

The Canadian Institute's 8<sup>th</sup> Annual

# ENVIRONMENTAL LAW & REGULATION IN ONTARIO

*Comprehensive Coverage of New Laws and Regulations  
Practical Compliance Strategies for all Industry Sectors*

**November 30 and December 1, 2005**

Sutton Place Hotel, Toronto, Ontario

## Keynote Speaker



**The Honorable David J. Ramsay**  
Minister of Natural Resources & Minister  
Responsible for Aboriginal Affairs  
Ministry of Natural Resources

## Co-Chairs



**Janet Bobecko**  
Partner  
Goodman & Carr LLP



**Rick German**  
President, Decommissioning  
Consulting Services Limited

### With Participation From

Agri-Foods Laboratories

Canadian Environmental  
Law Association

Conestoga-Rovers & Associates

Golder Associates

Goodman & Carr LLP

Miller Waste Systems

Ontario Environmental Review  
Tribunal

Ontario Ministry of the Environment

Ontario Ministry of Natural  
Resources

Ontario Nutrient Management  
Advisory Committee

Ontario Power Authority

Rowan Williams Davies & Irwin

Spill Management Inc.

TransAlta Corporation

Willms & Shier Environmental  
Lawyers LLP

Get the most up-to-date information and practical strategies for compliance you need to protect your organization, and help you:

- **Adjust** to the new reality of Bill 133 and a "you spill, you pay" approach to environmental protection
- **Identify** your obligations under new and proposed water legislation in Ontario
- **Develop** conservation programs that can help you save energy and money
- **Maximize** your chances of getting your brownfield redevelopment project approved
- **Transform** your approach to land use and planning compliance in this era of greenbelt protection
- **Obtain** the best results during environmental investigations and prosecutions

### **Don't miss these critical workshops**

**A** The Essentials of Environmental  
Law in Ontario

**B** Environmental Due Diligence  
for Directors and Officers

**C** Environmental Assessment  
Reform

**D** New Ontario Dispersion  
Models and Air Standards

*Supported by:*



See inside for details  
of accreditation



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## THE LATEST INFORMATION YOU NEED TO ENSURE ENVIRONMENTAL COMPLIANCE AND AVOID EXPOSING YOUR ORGANIZATION TO CIVIL AND CRIMINAL LIABILITY.

One of the most significant and controversial pieces of environmental legislation introduced by the Ontario government is **Bill 133** – known as “**the spills bill**”. Bill 133 creates a class of “environmental penalties” that can be **assessed immediately** against companies in the event of a spill or contamination – and your organization’s due diligence efforts offer **no guarantee of protection** against these penalties.

This just one example of how, each year, the area of environmental law and regulation becomes more complex and challenging for industry in Ontario – and keeping up-to-date can be difficult.

If you are responsible for environmental law and regulatory compliance issues within your organization, you need to keep current with the latest legislative and regulatory changes and case law or **you risk exposing your organization to civil and criminal liability**.

Here are just a few of the hot topics that you will explore at this conference:

- Ontario is facing continuing land and water use pressures balancing urban development, greenbelt protection and source water protection. **Learn** what you need to know to get your **brownfield redevelopment** project approved!
- **Explore** the latest legal developments in source water protection including the *Nutrient Management Act*, the *Safe Drinking Water Act*, the *Ontario Water Resources Act*, the *Sustainable Water and Sewage Systems Act* and the much-anticipated *Drinking Water Source Protection Act*!

- **Take advantage** of new developments in sustainability and conservation that can help you save energy and save money while ensuring compliance!
- Also, as always, there are lessons to be learned from the most **recent environmental investigations and prosecutions**. Don’t repeat someone else’s mistakes!

These issues and many more will be covered at **The Canadian Institute’s Environmental Law and Regulation in Ontario** conference, now in its highly successful 8th year. **Plus!** don’t miss out on the comprehensive and highly-interactive workshops offered at this year’s event and **get up to speed** on such issues as “**Environmental Due Diligence for Directors and Officers**”, “**Environmental Assessment Reform**” and “**Expediting Certificates of Approval (Air)**”.

Your peers, colleagues and competitors attend this conference each year because they know they can depend on a **Canadian Institute** conference to provide the most critical information on changes and developments in the area of environmental law and regulation in Ontario. They know they can count on learning the **best strategies and practices** to ensure environmental compliance directly from leading practitioners and key regulators.

Demand for spaces at this annual event is high, so **register now** in order to secure your place. Don’t miss this outstanding opportunity to get up-to-date and network with your peers. Register now by calling **The Canadian Institute** toll-free at **1-877-927-7936**, or faxing the registration page on the reverse to **1-877-927-1563**, or registering online at **www.CanadianInstitute.com**. We look forward to seeing you at the conference.

### WHO SHOULD ATTEND

- Environmental professionals and their advisors in the manufacturing, oil and gas, natural resources, chemical and petro-chemical, and regulatory sectors
- Environmental managers, auditors and coordinators
- Environmental engineers, planners, consultants and technologists
- Environmental health and safety professionals
- Regulatory affairs and compliance officers
- Environmental lawyers
- In-house counsel and city solicitors
- Municipal, provincial and federal government officers and policy-makers
- Environmental service providers
- Public-sector environmental enforcement officers
- Risk analysts, insurers, purchasers and mortgagees of industrial property

Wednesday, November 30, 2005

**8:00 Registration Opens & Coffee Served** 

**9:00 Opening Remarks from the Co-Chairs**

**Janet Bobechko**

Partner, Goodman and Carr LLP

**Rick German, President**

Decommissioning Consulting Services Limited

**9:15 Moving From Concern to Compliance: Understanding Your Liability Exposure Under Bill 133**

**Janet Bobechko,**

Partner, Goodman and Carr LLP

Bill 133 introduces some of the most significant changes to Ontario's environmental legislation in years. Fines are being substantially increased and new rules will allow Ministry officials to impose environmental penalties within days of a spill without having to resort to the courts – penalties of up to \$100,000 a day for companies responsible for spills and emissions.

- Are you affected? How will environmental penalties apply to industrial sectors regulated by the Municipal-Industrial Strategy for Abatement (MISA)?
- Investigating the liability of polluters for environmental penalties, fines and costs
- Assessing the value of due diligence in an absolute liability system
  - deemed impairment of any spills to water under the *Ontario Water Resources Act*
  - are you exposed to double jeopardy? What protections from further prosecution exist for an offence where an environmental penalty has been assessed?
  - reverse onus on appeals of environmental penalties
- How can you reduce the amount of the environmental penalty and negotiate settlement agreements with the Ministry?
- Inside the new requirements for spill contingency and prevention plans

**10:00 Nuts and Bolts of an Effective Spills Management and Response Program**

**Rosalind Cooper,**

Partner, Fasken Martineau DuMoulin LLP

**Cliff Holland**

President, Spill Management Inc.

- What are the regulatory requirements and notification responsibilities for environmental emergencies?
- What do the federal environmental emergency regulations require?
- Know your obligations pursuant to Ontario's *Emergency Management Act*
- The effect of Bill 133's amendments to the *Environmental Protection Act* and the *Ontario Water Resources Act* – you spill, you pay
- Designing a spill response plan: prevention, preparation, response and clean-up

- Dealing with the regulator, on-site contractors and staff, and emergency response personnel
- Communicating with the public in the event of an environmental incident
- What is the effect of due diligence and other mitigating factors?

**11:00 Networking Coffee Break** 

**11:15 Decreasing Agricultural Contamination to Water: Inside the Nutrient Management Act**

**Theresa McClenaghan,**

Counsel, Canadian Environmental Law Association

**Dale Cowan, Vice-Chair**

Ontario Nutrient Management Advisory Committee President, Agri-Foods Laboratories

- What activities are covered by the legislation and regulations?
- How will the Act change your organization's agricultural and business practices?
- Exploring the implications of new regulations and protocols: how will municipalities, farm operators and other stakeholders be affected?
- Implementing a nutrient management plan: optimizing the utilization of nutrients by crops in the field while minimizing environmental impacts
- How does the Act change municipal authority?
- What rights of appeal exist?

**12:15 Networking Luncheon for Delegates and Speakers** 

**1:45 Water, Water Everywhere: Complying With New and Proposed Water Legislation in Ontario**

**Juli Abouchar**

Willms & Shier Environmental Lawyers LLP

**Ian Smith, Director**

Drinking Water Programs Management Branch Ontario Ministry of the Environment

- Identifying the regulatory agencies responsible for water use, protection and management in Ontario
- Investigating post-Walkerton watershed-based source water protection: what will Ontario's *Drinking Water Source Protection Act*, expected to be introduced in Fall 2005, contain?
- Water taking and discharges by industry – how will your organization be affected?
- What you need to know about the application of the *Safe Drinking Water Act*
- Update on amendments to the *Ontario Water Resources Act*
- Working within the requirements of regulation 903 for bored and dug wells, and factors contributing to the deterioration of well water quality
- New developments and regulations pursuant to the Sustainable Water and Sewage Systems Act, 2002
- What's going down your drains? A look at municipal sewers and sewer use compliance
- Inside the industrial wastewater approvals process
  - dealing with the Ministry of Environment
  - obtaining water assessments and approval decisions

Thursday, December 1, 2005

- appeals and the involvement of interested third-parties
- Managing industrial water, wastewater, sewage and stormwater — what are your treatment obligations?

**2:45 Networking Refreshment Break**

**3:00 New Initiatives in Waste Diversion in Ontario**

**Michael Peterson,**  
Partner, **McMillan Binch Mendelsohn**  
**Vaughan Bullough,**  
Vice-President, **Miller Waste Systems**

- Landfill capacity in Ontario and the *Waste Diversion Act*:
  - is the target of 60 per cent diversion from landfill by 2008 feasible?
  - how will industry and municipalities be affected?
  - what is the role of the Waste Diversion Office?
- Stewardship programs in Ontario — will your organization be required to contribute?
- How to deal with special hazards: waste oil, tires, batteries and electronic waste
- Cross-border issues and the requirements of Michigan's waste regulations

**4:00 Buying Into the Benefits of Sustainability and Conservation: New Developments and the Energy Act**

**Dennis O'Leary**  
Partner, **Aird & Berlis LLP**  
**Michael Lyle**  
General Counsel, **Ontario Power Authority**  
**Ian Crawford**  
Coordinator, **Renewable Energy Program,**  
**Ministry of Natural Resources**

- Update on amendments and revisions to the *Energy Act*
- Keeping your energy project on schedule: an overview of the environmental regulatory review process in Ontario and the role of the Ontario Energy Board
- Developing conservation programs to help you save energy and save money
- Who does what? The role of the Ontario Power Authority and the Ontario Energy Board in electricity conservation and demand management
  - and how you can cut your costs and power consumption
- The OPA and the development of alternative, renewable, sustainable generation
  - what opportunities exist for your organization
- Taking advantage of new opportunities: co-generation and selling power back to the grid
- Commercial opportunities for new waterpower development in Ontario
- Analyzing goals and targets — how can the challenge be met and how will industry be affected?
  - increasing Ontario's generating capacity from new renewable sources
  - reducing electricity demand by 5 per cent by 2007 through conservation measures
  - phasing out coal-fired generation

**5:00 Co-Chairs' Closing Remarks  
Conference Adjourns**

**8:30 Coffee Served** 

**9:00 Opening Remarks from the Co-Chairs**

**9:15 Keynote Address**

**The Honorable David J. Ramsay**  
Minister of Natural Resources & Minister  
Responsible for Aboriginal Affairs  
Ministry of Natural Resources

**10:00 Brownfield Redevelopment in Ontario:  
What You Need to Know to Get Your  
Project Approved**

**Ahab Abdel-Aziz,**  
Partner, **Osler Hoskin & Harcourt LLP**  
**Mr. Ed Rodrigues, Ph.D., P.Geo.**  
Specialist, **Regulatory Services**  
**Golder Associates Ltd**

**Shannon DeLeskie,**  
Counsel, **Ontario Ministry of the Environment**

- What impact have new regulations had on developers, lenders, property owners, industry and municipalities?
- Record of Site Conditions (RSC) provisions and the effect on owners of contaminated sites
- Adopting the RSC for other purposes: land use changes for uncontaminated properties
- Avoiding future liability: does the RSC offer any protection?
- Protecting your organization from liability for historic contamination
- Determining the site condition standards for your property
- Who is a "qualified person" who can undertake the work?
- What rules apply to the preparation of risk assessments?
- When is a Phase 2 environmental site assessment required?
- The role of municipal government in encouraging or discouraging potential redevelopment
- Strategies for cost-effective decommissioning and remediation
- Taking advantage of tax assistance for owners of remediated properties

**11:15 Networking Coffee Break** 

**11:30 Transforming Your Approach to Land Use  
and Planning Compliance in Ontario**

**Jonathan Kahn,**  
Partner, **Blake Cassels & Graydon LLP**

The Greenbelt Protection Act, 2004 and the Places to Grow Act, 2004 are companion pieces of legislation designed to manage urban growth and development in the Greater Golden Horseshoe region — and to protect the green spaces and farmlands that surround this area. In this session find out how the this new legislation affects your planning compliance goals.

- The *Greenbelt Protection Act*
  - how are the rights of landowners affected?
  - how is the Act administered?
  - what opportunities will there be for landowners, developers and other stakeholders to appeal a decision?
  - what will the legislation mean for wetlands and water source protection?
  - how have affected municipalities responded to the Greenbelt Plan?
- The *Places to Grow Act*
  - urban development and intensification: will the Act promote brownfield redevelopment?
  - designated urban areas and sustainable community development
  - is the resumption of land use planning control by the provincial government: an assault on municipal autonomy?
- Update on changes to the *Planning Act*

### 12:15 **Networking Luncheon for Delegates and Speakers**

### 1:30 **Current Trends in Civil and Criminal Liability for Environmental Damages**

**Peter Biro**  
Partner  
Goodman & Carr LLP

- Civil liability of officers and directors for corporate offences
- The state of environmental litigation and environmental class action claims
- Individual liability for contamination
- Personal liability provisions of the *EPA* and *OWRA*
- Liability pursuant to the *Safe Drinking Water Act*
- Disclosure requirements for environmental liabilities
- Bill C-45 and criminal liability for environmental incidents
- Best practices in light of these recent changes

### 2:15 **Obtaining the Best Results During Environmental Investigations, Enforcement, Prosecutions and Sentencing**

**Victoria Kondo**  
Deputy Director, Legal Services Branch  
Ministry of the Environment

**Peter Brady,**  
Partner  
McCarthy Tétrault LLP

**Mike Nicol,**  
Counsel, Environmental Review Tribunal

- Investigations: know your rights and obligations
- Blurring the line between “inspections” and “investigations”: what is the difference?
- Working with the regulator or prosecutor to negotiate an outcome you can live with
- Strategies for successfully defending environmental prosecutions
- Current trends in penalties and sentencing – expanding the scope of “creative sentencing” under the federal *Fisheries Act* and *CEPA, 1999*

- New environmental penalties and sentencing provisions under the *EPA* and *OWRA*
- Learning from recent environmental inspections, investigations and prosecutions of note
- Environmental orders and appeals
  - what are the types of orders and terms you can expect?
  - the appeal process and the relief available
  - ability of the Environmental Review Tribunal to impose costs to control unreasonable conduct

### 3:30 **Networking Refreshment Break**

### 3:45 **Opportunities and Obligations: Climate Change and Greenhouse Gas Emissions Management, Control and Trading**

**Don Wharton,**  
Director, Sustainable Development  
TransAlta Corporation

**Lisa DeMarco,**  
Partner  
MacLeod Dixon LLP

**Colleen Hubble,**  
Rowan Williams Davies & Irwin (Guelph)

- Formulating and implementing GHG emissions control strategies
- Greenhouse gas monitoring: is your organization ready for mandatory reporting?
- Practical options for meeting emissions reduction targets
- Tracking, collecting and managing the relevant data
- Examining air dispersion models for particulate, dust, odour and other pollutants
  - inside the proposed amendments to Regulation 346
  - new dispersion model requirements proposed for Ontario
  - introduction of effects-based air quality standards
- How has Ontario’s Clean Air Action Plan affected industry and municipalities?
- Emissions credits, offsets and trading: what is required for purchasing or selling emissions credits?
- Implementation of the Kyoto Protocol and clarification on the direction of government policy

### 5:00 **Co-Chairs’ Closing Remarks Conference Concludes**



#### Conference Proper

This program has been accredited by the Environmental Law Specialty Committee of the **Law Society of Upper Canada** for 12.0 hours towards the professional development requirement for certification.

### SPONSORSHIP & EXHIBITION OPPORTUNITIES

Maximize your organization’s visibility in front of key decision-makers in *your* target market! For more information, contact Senior Business Development Executive **Julie Sucharyna** at **416-927-0718 ext. 302**, toll-free **1-877-927-0718 ext. 302** or by email at [j.sucharyna@CanadianInstitute.com](mailto:j.sucharyna@CanadianInstitute.com)

**Conference Workshops A & B**  
**Tuesday, November 29, 2005**

**9:00 a.m. to 12:00 p.m.**  
(Registrations Opens at 8:30 a.m.)

**A** **The Essentials of Environmental Law in Ontario**

Workshop Leaders:

**Marc McAree, Partner  
and Paul Manning, Associate  
Willms & Shier Environmental Lawyers LLP**

The regulatory framework that governs environmental matters in Ontario is complex and constantly changing. Federal, provincial and municipal governments and non-governmental organizations all play roles in regulation and enforcement. Within the federal and provincial governments there are several departments responsible for regulating the government. At every level of government, there are recent changes to legislation and regulations. These complexities raise many questions:

- How do you navigate the maze of rules and departments?
- How do you know what level of government to contact about an issue?
- What agencies are responsible for what matters?
- How do you keep up to date with changing regulations?

This workshop is designed to provide a guide to understanding and working within the framework of environmental law. It will provide up-to-date coverage of key issues within a wide-ranging overview, including:

- The common law and the environment
- Where to start if you have a question about water, air, waste or land
- The role of federal legislation and agencies
- The role of provincial legislation and agencies
- Municipal by-laws: what do they cover?
- The role of non-governmental organizations
- Understanding approvals, guidelines, Codes of Practice
- Enforcement: inspectors, investigations, regulations and policies
- Environmental management systems and other internal processes and procedures that all organizations should have in place

This pre-conference workshop is designed as an intensive refresher course which will provide you with a solid foundation so that you can get the most out of the conference sessions that follow. Whether you are new to this area or have considerable experience, this workshop will ensure you are up-to-date on the essentials of environmental law in Ontario and help ensure you get the most out of the conference.



This program has been accredited by the Environmental Law Specialty Committee of the **Law Society of Upper Canada** for 3.0 hours towards the professional development requirement for certification.

**1:00 p.m. to 4:00 p.m.**  
(Registrations Opens at 12:30 p.m.)

**B** **Environmental Due Diligence for Directors and Officers**

Workshop Leaders:

**J. Bruce McMeekin, Partner  
and Michelle Fernando, Associate  
Miller Thomson LLP**

In this era of increased exposure, environmental due diligence has become more than just a checklist of items that a company should consider and policies that should be put into practice in order to ensure compliance with local, provincial and federal environmental standards, regulations and legislation. Due diligence is driven by company-specific circumstances requiring a continuing level of reasonable and appropriate inquiry. The policies adopted by your organization must be sufficiently flexible to mitigate environmental risks in a number of varying situations.

How you choose to manage environmental risk and how you develop and implement policies and procedures determines whether your organization can achieve and continue to operate within compliance. In the event things go wrong, due diligence may also constitute the company's primary shield against liability.

This pre-conference workshop is designed as an intensive, practical guide which will provide you with a clear understanding of environmental due diligence in Ontario, including up-to-date coverage of key elements of the due diligence defence, including:

- The legal framework for the due diligence defence, including the types of charges that give rise to the availability of the defence and key elements required to successfully prove due diligence
- The relevance of due diligence efforts during investigations and sentencing, including what to do when the investigator arrives
- Identification of serious environmental risks not explicitly covered by legislation
- Challenges to the due diligence defence, including Bill C-45, Bill 133 and absolute liability for contamination and spills

Remember — the best way to avoid liability for non-compliance is to thoroughly understand the current regulatory requirements. Otherwise, you are exposing your organization to fines, environmental penalties, and possible civil, quasi-criminal and now criminal liability. Whether you need an introduction to due diligence or are experienced and can benefit from a refresher course, this workshop will bring you up to speed on the fundamentals of environmental due diligence.



This program has been accredited by the Environmental Law Specialty Committee of the **Law Society of Upper Canada** for 3.0 hours towards the professional development requirement for certification.

**Conference Workshops C & D**  
**Friday, December 2, 2005**

**9:00 a.m. to 12:00 p.m.**

*(Registration Opens at 8:30 a.m.)*

**C**

**Environmental Assessment Reform**

Workshop Leader

**Paul Muldoon**

**Executive Director and Counsel, Canadian Environmental Law Association**

The Ontario government is attempting to make changes to Environmental Assessment process under the *Ontario Environmental Assessment Act*. To this end, Ontario's EAA Advisory Panel has just released a two-volume report of proposals, including a set of comprehensive, high-level recommendations from the panel's executive group.

The report states that the executive group of the EAA Advisory Panel concluded that the Act, while fundamentally sound, includes significant policy gaps, procedural inconsistencies, and administrative shortcomings that must be addressed. As a result, the panel's recommendations amount to a complete overhaul of EA principles, policies and guidelines, and include new sector-specific policies and regulations.

This workshop will provide stakeholders and interested parties with an update on the critical issues in the EA reform process, including the status of contemplated and expected reforms.

Some of the major recommendations that will be explored include:

- expanding the definition of EA and providing for the strategic EA of energy policies, waste and transportation master plans;
- entrenching the formal application of the precautionary principle, sustainability benefits, and the "avoidance first" concept to the EA process;
- imposing EA application fees to pay for "prescribed EA activities" which could include more funding for project opponents;
- replacing discretionary powers with clear rules, and establishing sector-specific working groups to develop policies and EA procedures that are consistent, predictable and timely;
- setting up a "high-level office" to fast track "green projects";
- more effectively involving First Nations in the EA process; and
- expanding compliance monitoring and inspection.

Don't miss this opportunity to get the inside scoop on the findings and recommendations of the EAA Advisory Panel and the specific implications for the waste, transportation and energy sectors in Ontario.



This program has been accredited by the Environmental Law Specialty Committee of the **Law Society of Upper Canada** for 3.0 hours towards the professional development requirement for certification.

**1:00 p.m. to 4:00 p.m.**

*(Registration Opens at 12:30 p.m.)*

**D**

**Expediting Certificates of Approval (Air), New Ontario Dispersion Models and Air Standards, Odour Assessments and Noise Assessments**

Workshop Leader

**Gord Reusing, M.Sc., P.Eng., Principal, Conestoga-Rovers & Associates**

Air permitting and obtaining certificates of approval and is a complicated and technical process. Get inside that process and learn how to expedite your approval requests. This highly-detailed and comprehensive workshop will examine a number of complex issues.

If you are responsible for obtaining certificates of approval for air, noise and odour then you cannot afford to miss this high-level, technical workshop led by one of the experts in this field.

**Expediting Certificates of Approval (Air)**

- Types of Certificates of Approval (Air)
  - streamlined
  - source-Specific
  - consolidated
  - basic Comprehensive
  - enhanced
- Timelines for Certificate (Air) Approvals
- The top ten ways to expedite the approval

**New Ontario Dispersion Models and Air Standards**

- New Regulation 346 Air Quality Standards and Compliance issues
- New dispersion models
  - AERMOD
  - SCREEN3
  - how new models differ from old models
  - compliance issues
- Phase-in periods by industry subsector
- Risk management framework and long-term compliance management

**Odour Assessments**

- Odour regulation in Ontario
- Odour panels
- Odour assessment methodology
- Case study

**Noise Assessments**

- Noise regulation in Ontario
- Noise assessment methodology
- Acoustic audits
- Case study



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*Comprehensive Coverage of New Laws and Regulations  
Practical Compliance Strategies for all Industry Sectors*

**November 30 and December 1, 2005**

Sutton Place Hotel, Toronto, Ontario



## REGISTRATION FORM

**PRIORITY SERVICE CODE:**



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**YES!** Please register the following delegate(s) for the **8<sup>th</sup> ANNUAL ENVIRONMENTAL LAW AND REGULATION IN ONTARIO**  
**Fee Per Delegate**

- Conference only \$1695 + \$118.65 (7%) GST = \$1813.65
- Conference & One Workshop  A or  B or  C or  D \$2190 + \$153.30 (7%) GST = \$2343.30
- Conference & Two Workshops  A or  B  C or  D \$2685 + \$187.95 (7%) GST = \$2872.95
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- Conference & All Workshops \$3675 + \$257.25 (7%) GST = \$3932.25

I cannot attend but would like information regarding conference materials  
\* Volume discounts available to individuals employed by the same organization.  
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Please charge my  VISA  MasterCard  AMEX  
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**VENUE:** The Sutton Place Hotel  
**ADDRESS:** 955 Bay Street, Toronto  
**TEL.:** 416-924-9221

### Hotel Reservations

For information on hotel room availability and reservations, please contact The Sutton Place Hotel at 416-924-9221. When making your reservation, please ask for "The Canadian Institute's Corporate Rate".

### Program Materials

Conference participants will receive a comprehensive set of conference materials prepared by the speakers. These materials are intended to provide the participants with an excellent reference source after the conference.

### Cancellation and Refund Policy

Substitution of participants is permissible without prior notification. If you are unable to find a substitute, please notify **The Canadian Institute** in writing no later than 10 days prior to the conference date and a credit voucher will be issued to you for the full amount paid, redeemable against any other **Canadian Institute** conference. If you prefer, you may request a refund of fees paid less a 15% service charge. No credits or refunds will be given for cancellations received after 10 days prior to the conference date. **The Canadian Institute** reserves the right to cancel any conference it deems necessary and will, in such event, make a full refund of any registration fee, but will not be responsible for airfare, hotel or other costs incurred by registrants. No liability is assumed by **The Canadian Institute** for changes in program date, content, speakers or venue.

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## VOLUME DISCOUNT

Any firm or company registering three people at the same time will be entitled to a fourth registration free of charge.

**PAYMENT MUST BE RECEIVED PRIOR TO NOVEMBER 23, 2005**