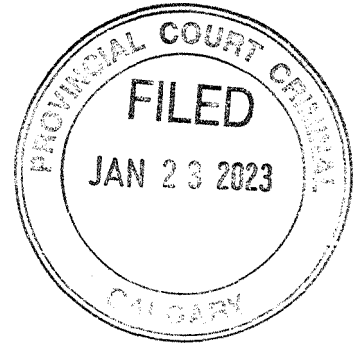


IN THE PROVINCIAL COURT OF ALBERTA  
CRIMINAL DIVISION



BETWEEN:

HIS MAJESTY THE KING

-and-

ORKIN CANADA CORPORATION

BEFORE THE HONOURABLE )  
JUDGE H.A. LAMOUREUX )  
AT CALGARY, )  
ALBERTA )

On Monday, the 23<sup>rd</sup> day  
of January, 2023.

**ORDER PURSUANT TO SECTION 234(1) THE  
ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT**

**WHEREAS** Orkin Canada Corporation stands convicted of the following offence  
contrary to the *Environmental Protection and Enhancement Act*, to wit:

**Count 4:** On or between May 26, 2021 and May 27, 2021, both  
dates inclusive, at or near Calgary, in the Province of Alberta, did  
commence or continue any activity that is designated by the  
regulations as requiring a registration without holding the required  
registration, to wit: did offer or provide a pesticide service involving  
the use or application of a pesticide listed in Schedule 1, 2, or 3  
whether or not for hire or reward without employing an applicator  
certified for the specific class of activity listed in Schedule 5  
contrary to section 7(1)(b) of the *Pesticide (Ministerial) Regulation*  
and did thereby commit an offence contrary to sections 61 and  
227(j) of the *Environmental Protection and Enhancement Act*.

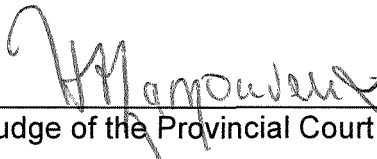
**AND WHEREAS** in addition to a fine of \$500.00 as against the Orkin Canada Corporation, imposed under the *Environmental Protection and Enhancement Act*, inclusive of victim fine surcharge, and having regard to the nature of the offence and circumstances surrounding its commission;

**IT IS HEREBY ORDERED THAT**, pursuant to the provisions of section 234(1) of the *Environmental Protection and Enhancement Act*, Orkin Canada Corporation will comply with the following conditions:

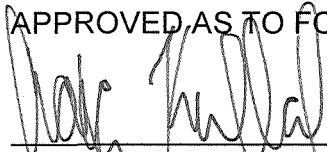
1. That Orkin Canada Corporation shall pay \$27,000.00 to The Board of Governors of Lakeland College on or before February 28, 2023 for the sole purpose of funding The Board of Governors of Lakeland College Project as detailed and described in Schedule "X" hereto. The specific address to which the funds shall be forwarded is: The Board of Governors of Lakeland College, 5707 College Drive, Vermilion, AB, T9X 1K5, Attn: Andrea Kastendieck, Pesticide Program Coordinator.
2. That Orkin Canada Corporation shall only forward the funds as ordered in paragraph 1 to The Board of Governors of Lakeland College upon receiving confirmation from counsel for the prosecution that The Board of Governors of Lakeland College and His Majesty the King, in Right of the Province of Alberta, as Represented by the Minister of Environment and Protected Areas, have fully executed Schedule "X". Should Schedule "X" not be fully executed by February 15, 2023, the funds referred to in paragraph 1 will be forthwith sent to the Clerk of the Court along with a copy of this Order. The Clerk of the Court will then deal with those funds as though they were payment of an additional fine ordered by the Court with respect to Count 4, inclusive of any applicable surcharge.

3. All of the reports produced in accordance with the projects described in paragraph 1 shall be available to the public and may be posted on the website of Alberta Environment and Parks or elsewhere.
  
4. If any conditions or requirements of this Order cannot be met, counsel for the Alberta Crown Prosecution Service, Alberta Environment and Protected Areas, Orkin Canada Corporation, and The Board of Governors of Lakeland College may resolve any resulting issues by agreement, failing which the parties hereto shall appear before this Honourable court for further direction.
  
5. The term of this Order shall be three years from the date hereof to allow sufficient time for completion of the projects described herein.
  
6. This Order may be consented to in counterpart, by facsimile or otherwise.

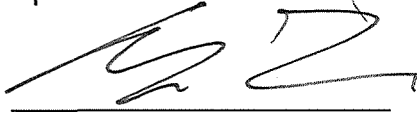
DATED this 23 day of January, 2023, in Calgary, in the Province of Alberta.

  
\_\_\_\_\_  
Judge of the Provincial Court of Alberta

APPROVED AS TO FORM AND CONTENT BY:

  
\_\_\_\_\_

Craig A. Kallal  
Solicitor for the Alberta Crown Prosecution Service,  
Specialized Prosecutions Branch

  
\_\_\_\_\_

Alex MacWilliam  
Solicitor and Agent for Orkin Canada Corporation

Schedule "X"

**RECIPIENT AGREEMENT**

**THIS AGREEMENT** is effective as of the Effective Date,

**BETWEEN:**

**HIS MAJESTY IN RIGHT OF ALBERTA**  
as Represented by the Minister of  
Environment and Protected Areas

(the "Province")

**AND:**

**THE BOARD OF GOVERNORS OF LAKELAND COLLEGE**

(the "Recipient")

**WHEREAS:**

- A. Pursuant to a court order issued by the Provincial Court of Alberta made on the Effective Date, [Orkin Canada Corporation] was ordered to pay the Sentencing Fund under the creative sentencing provisions of the *Environmental Protection and Enhancement Act*;
- B. The Province is the administrator of the Sentencing Fund and is responsible for ensuring its proper management and use; and
- C. The Province and the Recipient desire to have the Recipient use the Sentencing Fund to undertake and manage the Project,

**THEREFORE the parties agree as follows:**

**1. Definitions and Interpretations**

1.1. In this Agreement:

- (a) "Effective Date" means January 23, 2023;
- (b) "Eligible Expenses" means an expense for the Project set out in the Funding Proposals;
- (c) "Funding Proposals" means the Recipient's funding proposals for the Project dated November 25, 2022 and attached as Schedule A and Schedule B;
- (d) "Minister" means the Minister of Environment Protected Areas and any duly authorized representative of the Minister;
- (e) "Project" means:
  - (i) the Development of a National Pesticide Application Certification Manual and Exam, as more fully set out in Schedule A; and

## Schedule "X"

- (ii) the Development of Structural and Fumigation Pesticide Application Certification Examinations, as more fully set out in Schedule B;
- (f) "**Sentencing Fund**" means the initial amount of \$27,000.00 and any additions to this amount made in accordance with this Agreement; and
- (g) "**Term**" has the meaning as set out in Section 6.1.

1.2. The following Schedules are incorporated into and form a part of this Agreement:

Schedule A – Proposal for the Development of a National Pesticide Application Certification Manual and Exam.

Schedule B – Proposal for the Development of Structural and Fumigation Pesticide Application Certification Examinations

1.3. In interpreting this Agreement

- (a) time is of the essence;
- (b) a reference to any Act
  - (i) unless otherwise stated, is to the Act of the Province of Alberta; and
  - (ii) includes all regulations made pursuant to such Act, as such Act and associated regulations may be amended or replaced from time to time;
- (c) words importing gender include all genders;
- (d) words in the singular include the plural and vice versa;
- (e) the word "include" and its inflected forms are not to be interpreted as limiting;
- (f) headings are for convenience only;
- (g) a waiver of any term or condition by one party is only effective if in writing, and any such waiver relates only to the specific breach and instance set out in the waiver;
- (h) any discretion to be exercised by the Province under this Agreement, including where the Province "may" do something, is at the Province's absolute discretion; and
- (i) where a time or date for doing something occurs on a Saturday or a day that is a holiday (as defined in the *Interpretation Act*), the time is deemed to be extended to the first following day that is not a Saturday or holiday.

## Schedule "X"

### **2. The Grant and Maintenance of the Sentencing Fund**

- 2.1. The Province will arrange to have the initial Sentencing Fund paid to the Recipient within a reasonable time after the Effective Date.
- 2.2. As consideration for the Province arranging for the payment of the Sentencing Fund to the Recipient, the Recipient will undertake and manage the Projects in accordance with Schedule A, Schedule B and the terms and conditions of this Agreement.
- 2.3. On receipt of the initial Sentencing Fund, the Recipient will promptly deposit the amount into an appropriate account, acceptable to the Province, and hold the unexpended amounts of the Sentencing Fund in such an account throughout the Term.
- 2.4. In managing and monitoring the Sentencing Fund during the Term, the Recipient will
  - (a) use an accounting system that separately identifies the Sentencing Fund apart from any other amounts held by the Recipient; and
  - (b) allocate any interest earned from the Sentencing Fund to the Sentencing Fund, which becomes a part of the Sentencing Fund and subject to this Agreement.
- 2.5. When managing the Sentencing Fund and incurring Eligible Expense, the Recipient will adhere to investment and business practices that are at least consistent with those followed by a reasonably prudent person who is acting to
  - (a) avoid undue risk of loss;
  - (b) obtain a reasonable return; and
  - (c) receive reasonable value for services, supplies and assets purchased.

### **3. Eligible Expenses**

- 3.1. The Recipient will only use the Sentencing Fund for Eligible Expenses.
- 3.2. The Recipient will monitor the expenditure of all amounts from the Sentencing Fund and will promptly notify the Province of any of the following:
  - (a) the improper use of any portion of the Sentencing Fund; or
  - (b) a breach of any environmental law or noncompliance with any permit, licence or approval that is related to any aspect of the Project or an expense incurred using the Sentencing Fund.
- 3.3. If the Province believes a payment from the Sentencing Fund may not have been for an Eligible Expense, the Province will promptly notify the Recipient of its concern.

## Schedule "X"

- 3.4. If the Recipient receives a notice from the Province under Section 3.3, or if the Recipient on its own discovers that an amount paid from the Sentencing Fund may not have been used for an Eligible Expense, then within 30 days the Recipient will
- (a) subject to Section 6.5, reimburse the Sentencing Fund by the amount of the questioned payment, with evidence to the Province, or
  - (b) deliver to the Province any materials supporting and an explanation for why the questioned expense should be an Eligible Expense.
- 3.5. If the Recipient provide materials to the Province under Section 3.4(b)
- (a) the Province will, acting reasonably and consistent with the intent of the Project, make a final determination of whether the questioned payment was an Eligible Expense, and
  - (b) if the Province determines the question amount paid from the Sentencing Fund was not for an Eligible Expense, the Recipient agrees to be bound by the decision of the Province and, subject to Section 6.5, will promptly reimburse the Sentencing Fund by the amount of the questioned expense and provide evidence to the Province within 30 days.

### **4. Reporting Obligations**

- 4.1. The Recipient will prepare interim reports regarding the Project in accordance with Section 4.2 and deliver them to the Province by the following dates:
- (a) April 30, 2023,
  - (b) October 31, 2023, and
  - (c) April 30, 2024.
- 4.2. Each interim report is to include the following information:
- (a) a brief description of all Eligible Expenses incurred during the previous six months;
  - (b) the amount of the Sentencing Fund remaining;
  - (c) any anticipated delays to the Project; and
  - (d) such other information the Province may reasonably request.
- 4.3. The Recipient will prepare a final report for the Project in accordance with section 4.4 and deliver it to the Province within 30 days of the earliest of
- (a) the completion of the Project,
  - (b) the expiry of the Term, and

## Schedule "X"

- (c) the earlier termination of this Agreement.
- 4.4. The final report is to include the following information:
- (a) a detailed description of all Eligible Expenses incurred;
  - (b) whether any amounts remain in the Sentencing Fund;
  - (c) the results achieved by the Project, including its successes and limitations,
  - (d) a copy of all final work product produced for the Project, and
  - (e) such other information the Province may reasonably request.
- 4.5. The Recipient will prepare the reports required by Sections 4.1 and 4.3 using such format or template as the Province may reasonable direct.
- 4.6. The Recipient will pay to the Province, without further demand, any portion of the Sentencing Fund remaining at the time the final report is delivered to the Province.
- 4.7. The Recipient acknowledges that the *Freedom of Information and Protection of Privacy Act* applies to all information and records provided by the Recipient to the Province and to any information and records provided to the Province in connection with the subject matter of this Agreement, and which are in the custody or under the control of the Province.
- 4.8. The Recipient will not make any public announcement or issue any press release regarding the entering into of this Agreement or receiving the Sentencing Fund, except in consultation with and the approval of the Province as to the contents of the announcement or press release.
- 5. Conflict Of Interest And Ethical Conduct**
- 5.1. In carrying out this Agreement and conducting the Project, the Recipient will comply with all applicable:
- (a) laws of the Province of Alberta and the federal laws of Canada applicable in the province;
  - (b) bylaws or resolutions of any municipal government; and
  - (c) permits, licenses and approvals.
- 5.2. The Recipient will ensure there are no conflicts of interest or apparent conflicts of interest on the part of the Recipient and its employees in relation to
- (a) making any expenditure using the Sentencing Fund, and
  - (b) the performance of any work done in relation to the Project, including the selection of any third party contractors or consultants.



## Schedule "X"

### 5.3. Without limiting Section 5.2:

- (a) the Recipient will not influence, or seek to influence, or otherwise take part in a decision of the Province, knowing that the decision might further the Recipient's private interests;
- (b) where any work under this Agreement or for the Project involves providing advice or making recommendations to the Province, or exercising discretionary authority that would provide a benefit to any other person, the Recipient will provide it advice or recommendation, or exercise its discretion impartially and without bias;
- (c) except for payments as set out in this Agreement, the Recipient will not accept any collateral gift, payment, commission or other direct benefit arising from this Agreement or performing the Project;
- (d) the Recipient will not incur any Eligible Expense where the payment would be made to a third party that would result in, or appear to cause, a conflict of interest;
- (e) on request by the Province, the Recipient will deliver copies of all written ethical standards, conflict of interest policies and codes of conduct established or observed by the Recipient in its business practices or in relation to its employees or subcontractors; and
- (f) the Recipient will, and will ensure its employees and subcontractors, comply with the *Lobbyists Act*.

5.4. If the Recipient becomes aware of any matter that causes or is likely to cause a conflict of interest, the Recipient will immediately provide notice to the Province and the Recipient will immediately cease the performance of any work relating to this Agreement or the Project unless the Province notifies the Recipient that such work may continue, as the Province may determine.

## 6. Term and Termination

6.1. The term of this Agreement (the "Term") commences on the Effective Date and expires January 30, 2025.

6.2. Notwithstanding any other provision of this Agreement, the Province may immediately and without notice terminate this Agreement, and the Recipient will immediately pay to the Province without further demand all undisbursed amounts remaining in the Sentencing Fund, if any of the following events occurs or if the Province reasonably believes any of the following event may imminently occur:

- (a) the Recipient is petitioned into bankruptcy or makes an assignment for the benefit of creditors;
- (b) the Recipient is adjudicated bankrupt or insolvent;

## Schedule "X"

- (c) the Recipient files a petition or institute any proceedings under any bankruptcy or insolvency legislation;
  - (d) the Recipient has its chattels, equipment or supplies seized under process of law for non-payment of debts; or
  - (e) the Recipient is the subject of an appointment of a receiver or trustee in bankruptcy.
- 6.3. The Recipient will immediately advise the Province if it has reason to believe any of the events in Section 6.2 may occur, in which case the Province is deemed to have a reasonable belief that such event may imminently occur.
- 6.4. If Sections 3.4(a) or 3.5(b) apply after the expiry of the Term or the termination of this Agreement, then instead of reimbursing the Sentencing Fund, the Recipient will pay the amount of the improper expenses to the Province without further demand.
- 6.5. Any amount that the Recipient is required to pay to the Province under this Agreement is a debt due to the Crown and may be recovered from the Recipient by an action in debt.

### 7. General

- 7.1. Sections 3.3, 3.4, 3.5, 4.3, 4.6, 6.4, 6.5, 7.2 and 7.3 survive the expiry of the Term or the earlier termination of this Agreement.
- 7.2. The Province is not responsible for establishing, operating or supervising the Project, and the Recipient agrees to indemnify and hold harmless the Province from any and all third party claims, demands or actions for which the Recipient is legally responsible, including those arising out of negligence or wilful acts by the Recipient and its respective employees, contractors or agents in performing the Project or using Sentencing Funds.
- 7.3. Any notices or communication to be given by one party to the other under this Agreement are to be given in writing and may be delivered to the other party at the following addresses, email addresses or facsimile numbers, or to such other person and contact information as a party may provide by notice:

#### To the Province:

Environment and Protected Areas  
#304, 4920 51 Street  
Red Deer, AB  
T4N 6K8

Attn: Tricia Kirkpatrick,  
Investigations Liaison  
Tele: 403 340 7749  
Email: tricia.kirkpatrick@gov.ab.ca

#### To the Recipient:

The Board of Governors of Lakeland College  
5707 College Drive  
Vermilion, AB  
T9X 1K5

Attn: Andrea Kastendieck  
Pesticide Program Coordinator  
Tele: 780 853 8565  
Email: andrea.kastendieck@lakelandcollege.ca

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7.4. This Agreement

- (a) constitutes the entire Agreement between the parties,
- (b) ensures to the benefit of and is binding on the parties and their respective representatives, successors and permitted assigns,
- (c) is not to be interpreted or construed as creating a relationship of principal and agent, employer and employee, partnership or joint venture between the parties,
- (d) is to be construed and interpreted in accordance with the laws applicable in the Province of Alberta and the federal laws of Canada applicable therein,
- (e) may only be amended in writing, and
- (f) may not be assigned by the Recipient without the prior written consent of the Province.

IN WITNESS WHEREOF the Parties have executed this Agreement to be effective as of the Effective Date.

**HIS MAJESTY in Right of Alberta,  
as Represented by the Minister of  
Environment and Protected Areas**

\_\_\_\_\_  
Tricia Kirkpatrick,  
Environmental Investigations Liaison

**THE BOARD OF GOVERORS OF LAKELAND COLLEGE**

Per: \_\_\_\_\_  
Todd Sumner  
Vice President, Academic & Research

Project Details	
Project Title	<p><b>DEVELOPMENT OF NATIONAL PESTICIDE APPLICATOR CERTIFICATION MANUAL AND EXAM</b></p>
Description of Need and Background	<p>Alberta Environment and Protected Areas (EPA) requires that certain individuals applying pesticides hold a Pesticide Applicator Certificate. In order to obtain a certificate, an individual must undergo training and pass a certification examination. Training courses are developed and/or approved by EPA. EPA contracts Lakeland College (LC) to develop provincially based pesticide education, training and certification programs which are subsequently reviewed and approved by EPA.</p> <p>The programs LC delivers include:</p> <ul style="list-style-type: none"> <li>• Providing provincially based and class specific self-study paper based (and some online) training courses to prospective applicators in Alberta</li> <li>• Administrating the EPA developed certification examinations using LC contracted proctor sites across Alberta</li> <li>• Issuing Pesticide Applicator Certificates that are recognized by EPA</li> <li>• Maintaining a database of pesticide applicator recertification continuing education credits, reviewing pesticide applicator applications for recertification and issuing applicator recertification certificates to applicators that have met the recertification requirements. Recertification applicator certificates are also recognized by EPA.</li> </ul> <p>There is a Standard for Pesticide Education, Training and Certification in Canada (the Standard) that includes the Basic Knowledge Requirements (BKR). The Standard indicates that all pesticide applicators must first complete the National Core Manual training and successfully pass the Core Manual examination before adding any technical classes to their training. BKR provide a framework from which all provinces can use to develop their provincial training manuals and pesticide certification examinations. There is a separate set of BKR for the national applicator core and each class of applicator certification. All provinces have committed to using the Standard (including BKR) when developing or updating their pesticide education, training and certification programs in an attempt to have as much consistency in pesticide training as possible across Canada. The Standard was developed and is maintained by the Federal, Provincial, Territorial Committee on Pest Management and Pesticides (FPT) through their Standing Subcommittee on Pesticide Education, Training and Certification in Canada (hereafter called the Subcommittee).</p> <p>FPT is comprised of the following representatives:</p> <ul style="list-style-type: none"> <li>- a Federal Co-chair from Health Canada, Pest Management Regulatory Agency (PMRA – the agency that registers pesticides for use in Canada)</li> <li>- representatives from the federal department of Agriculture and Agri-Food Canada and Natural Resources Canada</li> <li>- an environmental regulatory representative from each province and territory in Canada</li> <li>- an agricultural department representative from each province and territory in Canada</li> <li>- a representative from the American Association of Pest Control Officials (AAPCO)</li> </ul> <p>The Subcommittee is comprised of:</p> <ul style="list-style-type: none"> <li>- A federal Co-chair from the PMRA</li> </ul>

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	<ul style="list-style-type: none"> <li>- A provincial Co-chair (as elected by the subcommittee members from the regulatory members)</li> <li>- An environmental regulatory representative from each province and territory</li> <li>- A representative from a provincial based college that administers pesticide education, training, certification from each province.</li> </ul> <p>The Subcommittee's main task is to develop and maintain BKR's so that each province and territory in Canada can use these documents to develop and update their provincial pesticide training and examination programs. Members of the Subcommittee have all agreed to use BKR's.</p> <p>Although provinces are committed to updating their training manuals and examinations using the BKR's, due to time and resource constraints, often manuals:</p> <ul style="list-style-type: none"> <li>• are not updated to the latest version of the BKR's,</li> <li>• have dated pesticide information (i.e. include pesticides no longer registered for use or don't include new pesticides),</li> <li>• don't include emerging pests (e.g. various exotic insects and beetles arriving in Canada on food delivered from other countries)</li> </ul> <p>Pesticide applicators must pass an approved examination to become certified. Approved examinations must:</p> <ul style="list-style-type: none"> <li>• cover the Basic Knowledge Requirements for Pesticide Education in Canada</li> <li>• test knowledge from specified concepts</li> <li>• be proportional to the material in the Basic Knowledge Requirements for Pesticide Education in Canada</li> <li>• consist of Type 1 (basic recall) questions and Type 2 (comprehension analysis) questions</li> </ul> <p>Dated contents and differences in content of training materials and pesticide examinations can create risks and liabilities because new applicators would not be tested on the most up to date information. For example, if new applicators are trained using updated training manuals and are tested on outdated information, the examination process is unfair.</p> <p>In the unlikely event that an exam is leaked, having access to a vetted examination bank allows EPA to immediately respond to these scenarios and replace the compromised exam with new questions.</p> <p>Development of a national manual by the Subcommittee is typically undertaken by one of the members of the Subcommittee. Because time and resources of members of the Subcommittee are limited to available time after administering their own provincial training programs, attempts to develop national manuals often take substantial amounts of time (1-4 years) and are sometimes abandoned because provinces don't have sufficient time, resources, subject matter expertise and funds to conduct the project.</p> <p>Having funds made available through a creative sentencing option, would allow LC to hire a contractor to evaluate, review and develop the National Core manual and Core examinations.</p>
<p><b>Project Coordination</b></p>	<p>LC has been administering the pesticide education program in Alberta for nearly 40 years and has been under contract with the Government of Alberta to deliver a provincially based pesticide applicator training program in Alberta for 20+ years. Because of their expertise with developing applicator training materials and administering pesticide examinations, they would be best suited to oversee a contract to develop pesticide examination review. LC works extensively and cooperatively with EPA to ensure</p>

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	<p>provincially based training materials are updated and pesticide examinations are administered to ensure exam integrity.</p> <p>In addition, LC and EPA have been participating members of the Subcommittee since its inception in 1989. Because of their long term membership in the Subcommittee that maintains the Standard and BKR's, the college has been uniquely involved in determining examination requirements. Further, LC coordinated the previous creative sentencing project to develop the Structural and Fumigation National Manuals.</p> <p>LC proposes to develop a request for proposal document in collaboration with EPA that would outline the work to be done, accountability, timelines and fees to be paid (in appropriate amounts as work is completed). Because of the specialized nature of the expertise required, LC would work with the contractor who developed the structural and fumigation manuals previously in 2019.</p>
<p><b>Project Objective</b></p>	<p>The objective of the project is to update the National Applicator Core Manual and develop an updated and enhanced Alberta certification examination.</p>
<p><b>Project Description and Milestones</b></p>	<p>Milestone 1:</p> <ol style="list-style-type: none"> <li>1.             <ol style="list-style-type: none"> <li>1.1. Lakeland College (LC) will finalize a contract with Vivianne Servant (Contractor), expert in pesticide training and certification. Contract will outline expectations of work, milestones and fees to be dispersed.</li> <li>1.2. Contractor agrees to commence work within 15 days of being awarded the contract.</li> <li>1.3. EPA will ensure that LC provides EPA Environmental Investigations Liaison with notice once the contract has been awarded identifying the contractor and the start date of the contract.</li> </ol> </li> </ol> <p>Milestone 2</p> <ol style="list-style-type: none"> <li>2.             <ol style="list-style-type: none"> <li>2.1. LC will provide the National Applicator Core BKR's to the contractor in a standardized format from which the contractor would develop into a manual using the standardized format provided.</li> <li>2.2. Prior to initiating work on the manual, the contractor would provide the following information to LC for review and approval:                 <ol style="list-style-type: none"> <li>2.2.1. Develop a list of suggested updates to the manual</li> <li>2.2.2. Once the above information is approved, the contractor will initiate development of the manual using a layout provided to them by Lakeland College that has the National Applicator Core BKR's incorporated into it.</li> <li>2.2.3. Ensure that all pesticides registered for control of pests identified in 2.2.1 are included in the training materials</li> <li>2.2.4. Ensure accuracy and relevance of all human health and safety information that an applicant would need to know to conduct a safe pesticide application (for both themselves and the public).</li> <li>2.2.5. Develop information including all the appropriate application equipment and methods of application to meet the pesticide label requirements</li> <li>2.2.6. Develop information on how to handle emergencies associated with general pesticide applications (eg, spills, health effects, vandalism, theft etc.)</li> <li>2.2.7. Develop information on how to conduct a professional pest management application.</li> </ol> </li> <li>2.3. Once the contractor has completed the first draft, they would submit it to LC and EPA for review and comment.</li> <li>2.4. Once work is acceptable to LC and EPA, Milestone 2 will have been completed.</li> </ol> </li> </ol>

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Schedule "A"

	<p>2.5. EPA will ensure that LC provides notice to EPA Environmental Investigations Liaison that Milestone 2 has been completed and funds dispersed.</p> <p>Milestone 3:</p> <p>3.</p> <ol style="list-style-type: none"> <li>3.1. LC will forward the first draft to the Subcommittee for review and comment.</li> <li>3.2. Based on comments received, the contractor will provide additional information and update the manual and provide it to LC.</li> <li>3.3. LC and EPA will review the manual and ensure all the recommendations of the Subcommittee have been incorporated.</li> <li>3.4. LC will provide a copy of the updated draft to the Subcommittee to approve the changes made by the contractor.</li> <li>3.5. Contractor will forward to LC suggested changes to national core BKR's based on research used for the manual.</li> <li>3.6. LC will forward the suggested changes to the BKRs provided by the contractor to the Subcommittee for review and approval. The contractor may be requested to address concerns directly with the Subcommittee.</li> <li>3.7. Once the Subcommittee approves the final draft of the manual and the recommended updates to the BKRs, Milestone 3 has been completed.</li> <li>3.8. The Subcommittee will forward the completed and endorsed manual to all provinces for use in their respective provinces as the National Applicator Core Training Manual and Milestone 3 will have been completed.</li> <li>3.9. EPA will ensure that LC provides EPA Environmental Investigations Liaison that Milestone 3 has been completed and funds dispersed to the contractor.</li> </ol> <p>Milestone 4:</p> <p>4.</p> <ol style="list-style-type: none"> <li>4.1. Contractor to develop 100 question examination based on approved manual.</li> <li>4.2. LC and EPA will review the examination to ensure examination standard is met and pertinent questions have been incorporated.</li> <li>4.3. Contractor to make any requested updates or changes regarding 4.2 review. Final examination to be sent to LC and EPA and Milestone 4 will have been completed.</li> <li>4.4. AEP will ensure that LC provides a full accounting of the costs and outlays to AEP Environmental Investigations Liaison to complete the contract and be authorized to receive the remaining funds from the Special Fund.</li> </ol>
<p><b>Anticipated Benefits</b></p>	<p>There is a recognition by all provinces to use the National Applicator Core Manual to ensure the most current training manual possible to use when training new applicators. This manual ensures that all new applicators in Canada would be trained to the same level to safely apply pesticides. Use of a national manual across Canada greatly assists in recognizing training provided in another province when an applicator chooses to find work in Alberta. Applicators would then only need to be trained/examined on the specific legislation that exist in the incoming province (and potentially new regional pests) prior to being issued the appropriate certificate from the incoming province.</p> <p>In addition to ensuring consistency in training across Canada, Canadians would also benefit from this because they would have assurance that applicators they may need to hire, would have been trained using the latest information on the safest and most effective way to control pests that have entered their home or business.</p>
<p><b>Project Budget, Timeline Summary and Disbursements of Funds</b></p>	<p>It is anticipated that the project would require \$22,400 to complete. Once funds are received from the court, LC will open a Special Fund and make disbursement as follows below. It is anticipated that the project will be completed in 19 months. Lakeland College will require \$2,000 to administer the project.</p>

Schedule "X"

Schedule "A"

Activity	Funds dispersed by LC	Timeframe
1. Contract is awarded to contractor and work begins. LC notifies EPA Environmental Investigations Liaison of contractor name and start date of contract.	None	1 months
2. Contractor completes first draft that is approved by LC and EPA. LC notifies Crown Prosecutor's office that first draft is completed and funds dispersed.	\$10,000 dispersed to contractor	8 months
3. LC provides draft manual to Subcommittee for review and recommendations for change. LC provides changes to contractor for incorporation into manual. Contractor makes changes and provides updated manual to LC. LC forwards updated manual to Subcommittee for dispersal to all provinces. LC notifies Crown Prosecutor's office that second milestone is completed and funds have been dispersed	\$6,000 dispersed to contractor	6 months
4. Contractor to develop a 100 question examination based on the approved manual. LC and EPA will review the examination to ensure examination standard is met and pertinent questions have been incorporated. Contractor to make any requested updates or changes regarding 4.2 review. Final examination to be sent to LC and EPA and Milestone 4 will have been completed.	\$4,400 is dispersed to contractor	4 months
5. AEP will ensure that LC provides a full accounting of the costs and outlays to AEP Environmental Investigations Liaison to complete the contract and be authorized to receive the remaining funds from the Special Fund.	Crown Prosecutor's authorizes LC to withdraw remaining \$2,000 from Special Fund and close the fund.	1 month
<b>Total</b>	<b>\$22,400</b>	<b>20 months</b>

Funds not spent to develop the National Pesticide Applicator Core manual could be used to enhance the manual with additional pictures, video clips and/or develop additional examination questions for provinces to use with certification exams.

Additional funds that may be required by the contractor to complete the project may be provided by funds in an LC held Development Fund that is owned by EPA. Funds in the Development Fund come from a percentage of revenue obtained by LC in administering the pesticide program. This fund has been in place to ensure:

- Provincially based manuals can be updated as required
- specified industry experts can be hired to update provincial manuals
- development of new training platforms or maintenance of software/hardware can be undertaken without need of additional funds from other sources

The fund has limited monies in it and must primarily be used to update provincial based training manuals for all classes of applicator, so there are not sufficient monies, nor is the m a date appropriate for use entirely to develop a national structural manual.



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	Milestones (as identified above)	Timeline
<b>Project milestones</b>	Lakeland College – awarding of the contract 1. 1.1. LC awards contract 1.2. Crown Prosecutor’s office is notified as to the contractor’s name and date contract begins 1.3. contractor begins work.	Lakeland College – awarding of the contract 1. 1.1. 15 days from when the Creative Sentencing funds are received 1.2. 5 days from when 1.1 is completed 1.3. 15 days from when the contract is awarded
	2. 2.1. BKRS provided to contractor 2.2. conduct 2.2 and provide to LC and EPA for review and approval 2.3. LC & EPA review and provide comments for revision of first draft 2.4. Milestone 2 is completed and funds dispersed 2.5. LC notifies EPA Environmental Investigations Liaison that first draft is produced and funds have been dispersed from Special Fund.	2. 2.1. 1 month from when 1.2 starts 2.2. 4 months from when 2.1 is completed 2.3. 1 month from when 2.2 is complete 2.4. LC releases \$10,000 to the contractor 2.5. 1 week from when 2.4 is completed.
	3. 3.1. LC forwards first draft to Subcommittee and subcommittee comments on draft 3.2. Contractor updates information 3.3. LC and EPA reviews 3.4. LC submits to Subcommittee for approval 3.5. Contractor submits to LC changes to BKRS 3.6. LC forwards changes to Subcommittee for approval 3.7. Subcommittee approves final draft. Milestone complete. 3.8. LC notifies Crown Prosecutor’s office that final draft is produced and funds have been dispersed from Special Fund.	3. 3.1. 1 months from when 2.5 is completed 3.2. 1 month from when 3.1 is completed 3.3. 0.5 month from when 3.2 is completed 3.4. 1 month from when 3.3 is completed 3.5. 1 month from when 3.4 is completed 3.6. 0.5 month from when 3.5 is completed 3.7. 1 month from when 3.4 is completed and \$ 6,000 released to contractor 3.8. 1 week from when 3.7 is complete and funds dispersed from the Special Fund

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	<p>4.</p> <p>4.1. Contractor develops 100 questions based on approved Applier Core Manual</p> <p>4.2. LC &amp; EPA review and provide comments for revision of first examination draft</p> <p>4.3. Contractor updates and finalizes draft. Milestone Complete</p>	<p>4.</p> <p>4.1. 4 month from when 4.3 completed</p> <p>4.2. 1 month from when 5.1 completed</p> <p>4.3. 1 month from when 5.2 completed and contractor is awarded \$4,400</p>
	<p>5.</p> <p>5.1 LC provides a full accounting of the costs and outlays to AEP Environmental Investigations Liaison</p> <p>5.2 Crown Prosecutor's authorizes LC to withdraw remaining \$2,000 from Special Fund and close the fund.</p>	<p>5.1 1 month from when 4.3 complete, LC is awarded \$2,000 for conducting the project</p>

<p><b>Project Ownership / Partnership</b></p>	
<p><b>Project Contact Manager</b></p>	<p>Andrea Kastendieck, Pesticide Program Coordinator with Lakeland College would manage the project in collaboration with Alberta Environment and Protected Areas.</p>
<p><b>Responsible EPA Region/Branch</b></p>	<p>Devon Smiegielski (Pesticide Certification Specialist) will work with the project manager to ensure the work is completed in a timely manner and approve the training manual once the work is completed.</p> <p>Devon will oversee the contract that the Government of Alberta has signed with LC to deliver pesticide certification program in Alberta.</p> <p>Devon has been a member of the Subcommittee since 2017.</p> <p>Devon will work closely with LC to ensure milestones are met and EPA Environmental Investigations Liaison is notified as indicated in the proposal.</p>
<p><b>Partners (internal or external)</b></p>	<p>The Federal, Provincial, Territorial Committee on Pest Management and Pesticides, Standing Subcommittee on Pesticide Education, Training and Certification in Canada (the Subcommittee) maintains the Standard and will provide input and recommendations on the first and final drafts.</p>

Project Details	
Project Title	<p><b>DEVELOPMENT OF STRUCTURAL AND FUMIGATION PESTICIDE APPLICATOR CERTIFICATION EXAMINATIONS</b></p>
Description of Need and Background	<p>Currently all provinces in Canada have legislative requirements for pesticide applicators controlling pests such as cockroaches, mice and other food and/or commodity damaging and nuisance pests in flour mills, stored food elevators, warehouses and/or containers to hold a Fumigation Pesticide Applicator Certificate (or license). Additionally, pesticide applicators controlling pests such as bedbugs, cockroaches and other food and nuisance pests in homes, restaurants, hotels and businesses to hold a Structural Pesticide Applicator Certificate (or license). In order to obtain a certificate, an individual must undergo training and pass a certification examination. Provincial training courses are often developed and/or approved for each province by their government pesticide regulatory agency. In some provinces (including Alberta), the regulatory agency contracts a college in Alberta to develop and deliver provincially based pesticide training courses.</p> <p>Alberta Environment and Protected Areas (EPA) is the regulatory agency in Alberta and they have contracted Lakeland College (LC) to develop <i>provincially based</i> pesticide education, training, examination and certification programs which are subsequently reviewed and approved by EPA.</p> <p>The programs LC delivers include:</p> <ul style="list-style-type: none"> <li>• Providing provincially based and class specific self-study paper based (and some online) training courses to prospective applicators in Alberta</li> <li>• Administrating the EPA developed certification examinations using LC contracted proctor sites across Alberta</li> <li>• Issuing Pesticide Applicator Certificates that are recognized by EPA</li> <li>• Maintaining a database of pesticide applicator recertification continuing education credits, reviewing pesticide applicator applications for recertification and issuing applicator recertification certificates to applicators that have met the recertification requirements. Recertification applicator certificates are also recognized by EPA.</li> </ul> <p>There is a Standard for Pesticide Education, Training and Certification in Canada (the Standard) that includes the Basic Knowledge Requirements (BKR). BKR provide a framework from which all provinces can use to develop their provincial training manuals. There are separate BKR for each class of applicator, including the Fumigation and Structural</p>

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classes. BKR's provide a framework from which all provinces can use to develop their provincial training manuals and pesticide certification examinations. There is a separate set of BKR's for the national applicator core and each class of applicator certification. All provinces have committed to using the Standard (including BKR's) when developing or updating their pesticide education, training and certification programs in an attempt to have as much consistency in pesticide training as possible across Canada. The Standard was developed and is maintained by the Federal, Provincial, Territorial Committee on Pest Management and Pesticides (FPT) through their Standing Subcommittee on Pesticide Education, Training and Certification in Canada (hereafter called the Subcommittee).

FPT is comprised of the following representatives:

- a Federal Co-chair from Health Canada, Pest Management Regulatory Agency (PMRA – the agency that registers pesticides for use in Canada)
- representatives from the federal department of Agriculture and Agri-Food Canada and Natural Resources Canada
- an environmental regulatory representative from each province and territory in Canada
- an agricultural department representative from each province and territory in Canada
- a representative from the American Association of Pest Control Officials (AAPCO)

The Subcommittee is comprised of:

- A federal Co-chair from the PMRA
- A provincial Co-chair (as elected by the subcommittee members from regulatory members)
- An environmental regulatory representative from each province and territory
- A representative from a provincial based college that administers pesticide education, training, certification from each province.

The Subcommittee's main task is to develop and maintain BKR's so that each province and territory in Canada can use these documents to develop and update their provincial pesticide training and examination programs. Members of the Subcommittee have all agreed to use BKR's.

Pesticide applicators must pass an approved examination to become certified. Approved examinations must:

- cover the Basic Knowledge Requirements for Pesticide Education in Canada
- test knowledge from specified concepts
- be proportional to the material in the Basic Knowledge Requirements for Pesticide Education in Canada
- consist of Type 1 (basic recall) questions and Type 2 (comprehension analysis) questions.

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	<p>Although Alberta is committed to updating their pesticide examinations using this criteria, due to time and resource constraints, some gaps remain with exam content:</p> <ul style="list-style-type: none"> <li>• Exams may not be updated to the latest version of the BKR's</li> <li>• Proportional exam material may not meet specified ratios</li> <li>• Supplemental exams, or exams offered after a fail, are not available for all classes</li> <li>• Exam banks are not updated to ensure longevity/flexibility of exams.</li> </ul> <p>The Structural and Fumigation manuals have recently been updated to recognize latest changes in the industry. Dated contents and differences in content of training materials and pesticide examinations can create risks and liabilities because new applicators would not be tested on the most up to date information. For example, if new applicators are trained using updated training manuals and are tested on outdated information, the examination process is unfair.</p> <p>In the unlikely event that an exam is leaked, having access to a vetted examination bank allows EPA to immediately respond to these scenarios and replace the compromised exam with new questions.</p> <p>Having funds made available through a creative sentencing option, would allow LC to hire a contractor to evaluate, review and develop the National Core manual and Core examinations.</p>
<p><b>Project Coordination</b></p>	<p>LC has been administering the pesticide education program in Alberta for nearly 40 years and has been under contract with the Government of Alberta to deliver a provincially based pesticide applicator training program in Alberta for 20+ years. Because of their expertise with developing applicator training materials and administering pesticide examinations, they would be best suited to oversee a contract to develop pesticide examination review. LC works extensively and cooperatively with EPA to ensure provincially based training materials are updated and pesticide examinations are administered to ensure exam integrity.</p> <p>In addition, LC and EPA have been participating members of the Subcommittee since its inception in 1989. Because of their long term membership in the Subcommittee that maintains the Standard and BKR's, the college has been uniquely involved in determining examination requirements. Further, LC coordinated the previous creative sentencing project to develop the Structural and Fumigation National Manuals.</p> <p>LC proposes to develop a request for proposal document in collaboration with EPA that would outline the work to be done, accountability, timelines and fees to be paid (in appropriate amounts as work is completed). Because of the specialized nature of the expertise</p>

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	<p>required, LC would work with the contractor who developed the structural and fumigation manuals previously in 2019.</p>
<p><b>Project Objective</b></p>	<p>The objective of the project is to enhance Structural and Fumigation exam bank that will evaluate the comprehension of Structural and Fumigation Pesticide applicators in Alberta.</p>
<p><b>Project Description and Milestones</b></p>	<p><b>Milestone 1:</b></p> <p>1.</p> <ul style="list-style-type: none"> <li>1.1. Lakeland College (LC) will finalize a contract with Vivianne Servant (Contractor), expert in pesticide training and certification. Contract will outline expectations of work, milestones and fees to be dispersed.</li> <li>1.2. Contractor agrees to commence work within 15 days of being awarded the contract.</li> <li>1.3. EPA will ensure that LC provides EPA Environmental Investigations Liaison with notice once the contract has been awarded identifying the contractor and the start date of the contract.</li> </ul> <p><b>Milestone 2</b></p> <p>2.</p> <ul style="list-style-type: none"> <li>2.1. LC will provide the National Structural Manual, BKR's and existing exam bank to the contractor in a standardized format from which the contractor would develop structural examination questions in the standardized format provided.</li> <li>2.2. Contractor reviews and updates the current certification structural exam (52 questions/exam bank). Contractor establishes secondary exam which includes 20 new questions from the structural manual.</li> <li>2.3. LC and EPA review updated exam bank and exam, provide comment to Contractor. Contractor makes required changes.</li> <li>2.4. Once work is acceptable to LC and EPA, Milestone 2 will have been completed.</li> <li>2.5. EPA will ensure that LC provides notice to EPA Environmental Investigations Liaison that Milestone 2 has been completed and funds dispersed.</li> </ul> <p><b>Milestone 3:</b></p> <p>3.</p> <ul style="list-style-type: none"> <li>3.1. LC will provide the National Fumigation Manual, BKR's and existing exam bank to the contractor in a standardized format from which the contractor would develop fumigation examination questions in the standardized format provided.</li> </ul>

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	<p>3.2. Contractor reviews and updates the current certification fumigation exam (52 questions/exam bank). Contractor establishes secondary exam which includes 20 new questions from the fumigation manual.</p> <p>3.3. LC and EPA review updated exam bank and exam, provide comment to Contractor. Contractor makes required changes.</p> <p>3.4. Once work is acceptable to LC and EPA, Milestone 3 will have been completed.</p> <p>3.5. EPA will ensure that LC provides notice to EPA Environmental Investigations Liaison that Milestone 3 has been completed and funds dispersed.</p>												
<p><b>Anticipated Benefits</b></p>	<p>There is a recognition by all provinces to use the National Structural and Fumigation Training Manuals as this will ensure applicators receive the most up to date information for their training. Significant changes were made to update technology and pesticide label statements for products used by these sectors. Updates to these exams will ensure that the recent changes made to the new Structural and Fumigation manuals are included in the examination process.</p>												
<p><b>Project Budget, Timeline Summary and Disbursements of Funds</b></p>	<p>It is anticipated that the project would require \$4600 to complete. Once funds are received from the court, LC will open a Special Fund and make disbursement as follows below. It is anticipated that the project will be completed in 7 months.</p> <table border="1" data-bbox="509 1121 1331 1843"> <thead> <tr> <th data-bbox="509 1121 919 1226"><b>Activity</b></th> <th data-bbox="919 1121 1149 1226"><b>Funds dispersed by LC</b></th> <th data-bbox="1149 1121 1331 1226"><b>Timeframe</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="509 1226 919 1407"> <p>1. Contract is awarded to contractor and work begins. LC notifies AEP Environmental Investigations Liaison of contractor name and start date of contract.</p> </td> <td data-bbox="919 1226 1149 1407"> <p>None</p> </td> <td data-bbox="1149 1226 1331 1407"> <p>1 months</p> </td> </tr> <tr> <td data-bbox="509 1407 919 1642"> <p>2. LC provides structural manual, BKR's, and existing exam bank to contractor. Contractor completes structural examination that is approved by LC and AEP. LC notifies Crown Prosecutor's office that first draft is completed and funds dispersed.</p> </td> <td data-bbox="919 1407 1149 1642"> <p>\$2,300 dispersed to contractor</p> </td> <td data-bbox="1149 1407 1331 1642"> <p>3 months</p> </td> </tr> <tr> <td data-bbox="509 1642 919 1843"> <p>3. LC provides fumigation manual, BKR's, and existing exam bank to contractor. Contractor completes fumigation examination that is approved by LC and AEP. LC notifies Crown Prosecutor's office that first draft</p> </td> <td data-bbox="919 1642 1149 1843"> <p>\$2,300 dispersed to contractor</p> </td> <td data-bbox="1149 1642 1331 1843"> <p>3 months</p> </td> </tr> </tbody> </table>	<b>Activity</b>	<b>Funds dispersed by LC</b>	<b>Timeframe</b>	<p>1. Contract is awarded to contractor and work begins. LC notifies AEP Environmental Investigations Liaison of contractor name and start date of contract.</p>	<p>None</p>	<p>1 months</p>	<p>2. LC provides structural manual, BKR's, and existing exam bank to contractor. Contractor completes structural examination that is approved by LC and AEP. LC notifies Crown Prosecutor's office that first draft is completed and funds dispersed.</p>	<p>\$2,300 dispersed to contractor</p>	<p>3 months</p>	<p>3. LC provides fumigation manual, BKR's, and existing exam bank to contractor. Contractor completes fumigation examination that is approved by LC and AEP. LC notifies Crown Prosecutor's office that first draft</p>	<p>\$2,300 dispersed to contractor</p>	<p>3 months</p>
<b>Activity</b>	<b>Funds dispersed by LC</b>	<b>Timeframe</b>											
<p>1. Contract is awarded to contractor and work begins. LC notifies AEP Environmental Investigations Liaison of contractor name and start date of contract.</p>	<p>None</p>	<p>1 months</p>											
<p>2. LC provides structural manual, BKR's, and existing exam bank to contractor. Contractor completes structural examination that is approved by LC and AEP. LC notifies Crown Prosecutor's office that first draft is completed and funds dispersed.</p>	<p>\$2,300 dispersed to contractor</p>	<p>3 months</p>											
<p>3. LC provides fumigation manual, BKR's, and existing exam bank to contractor. Contractor completes fumigation examination that is approved by LC and AEP. LC notifies Crown Prosecutor's office that first draft</p>	<p>\$2,300 dispersed to contractor</p>	<p>3 months</p>											

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	is completed and funds dispersed.		
	<b>Total</b>	<b>\$4,600</b>	<b>7 months</b>
	<p>Funds not spent to develop the Structural and Fumigation Exam banks can be used to develop additional examination questions for province to use with certification exams.</p> <p>Additional funds that may be required by the contractor to complete the project may be provided by funds in an LC held Development Fund that is owned by EPA. Funds in the Development Fund come from a percentage of revenue obtained by LC in administrating the pesticide program. This fund has been in place to ensure:</p> <ul style="list-style-type: none"> <li>- Provincially based manuals can be updated as required,</li> <li>- specified industry experts can be hired to update provincial manuals</li> <li>- development of new training platforms or maintenance of software/hardware can be undertaken without need of additional funds from other sources</li> </ul> <p>The fund has limited monies in it and must primarily be used to update provincial based training manuals for all classes of applicator, so there are not sufficient monies, nor is the mandate appropriate for use entirely to develop a national structural manual.</p>		
<b>Project milestones</b>	<b>Milestones (as identified above)</b>	<b>Timeline</b>	
	<p>Lakeland College – awarding of the contract</p> <p>1.</p> <p>1.1. LC awards contract</p> <p>1.2. Crown Prosecutor’s office is notified as to the contractor’s name and date contract begins</p> <p>1.3. contractor begins work.</p>	<p>Lakeland College – awarding of the contract</p> <p>1.</p> <p>1.1. 10 days from when the Creative Sentencing funds are received</p> <p>1.2. 5 days from when 1.1 is completed</p> <p>1.3. 15 days from when the contract is awarded</p>	
	<p>2.</p> <p>2.1. Structural Manual, BKRS and existing exam banks provided to contractor</p> <p>2.2. conduct 2.2 and provide to LC and EPA for review and approval</p> <p>2.3. LC &amp; EPA review and provide comments for revision.</p>	<p>2.</p> <p>2.1. 5 days from when 1.2 starts</p> <p>2.2. 2 month from when 2.1 is completed</p> <p>2.3. 1 month from when 2.2. is complete</p> <p>2.4. LC releases \$2,300 to the contractor</p> <p>2.5. 1 week from when 2.4 is completed.</p>	



Schedule "X"

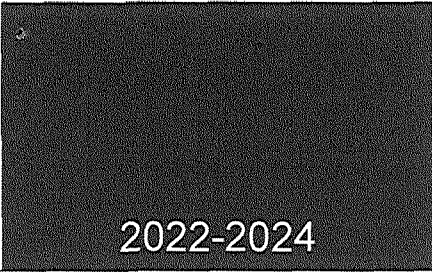
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	<p>2.4. Contractor updates changes. Milestone 2 is completed and funds dispersed</p> <p>2.5. LC notifies EPA Environmental Investigations Liaison that milestone 2 is complete and funds have been dispersed from Special Fund.</p>	
	<p>3.</p> <p>3.1. Fumigation Manual, BKRS and existing exam banks provided to contractor</p> <p>3.2. conduct 2.2 and provide to LC and EPA for review and approval</p> <p>3.3. LC &amp; EPA review and provide comments for revision.</p> <p>3.4. Contractor updates changes. Milestone 3 is completed and funds dispersed</p> <p>3.5. LC notifies EPA Environmental Investigations Liaison that milestone 3 is complete and funds have been dispersed from Special Fund.</p>	<p>3.</p> <p>3.1. 5 days from when 1.2 starts</p> <p>3.2. 2 month from when 2.5 is completed</p> <p>3.3. 1 month from when 3.2. is complete</p> <p>3.4. LC releases \$2,300 to the contractor</p> <p>3.5. 1 week from when 3.4 is completed.</p>

<b>Project Ownership / Partnership</b>	
<b>Project Contact Manager</b>	Andrea Kastendieck, Pesticide Program Coordinator with Lakeland College would manage the project in collaboration with Alberta Environment and Protected Areas.
<b>Responsible EPA Region/Branch</b>	<p>Devon Smiegielski (Pesticide Certification Specialist) will work with the project manager to ensure the work is completed in a timely manner and approve the training manual once the work is completed.</p> <p>Devon will oversee the contract that the Government of Alberta has signed with LC to deliver pesticide certification program in Alberta.</p> <p>Devon has been a member of the Subcommittee since 2017.</p>



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	Devon will work closely with LC to ensure milestones are met and EPA Environmental Investigations Liaison is notified as indicated in the proposal.
<b>Partners</b> (internal or external)	The Federal, Provincial, Territorial Committee on Pest Management and Pesticides, Standing Subcommittee on Pesticide Education, Training and Certification in Canada (the Subcommittee) maintains the Standard and will provide input and recommendations on the first and final drafts.