Review Committee may defer or deny projects that are considered to be a lower priority for water quality improvement.
- c) Priority will be assigned based on the following requirements.
  - i. Priority will be given to projects with the greatest potential for reducing phosphorus, sediment, bacteria, nitrogen and chemical loadings to the surface water in the Region.
  - ii. The most cost effective measures should be encouraged to ensure the maximum benefit to all parties. All reasonable effort should be made to ensure that the proposed project is the most cost effective and the one with which the property owner feels satisfied.
  - iii. The Review Committee may limit funding based on the number of projects funded in the geographic area, the number of projects funded in a particular category or other criteria established by the Steering Committee to ensure even distribution of funds and to meet the Program objectives.
- d) Each project will be assessed based on the factors and rating system listed in the table below. The total project score will be evaluated with respect to other project scores to determine priority for funding. Total project scores support funding decisions, but are not considered to be the final decision of the Review Committee. The Review Committee may increase or decrease a final priority score based on other factors specific to the project that are not considered in the priority rating scheme which may affect the project's ability to meet the objectives of the Rural Clean Water Program.



FACTOR	HIGH PRIORITY		MEDIUM PRIORITY		LOW PRIORITY		PROJECT SCORE
	VALUE	SCORE	VALUE	SCORE	VALUE	SCORE	
grant request (\$) <sup>4</sup>	< \$2,000	3	\$2,000 - \$5,000	2	> \$5,000	1	
phosphorus reduction <sup>1</sup> (kilograms per year)	> 20	10	10-20	5	<10	1	
location	direct to watercourse	10	adjacent to watercourse	5	limited impact	1	
# issues addressed <sup>2</sup>	4 or more parameters	3	3 parameters	2	1 or 2 parameters	1	
size of watercourse	continuous flow	3			private drain or intermittent stream	1	
Watercourse Health <sup>3</sup>	exceeds PWQO	5			below PWQO	1	
<b>TOTAL SCORE</b>							

1. Phosphorus reduction is based on an extensive literature review and considers the type of project, number and type of animals, size of field, runoff coefficient, etc.
2. # issues addressed: phosphorus, nitrogen, bacteria, sediment and other (fuel / pesticides / fertilizers).
3. Watercourse health (existing water quality) will be based on the annual average phosphorus concentration as provided in the **1998 Baseline Report** of the Region of Ottawa-Carleton. Site specific water quality information will not be gathered. Water quality of the watercourse or sub-watershed will be used. Where tributary information does not exist in the RMOC Baseline Report, information from the Ministry of Environment or local Conservation Authority may be used to determine existing water quality conditions for the sub-watershed. Where water quality information can not be obtained or where the project does not reduce phosphorus loadings (i.e., fuel storage), a rating of medium priority will be assigned, unless information gathered during the site visit can be used to assign a priority rating. (PWQO = Provincial Water Quality Objective).
4. Grant request considers capital project grant and performance incentive.

### **13. REVIEW OF PROJECT PROPOSALS**

One of the following ratings will be assigned by the Review Committee to project proposals when reviewing requests for funding under the Rural Clean Water Program:

- a) The project improves water quality; accept the project as proposed.
- b) The project improves water quality; accept the project with minor conditions for approval.
- c) Water quality benefits marginal; reject the project as proposed, but outline recommendations for improving water quality.
- d) Project ineligible; does not improve water quality. Or
- e) Defer the project based on one or more of the following reasons:
  - additional information is required;
  - project meets conditions 1 or 2 but funding is not available; or
  - project is not considered a high priority at this time.

### **14. PAYMENT OF GRANTS AND PERFORMANCE INCENTIVES**

- a) The Program Representative(s) will visit the property with the applicant once the project is complete. The Representative(s) will ensure that the project meets all guidelines and was completed as approved by the Review Committee. The Review Committee must approve any major changes to the project design prior to issuing the grant payment.
- b) Projects will be pre-paid by the applicant.
- c) Funding is paid to the applicant once the project is complete, satisfactorily inspected and when the canceled cheques, invoices, permits, maintenance agreements and other documents are provided to the Program Representative(s) for verification of project details and costs.
- d) Invoices must provide detailed breakdown of labour hours, quantities of materials purchased and associated costs.
- e) If the total cost of the completed project exceeds the project estimate resulting in an increase in the grant request of more than 10%, the request for additional funds must be approved by the Review Committee prior to issuance of the incentive payment.
- f) The Department Head of the Surface Water Quality Branch of the Region of Ottawa-Carleton must approve all paperwork and submit the request for issuance of the incentive payment.
- g) Applicants are encouraged to maintain their project using best management practices.
- h) Performance incentives will be paid after the Program Representative(s) completes an annual site visit confirming that the project or practice is managed according to program guidelines. The applicant is responsible to contact program staff at the appropriate time each year to arrange a site visit.

### **15. EDUCATIONAL INITIATIVES**

#### **15.1 FUNDING GUIDELINES**

- a) The Program will make use of existing educational materials and events whenever possible, providing that they adequately meet the objectives of the Program.

- b) Funding of up to 50% of the total project cost to a maximum grant of \$5,000 per project may be provided for approved projects.
- c) Eligible projects include the production of new materials, reprints and distribution of existing materials, development and implementation of new events and support of recurring events. To be eligible, products or events must promote the following:
  - protection or improvement of surface water quality; and
  - one or more of the eligible project types listed in the incentive structure of the Rural Clean Water Program.
- d) Eligible costs include material costs, professional fees, translation, printing costs, rental of halls and equipment for events, permits and approvals.
- e) Ineligible costs include purchase of equipment, on-going operating costs, Goods and Services Tax (GST), labour and equipment use of the applicant.
- f) Unless otherwise stated, applicants will be governed by the Rural Clean Water Program Operating Procedures, including, but not limited to, the application process, limitations to grant availability, and applicant responsibility.
- g) Applicants requesting funds for educational initiatives will not be required to complete an environmental audit.
- h) Applicants are encouraged to seek multiple funding partners. Applicants must identify all funding (potential and received) from other partners in support of their project at the time of application. Applicants are encouraged to develop materials and events that address the needs of various rural stakeholders, including agricultural, residential, commercial and industrial.
- i) Applicants are eligible for one grant per year for educational initiatives. The Steering Committee may consider additional proposals from one group if funds remain in the education budget at the end of the Program year.
- j) Projects must not duplicate the work being done or previously completed by other agencies or organizations.
- k) The Rural Clean Water Program will not fund projects initiated by for-profit companies and organizations, government or government agencies.
- l) All grant recipients are required to identify the Region of Ottawa-Carleton's Rural Clean Water Program as a funding partner in the project. An electronic logo will be provided to all successful applicants for use on printed material.
- m) The Program will not fund projects targeted at audiences exclusively outside the Region.
- n) Successful applicants will consult with the Program Coordinator and/or the Steering Committee on the final content and layout of publications and events to ensure that Rural Clean Water Program objectives are met.

## **15.2 APPROVAL PROCESS**

- a) Applicants will provide a plan identifying the need for the initiative, the target audience, goals and objectives, draft content, distribution plan, itemized cost estimates, timeline and potential and secured funding. The plan must demonstrate that the project is a priority in the context of the Rural Clean Water Program.

- b) The project plan and funding requests will be considered by the Steering Committee at their bi-annual meeting.
- c) Approved projects must be completed within one year of approval.
- d) Applications for funding of education initiatives will be considered in the first two years only of the Program implementation to ensure distribution of materials before the end of Program.
- e) Project plans will be not be received until after the launch of the Program in the Spring of 2000.

## **16. APPEALS**

Applicants who are not satisfied with the decision of the Review Committee may appeal the decision. The following process will be followed.

- a) The applicant must submit a Notice of Appeal in writing to the Program Coordinator within three (3) months of the original decision by the Review Committee.
- b) The Review Committee will hear the first appeal.
- c) If the applicant is again unsatisfied with the decision of the Review Committee, the applicant may then appeal the decision of the Review Committee to the Steering Committee. The Second Notice of Appeal must be submitted in writing to the Program Coordinator within three (3) months of the first appeal hearing.
- d) The Steering Committee makeup for an appeal hearing must consist of more than fifty percent (50%) members who were not present for the initial appeal hearing by the Review Committee.
- e) The decision of the Steering Committee is final.
- f) Decisions of appeal by the Review and Steering Committees will be reached by a simple majority of votes. One vote will be cast by each member present. The Chair will not normally vote on applications. In case of a tie, the Committee Chair would cast the deciding vote.
- g) The following procedures apply to appeals to the Review and Steering Committees:
  - I. The Program Representative and/or Program Coordinator may, if necessary, revisit the applicant's subject property before the appeal to observe the site and be sure all the facts are understood before reporting to the Committee.
  - II. The Appeal will be heard by the Committee within two months of receipt of the notice of appeal.
  - III. The applicant (or their representative) will present their appeal in person before the Committee.
  - IV. The following rules will be observed during the appeal presentation:
    - i. The rules of the appeal process will be clearly explained to the applicant.
    - ii. A 15 minute time limit will be allowed for the applicant to state his/her case. The applicant may present any photos, diagrams, letters, permits and any other documentation that the applicant feels will help explain their situation.
    - iii. After the applicant has made his/her presentation, the Committee members may ask additional questions about the proponent's application.
    - iv. Committee members should not discuss the project proposal, Committee policy or any Committee decision with the applicant present; the Committee's role is to remain neutral until after the applicant leaves the meeting.

- v. The applicant will be told that the Committee will reach a decision in private, after the appeal is heard and that the applicant will be notified by the Program Coordinator of the decision as soon as possible and that the decision and the reasons for the decision will be confirmed in writing.

## 17. EVALUATION

The success of the Rural Clean Water Program will be monitored and evaluated based on the following information and techniques.

- a) Program Representative(s) may visit completed projects during the length of the Program (to a maximum of five (5) years after completion of the project) to ensure that the projects are maintained as approved in the project proposal. The site visit will be pre-arranged with the applicant and will be conducted with the applicant (or their representative) present. A minimum of five percent (5%) of completed projects (by random selection) will be verified each year to ensure continued maintenance.
- b) The Region of Ottawa-Carleton has an extensive Baseline Water Quality Monitoring Network. This Network collects surface water quality information throughout the Region, including chemical, physical, biological, and atmospheric data. Past information collected through this network will serve as a baseline for existing conditions prior to the introduction of the Rural Clean Water Program. Water quality will continue to be monitored through the Baseline Program during the length of the Rural Clean Water Program, and will identify improvements in the natural environment as a result of completed projects.
- c) A phosphorus accounting method will be adopted from the Grand River Conservation Authority to track the potential amount of phosphorus removed from the system by the completed projects. Phosphorus was chosen as the parameter to track due to the amount of literature available and its association with algae growth in local water bodies. The accounting method uses information from the literature to provide an indication of the magnitude of the amount of phosphorus controlled by the projects implemented.
- d) An indicator of the success of an incentive program is the change in landowner attitudes towards water quality protection. A survey will be completed by a minimum of ten percent (10%) of the participating landowners (by random selection) within one (1) year of project completion. The survey will collect information for use in evaluation and program modification. It may gather input on:
  - changes in attitude of water quality protection resulting from project completion;
  - perceived improvement in local water quality;
  - advantages / disadvantages of participating in Program;
  - encourage additional projects; and
  - encourage landowners to promote program.
- e) Project statistics will be collected to indicate the success of the program. For example, the number of acres converted to conservation tillage and the number of kilometers converted to buffer strips will indicate the involvement in the program.

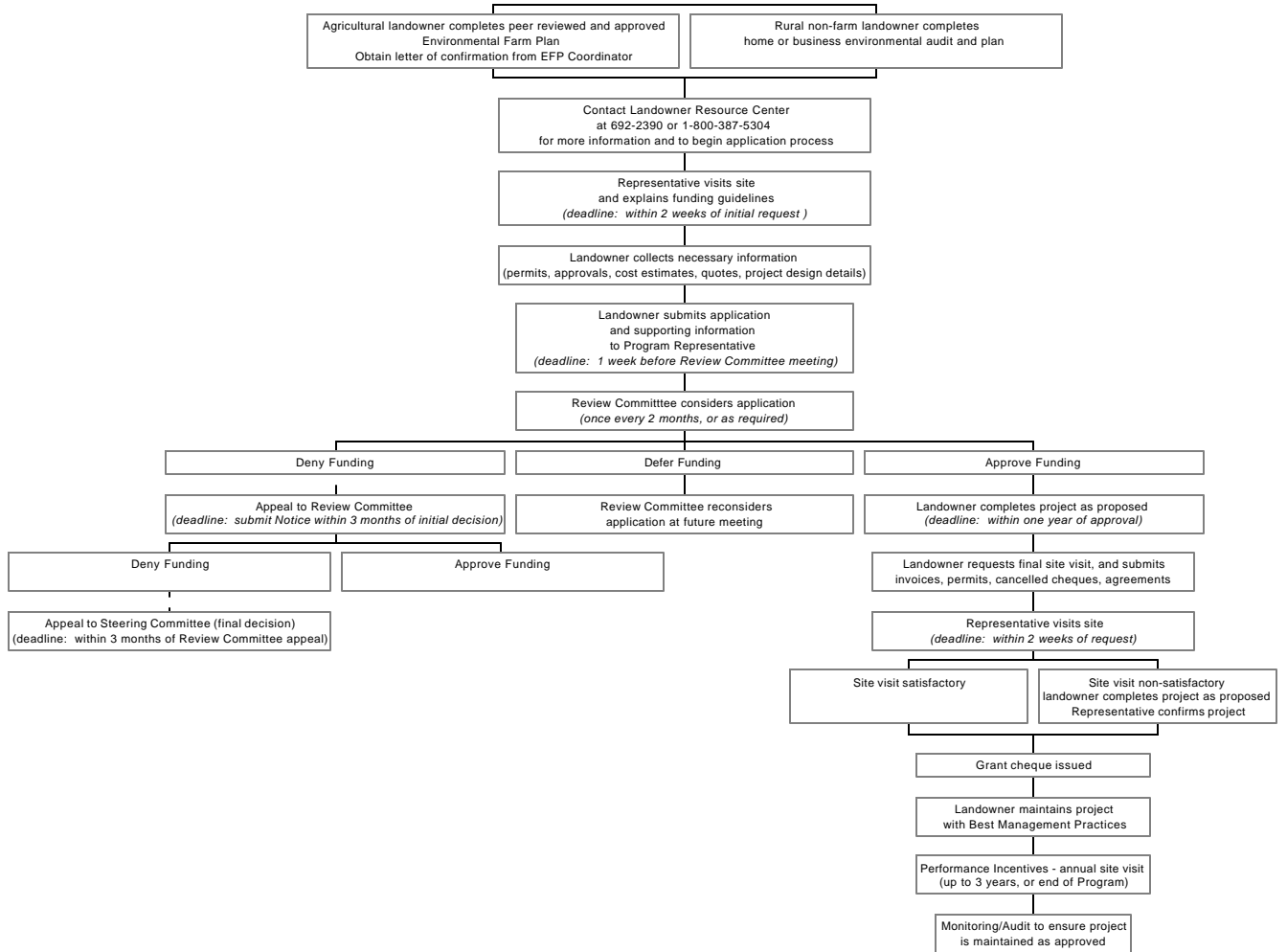
- f) The South Nation Conservation Clean Water Committee is testing a computer modeling program designed to identify areas that contribute to poor water quality within the North Castor River subwatershed. The computer model can predict the improvement of water quality as a result of changes in land management practices. Once the model is calibrated, it may be used as an evaluation tool for the Program.
- g) An annual program progress report will provide a summary of the Program achievements, including number of projects completed, funds allocated, education and promotion initiatives, fund raising success, and program evaluation.

## **18. DISCLAIMER**

Although the Region of Ottawa-Carleton, its' staff, Program Representatives and members of the Rural Clean Water Program Steering and Review Committees may provide information regarding the practices and structures eligible for funding through the Rural Clean Water Program, it is the responsibility of the applicant, in cooperation with their contractor, engineer and/or consultant to ensure that the practices and structures undertaken are suitable to the applicant's operation and are technically and structurally adequate. Each applicant must also ensure that all approvals, permits or other requirements under applicable laws, regulations and by-laws have been obtained.

The Region of Ottawa-Carleton, its' staff, program representatives and members of the Rural Clean Water Program Steering and Review Committees are not liable for any claims, damages or loss whatsoever against the Region or any other party arising from the use or non-use of any advice or information provided as part of, or under, this program. The Region, in granting or denying an application for a grant under this Program, does not comment on nor guarantee the environmental condition of the subject properties.

**Figure 1:  
Rural Clean Water Program  
Application Process**





**APPENDIX B****Rural Clean Water Program  
Incentive Structure**

<b>Surface Water Protection Projects<sup>2</sup></b>		<b>grant rate</b>	<b>maximum grant</b>	<b>performance<sup>3</sup> incentive (\$)</b>
<b>Rural property</b>	sewage system repair	50%	\$500	
	fuel storage and handling facility	50%	\$1,000	
	chemical storage and handling facility	50%	\$2,000	
<b>Erosion Control</b>	erosion control structures <ul style="list-style-type: none"> <li>• streambank stabilization</li> <li>• water &amp; sediment control basin</li> <li>• drop inlets</li> </ul>	50%	\$5,000	
	livestock access restriction to watercourse	75% <sup>1</sup>	\$5,000	
	grassed waterways	50%	\$5,000	\$150/acre/yr
	fragile land retirement <ul style="list-style-type: none"> <li>• stream buffers</li> <li>• erosion-prone land retirement</li> <li>• field windbreaks</li> </ul>	75%	\$6,000	\$150/acre/yr
	cropping practices <ul style="list-style-type: none"> <li>• strip cropping</li> <li>• residue management</li> </ul>			\$20/acre/year
<b>Waste / nutrient management</b>	nutrient management plan / turf management plan	50%	\$1,000	
	wastewater / manure storage	50%	\$10,000	
	clean water diversion	50%	\$5,000	
	leachate seepage control	50%	\$5,000	
	milkhouse / milking parlour washwater treatment and disposal	50%	\$5,000	
precision farming				\$10/acre/yr
<b>Educational Initiatives</b>		50%	\$5,000	

<sup>1</sup> Livestock access restriction materials are eligible for 100% cost-share if installed by the landowner. The in-kind contribution of the applicant's labour and machinery will be considered as a 25% contribution.

<sup>2</sup> A peer reviewed and approved Environmental Farm Plan (EFP), or equivalent home or business environmental audit is a mandatory requirement for funding eligibility.

<sup>3</sup> Where a project is eligible for a performance incentive, the incentive will be available for a maximum of 3 years, or until the termination of the Program, which ever occurs first. For projects that are eligible for both a grant and performance incentive, the performance incentive will commence one year after the initial capital cost grant payment is made.