

### Drainage Works Checklist

The following checklist has been compiled to assist the applicant in preparing their application for Municipal Drainage Works approval pursuant to Ontario Regulation 41/24. The level of detail required in the application will be dependent on the proposed works as well as the natural hazards, natural heritage system, and environmental conditions on site. We recommend that applicants contact St. Clair Region Conservation Authority staff prior to submitting the application to determine what level of detail is deemed appropriate.

Note: Please be advised that even after all the information requested below is submitted and the application is deemed complete, additional information may be identified as the review progresses or as a result of changes to regulatory requirements.

**Project Title:**

**Date:**

**Location:**

**File #:**

**Timing Window Restriction:**

| Maintenance Requests under DART     |  |                          |                          |
|-------------------------------------|--|--------------------------|--------------------------|
| Submission Requirements             |  | Applicable               | Provided                 |
| Drain Maintenance Notification Form | Drainage Staff provides completed and latest drain maintenance or repair notification form to SCRCA. SCRCA staff will provide the signed form stating they have received the completed notification form. If all works meet the requirements under DART, a Standard Compliance Requirement (SCR) will be sent to the DS for the proposed activities. This constitutes the appropriate permission under Ontario Regulation (O.Reg 41/24) pursuant to the Conservation Authorities Act. If works do not meet the requirements under DART a permit with or without conditions will be required see below. | <input type="checkbox"/> | <input type="checkbox"/> |
| Location Map                        | Drainage staff provide aerial image or Municipal map of identified maintenance works and working corridor.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Photographs                         | Photos of the watercourse, banks, adjacent vegetation and/or representative vegetation communities at the site during ice-free conditions.   | <input type="checkbox"/> | <input type="checkbox"/> |

**Section 78 Improvements and Section 4 petition drains**

| Submission Requirements |  | Applicable               | Provided                 |
|-------------------------|--|--------------------------|--------------------------|
| Pre-consultation        | <ul style="list-style-type: none"> <li>• Proposed drainage works should be provided to the CA 30 days after the filing of a petition</li> <li>• A draft plan and profile should be provided once it is clear what the proposal will be;</li> <li>• Once staff receive enough information to review the proposal, staff will review the proposed works and provide a response:                             <ul style="list-style-type: none"> <li>■ If a permit is required &amp; the fee; OR if the works require further review</li> </ul> </li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> |
| Photographs             | Photos of the watercourse, banks, adjacent vegetation and/or representative vegetation communities at the site during ice-free conditions.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Permit Application Form | Drainage Staff provides completed SCRCA Permit Application Form for Municipal Drainage Works   | <input type="checkbox"/> | <input type="checkbox"/> |
| Site Plan               | <p>Detailed design drawings to scale (dated, titled, numbered and signed) prepared by an engineer or qualified contractor showing, in plan view and cross-sectional detail, the existing and proposed site conditions/grades. Engineered plans must be stamped and dated</p> <ul style="list-style-type: none"> <li>▪ Show the location of any proposed culverts. Include the length, diameter and pipe invert.</li> <li>▪ For all proposals, indicate all areas where fill will be placed and the limits of disturbance. Show the dimensions of the proposed fill area and the depth of fill required. Provide details of the type of fill proposed for use. Note a cross-section of the proposed fill is required, showing the fill depths, side slopes and elevations.</li> <li>▪ Show the location of watercourses, drains, ditches, wetlands, shoreline and forested areas, indicate areas of steep slopes</li> <li>▪ Show location and type of erosion control measures, installations details, a sediment maintenance plan and if necessary, a site re-vegetation plan</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |

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|---|--|--------------------------|--------------------------|
| <p>Technical Reports/Studies</p>  | <p>Drainage staff will provide the Engineer's Report and/or any additional reports or studies.</p> <ul style="list-style-type: none"> <li>▪ CAs concerns and environmental considerations brought forward in the pre-consultation should be reflected in the engineers report</li> <li>▪ Some projects like works with Wetlands, Drain Enclosures and Realignment may not meet the regulation and may require more information to ensure that the control of flooding, erosion, pollution or the conservation of land will not be affected and the interference on the natural features and hydrologic and ecological functions has been deemed to be acceptable by the SCRCA</li> </ul> <p>Note: In certain areas, or for certain proposals, the SCRCA may require further information to process applications. Examples of that information <b>may</b> include, <b>but not be limited to</b>:</p> <ul style="list-style-type: none"> <li>• A flood plain analysis to determine the extent of the flood plain in areas where flood plain mapping does not exist and/or a flood plain analysis to determine the effect of the proposed works on flooding up and down stream.</li> <li>• An environmental impact statement to determine the effects of the proposed works on the natural environment.</li> </ul> <p>For a list of information and studies that the SCRCA may request in support of your application please call the office to speak with our Regulations Staff at 519-245-3710. For more information on SCRCAs planning and regulations policies go to <a href="http://www.scrca.on.ca">www.scrca.on.ca</a></p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>Other Pieces of Legislation that may be required for the work</b></p> |  |                          |                          |
| <p>Fisheries Act</p>  | <p>Fisheries Act On November 25, 2013, amendments to the Canadian Fisheries Act, associated Applications for Authorization (under Paragraph 35(2) (b) of the Fisheries Act Regulations) and Information Requirements Regulations came into force. Depending on the scale of works, as you will be conducting a project in/near water, the proponent has responsibilities under the Fisheries Act to ensure serious harm to fish is avoided. Please refer to the Department of Fisheries and Oceans (DFO) website for additional information. Alternatively, questions can be directed to DFO by phone 1 855 852-8320 or email <a href="mailto:fisheriesprotection@dfo-mpo.gc.ca">fisheriesprotection@dfo-mpo.gc.ca</a>.</p>  |                          |                          |

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|--------------------------------------|--|
| <p>Migratory Bird Convention Act</p> | <p>Any tree removal required for the proposed works should be conducted outside of the breeding bird season, as per the Migratory Bird Convention Act, unless a qualified biologist is present on site to conduct nest searched within the appropriate timing windows.</p>   |
| <p>Ontario Water Resources Act</p>   | <p>Under s. 53 of the Ontario Water Resources Act, stormwater management facilities serving residential developments are subject to obtain an Environmental Compliance Approval (ECA)</p>  |
| <p>Endangered Species Act</p>        | <p>Endangered Species Staff are aware that the Ministry of Environment, Conservation and Parks has outstanding concerns with respect to species listed on the Species at Risk in Ontario list as it pertains to the Endangered Species Act (ESA) in the immediate area around this project. Please contact MNRF directly to determine what detailed project information will be required to begin the ESA approval process</p> |