



Draft NPCA Client Service Standards for Plan and Permit Review

To Be Endorsed: Draft

Draft NPCA Client Service Standards Plan and Permit Review

Table of Contents

Background	3
Conservation Authority Roles and Activities	4
Guideline: Client Service Standards for Plan and Permit Review	6
1. Online Decision Support Tools	6
1.1 Online Screening Maps	6
1.2 Other Relevant Documents	9
2. Application Management and Review	9
2.1 Application Management	9
2.2 Application Categories	11
2.3 Pre-consultation	13
2.4 Application Submission Quality	15
2.5 Re-submission	17
3. Level of Service	18
3.1 Planning Applications Timelines	19
3.2 Permit Applications Timelines	19
3.3 Summary of Best Practices	21
4. Annual Reporting to NPCA Board of Directors	24
4.1 Annual Reporting to Conservation Ontario Council	25
4.2 Reporting on Level of Service for Applications Made Under the Planning Act	25
Sources of Information	26
Appendix A: General Submission for a S. 28 Permit Application	27
Appendix B: NPCA - Client Service Delivery Charter for Plan and Permit Review Program	29
Appendix C: Example Disclaimer Introduction Box for Mapping	31
Appendix D: NPCA Permit Application Package	32
Appendix E: CO Procedure for Updating Section 28 Mapping: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation	45

Background

In April 2019, Conservation Ontario (CO) Council endorsed the CO Client Service and Streamlining Initiative. This initiative identifies actions to be taken by CAs, in order to help the Province achieve its objective of increasing housing supply while protecting public health and safety, and the environment. These actions include: a) Improve Client Service and Accountability, b) Increase Speed of Approvals, and c) Reduce Red Tape and Regulatory Burden.

In June 2019, (and amended at CO Council in December 2019 based on further input from the Association of Municipalities of Ontario) CO developed three documents to support the initiative:

1. CA-Municipality MOU Template for Planning and Development Reviews;
2. Guideline for Client Service Standards for Conservation Authority Plan and Permit Review; and
3. Guideline for CA Fee Administration Policies for Plan Review and Permitting.

It is important to note that a number of CAs already have comprehensive service delivery standards, MOUs, and fee structures and associated fee policies/guidelines in place. The 2019 CO documents supplement existing CA documents to support the Province's objective as noted above.

CO used existing CA resources to form a guideline that includes best practices for client service standards. The CO guideline includes several best practices to assist CAs and applicants through the CA approval process. Local CA client service procedures and policies should be consistent with this CO guideline.

NPCA has utilized the CO Client Service Standards for Conservation Authority Plan and Permit Review guidance document to create a localized standard within the watershed.

Conservation Authority Roles and Activities

The role of the NPCA in plan input and review (i.e. Planning), and in permit review (i.e. Permitting) is summarized below.

Planning – Plan Input and Review

The NPCA is involved in the review of planning applications under the *Planning Act* in five ways: as an agency with provincially delegated responsibility for the natural hazard policies of the Provincial Policy Statement (PPS); as a municipal technical advisor; as a public body under various regulations made under the *Planning Act*; as a watershed-based resource management agency and as landowners.

- The NPCA is delegated responsibility under the Provincial One Window Planning System for Natural Hazards. NPCA reviews municipal policy documents and development applications under the *Planning Act* and ensures they are consistent with the natural hazard policies of the PPS. This delegated provincial responsibility is also typically included in local CA- Municipal Memorandum of Understandings (MOUs) for municipal plan review. In this delegated role, Conservation Authorities represent the “Provincial Interest” in planning exercises with respect to natural hazards.
- The NPCA may also provide technical advice to municipalities for planning applications through service agreements or MOUs. In this capacity, NPCA staff may provide technical input on potential environmental impacts and how impacts can be avoided or minimized. Comments may apply to a range of matters according to the MOU including, but not limited to: natural hazards, natural heritage, water quality and quantity, stormwater management, and other Provincial Plans such as the Niagara Escarpment Plan, Greenbelt Plan, Growth Plan for the Greater Golden Horseshoe; *Great Lakes Protection Act*, and *Clean Water Act*, as well as local Official Plan policy and zoning by-law implementation.
- *Planning Act* Regulations require municipalities to give notice to the NPCA regarding changes to policy documents such as Official Plans and Zoning By-laws and planning applications, such as plans of subdivision.
- The NPCA provides additional comments related to local watershed management as a watershed-based resource management agency.
- The NPCA is also a landowner, and as such, may become involved in the planning and development process either as a proponent or in a third-party capacity as an adjacent landowner.

Generally, municipalities act as planning approval authorities and are responsible for the planning process. It is recognized that the NPCA may not have a role in all *Planning Act* applications, but for purposes of this guideline and the identification of best practices, it is assumed that there is a review role for the NPCA. A summary of the roles of the NPCA in plan review is included below in **Table 1**.

Table 1: NPCA Role in Plan Review

Role	Type of Role	Required, Through Agreement or Voluntary	Representing	Result
Regulatory Agency (S. 28 of the <i>Conservation Authorities Act</i>)	Decision Making	Required	Provincial Interests	CA responsible for decision
Delegated "Provincial Interest"	Review/ Commenting	Required	Provincial Interest	Comments must be considered by municipality
Public Bodies	Review/ Commenting	All	Authority Interests	Comments should be considered by municipality
Service Provider	Service	Through Agreement	Terms of Agreement (MOU)	Dependent upon terms of the agreement
Landowners	Review/ Commenting / Proponents	Voluntary	Authority Interests	Comments may be considered by the municipality

Permitting – Permit Review

The CA issues permissions (permits) under Section 28 (S. 28) of the *Conservation Authorities Act*. Section 28 allows the CA to regulate development and activities in or adjacent to river or stream valleys, shorelines of the Great Lakes-St. Lawrence River system and inland lakes, watercourses, hazardous lands (e.g. unstable soil, bedrock, and slopes), wetlands and other areas around wetlands. Development taking place on these lands may require permission from the CA to confirm that the control of flooding, erosion, dynamic beaches, pollution or the conservation of land are not negatively affected.

The CA also regulates the straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream, and watercourse or for changing or interfering in any way with a wetland.

Upon proclamation of the new S. 28 under the *Conservation Authorities Act*, the NPCA would also consider whether the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

As CAs are responsible for the review of S. 28 permit applications, they have greater control over the timeliness of approvals as compared to their role in plan input and review.

Guideline: Client Service Standards for Plan and Permit Review

This guideline, on client service standards for plan and permit review, is divided into the following **key matters** that support process streamlining, efficiency and transparency:

- **Online decision support tools**
- **Application management and review**
- **Level of service**
- **Performance evaluation and reporting.**

In addition to the above, **Appendix A** includes the “general complete application submission for S. 28 permit applications”, with important footnotes and **Appendix B** includes the NPCA client service delivery charter.

1. Online Decision Support Tools

The NPCA will ensure that decision support tools are available to the public on the NPCA website and at the NPCA main office. These tools and documents include:

- Online screening maps for regulated features
- CA-Municipal MOU or technical service agreements
- CA plan review and regulation approvals policies, procedures and guidelines
- CA technical checklist for planning applications
- CA complete application requirements for S. 28 permit applications
- CA fee policies and schedules for planning and permit applications
- CA Client Service Standards Commitment/Policy.

1.1 Online screening maps

Planning applications are typically examined by NPCA staff (including planners and water resources engineers). Applications may be reviewed by other technical staff such as hydrogeologists, geotechnical engineers, ecologists, regulations officers, etc. Critical advice with regards to projects/proposals is provided to applicants using the best available and most up to date science and information.

It is important to recognize that technical mapping will be periodically updated for various reasons, for example, site- specific studies or new and updated guidelines will influence the mapping. In the “Made-in-Ontario Environment Plan”, the Province has also identified the need to support environmental planning and to update natural hazard technical guidelines to reflect climate change.

Online screening maps allow clients to efficiently screen development projects, while also supporting transparency and public access to essential information. The following best practices will help manage online screening maps, with a priority placed on the NPCA regulated area screening map:

- The NPCA will ensure that a Board approved screening map for the NPCA regulated areas is available to watershed municipalities and the public.
- The screening map will allow for users to view the NPCA regulated areas as a separate data layer [map showing the overall NPCA S. 28 Regulation Limits].
- The NPCA regulated area maps shall be updated per the “Procedure for Updating Section 28 Mapping: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations”, endorsed by Conservation Ontario Council April, 2018 (**Appendix E**).
- The NPCA regulated area maps will be reviewed and updated on an annual basis (at minimum) for housekeeping changes; and from time to time to maintain accuracy, for example when new provincial technical guidelines are available.
- The updated mapping shall be approved by the NPCA Board in a timely fashion, prior to making it available to the public.
- The NPCA shall ensure accurate reporting of mapping updates, public consultation (to provide information and receive comments), and notification to the Ministry of Natural Resources and Forestry (MNRF) per the “Procedure for Updating Section 28 Mapping: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations”, endorsed by Conservation Ontario Council April, 2018. The NPCA will notify the public of changes to mapped regulated areas.
- The NPCA regulated area screening map shall be searchable by municipal address and ARN if possible.
- The applicable criteria for the map showing areas regulated by the NPCA, (i.e. provincial technical guidelines), shall be made available on the NPCA website if the guideline is a public document. If the guideline is not made public, then the NPCA will provide general contact information such that the user can request further information from the organization or agency that issued the guideline.

- The NPCA will have an agreement that includes a clear disclaimer statement for users of the available map layers. The agreement should appear on top of the map layer such that the user must click “Accept” before being able to view the map layer. See the **Example Disclaimer Introduction box in Appendix C**, which as a best practice can be inserted at the beginning of the disclaimer statement for improved clarity. Note the following important matters regarding click-wrap and data sharing agreements:
 - There may be general clauses in the disclaimer that apply to all CAs, but the dataset-specific inclusions will vary from region to region depending on the source of the data, who owns the Intellectual Property (IP), and other variables. This variation will apply to each unique layer that the CA includes in their web mapping application.
 - Data layers such as natural feature mapping etc. are typically obtained from external sources; therefore diligence is required while displaying these. Links may be added to where additional data may be obtained beyond NPCA regulated area mapping such as Natural Heritage Information Centre (NHIC) etc. for wetland data, Areas of Natural and Scientific Interest (ANSI) etc.
 - NPCA has access to the Assessment Parcel layer as sub- licensees through the Ontario Parcel Alliance (OPA), which is administered by the Province of Ontario through Land Information Ontario (LIO). The OPA is an agreement between the Province, Municipal Property Assessment Corporation (MPAC) and Teranet and sets out specific requirements that need to be met before parcel data can be used on a web mapping application. (Note: a schedule needs to be completed and signed and the NPCA must display certain language in the application as a condition of use).
 - Orthophotography comes to the NPCA from a variety of sources – one of which is municipal partners. Each of these would come with their own specific agreement that would include various rights and obligations. Provincial acquisitions (like SWOOP, SCOOP, FRI and DRAPE), for example, stipulate that these images cannot be displayed on public facing web mapping applications under any circumstances within a two-year period following their capture. They then can be used with acknowledgment of the Crown copyright, etc.
 - A best practice for NPCA is to strive toward making NPCA owned data available for direct download through an open data licence and if possible, will be made available on the website and easily accessible by the public.

- At the discretion of the NPCA, other information layers may also be provided, for example: floodlines, wetlands, parcel boundaries, source protection areas, intake protection zones, wellhead protection areas, etc. The NPCA must ensure that relevant best practices are followed for all displayed layers.
- Mapping which informs plan review and technical services can be very complicated, and the services provided by each CA vary depending on their MOU with each municipality. The NPCA website and fee schedules will, if possible, include plain language descriptions of the types of services and mapping provided by the NPCA.

1.2 Other relevant documents

As a best practice, the NPCA will post relevant decision support tools and documents on the website. NPCA-Municipal/Regional/County MOUs or technical service agreements will be posted on the NPCA website to allow the public to understand how the NPCA works with local municipalities for plan review and technical services. In addition, the NPCA website will include other decision support tools such as: NPCA plan review policies/guidelines; CA Act regulation approvals policies/guidelines; NPCA technical checklist for planning applications; and NPCA complete application requirements and checklists for S. 28 permit applications. NPCA fee policies and schedules and the Client Service Standards Commitment/Policy will also be publicly available on the website.

2. Application Management and Review

2.1 Application Management

The following are best practices to ensure that applications are managed efficiently:

- The NPCA will implement an internal application tracking system to support efficiency and transparency. Applications are prioritized based on factors such as the order in which they are submitted, complexity, and whether the permit applications are complete or resubmissions required. Planning applications may be prioritized based on discussions with and in agreement with the associated municipality.
- The NPCA will identify a senior planning and permitting staff member as a one-point contact to be the 'client service facilitator' for issues management around plan review and/or permit applications. The senior NPCA staff person working in this capacity should participate in regular meetings with the development community in the watershed. For the NPCA this contact person will be the Director, Watershed Management or their designate.

- The NPCA will prioritize S. 28 permit applications for emergency works to respond to circumstances that pose a risk to life and/or property. The NPCA will note this (if required) in MOU's with the Region of Niagara, City of Hamilton and Haldimand County and any additional MOU's which may be required.

Each application differs on specifics of the project, location, and the nature, scale and scope of the proposed development. Applications also may have various supporting technical studies. The different types of applications that are received by the NPCA may include, for example:

- *Planning Act* Applications (Official Plan Amendments, Zoning By-law Amendments, Minor Variances, Plans of Subdivision and Condominium, Site Plan Control, etc.)
- Permissions under S. 28 of the *Conservation Authorities Act* (soil placement/re-grading, industrial development, construction of homes, relocations of watercourses, construction of accessory structures such as sheds, etc.).

Developments may undergo both planning and permitting review from the NPCA. Although there is a need to ensure that *Planning Act* applications are coordinated with S. 28 permit applications, these are **two distinct application processes**. *Planning Act* applications must meet requirements under the *Planning Act*, Provincial Policy Statement, Official Plans and any applicable provincial plan, whereas S. 28 applications need to meet the requirements of the *Conservation Authorities Act* and NPCA Regulation 155/06 (or as amended).

The emphasis should be on **land use planning first**, which must consider the same land use constraints that the NPCA regulates through the S.28 regulations. **Involvement of the NPCA in the planning process supports good land use planning, which in turn helps to avoid situations where an application is approved under the *Planning Act* that may not be approved under S.28 of the *Conservation Authorities Act*.**

2.2 Application Categories

2.2.1 Plan Input and Review Activities under the Planning Act

Municipalities circulate the following types of planning documents and applications made under the *Planning Act* to the NPCA:

- Official Plans and Plan amendments
- Zoning By-laws and amendments, Holding By-laws, Temporary Use By-laws and Interim Control By-laws
- Plans of Subdivision or Condominium
- Site Plan Control
- Consents/Land Division
- Minor variances

2.2.1a Plan Input

Under the CO/MNRF/MMAH MOU on CA Delegated Responsibilities, NPCA has responsibility for representing the “Provincial Interest” for natural hazard policies (Section 3.1) of the Provincial Policy Statement, 2014 (PPS) under the *Planning Act*. The MOU with the Province commits all CAs to review policy documents and development proposals processed under the *Planning Act*. NPCA also has a commenting role in approval of new or amended ‘Special Policy Areas’ for flood plains under S. 3.1.3 of the PPS, where such designations are feasible.

Many CAs enter into technical service agreements or MOUs with municipalities for plan input advisory services. As a best practice, a CA-Municipal MOU would mutually establish service standards which should include the timelines for circulation and review of planning documents. NPCA MOU’s can be reviewed at <https://npca.ca/administration/permits>.

2.2.1b Plan Review

Some applications require significant NPCA staff involvement for review. These may include highly complex projects requiring technical review and comprehensive analysis, or smaller, site specific applications with complex technical reviews. Some applications involve large developments with significant natural hazards, environmental impacts, or multiple approvals. Generally, these include Plans of Subdivision and Condominium, and complex Site Plan Control applications often coupled with Official Plan or Zoning By-law amendments.

Some projects have less of an environmental impact than major projects. They could require scoped technical studies. These projects typically have a lower level of hazard risk. Based on the proximity of the project to regulated areas, these planning applications are reviewed by NPCA staff and generally require standard recommendations to the municipality.

The NPCA determines the fees for each planning application in accordance with approved fee schedules. The fee schedules are based on the complexity of the application and technical review required, which influences the staff time and resources needed for the review. To review NPCA's current planning & regulation fee schedule, please visit <https://npca.ca/administration/permits>.

Certain activities proposed under planning applications may also trigger the need for a CA Act S. 28 permit (see below).

2.2.2 Permit Application Streams

As per the CO guideline, NPCA defines permit applications as “major”, “minor” or “routine”, to support the streamlining of the application review process. This is aligned with or exceeds the standards of the [“Policies and Procedures for Conservation Authority Plan Review and Permitting Activities”](#), published by the Ministry of Natural Resources and Forestry in 2010.

It is recognized that many CAs divide permit applications into more streams than the three described in this guideline, for example: minor, standard/routine, complex, compliance (where works have been undertaken or are in process of being undertaken without prior approval from the CA), restoration (where works have been undertaken that do not comply with the CA S. 28 policies and procedures, and restoration/remediation measures are required), etc.

It is also recognized that some CAs divide permit applications into different streams for the purpose of determining appropriate fees, or separately for the purpose of determining the permit decision timeline.

In the CA service standards, the CA will clearly define and distinguish streams that are for determining fees and streams that are for determining permit decision timelines. The NPCA, as a best practice, will provide a break-down of fees within each category of application to clarify fees or timelines for application submissions. For the purpose of determining permit decision timelines, the applications will be categorized into the three main streams of: **major, minor and routine permit applications**. This supports an easier understanding by the public and streamlining of the process.

- **Major applications** for S. 28 permits require significant staff involvement. These applications involve highly complex projects, for example, large subdivisions requiring technical review supported by comprehensive analysis, or smaller scale site specific applications that require complex technical reviews. The proposals may involve developments with significant natural hazards, environmental impacts, or multiple approval processes requirements. Generally, these would include Plans of Subdivision and Condominium, large Site Plan Control applications, and major infrastructure development. Major applications could also include those where works have been undertaken, or are in process of being undertaken, without prior approval from the NPCA; and those where works have been undertaken that do not comply with the CA S. 28 policies and restoration/remediation measures are required.

- Permit applications for development projects may be considered **minor** in nature due to the project size, level of risk, location, and/or other factors. These applications have minor impacts on the control of flooding, erosion, dynamic beaches, pollution or the conservation of land. Based on the proximity of the project to the hazard, the minor permit applications are reviewed by NPCA staff and generally require standard recommendations or conditions. Minor permit applications could be those involving, for example, minor fill; minor development; and minor site alteration where there is a high degree of certainty that issues associated with natural hazards are minimal.
- **Routine** permit applications are activities that are documented through another approval process or are determined to have limited impacts on the control of flooding, erosion, dynamic beaches, pollution or the conservation of land. Routine permit applications may be those involving, Standard Compliance Requirements under the Drainage Act and Conservation Authorities Act Protocol and non-habitable buildings and structures that are less than 10 m² in size.

A list of the Major, minor and routine permits are included in the permit application package located on the NPCA website at <https://npca.ca/administration/permits>. (**Appendix D**)

It is recommended that as part of the annual reporting to the NPCA Board of Directors on timelines, NPCA may further refine the descriptions of the permit categories based on the hazards found within the watershed and common development applications received.

Upon proclamation of the new S. 28 under the *Conservation Authorities Act*, the CA would also consider whether the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

2.3 Pre-consultation

2.3.1 Integrated Pre-consultation for Planning Applications

Generally, municipalities act as planning approval authorities and are responsible for the planning process, including pre-consultation under the *Planning Act*. As NPCA has a provincially delegated responsibility related to S. 3.1 of the PPS, it is important that NPCA is circulated applications well in advance of review deadlines to ensure that natural hazard matters are addressed.

Therefore, **integrated pre-consultation with the Planning Approval Authority is a best practice, best achieved through the CA-Municipal MOU by including provisions to involve the CA in pre-consultation** and associated meetings on *Planning Act* applications. This supports clarity and certainty on the extent of the NPCA review and responsibilities under

the *Planning Act*, and also under S. 28 of the *Conservation Authorities Act*. For complex projects, it is recommended that other relevant approval agencies, such as the Ministry of Transportation, participate in the integrated pre-consultation with the planning approval authority (see example of collaborative and efficient planning in text box below). For less complex planning applications, pre-consultation could be conducted through phone calls, emails, and a review of online screening maps.

As a best practice, the NPCA will, if possible, ensure that the comments provided as part of the pre-consultation are included in the municipal record. For complex projects, the initial pre-consultation meeting should include a discussion of major milestones with projected timelines, as well as a commitment to ongoing discussion throughout the process. As a best practice, the NPCA will document any follow-up technical meetings with the applicant and provide them with a copy to ensure clarity (including information related to projected timelines, process, checklists etc.). This will help to streamline the process for both the applicant and the NPCA.

The NPCA will work with municipalities and other agencies to ensure the pre-consultation processes are effective in specifying the application requirements, encouraging quality submissions, and meeting circulation timelines. Other best practices that support streamlined planning processes include allowing the NPCA to pre-screen natural hazard technical studies from an application prior to a municipality deeming it complete, including NPCA technical checklists as part of complete application requirements found within a municipality's Official Plan, establishment of clear submission guidelines, etc. For very complex projects, the NPCA may consider the use of a design charrettes involving all parties, which is an expanded and more intense version of a pre-consultation. Design charrettes can be quite successful when appropriate ground rules are established and sufficient information about the application and the site is available prior to the meeting.

It is recognized that substantial changes to a proposal or new information from a site visit after pre-consultation may warrant further pre-consultation and/or changes to the NPCA technical checklist for studies.

2.3.2 Pre-consultation for Permit Applications

Pre-consultation provides an opportunity for the NPCA and applicant to discuss the proposal; for the NPCA to determine whether the application is major, minor or routine; and to notify the applicant of complete application requirements for our review of the application. However, as mentioned earlier, as CAs are responsible for the review of S. 28 permit applications, there is greater control over the timeliness of approvals.

Applicants are strongly encouraged to engage in pre-consultation with the NPCA prior to submitting an application. **It is the applicant's responsibility to ensure an appropriate level of pre-consultation has occurred to avoid unnecessary delays in the review of their application.** Standard application review periods assume that pre-consultation has been conducted and that the application meets the requirements as outlined in the CA S.28 permit review guidelines.

The NPCA should ensure that staff resources are provided to offer timely pre-consultation opportunities. A best practice for NPCA is to ensure that the landowner or authorized agent is included in pre-consultation meetings or at a minimum receives correspondence regarding their application. This ensures clear communication with the agent/consultant, landowner and NPCA. At the pre-consultation meeting, the staff shall review the technical checklist with the applicant to identify the studies/technical information which may be required for the proposal.

The NPCA is responsible for the review of S. 28 permit applications, including arranging pre-consultation meetings, site visits, permit decision timelines, etc. As per the [“Policies and Procedures for Conservation Authority Plan Review and Permitting Activities”](#), published by the Ministry of Natural Resources and Forestry in 2010 the NPCA will determine whether the permit application is major or minor and outline any additional or outstanding information requirements **within 21 days of the pre-consultation meeting**, as indicated in **Table 2**. It is recognized that substantial changes to a proposal or new information from a site visit after pre-consultation may warrant further pre-consultation and/or changes to the NPCA complete application requirements.

Often because of the level of pre-consultation undertaken prior to submission of an application, the NPCA moves seamlessly towards processing the application and issuing the permit. NPCA may choose to only notify applicants where the application is determined to be major (for the purpose of permit decision timelines), or the application is incomplete within 21 days. There is no need to notify an applicant that the application is complete if the permission can be issued prior to end of the 21 day period.

The NPCA will document and track comments provided during the pre-consultation and thereafter. Details will be provided to the applicant to ensure everything is clear from the onset (expectations, process, checklists etc.) to streamline the process for both the applicant and the NPCA.

2.4 Application Submission Quality

Applicant requirements will be scoped based on the complexity of the project. For applications requiring technical studies, applicants are strongly encouraged to ensure that these studies are properly scoped through pre-consultation before planning and permit applications are submitted. Specific guidance in this regard will need to be sought from NPCA staff. Properly developed technical studies will support timely review by the NPCA. Guidelines for review timelines cannot be adhered to when submissions are incomplete, and information is received in an uncoordinated fashion.

Technical submissions by the applicant must meet good practice and industry standards to minimize resubmissions and avoid unnecessary delay. As a best practice NPCA should consider requiring the applicant, as part of the covering letter, to have a professional confirm

that an application is complete (where warranted). Ultimately, quality control is the responsibility of the applicant, to ensure studies are consistent and properly referenced.

2.4.1 Planning Application Submissions

The commitment to review timelines assumes that application submissions are complete. Some Official Plans stipulate the complete application requirements. Planning applications will be deemed complete by the municipality, not by the NPCA, however consultation with NPCA staff before deeming an application complete is a best practice when the NPCA will be reviewing technical studies and/or plans in support of an application submission.

As a best practice, the NPCA will work with the municipality to get NPCA technical checklists included as part of complete application requirements in municipal Official Plans. Therefore, municipalities would inform the applicant about the NPCA technical checklists as part of municipal complete application requirements.

The NPCA should request the municipality to require the applicant to include a sign off sheet with the technical work to confirm that the work meets good practice and acceptable, current industry standards for technical studies and was completed by persons with relevant qualifications and experience. This best practice may help ensure adequate quality of technical studies, which supports NPCA review.

During the review of the application, NPCA staff may request additional information if it has been determined that the application does not contain sufficient and/or good quality technical analysis. Note that reviews may be done by “peer reviewers” as well as NPCA staff. Delays in timelines for decision making may occur due to requests for additional information to address errors or gaps in information submitted for review.

2.4.2 Permit Application Submissions

Upon receipt of an application, NPCA staff will review the application requirements for the specific project. **Within 21 business days of receipt** of a permit application, the NPCA will either issue the permit or for more complex projects, notify the applicant in writing whether the application has been deemed complete or not, as indicated in **Table 2**. In order to make the determination of a complete application the NPCA checks if the application meets submission requirements. The complete application determination does not mean that the application meets all of the tests of the S. 28 regulation. A general list of recommended requirements for a complete application for S. 28 permits is provided in **Appendix A**.

The NPCA will require the applicant to confirm all technical work adheres to current industry standards for technical studies. This confirmation must be completed by persons with relevant qualifications and experience (i.e. a certificate of completion by a Professional Engineer). This will help ensure adequate quality of technical studies, which supports NPCA review.

If the applicant disagrees with the complete application decision the applicant may first contact the senior NPCA staff serving as a 'client service facilitator' for applications issue management. If not satisfied, the applicant may request an administrative review by the NPCA Chief Administrative Officer and then if not satisfied, the NPCA Board. The review will be limited to a complete application review only and will not include review of the technical merits of the application. During this review, this list of required information will be assessed, and a determination will be made.

During the review of the application, NPCA staff may request additional information if it has been deemed that the application does not contain sufficient technical analysis. Delays in timelines for decision making may occur due to requests for additional information to address errors or gaps in information submitted for review. A S. 28 permit application may be put in abeyance or returned to the applicant, pending the receipt of further information leading to a re-submission. If necessary, this could be confirmed between both parties in correspondence or in an email or as a signed "Agreement to Defer Decision", to clarify mutually agreeable tasks and timelines, and avoid premature refusals of permits due to inadequate information.

2.5 Re-submission

Amendments to previous submissions or additional information such as technical analysis required as a result of the review process or site inspection may affect the application review timelines and/or categorization of the permit application. Re-submissions are different between plan review and permitting. As NPCA manages the S. 28 permitting process, there are best practices that NPCA can use to ensure better quality submissions that help streamline the process.

Some best practices are summarized below.

- When a planning or permit application is determined to be incomplete, the NPCA will provide a document containing a detailed list of information needed. The applicant must describe how each item is addressed in a covering letter upon re-submission, to indicate that all deficiencies have been addressed and itemized. This will help expedite the subsequent review process.
- Meeting with NPCA staff to review substantial changes to an application is a positive step and can decrease review times.
- If a re-submission also modifies other areas of a report or plans that affect an area of interest to the NPCA, it is a best practice for an applicant or consultant to identify these new changes as well.
- The NPCA will adopt a 'start and stop' best practice, whereby the decision timeline for a **permit application** is stopped - until a re-submission is made.

Re-submissions affect the Level of Service timelines for permit decisions. Re-submissions that are the result of insufficient studies/submissions may be subject to additional fees, which shall be clearly laid out in the NPCA Board approved fee schedule.

Re-submissions can be minimized through: pre-consultation and meeting the NPCA complete submission requirements - for S. 28 permit applications; and meeting the municipal complete application requirements as well as the NPCA technical checklist for planning applications. This message should be reiterated to applicants at the pre-consultation stage.

3. Level of Service

NPCA is committed to meeting timelines for development applications, and meeting service standards. The key steps that form the cornerstone of an efficient and effective review process are provided in **Table 2** below.

Table 2: Steps to an Efficient and Effective Conservation Authority Review Process

	Planning Act Application	S. 28 Permit Application
Pre-consultation	Integrated pre-consultation with the Planning Approval Authority	Pre-consultation with the applicant
Application circulation/submission	<p>Consultation with NPCA staff prior to municipality deeming applications complete. Complete circulation of the planning application, including the necessary technical reports and plans by the municipality to the NPCA well in advance of the review deadline set by the municipality.</p> <p>Consultation with NPCA staff before deeming an application complete is a best practice when the NPCA will be reviewing technical studies and/or plans in support of an application submission.</p>	Complete submission of the S. 28 application, including the necessary technical reports.
Quality of submission	Good-quality applications including submission of all components, such as technical studies, requested during pre-consultation.	

An overarching best practice is preparing a schedule and taking a project management approach where all parties commit to meeting the schedule.

3.1 Planning Applications Timelines

Decision making timelines for municipal planning are set out in the *Planning Act*. It is important to note that each municipality has its own planning process; therefore, the standardization of NPCA comment timelines for planning applications may not be consistent across the watershed or even the province.

As a best practice, the CA-Municipal MOU would mutually establish service standards which would include the timelines for circulation and review of planning applications. Refer to the CO template for CA-Municipal MOU. There may be some modification to these review timelines for individual applications with discussion and agreement amongst the applicant, municipal and NPCA staff during the pre-consultation stage and provided that the requirements of the *Planning Act* are met.

To achieve a streamlined approval process, the NPCA relies heavily on each municipality to include the CA in pre-consultation meetings, consult with the CA prior to deeming applications complete; and to circulate the planning application, technical reports and plans well in advance of the NPCA review deadline set by the municipality. This, along with the NPCA participation during pre-consultation and the applicant meeting the NPCA technical checklist with good quality studies, is vital to the NPCA meeting level of service timelines for planning applications.

Other best practices for the NPCA include ensuring that front line staff are trained to understand the tight planning turnaround times and the importance of good information and data management.

3.2 Permit Applications Timelines

Service standards for Section 28 permit applications are specified by the Ministry of Natural Resources and Forestry (MNR) in the "[Policies and Procedures for Conservation Authority Plan Review and Permitting Activities \(2010\)](#)". As part of the commitment to improve client service and accountability and increase speed of approvals, Conservation Ontario has created the **Client Service Standards for Conservation Authority Plan and Permit Review Guideline**. This CO guideline recommends new service standards for S.28 approvals that NPCA is supportive of.

As a best practice, the NPCA will make every effort to be consistent with the timelines shown in **Table 3**. It is important to note that the NPCA has the ability to identify a target timeline for completion that is reduced from these timelines.

**Table 3: Level of Service for CA Review of S. 28
Permit Applications**

Note: The timelines contained within this table have been developed as best-practices for the NPCA. The timeline guideline is recommended as a client service target for CAs and represents a significant improvement to the timelines provided in the MNRF 2010 Guideline entitled “[Policies and Procedures for Conservation Authority Plan Review and Permitting Activities](#)”. The timeline guidelines for major permits change from a total of 132 to 63 calendar days and for minor permits change from a total of 72 to 42 calendar days. **All timelines presented exclude statutory holidays and the time required for the applicant to respond to NPCA comments on an application.**

Application Process Step	Timeline
Notification of complete application requirements for the purpose of review of the permit application by the NPCA, start of documentation, and discussion of timelines and fees – Pre-consultation	<ul style="list-style-type: none"> • Major permit applications: Within 14 days of the pre- consultation meeting. • Minor permit applications: Within 7 days of the pre- consultation meeting. <p>This will include confirmation of whether the application is considered major or minor, if the applicant has provided adequate information (including the scope and scale of the work) for the NPCA to make that determination. NPCA will only notify applicants where the application is determined to be major. This eliminates unnecessary paperwork for minor applications. Substantial changes to a proposal or a site visit after pre-consultation may impact this timeline.</p>
Notification whether the permit application is considered complete (i.e. it has met submission requirements) for the purpose of NPCA review	<ul style="list-style-type: none"> • Major permit applications: Within 21 days of the application being received. • Minor permit applications: within 14 days of the application being received. NPCA will only notify applicants where the application is determined to be major. This eliminates unnecessary paperwork for minor applications. • Routine permit applications: within 10 days of the applications being received. NPCA will only notify applicants where the application is determined to be major. This eliminates unnecessary paperwork for minor applications. • NPCA may issue a permit prior to the end of the 21 day period. In that case, no notification of complete application would be received. • Note that if the application is incomplete, the decision timeline does not begin.

Decision (recommendation to approve or refer to a hearing) or Comments to Applicant – Major application	<ul style="list-style-type: none"> • Within 28 days after a complete application is received. • Within 30 additional days upon each re-submission made to address CA comments.
Decision (recommendation to approve or refer to a hearing) or Comments to Applicant – Minor application	<ul style="list-style-type: none"> • Within 21 days after a complete application is received. • 15 additional days upon each re-submission made to address CA comments.
Decision (recommendation to approve or refer to a hearing) or Comments to Applicant – Routine application	<ul style="list-style-type: none"> • Within 14 days after a complete application is received. • 7 additional days upon each re-submission made to address CA comments.

If the NPCA has not made a decision with regard to an application made under S.28 within the appropriate timeframes noted above, the applicant may first contact the 'client service facilitator' for applications issue management first. If the applicant is not satisfied with the response from the client service facilitator, the applicant can submit a request for administrative review by the Chief Administrative Officer, and then if not satisfied, the NPCA Board. The review will be limited to a complete application review and timeframe review only and will not include review of the technical merits of the application. It should be noted that the review timelines may be affected by unexpected circumstances. Clear communication is essential in these situations to establish expectations and new timelines if warranted.

3.3 Summary of Best Practices

Table 4 summarizes the best practices provided within this guideline to support the streamlining of NPCA review of planning and permit applications. It is divided into those best practices that support the NPCA review of planning applications or permitting applications or both. It is important to refer to the sections identified for the full context and applicability of the practice.

Table 4: Summary of Best Practices

No.	Summary of Best Practices	Section
CA Review of <i>Planning Act</i> Applications		
1.	The CA-Municipal MOU would include provisions to involve the NPCA in pre-consultation	2.3.1 Pre-consultation for Planning
2.	The NPCA should work with the municipality to get CA technical checklists included as part of complete application requirements in municipal Official Plans	2.4.1 Planning Application Submissions
3.	The NPCA should request the municipality to: include a signoff sheet with the technical work to confirm that the work meets good practice and acceptable, current industry standards for technical studies and was completed by persons with relevant qualifications and experience.	2.4.1 Planning Application Submissions
4.	The CA-Municipal MOU would mutually establish service standards which would include the timelines for plan review applications	3.1 Planning Application Timelines
CA Review of applications made under S. 28 of the <i>Conservation Authorities Act</i>		
1.	A map showing areas regulated by the NPCA will be displayed as a separate data layer in the online screening map	1.1 Online Screening Maps
2.	<p>The NPCA will ensure that an approved and updated screening map showing areas regulated by the NPCA is available to watershed municipalities and the public.</p> <p>The updates will be done per the “Procedure for Updating Section 28 Mapping: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations”, endorsed by Conservation Ontario (April, 2018).</p>	1.1 Online Screening Maps

No.	Summary of Best Practices	Section
3.	The screening map will be searchable by municipal address if possible.	1.1 Online Screening Maps
4.	The NPCA will make the mapping rationale available.	1.1 Online Screening Maps
5.	The NPCA will have an agreement that includes a clear disclaimer statement.	1.1 Online Screening Maps
6.	NPCA website and fee schedules shall include plain language descriptions of the types of services and mapping provided by the NPCA.	1.1 Online Screening Maps
7.	The NPCA will define permit applications as “major”, “minor” or “routine”	2.2.2 Permit Application Streams
8.	The NPCA should try to ensure that the landowner or authorized agent is included in pre-consultation meetings or as a minimum receive correspondence regarding their application	2.3.2 Pre-consultation for Permit Applications
9.	The NPCA will require the applicant to: confirm all technical work adheres to current industry standards for technical studies. This confirmation must be completed by persons with relevant qualifications and experience (i.e. a certificate of completion by a Professional Engineer). This will help ensure adequate quality of technical studies, which supports NPCA review.	2.4.2 Permit Application Complete Submissions
10.	The NPCA will make every effort to be consistent with the suggested process and timelines provided in the Ministry of Natural Resources and Forestry (MNRF) publication “Policies and Procedures for Conservation Authority Plan Review and Permitting Activities (2010)” and this CO guideline.	3.2 Permit Application Timelines
11.	The NPCA should review the technical checklist for studies to applicants at the pre-consultation meeting	2.5 Re-submission

No.	Summary of Best Practices	Section
CA Review of <i>Planning Act</i> and S. 28 Applications		
1.	The NPCA will manage applications efficiently by: <ul style="list-style-type: none"> Implementing an internal application tracking system. Identifying a senior NPCA staff contact to be the 'client service facilitator' for plan review and/or permit applications issue management. The NPCA will strive to prioritize applications for emergency works to respond to circumstances that pose a risk to life and/or property. The NPCA will note this in the local CA- Municipal MOU. 	2.1 Application Management
2.	The NPCA will post all online decision support tools online.	1. Online Decision Support Tools (and 1.1,1.2)
3.	The NPCA will identify a senior CA staff serving as a 'client service facilitator' for planning and permit applications issue management	2.1, 2.4.2, 3.2, Appendix B

4. Annual Reporting to the NPCA Board of Directors

Beginning in 2020, high growth CAs (such as NPCA) should report at least annually to their Board of Directors on the timeliness of their approvals under Section 28 of the *Conservation Authorities Act*. ***NPCA is committed to reporting this information to the Board of Directors at minimum annually.*** NPCA has implemented processes to report on the timeliness of our reviews and will constantly review and enhance this information. Once the Board has received the information, the annual report will be placed on the NPCA's website, as part of the client-centric checklist material. **Table 5** summarizes how the report may be presented to ensure comparability between CAs. CA staff may choose to include in their report common reasons for variance from the timeline guidelines. This could assist with the development of future guidance material to address these areas of variance.

Table 5: Annual Reporting on Timelines for Permissions under Section 28 of the Conservation Authorities Act

Conservation Authority	Number of Permits Issued Within Policy and Procedure timeline ⁱ			Number of Permits Issued Outside of Policy and Procedure Timeline			Reason for Variance from Policy and Procedure (Optional)		
	Major		Minor	Major		Minor	Major		Minor
	Number of Permits Issued Within CO Guideline timeline			Number of Permits Issued Outside of CO Guideline timeline			Reasons for Variance from Guidelines (Optional)		
	Major	Minor	Routine	Major	Minor	Routine	Major	Minor	Routine

4.1 Annual Reporting to Conservation Ontario Council

As per the CO Council endorsed Client Service and Streamlining Initiative Workplan, for 2020 two interim reports for high growth CAs (such as the NPCA), will be brought to CO Council for information purposes. These reports will be sent to Conservation Ontario staff in May and November. These interim reports from CAs to CO will assist with identifying any issues with the reporting template early on in the process. The final report on annual timeliness will be received by Conservation Ontario Council in April, 2021. For annual reporting from high growth CAs for 2021 and beyond, CAs will be requested to provide annual reporting in February for consideration by Conservation Ontario Council at their AGM.

4.2 Reporting on Level of Service for Applications Made Under the *Planning Act*

CAs are deeply embedded and integrated within the planning system and must work closely with their municipal partners to ensure that their service expectations are being met. As stated previously however, while CAs have multiple roles in the Planning regime, generally, municipalities act as planning approval authorities under the *Planning Act* and are responsible for the planning process.

As municipalities are adjusting their processes to respond to new timeline requirements under the *Planning Act* and new requirements are anticipated to be established for CAs related to the creation of municipal MOUs and a hazard program and service regulation, Conservation Ontario (and the NPCA) will await additional information from the Province prior to establishing any supplemental guidance related to reporting on *Planning Act* timelines and there will be no requirement for high growth CAs to report to CO Council.

Sources of Information

- Provincial Direction:
 - [Policies and Procedures for Conservation Authority Plan Review and Permitting Activities. Ministry of Natural Resources and Forestry. 2010.](#)
- Conservation Ontario Council endorsed procedures:
 - Procedure for Updating Section 28 Mapping: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations. Conservation Ontario Section 28 Regulations Committee. 2018
- CA Policy and Procedural Manuals:
 - Planning and Development Procedural Manual. Toronto and Region Conservation Authority. 2010.
 - Plan Review Manual. Lower Trent Region Conservation Authority. March 2019.
 - Planning and Development Administrative Procedural Document. Credit Valley Conservation Authority. 2011.
 - Rules of Procedure for Permit Application Review and Approval in Accordance with Ontario Regulation 180/06 as amended by Ontario Regulation 63/13 made under Section 28 of the Conservation Authorities Act. Lakehead Region Conservation Authority. July 2018.
 - Ontario Regulation 163/06 Policy document. Lower Trent Region Conservation Authority. October 2018.
 - [NPCA Policy Document: Policies for the Administration of Ontario Regulation 155/06 and the Planning Act](#)
- Performance Reporting:
 - CA Staff Report to Board on Customer Service Plan for the Planning and Regulations Program. Long Point Region Conservation Authority. June 17, 2017.
- CA-Municipal Memoranda of Understanding:
 - Memorandum of Understanding Between The Regional Municipality of Halton, City of Burlington, Town of Halton Hills, Town of Milton, Town of Oakville, Halton Region Conservation Authority, Credit Valley Conservation Authority, and Grand River Conservation Authority. For An Integrated Halton Area Planning System. July 16, 2018.
- Online Mapping Resources:
 - Lake Simcoe Region Conservation Authority. Ontario Regulation 179/06 Regulated Areas Mapping. Available at: <https://maps.lsrca.on.ca/EH5Viewer/index.html?viewer=LSRCARegulations>
 - NPCA Ontario Regulation 155/06 Regulated Areas Mapping. Available at: <https://npca.ca/administration/permits>

Appendix A: General Submission for a S. 28 Permit Application

A signed and dated Application for Permit form (complete with the applicant's contact information) shall be submitted, along with the other applicable information. This application can be submitted either in digital or hard copy. If the property owner is not applying, then obtain a letter from the property owner identifying that the applicant can act as the agent. The scale and complexity of the proposal will determine which of the studies, reports or design drawings will be needed for the application. A listing of potential studies that may be required can be found at <https://npca.ca/administration/permits>. The level of detail required for most of the studies and reports can vary widely depending on the property and the proposal. In some situations, a single-page letter from a qualified expert will be sufficient, while in other cases a major study will be necessary.

Permission to Develop

A signed application may contain, but is not limited to the following information:

- 2 hard copies and one digital copy of the plan of the area showing the type and location of the development
- the proposed use of the buildings and structures following completion of the development; including clarification of municipal or private services (before and after development)
- the approximate start and completion dates of the development
- the elevations of existing buildings, if any, and grades and the proposed elevations of buildings and grades after development
- access/egress on the plan (before and after development)
- drainage details before and after development
- a complete description of the type of fill proposed to be placed or dumped
- signed land owner authorization for the NPCA to enter the property*
- technical studies/plans as required to meet the regulatory provisions of CA Act S.28**.
- submission of the prescribed fee set by the NPCA for review of the application.

Permission to Alter

The NPCA may grant a person permission to straighten, change, divert, or interfere with an existing channel of a river, creek, stream, or watercourse or to change or interfere with a wetland. A signed application may contain, but is not limited to the following information:

- 2 hard copies and one digital copy of the plan of the area showing plan view and cross-section details of the proposed alteration
- a description of the methods and equipment to be used in carrying out the alteration and access/egress to do the work if applicable
- the start and completion dates of the alteration
- a statement of the purpose of the alteration
- signed land owner authorization for the NPCA to enter the property
- technical studies/plans as required to meet the regulatory provisions of CA Act S.28**
- submission of the prescribed fee set by the NPCA for review of the application.

*May not be applicable for works completed under the *Drainage Act*-see *Drainage Act* and *Conservation Authorities Act* Protocol for more details.

** These should include a sign off sheet with the technical work to confirm that the work meets good practice and acceptable, current industry standards for technical studies and was completed by persons with relevant qualifications and experience.

DRAFT

Appendix B: NPCA - Client Service Delivery Charter for Plan and Permit Review Program

NPCA aims to provide a high standard of effective and efficient service to all of our customers of the planning and permitting review program. This charter explains our service commitment.

Who are our customers?

- clients of the planning and permitting application review program include: watershed residents, legal staff, real estate staff, engineering firms and consultants
- municipal and provincial governments

Our commitment to our customers. We will:

- provide customer service that is timely, welcoming and helpful
- provide knowledgeable, professional and courteous service
- treat you with respect, fairness, openness and equality
- ensure it is easy and convenient to contact us
- identify an NPCA senior staff (Director, Watershed Management or designate) as the '**client service facilitator**' for issue management.
- maintain customer confidentiality and abide by all privacy legislation
- work to provide accessible services and to the provision of alternate formats, consistent with the *Accessibility Standards for Customer Service*
- ensure our customer service locations are safe and healthy environments

Our customer service standards. We will:

- answer telephone calls to our main reception in person whenever possible during office hours; outside of office hours or when it is not possible to answer a call in person, ensure that messages are forwarded to appropriate staff **within two business days**
- ensure all staff provide a courteous and accurate voicemail greeting indicating when they will be available to respond to messages
- acknowledge receipt of mail, voicemail and email **within two business days**
- explain our processes
- review S. 28 applications **per timelines specified in the Client Service Standards** and planning applications **per the CA-Municipal MOU**
- keep customers informed of timelines and explain if there will be a delay
- **post notice of service disruptions on our website, telephone system and within our e-mail signatures**
- respect our customers' time by keeping scheduled appointments, and strive to attend to general queries from customers without appointments **within five business days**
- use plain language wherever possible, and provide more detail or explanation when asked
- **post screening tools online** including NPCA regulated area maps, policies, procedures and guidelines, technical checklist for planning applications, complete application requirements for S. 28 permit applications, fee policies and schedules, Client Service Standards

Continuous improvement. We will:

- ensure that all customers have the opportunity to provide feedback on the service received through a NPCA feedback form
- monitor feedback and review performance regularly, and provide an annual report to our customers via our website
- review our commitments and standards annually

What we expect from our customers. We ask that you please:

- participate in pre-consultation meetings
- provide quality technical submissions and complete applications
- provide requested information or technical resubmissions in a timely fashion
- behave courteously towards our staff and other customers
- be respectful of posted rules including those regarding parking, smoking and pets
- respect our 'no gifts' policy

Appendix C: Example Disclaimer Introduction Box for Mapping

The mapping is for information screening purposes only, and shows the **approximate** regulation limits. The text of Ontario Regulation 155/06 supersedes the mapping as represented by this data layer. This mapping is subject to change. A site specific determination may be made by the NPCA.

This layer is the approximate limit for areas regulated under Ontario Regulation 155-06 – NPCA: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, which came into effect May 4, 2006 and was amended February 7, 2013. The Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation affects what and where a Conservation Authority can regulate. Specifically, this regulation allows the Conservation Authority to:

- 1) Prohibit, regulate or provide permission for development if the control of flooding, erosion, dynamic beaches, pollution or the conservation of land may be affected by the development.
- 2) Prohibit, regulate or provide permission for straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream, watercourse or changing or interfering with a wetland.

¹ Ministry of Natural Resources and Forestry. *Policies and Procedures for Conservation Authority Plan Review and Permitting Activities*. 2010

Appendix D: NPCA Application Package

PERMIT APPLICATION PACKAGE

NPCA WORK PERMIT PRE-CONSULTATION REQUEST FORM

Given that the Niagara Peninsula Conservation Authority (NPCA) has the responsibility to regulate activities in natural and hazardous areas, if you are planning to do any works or development near rivers, streams, wetlands, slopes, or the shores of Lakes Ontario or Erie, you may require a permit.

A pre-consultation meeting is strongly encouraged prior to submitting an application as per the NPCA Client Service Standards for Plan and Permit Review Policy. Pre-consultation provides an opportunity for the NPCA and applicant to discuss the proposal; for the NPCA to determine whether the application is major, minor or routine in nature; clarify the application process; and to provide the applicant with complete application requirements needed for our review of the application. The pre-consultation is held at the NPCA main office.

It is the applicant's responsibility to ensure an appropriate level of pre-consultation has occurred to avoid unnecessary delays in the review of their application. Standard application review periods assume that pre-consultation has been conducted and that the application meets the requirements as outlined in the Conservation Authorities Section 28 permit review guidelines.

The NPCA will ensure that staff resources are provided to offer timely pre-consultation opportunities. NPCA encourages that the landowner or authorized agent is included in pre-consultation meeting(s) or at a minimum receives correspondence regarding their application. This ensures clear communication with the agent/consultant, landowner and NPCA. At the pre-consultation meeting, staff will review the technical checklist with the applicant to identify the appropriate studies/technical information which may be required for the proposal.

Applicant requirements will be scoped based on the complexity of the project. For applications requiring technical studies, the submissions must meet good practice and industry standards and applicants are strongly encouraged to ensure that these studies are properly scoped through pre-consultation before permit applications are submitted. Specific guidance in this regard will need to be sought from NPCA staff. Properly developed technical studies will support timely review by the NPCA. Guidelines for review timelines cannot be adhered to when submissions are incomplete, and information is received in an uncoordinated fashion.

Technical submissions must meet good practice and industry standards to minimize re-submissions and avoid unnecessary delay. It is recommended that as part of the covering letter, to have a professional confirm that an application is complete (where warranted). Ultimately, quality control is the responsibility of the applicant, to ensure studies are consistent and properly referenced (e.g. location, city).

The NPCA shall document and track comments provided during the pre-consultation and thereafter. This will be provided to the applicant to ensure everything is clear from the onset (expectations, process, checklists etc.) to streamline the process for both the applicant and the NPCA.

Submission Requirements for Pre-Consultation:

- No later than 5 business days prior to the requested meeting, the applicant and/or their representatives must submit this form and provide two (2) copies of a drawing (no larger than 11x17) in hardcopy and in PDF format which illustrates the following:
- Location of property and immediate surroundings (including property dimensions)
- Use of adjoining lands
- Location of existing and proposed structures and features such as pedestrian and vehicular access, parking, septic system and water supply (well or cistern), road allowances, rights of way, streets and highways, watercourses, drainage ditches and natural features (trees and vegetation)
- The proposed use of the buildings and structures following completion of the development
- Other relevant information, as appropriate, to assist staff in understanding the proposal

Timing and Record of Pre-Consultation

Complete and return the pre-consultation request form and the supporting submission material to the Permit & Compliance department. Upon receipt of a completed form and submission material, NPCA staff will schedule a pre-consultation meeting between the applicant/agent and the relevant NPCA staff. Pre-consultation meetings are held on the second and fourth Wednesday of the month between 9 am and 4 p.m. (no meetings will be scheduled between 12:00p.m. and 1:00p.m.). Your submission will allow staff the opportunity to prepare for and gather any information necessary to properly consider the proposal and make appropriate recommendations at the pre-consultation meeting.

Within 21 days of the pre-consultation meeting, NPCA will provide the applicant/agent with a signed Record of Pre-Consultation. The Record of Pre-Consultation will contain a list of information and material that will be required to process the subject application(s). The Record of Pre-Consultation must be submitted with the application along with all of the required information and materials to be considered a complete application. It is recognized that substantial changes to a proposal or new information from a site visit after pre-consultation may warrant further pre-consultation and/or changes to the NPCA complete application requirements.

FOR STAFF USE ONLY	
Pre-Consultation Meeting Request Accepted By:	Date of Submission:
Date of Pre-Consultation Meeting:	Time of Pre-Consultation Meeting:
Required NPCA Staff:	



SECTION 1 – CONTACT INFORMATION

Owner Information

Registered Owner(s):

Mailing Address (Street address, unit number, city and postal code):

Phone Number:

Fax Number:

Email Address:

Applicant/Authorized Agent Information (if applicable)

Owner's Authorized Agent:

Mailing Address (Street address, unit number, city and postal code):

Phone Number:

Fax Number:

Email Address:

SECTION 2 – PROJECT INFORMATION

Have you had any previous discussions with NPCA staff with respect to this proposal?

☐ Yes

☐ No

If yes, who did you consult with? _____

Municipal Address:

Assessment Roll Number:

Municipality Property Located in:

Please provide a detailed description of the proposal (use additional sheet(s) if necessary):



Section 4 – Additional Attendees for the Applicant

Discipline	Name of Consultant	Name of Firm
Engineer		
Agent		
Project Manager		
Landscape Architect		
Contractor		
Architect		
Other:		
Other:		

Section 5 - Declaration

I, _____, certify that the information provided in this document is true to the best of my knowledge and that all required supporting documentation has been enclosed and submitted with this form.

Signature

Date

APPLICATION CHECKLIST

To ensure that your application will be processed in a timely manner, you must provide a complete application package that includes (check all applicable boxes*):

- ☐ A signed Record of Pre-Consultation
- ☐ A completed application form signed and dated
- ☐ Application fee
- ☐ 2 hard copies and one digital copy of the plan of area showing the type and location of development
- ☐ A drawing of the proposal that includes the following (either as part of the illustration or as notes:
 - Name of applicant and legal description of the property (e.g. municipal street address, lot, concession, municipality);
 - Scale, date and directional arrow;
 - Dimensions of the property (a copy of the legal survey is highly recommended);
 - Location and dimensions of all existing or proposed structures, grading, filling, excavation, and the distance to any waterbody (e.g. wetlands, streams, lakes, etc.), valley, floodplain, slope, shoreline and beach on or adjacent to the property;
 - Existing and proposed metric geodetic elevations of the property and of the lowest opening(s) in any new buildings, or additions to buildings (as applicable);
 - Proposed use of each floor, including basement, in any new buildings, or additions to buildings (as applicable);
 - Drainage details before and after development
 - Location and type of sediment and erosion control measures (e.g. silt fence);
 - Soil stabilization measures proposed (e.g. seeding, sodding, planting);
 - Construction equipment and access routes to be used;
 - Location of cross section(s) indicated on the plan view drawing;

- ☐ A complete description of the type of fill proposed to be placed
- ☐ Photographs are highly recommended (electronic format only)
- ☐ Signed Application Checklist form
- ☐ Completed Landowner Authorization Form (required if owner is assigning another party to act as an agent for the project);
- ☐ The following technical studies as identified in the pre-consultation meeting:
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ A description of the methods and equipment to be used in carrying out the alteration and access/egress to the work (if applicable)
- ☐ A signed Application Checklist
- ☐ A pdf of the entire application package.

Notes:

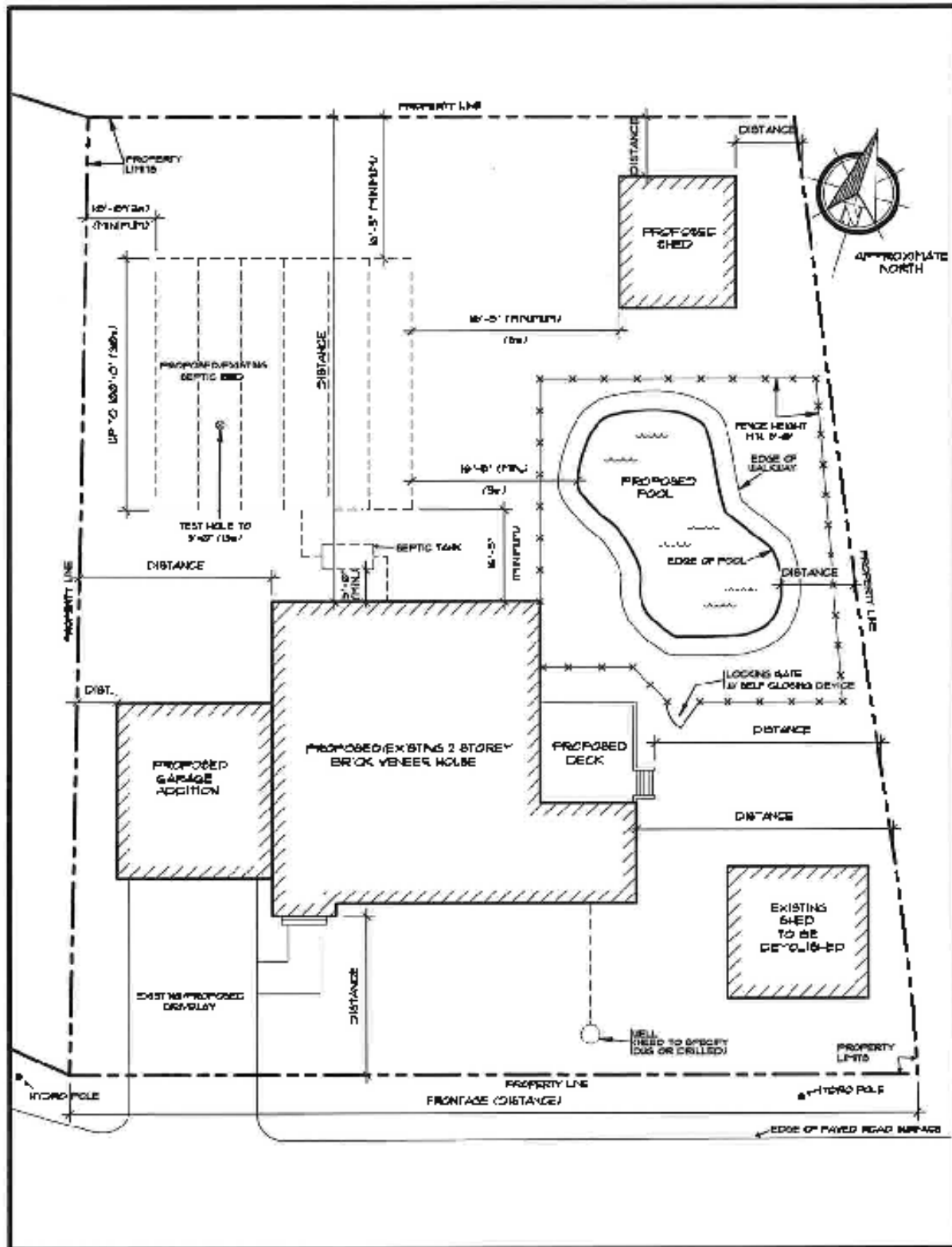
1. The applicant is encouraged to submit copies of documents as originals may not be returned;
2. Calculations and notes from a qualified engineer or a licensed surveyor may be requested by the NPCA to support the application at the cost of the applicant;
3. The applicant is responsible for ensuring compliance with all other applicable federal, provincial, regional and municipal statutes, regulations or by-law.

Signature of Owner/Agent

Date



SITE PLAN EXAMPLE



Permit Application Categories

As per the NPCA 2020 Client Service Standards, Section 28 permit application review timelines are determined based on the complexity of the review and the feature being impacted. Timelines assume that pre-consultation has taken place with NPCA staff, a complete application has been submitted and no amendments or re-submissions are required. There are three different review categories: Major, Minor and Routine.

Major Permit applications can require up to 28 days to complete a full review. Major Permit applications may include but are not limited to:

- All works within the Lake Erie and Lake Ontario Shoreline
- Applications with 1 or more technical studies
- Any application where the volume of the submission warrants a longer review time (as determined during pre-consultation)

Minor Permit applications can require up to 21 days to complete a full review. Minor Permit applications may include but are not limited to:

- Works not involving a technical study
- All works related to the Drainage Act not covered by the DART protocol

Routine Permit applications can require up to 14 days to complete a full review. Routine Permit applications may include but are not limited to:

- Any application where the staff review time is minimal (as determined during the pre-consultation)

Please note that the determination of time frame of the submission is separate to the fee associated with the application. Fees are approved by the NPCA Board as part of our fee schedule and available on our website. To ensure proper fees, please confirm during your pre-consultation.

Review times for permit renewals or amendments to active permits default to the timelines of the original submission unless there is a requirement for new or updated studies. In these instances, pre-consultation would be required again, and the review time would not commence until a new completed application is received.

Application for Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Permit (Ontario Regulation 155/06)

OFFICE USE ONLY	
Date Application Received	
Date Payment Received	
Date of Pre-consultation	
Date of Complete Application	
Major/Minor/Routine Permit	
Courier of Permit? Y/N	
CityView File Number	

Please be advised normal review time for a permit that has completed pre-consultation is:

Major Permit – 28 days after a complete application is received with no re-submission

Minor Permit – 21 days after a complete application is received with no re-submission

Routine Permit – 14 days after a complete application is received with no re-submission

However, more complex applications may take longer and will be discussed with the applicant.

Note, an acceptance of a complete application does not constitute permit approval.

Owner Information

Name			
Mailing Address			
City/Province		Postal Code	
Home Phone		Mobile	
Business Phone		Facsimile	
Email address			

Agent Information

Name			
Mailing Address			
City/Province		Postal Code	
Business Phone		Mobile	
Facsimile			
Email address			

Property Information

Address	
Municipality	
Assessment Role Number (ARN)	



Application is hereby made to carry out one or ore of the following works:

- ☐ **New Structure**
- ☐ **Alteration/Addition to Existing Structure**
- ☐ **Grading/Site Alteration (including placement of fill)**
- ☐ **Alter a Watercourse (including culvert Installation and storm outfall)**
- ☐ **Shoreline (Lake Ontario, Lake Erie, Niagara River or other watercourse)**
- ☐ **Ponds**
- ☐ **Dams**
- ☐ **Utilities**
- ☐ **Septic**
- ☐ **Municipal or Provincial Infrastructure**
- ☐ **Other**

Details of Proposed Works:

Proposed Start Date: _____

Proposed Completion Date: _____

I have confirmed with the local municipality, in writing, that my proposed development does not require any approval under the *Planning Act* (e.g. Zoning By-law Amendment, Minor Variance, Site Plan Control, etc.). Be aware that if a Work Permit is issued and it is subsequently discovered that *Planning Act* approval is required, the NPCA may not be able to support the *Planning Act* application. This application does not absolve the applicant of the responsibility of obtaining necessary permission from applicable federal, provincial or municipal government.

☐ **Yes** ☐ **No**

Additional information:

- | | |
|--|---|
| <input type="checkbox"/> Previous NPCA Permit | <input type="checkbox"/> Fill Remaining on site (if applicable) |
| <input type="checkbox"/> Concurrent Planning Application | <input type="checkbox"/> Municipal Building Permit Required |
| <input type="checkbox"/> Planning Act Decision Last 12 mos. | |
| <input type="checkbox"/> Applications Made to Other Agencies (e.g. MNRF, MECP, NEC, DFO) | |

Would you like to be present if staff need to visit the property?

☐ **Yes** ☐ **No**

Standard Conditions of Permit

1. Permits granted by the Niagara Peninsula Conservation Authority (NPCA) are valid for up to two years from the date of issue unless otherwise stated on the permit. Consent is hereby given to the NPCA and its employees, to access the property for the purpose of obtaining information, monitoring any approved construction, and any and all other works or activities related to the permission.
2. Permits granted by the NPCA do not exempt the applicant from obtaining permission from other agencies, boards, governments, or other approvals as may be required. It is the responsibility of the owner to ensure that a valid permit is in effect at the time the work is occurring.
3. Any false information or misleading statements made on this application will render any permission granted by the Niagara Peninsula Conservation Authority null and void.
4. As per Section 12.3.3 of the NPCA Policy Document, **fees are non-refundable.**

Authorized Signature

I declare that I have read and agree to the standard conditions for the permit application and that all of the information provided is correct to the best of my knowledge.

Signature of Owner(s)

Date

***A Landowner Authorization form (attached) is required if the solicitor/contractor/agent is completing the application form on behalf of the owner(s).**

General Information for Applicants

Maps that illustrate the extent of the lands under the jurisdiction of the Niagara Peninsula Conservation Authority are available at the Administration Office in Welland or online using the "Watershed Explorer" tool at www.npca.ca

Any questions or comment regarding permit application should be directed to the **Supervisor, Permits & Compliance** (905) 788-3135.

NOTICE OF COLLECTION

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act, 1990, the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, c27, as amended. This information is used to assess applications for and, where approved, issue the Permit. Information on this form may be disclosed to Government and Municipal Agencies for review and comment and to members of the public through the Freedom of Information Process. The name of the applicant, location of the work and a description of the project may be published in NPCA documents including agendas, reports and meeting minutes which are posted on the NPCA website. Questions about the collection of personal information should be directed to the Freedom of Information Officer, Niagara Peninsula Conservation Authority, 250 Thorold Road West, 3rd Floor, Welland, Ontario, L3C 3W2, (905) 788-3135.

LANDOWNER AUTHORIZATION

If an application is to be submitted by a solicitor/contractor/agent on behalf of the legal owner(s) of the subject property, this Landowner Authorization form must be completed and signed by the owner(s). If the owner is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporations' seal (if any) must be affixed. Authority staff reserve the right to discuss any or all aspects of the permitting process with the property owner.

If the application is to be prepared by a solicitor/contractor/agent, authorization should not be given until the application and its attachments have been examined and approved by you, the owner(s).

I/WE _____, being the legal owner(s) of the property
described as Lot ____, Concession ____, Part/Lot No. _____, on Plan _____ in the
Municipality/Township of _____, located at Civic Address
_____ and having a
Tax Assessment Roll Number (ARN) of _____, hereby
authorize _____,
(print full name of solicitor/contractor/agent)

To submit the enclosed application to the Niagara Peninsula Conservation Authority and to provide any information or material required by staff of the NPCA relevant to the application for the purpose of obtaining a permit in accordance with the requirements of Ontario Regulation 155/06 (as amended).

Signature of Legal Owner _____

Date _____

Signature of Legal Owner _____

Date _____

Appendix E: CO Procedure for Updating Section 28 Mapping: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation

Procedure for Updating Section 28 Mapping: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations

Contents

Background	46
Objective	46
Role of the CO Section 28 Regulations Committee	47
Mapping.....	47
Minor Mapping Changes	48
Major Mapping Changes	48
Mapping Updates	48
Record of Mapping Changes	48
Public Consultation.....	49
Consultation Process and Notice.....	50
Consultation for major mapping changes should include:.....	50
Notification to MNRF.....	51
Appendix 1	52
History and Background	52
Appendix 2	53
Example of Digital Metadata	53
Name: Regulation Limit Ontario Regulation 150/06 Production.....	53
General Description	53
Georeferencing and Accuracy	53
Data Sources and Restrictions	53
Attributes	54
Update History (last 5)	55
Contact Information	55

Background

The ‘Generic Regulation’ or Ontario Regulation 97/04 was approved by the Province in 2004. This regulation outlined the required content for each (individual) Conservation Authority (CA) Regulation. Further information on this process can be found in Appendix 1. A document was developed by Conservation Ontario (CO) and Ministry of Natural Resources (and Forestry) (MNRF) to provide assistance to CAs on the approval and consultation process and review of mapping associated with this regulation. This document was entitled:

Generic Regulation - Approval Process Document: A Guideline Document to Assist Conservation Authorities with the Process of Obtaining Approval for their new Conservation Authorities Act, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation, October 2005.

The majority of this document relates to the initial approval process for CA regulations across the province and it outlines the roles of the CO Peer Review Committee and MNRF. The last section of the 2005 guideline relates to the ongoing maintenance of regulation schedules. It states:

5.3 Maintenance

Additions or modifications to regulation schedules that maintain the intent and improve the accuracy of the regulated area, such as updated wetland boundaries, will not require an approval process. These will normally be site-specific amendments. The Conservation Authority will consult the affected municipality and keep a listing of these modifications to the regulated area and file a report with the peer review committee and MNR.

Additions or modifications to the regulation schedules resulting from comprehensive or larger scale studies require re-circulation through the Peer Review/MNR process and notification if they substantially change the impact of the regulation. A copy of the mapping highlighting the proposed modification(s) and the rationale for the change(s) as well as a record of any consultation will be provided to the Peer Review Committee in support of the amendment application.

The Peer Review Committee has evolved to become the CO Section 28 Committee (S. 28 Regulations Committee). While the CO Section 28 Committee no longer has a role in reviewing technical updates to Regulation mapping, it has an ongoing role to provide information and advice to CAs.

Objective

There have been several advances in technology, mapping and modelling as well as how agencies communicate with the public since the release of the 2006 Protocol for Updates to Section 28 Mapping: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations. Further to queries from CA staff, the CO Section 28 Regulations Committee identified the need to modernize and update the mapping protocol.

The objective of this document is to provide guidance to Conservation Authorities for recording and tracking regulatory mapping produced under the enabling Ontario Regulation 97/04 in the

absence of a replacement of section 5.3 of the *Approval Process Document* (Conservation Ontario & Ministry of Natural Resources, 2005). This guideline will meet the intent of the *Approval Process Document* and will assist CAs in the development of consistent and defensible mapping products, accurate reporting of mapping updates, public consultation, and notification to MNR.

Role of the CO Section 28 Regulations Committee

The S. 28 Regulations Committee is comprised of CO staff and representatives from several CAs with planning, regulations and technical expertise. This committee provides advice and information with respect to hazard mapping. In this regard, the committee is available to all CAs to provide technical assistance and advice, as follows:

- **Review of Mapping** –The S. 28 Regulations Committee should be contacted when:
 - new mapping methodologies are proposed that are different from those previously endorsed by the Peer Implementation and Review Committee (*Guidelines for Developing Schedules of Regulated Areas, October 2005* or a CA specific methodology endorsed in 2006),
 - a new methodology is being used that wasn't used in the past, or
 - a significant change to the methodology is proposed.

The S. 28 Regulations Committee will provide advice, recommend consultation with a CA technical discussion group or recommend a CA engage or consult with a technical expert to conduct a peer review. When making a submission, the CA should describe the proposed methodology and indicate how it differs from the previous mapping guidance documents.

The S.28 Regulations Committee will be available to discuss any outcomes from the consultation with technical discussion groups or technical experts however feedback received throughout this process should be considered advisory in nature.

- **Public Consultation** – The S. 28 Regulations Committee is available to provide advice regarding the appropriate nature and extent of public consultation that should be carried out. When making a submission, the Conservation Authority should provide a brief summary of the context and proposed public consultation process.

Mapping

As per the individual regulations administered by CAs, all mapping (paper or digital) shall be filed at the head office of the authority. For the purposes of this document and the implementation of the regulation, the term “mapping” means the maps produced in support of the regulation and referenced in the text of the regulation. **In cases where there is a discrepancy between the mapping and the text of the regulation, the text prevails.**

The regulation maps are useful tools for CAs in screening applications to determine if a development proposal is within the regulated area. These maps are comprised of different layers of information. The detailed mapping layers used to produce the general regulation maps is used by Conservation Authority staff to review and determine the hazard or feature within the regulated area. In some cases these maps are also used by municipalities as a screening tool for

planning applications or by landowners and other stakeholders to prepare for pre-consultation meetings.

Minor Mapping Changes

Often the information in the various data layers is refined based on site-specific field investigation by CA staff or other qualified professionals. These are typically minor modifications. Examples might include wetland boundary modifications, confirmation of stable top-of bank obtained through site-specific geotechnical studies, surveyed floodlines, and updates to the location of a watercourse. These modifications generally relate to individual properties (although the regulation limit may impact several properties) and are made as a result of the permit or plan review process.

Major Mapping Changes

More extensive mapping changes, made at the watershed, subwatershed, watercourse or shoreline reach, or multi-property scale are considered major. Examples of these changes might include: floodplain mapping, geotechnical mapping defining the limit of the erosion hazard, and comprehensive wetland mapping. Changes to modelling standards and availability of higher resolution data may result in a more accurate representation of the hazards. This usually requires large scale changes.

Mapping Updates

The following outlines the requirements for CA regulation map updates. The subsections below define required tracking, public consultation, and notifications. Updates include (but are not necessarily limited to) the following:

- the maintenance or refinement of mapping that was developed based on the *Approval Process Document* (Conservation Ontario & Ministry of Natural Resources (and Forestry), 2005)
- major updates following the methodologies in the *Guidelines for Developing Schedules of Regulated Areas* (Conservation Ontario & Ministry of Natural Resources (and Forestry), October 2005)
- major updates following an alternative methodology
- completely new mapping
- new base information (e.g., aerial photography, LIDAR)
- new studies (e.g., shoreline study, geotechnical or floodplain study)
- new wetland information, including PSW boundary updates (from MNRF, ELC, or field truthing)
- new floodplain estimations, or
- corrections to the previous Regulation Limit as a result of mapping changes.

Record of Mapping Changes

It is expected that CAs will track changes/updates to mapping by recording the changes required to each map sheet or include this information in the meta-data associated with the digital mapping product. A CA may indicate updates within the revision block on the map sheets more frequently. Digital map layer archives of the regulation limit and regulated features should be retained for each iteration of changes (i.e. annually or quarterly depending on update schedule).

The following is an example of paper map revision block:

REVISION NUMBER	DATE	CHANGE
3	Sept. 2018	- flood hazard limit added to ABC watercourse based on floodplain estimation which expands the regulation limit
3	Nov. 2018	- wetland boundary removed and area of interference – wetland does not exist based on field truthing – regulation limit is decreased
3	May 2019	- mapping revisions to the regulation limit have been completed as referenced in policy document or separate document. - name of who authorized the change

An example of metadata for digital records is included in Appendix 2. Conservation Authorities with digital records should have metadata for each regulated feature and the Regulation Limit. The metadata provides key information regarding the accuracy of the mapping, sources of information used to create the mapping, recent updates to the mapping etc.

Public Consultation

Landowner consultation is a best management practice for minor mapping updates. The scope of the consultation process will depend on the extent of the update.

For minor updates (e.g. minor updates that occur soon after consultation with the affected landowner), a notice on the Conservation Authority website that mapping amendments affecting individual landowners may occur on an irregular basis may be sufficient ‘public’ notice. If minor amendments to features and the regulation limit are updated annually, a best management practice may be to post a notice on the conservation authority website and/or provide notice to the CA Board and public through a report.

Public consultation should be completed for major mapping updates. The scope of the consultation process depends on the geographic nature and extent of the mapping changes (e.g., the number of properties or length of reach affected). Each CA should determine an appropriate consultation process for their mapping updates.

Where mapping is done within a municipal planning context and includes a public consultation process under the Planning Act such as the incorporation of hazard mapping into an Official Plan, a Master Environmental Servicing Plan or equivalent, comprehensive Zoning By-Law, an Environmental Assessment, or a planning process under other legislation (e.g., Renewable Energy Act) the requirements for public consultation are considered to have been met. Where possible, it is a best practice to indicate in the communication material for external processes that mapping changes agreed to by the CA will be incorporated into CA maps.

Where the Conservation Authority has made major mapping changes which are not part of a municipal process or project, a public consultation process should be carried out by the CA.

For public consultation, each CA should document the following:

- ❑ Itemization of changes made to the regulation mapping (this may be an electronic record through GIS metadata)

- ❑ A Detailed Consultation Record, including:
 - ❑ Contact list/summary of the list of groups contacted
 - ❑ Notice of Public Meeting, web based or Social Media, notifications
 - ❑ Sign in sheets from Public Meeting, and
 - ❑ A summary of all submissions received and responses provided by the Conservation Authority (outline of the volume and context should be available if requested)
- ❑ A copy of the Conservation Authority Board of Directors report and Resolution, and
- ❑ An Executive Summary of Mapping, (if not included in the Conservation Authority Board of Directors report), including:
 - ❑ Nature and extent of mapping changes (e.g., on a reach or watershed/subwatershed basis)
 - ❑ Sample maps should highlight the updates, new mapping, or mapping revisions/corrections
 - ❑ A summary of the methodologies used to prepare the mapping updates if there is any variation from the *Guidelines for Developing Schedules of Regulated Areas* or with methodologies which were previously approved through the Technical Review process.

Consultation Process and Notice

Consultation best practices noted below are guided by Planning Act consultation requirements. Each Conservation Authority must determine for itself whether and how to use or expand these requirements.

Consultation for major mapping changes should include:

- At least one public meeting to provide information and receive comments.
- Notice of the meeting to inform the public of the mapping updates should be given at least 20 days in advance by a news release, publication in a newspaper or newspapers of generally sufficient circulation in the area to provide the public with reasonable notice of the meeting and website or social media notice.
- Notice of the public meeting may be sent to the following stakeholders affected by the change in mapping:
 - ❑ Municipal Clerk(s);
 - ❑ The Manager, Program Services Section, Integration Branch Ministry of Natural Resources and Forestry.
 - ❑ The secretary of municipal or other corporation operating an electric utility;
 - ❑ The secretary of a company operating a natural gas utility;
 - ❑ The Executive Vice-President, Law and Development, of Ontario Power Generation Inc.;
 - ❑ The secretary of Hydro One Inc.;
 - ❑ The secretary of a company operating an oil or natural gas pipeline;
 - ❑ The secretary of a school board;
 - ❑ The Chief of every First Nation Council within the watershed boundary;
 - ❑ Fisheries and Oceans Canada;
 - ❑ The applicable District Office(s) of the Ministry of Natural Resources and Forestry.
 - ❑ The Manager, Community Planning and Development, Ministry of Municipal Affairs, and the Director, Provincial Planning Policy Branch, Ministry of Municipal Affairs

- ☐ UDI/Ontario or local Home Builder Associations
- Where applicable, notice should also be sent to:
 - ☐ Parks Commissions (e.g. St Clair, Niagara, St Lawrence)
 - ☐ Parks Canada
 - ☐ The Niagara Escarpment Commission
 - ☐ The Manager, Planning and Environmental Office, Ministry of Transportation (St. Catharines, Ontario)
 - ☐ The General Manager or CAO of adjacent conservation authorities.

Notification to MNRF

A summary of major mapping changes, public consultation and notification should be provided to the Manager, Program Services Section, Integration Branch MNRF.

Appendix 1

History and Background

Ontario Regulation 97/04 “Content of Conservation Authority Regulations under Subsection 28 (1) of the Act: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses” (i.e. Generic Regulation) was approved in May 2004 following a prescribed public consultation process. This Regulation established the content requirements to be met in a Regulation made by a CA under Subsection 28(1) of the Conservation Authorities Act. The Regulation pertains to areas that are river or stream valleys, watercourses, wetlands and other areas where development could interfere with the hydrologic function of a wetland, adjacent or close to the shoreline of a Great Lake and inland lakes that may be affected by flooding, erosion or dynamic beach hazards, and hazardous lands. The Regulated Area represents the greatest extent of the combined hazards plus an allowance as set out in the Regulation.

In 2006, the Minister of Natural Resources and Forestry approved the Development, Interference and Alteration Regulations (individual CA Regulations) for all CAs consistent with Ontario Regulation 97/04 of the Conservation Authorities Act. These individual CA Regulations are Ontario Regulations numbered 42/06 and 146/06 to 182/06. Areas regulated under individual CA Regulations have been mapped according to the criteria and standards outlined in the *Guidelines for Developing Schedules of Regulated Areas (2005)* as approved by the Ontario Ministry of Natural Resources and Forestry and Conservation Ontario.

The *Approval Process Document* (CO/MNR, 2005) jointly undertaken by Conservation Ontario and the Ministry of Natural Resource and Forestry was to guide the mapping of regulated areas. It directed CAs to keep a listing of modifications to the regulated area, consult the affected municipality (ies), and file a report with the Peer Review Committee and MNRF. As well, it indicated that additions or modifications to the regulation mapping from comprehensive studies require re-circulation through the Peer Review/MNRF process and notification if they substantially change the impact of the regulation. A draft protocol was prepared by the Peer Review and Implementation Committee to provide direction with regard to these requirements. This protocol was approved by the Conservation Ontario Council on December 11, 2006. This 2018 Procedure is an update to that protocol.

Appendix 2

Example of Digital Metadata

Name: **Regulation Limit Ontario Regulation 150/06 Production**

General Description

Full Name	REGULATION_LIMIT
Abstract	This layer defines the limit for areas regulated under <i>Ontario Regulation 150/06 - Grand River Conservation Authority: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses</i> , which came into effect May 8, 2006. The Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation affects what and where a Conservation Authority can regulate. Specifically, this regulation allows Conservation Authorities to: 1) Prohibit, regulate or provide permission for straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream, watercourse or changing or interfering with a wetland. 2) Prohibit, regulate or provide permission for development if the control of flooding, erosion, dynamic beaches, pollution or the conservation of land may be affected by the development. IMPORTANT NOTE: The text of Ontario Regulation 150/06 supercedes the mapping as represented by this data layer. In the event of a conflict a site specific determination may be made by GRCA staff.
Feature Type	Polygon
Location	SDE_GRCA
Geographic Extent	GRCA Watershed
Maintenance Status	Quarterly

Georeferencing and Accuracy

Horizontal Datum	North American Datum 1983 (EPSG: 6269)
Vertical Datum	Not Applicable (EPSG: 0)
Spatial Projection	NAD83 UTM Zone 17N (EPSG: 26917)

Data Sources and Restrictions

Access Constraint	GRCA Open Data Licence v1
Use Constraint	None - in accordance with licence agreement
Citation	Produced using information under License with the Grand River Conservation Authority © Grand River Conservation Authority, 20** [** insert year of publication of IP].
Agency Originator	Grand River Conservation Authority (GRCA)
Agency Distributor	Grand River Conservation Authority (GRCA)
Online Link Related	https://data.grandriver.ca/downloads-geospatial.html Regulatory Floodplain

Entities	Dynamic Beach - Lake Erie Shoreline Erosion Hazard - Lake Erie Flood Hazard - Lake Erie Regulation Limit Modifier - Wetland River Slopes and Erosion Allowances River Valley Slopes Surface Hydrology - Waterbody Surface Hydrology - Watercourse Wetlands
	<p>Under Ontario Regulation 150/06 of the Conservation Authorities Act, the Grand River Conservation Authority regulates development in areas define in Section 2 subsection 1, as summarized below:</p> <p>15m adjacent to Watercourse*</p> <p>5m adjacent to Floodplain, Engineered</p> <p>15m adjacent to Floodplain, Non-Engineered</p> <p>120m adjacent to Wetlands, Provincially Significant (PSW)**</p> <p>30m adjacent to Wetlands, Non-PSW less than 2 ha**</p> <p>120m adjacent to Wetlands, Non-PSW greater than or equal to 2 ha**</p>
Methodology	<p>15m adjacent to Slope Erosion</p> <p>15m adjacent to Slope Valley</p> <p>15m adjacent to Lake Erie Flood</p> <p>15m adjacent to Lake Erie Erosion</p> <p>15m adjacent to Lake Erie Dynamic Beach</p>
	<p>*Only Regulated Watercourse features are used. This is a subset of the Watercourse layers.</p> <p>**The Regulation Limit has been truncated to the nearest road and operational rail-road where wetlands are the regulated feature.</p> <p>Note: Features have been divided into smaller pieces for performance purposes (Code: Dice=15000)</p> <p>IMPORTANT NOTE:</p>
Supplemental Info	The text of Ontario Regulation 150/06 supercedes the mapping as represented by this data layer. In the event of a conflict a site specific determination may be made by GRCA staff.
Related Documents	Ontario Regulation 150/06

Attributes

Full Name (Type)	Alias name	Description and Values
MU_LTIER (Text)	Lower Tier Municipality	Name of lower tier municipality
SHAPE (ST Geometry)	Shape	Feature Geometry
OBJECTID (Long Integer)	Object ID	System-managed unique identifier
GR_FEATURE (Text)	Feature Type	Description of feature
REG_NUMBER (Text)	Regulation Number	Regulation number for the GRCA
CREATION_DATE (Date)	Creation Date	Date the regulation limit was created
LAST_REVISION_DATE	Last Revision Date	Date that the regulation limit was

(Date)		last revised
MU_UTIER (Text)	Upper Tier Municipality	Name of upper tier municipality

Update History (last 5)

Jan 12, 2018	System Update - Data: Minor updates based on inputs
Oct 04, 2017	System Update - Data: Minor updates addendum
Sep 29, 2017	System Update - Data: Minor updates based on inputs
Jul 17, 2017	System Update - Data: Updated to clean-up slivers of data that may occur during processing. Processing algorithm has also been updated.
Jun 30, 2017	System Update - Data: Minor updates based on inputs

Contact Information

Contact	Supervisor of Resource Planning
	Copyright © 2018 Grand River Conservation Authority (GRCA). Use is subject to GRCA's website Terms of Use .