

Broker Certificate Performance Guidelines

Who Needs a Broker Certificate?

You need a Broker certificate if you broker for agricultural operations that need to have a Nutrient Management Strategy (NMS) or Nutrient Management Plan (NMP).

The laws that relate to nutrient application are:

- the Nutrient Management Act, 2002 (NMA)
- Ontario Regulation 267/03 (O. Reg 267/03)
- the associated Protocols

The skills and knowledge you need to be a Broker are outlined in the Core Competencies for Brokers document, which you can find at www.nutrientmanagement.ca.

What are Performance Guidelines?

The performance guidelines go beyond the legal requirements and core competencies of your broker certificate – they provide consistent best management practices and describe the ways that OMAFRA expects you to provide services to clients.

Performance Guidelines for Broker Certificate Holders

General

1. Act conscientiously and diligently when providing services to clients.
2. Stay current and keep learning about nutrient management legislation and practices, as well as other laws (e.g. *Highway Traffic Act*, *Occupational Health and Safety Act*).
3. Keep good records to help manage liability.
4. Follow practices that promote good relations between client(s) and their neighbours.

Staff/Employees

1. Provide adequate training in nutrient management legislation and practices to staff.
2. Create a company contingency plan (with a spills plan) and train staff on implementing the plan.
3. Make sure staff understand and follow on-farm biosecurity measures.
4. Create procedures for staff to follow for non-emergency events that may occur during transportation and storage (egg. waterlogged fields or leaking tanks).

Providing Professional Services

1. For all clients, use the Best Management Practices books as a resource for storages (permanent or temporary) and to avoid and address possible adverse effects.
2. Keep your equipment well maintained
3. Keep accurate records for all clients. Record dates, names and locations of generators and receivers, and types and volumes of agricultural source materials. Provide records to clients when requested.
4. Know when and how to implement contingency plans appropriate to each farm operation.
5. Know and follow proper safety procedures for opening, venting and emptying storages, and when working around covered manure storages.
6. Check all temporary field storage sites for sensitive features and setbacks before unloading.

Communications with Clients

1. Discuss broker and client roles and responsibilities under the NMA with all clients.
2. Notify your client or employer if any current or planned activity is against the law or not following good management practices.
3. Have your clients sign a plan that outlines your services and shows that the NMA requirements are fulfilled.

Communications with Government Agencies

1. Immediately inform the proper government agency of any illegal nutrient management activities.

For more information:

Toll Free: 1-855-648-1444

Email: mmcdonal@uoguelph.ca

www.nutrientmanagement.ca