



CA-Municipality MOU Template for Planning and Development Reviews

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Introduction

The following Template Agreement was developed by Conservation Ontario to help conservation authority staff develop new Planning and/or Development Approvals Memoranda of Understanding (MOUs) with municipal partners. The template was drafted by the Association of Municipalities of Ontario and further developed by Conservation Ontario following a review of current MOUs between CAs and Municipalities for Planning and Development service agreements and partnerships. The MOUs used to assist in the development of this template were:

1. MOU between the City of Ottawa and the RVCA, SNC, and MVCA (2002)
2. Partnership Memorandum for Planning Services between the Regional Municipality of York and the Conservation Authorities (LSRCA and TRCA) (2009)
3. Plan Review Agreement between the Corporation of the City of North Bay and NBMCA (2010)
4. Partnership Memorandum between the Regional Municipality of Durham and CLOCA, TRCA, LSRCA, GanRCA and KRCA for Planning Services (2011)
5. Partnership Memorandum for Plan Review and Technical Clearances between City of Peterborough and ORCA (2012)
6. Protocol for Plan Review and Technical Clearance between the Regional Municipality of Peel and CVC, HRCA and TRCA (2012)
7. Partnership Memorandum between the Town of Whitby and CLOCA for Plan Review Services (2013)
8. MOU between the County of Lanark and RVCA and MVCA (2013)
9. Service Agreement for Plan Review, Technical Clearance & Fee Collection between the Corporation of Town of Mono and CVC, NVCA and TRCA (2016)
10. Service Agreement for Plan Review, Technical Clearance & Fee Collection between the Corporation of Town of Orangeville and CVC (2017)
11. MOU 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

Given the various staffing capacities across municipalities and conservation authorities, this template should be formatted to address the specific needs of CA-municipal partnerships. Conservation authorities and municipalities will need to negotiate the terms for each MOU to ensure the needs of both parties are met, to avoid duplication and to ensure that coordination between CA and municipal roles and departments takes place.

This document was originally developed by AMO staff. Input on the original draft was received from the Conservation Ontario Timely Reviews and Approvals Taskforce and the draft was subsequently updated. The next version of the document was circulated to all conservation authority CAOs/GMs, as well as forwarded to CA Planning and Regulations contacts for their review and feedback and was subsequently updated. The third version of the MOU template was shared with external stakeholders for review and feedback, including the Association of Municipalities of Ontario (AMO), the Ontario Homebuilders' Association (OHBA), the Building Industry and Land Development Association (BILD), and the Residential Construction Council of Ontario (RESCON). Feedback was received from AMO, OHBA and RESCON and was incorporated into the June, 2019 version of this document. Additional feedback was received from AMO in October and the document has subsequently been updated to reflect that input.

SERVICE AGREEMENT/ Memorandum of Understanding

BETWEEN

THE CORPORATION OF _____

(the "municipality")

AND

_____ CONSERVATION AUTHORITY

("Conservation Authority" or "CA") ("Conservation Authorities" or "CAs")

Date: 2019

Background and Legislative Context

Conservation Authorities are involved in plan input and review of planning applications under the Planning Act in four 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 and as landowners. Under the *Conservation Authorities Act* (see section 21.1(1) Programs and services) Conservation Authorities are required or permitted to provide programs and services as follows: 1. Mandatory programs and services that are required by regulation; **2. Municipal programs and services that the authority agrees to provide on behalf of municipalities situated in whole or in part within its area of jurisdiction under a memorandum of understanding;** and 3. Such other programs and services as the authority may determine are advisable to further its objects. Upon proclamation of the Lieutenant Governor, S. 21.1 of the *Conservation Authorities Act* will be amended to include amongst other changes, S. 21.1.1.(1) (Municipal programs and services) that enables a CA to provide within its area of jurisdiction municipal programs and services that the authority agrees to provide on behalf of a municipality situated in whole or in part within its area of jurisdiction **under a memorandum of understanding** or such other agreement as may be entered into with the municipality in respect of the programs and services.

The CA Role in Plan Review is summarized in the table below.

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

1. THE PURPOSE of this agreement is to:

This agreement only pertains to land use planning, infrastructure and development related issues. Agreements should start with clauses that indicate this as the purpose of the agreement. The municipality

needs to identify what are lower-tier or upper-tier planning functions. The level of government that is a planning approval authority must enact the agreement for the types of Planning Act applications and related studies or plans for which it is the approval authority (approval authority delegated by the Ministry of Municipal Affairs and Housing through regulations made under the Planning Act or through Upper-Tier Delegation By-Laws. For example, land division may be an Upper-Tier function whereas storm drainage approval for a site plan may be a Lower-Tier function; in this case each planning approval authority may wish to enact their own agreement with the CA. Alternatively, Upper-Tier municipalities may choose to enter into an agreement on behalf of the Lower-Tier municipalities or with the Lower-Tier municipalities and the CA.

The purpose section may include:

- *The mutual roles in land use planning, for development review, and technical clearance by the Conservation Authority (e.g. CAs will provide effective and timely plan review and technical clearance support/expertise to assist the municipality in making decisions on planning documents and site-specific planning applications).*
- *Outlining which elements of the requirements of the Provincial Policy Statement and applicable Provincial plans and other legislation this agreement pertains to.*
- *Support and assist the Municipality to streamline the municipal plan review system/process where opportunities exist.*
- *Provision that states “The MOU describes services in addition to those activities and services which are undertaken by the CA as part of their own legislative mandate or by agreement with others”.*
- *Where multiple CA signatories to a CA-Municipal MOU: Provision outlining a similar review process throughout all signatories for applications received as a part of the MOU. The MOU may contain a separate schedule for each CA.*

2. DEFINITIONS

In this document:

“Board” - The Board of Directors of the CA

“Plan Review” - The review of applications/studies as set out in the *Planning Act* or other relevant legislation; identifying the need for and assessing the adequacy of technical surveys, studies and reports relating to the watershed natural hazards, natural heritage and water policies for natural environment features or functions +++; and specifying and clearing conditions of approval. It also includes the review of municipal planning documents, such as Official Plans and amendments and may include studies associated with infrastructure development, such as Environmental Assessment Reports.

“Provincial Plan” means,

- (a) the Greenbelt Plan established under section 3 of the *Greenbelt Act, 2005*,
- (b) the Niagara Escarpment Plan established under section 3 of the *Niagara Escarpment Planning and Development Act*,
- (c) the Oak Ridges Moraine Conservation Plan established under section 3 of the *Oak Ridges Moraine Conservation Act, 2001*,

- (d) a development plan approved under the *Ontario Planning and Development Act, 1994*,
- (e) a growth plan approved under the *Places to Grow Act, 2005*,
- (e.1) a designated policy as defined in section 2 of the *Lake Simcoe Protection Act, 2008*,
- (e.2) a designated policy as defined in section 3 of the *Great Lakes Protection Act, 2015*,
- (e.3) a designated Great Lakes policy or a significant threat policy, as those terms are defined in subsection 2 (1) of the *Clean Water Act, 2006*, or
- (f) a prescribed plan or policy or a prescribed provision of a prescribed plan or policy made or approved by the Lieutenant Governor in Council, a minister of the Crown, a ministry or a board, commission or agency of the Government of Ontario;

“Technical Clearance” - Assessing technical reports submitted by the proponent to determine if the reports satisfy the CA conditions through a comprehensive study (e.g. master environmental servicing plans, secondary plans, etc.) or plan review process and in order to clear the conditions.

“Technical Review” - Assessing technical reports submitted by the proponents' consultants in terms of applicable and most recent technical guidelines and standards and the approved terms of reference; specifying modifications or additional technical studies required and conditions of acceptance; validating the technical methods used to determine potential environmental impacts, identifying the nature and extent of mitigation measures required; recommending modifications to or acceptance of the technical report.

3. LAND USE PLANNING ROLES AND RESPONSIBILITIES

Municipal governments must make planning decisions through the lens of the Provincial Policy Statement (PPS) and pertinent provincial plans. Specifically, Sections 2.1, 2.2 and 3.1 of the PPS require particular expertise in order to provide defensible planning advice. (Note: CAs have a delegated responsibility from the Province to represent the provincial interests regarding natural hazards encompassed by Section 3.1 of the PPS (excluding wildland fire) which requires CAs to review and provide comments on municipal policy documents and applications submitted pursuant to the Planning Act). To that end, most Municipal governments look to the CA to provide this expert review of planning applications. The Municipal government and CA need to agree on which parts of the Provincial Policy Statement (PPS) and pertinent provincial plans will be subject to this agreement. If it is not subject to this agreement, the Municipality needs to ensure they have the required expertise in house or with a consulting firm.

This section should clearly delineate that CAs provide comments/advice and that the Municipality is responsible for ensuring consistency with Provincial policies and the Official Plan policies with respect to any planning application. The section should set out how the planning documents/applications/reports will flow between the two organizations. What land use planning related topics will trigger the municipal request for CA comments/recommendation? It should also clearly articulate expectations regarding circulation by the Municipality to the CA as delineated in Appendix 2.

a) The Municipality and the Conservation Authority(ies) agree that the Conservation Authority **will** provide comments/advice as to whether planning applications are consistent with the Section 3.1. of the PPS for the following:

1. OP and ZBL comprehensive reviews and amendments
2. Plans of subdivision/condominium
3. Community Planning Permit System
4. Secondary Plans
5. Consents
6. Minor Variance
7. Site Plan Control
8. Part lot control
9. Public Road closures

i. And for applications and initiatives related to:

- Watershed/subwatershed studies
- Guidelines
- Site alteration by-laws

CAs and municipalities may also want to specify what scale of change will trigger this review? Will all applications be reviewed? Will there be a minimum lot size, a buffer area, proximity to a natural feature that triggers CA comments. Or, many agreements will have a clause about pre-screening maps and an appendix that explains the methodology or protocol for the use of these pre-screening maps (see item d below).

b) As needed, the Conservation Authority will also provide comments to the Municipality:

- i. Assessing the adequacy of technical studies in meeting PPS (S. 3.1) policy requirements and objectives, including:
 - Hazardous lands (flooding, erosion and dynamic beach hazards);
 - Hazardous sites (unstable soils or bedrock);
 - Special Policy Areas;
 - Hydrology and Hydraulic documents and modelling; and
 - Impact and mitigation measures related to natural hazards

c) The Conservation Authority **may** also provide comments to the Municipality:

- i. As to whether planning applications are consistent with the PPS (and/or name of provincial plan) for Section(s) XXXX for the following:
 1. OP and ZBL comprehensive reviews and amendments
 2. Plans of subdivision/condominium
 3. Community Planning Permit System
 4. Secondary Plans
 5. Consents
 6. Minor Variance

7. Site Plan Control
8. Part lot control
9. Public Road closures

And for applications and initiatives related to:

- Watershed/subwatershed studies
 - Guidelines
 - Site alteration by-laws
- ii. Advising the Municipality of the adequacy of technical environmental studies compared to the Municipality's Official Plan policy requirements and objectives;
 - iii. On the need for technical reports, the adequacy with reference to relevant guidelines, standards, or related conditions of approval, including but not limited to such studies or plans as:
 - Stormwater management
 - Lot grading and drainage
 - Geotechnical
 - Hydrogeological
 - Erosion and Sediment Control
 - Environmental Impact Studies and related natural heritage impact and mitigation measures
 - Fluvial Geomorphology
 - Wetland water balance

Should also specify broader types of comments that pertain to impacts on/related to CA watershed planning studies.

- iv. Reporting defining features and assessing the long-term ecological function and biodiversity of natural heritage systems, identifying opportunities where applicable for restoration or improvements.
- iv. Reviewing documents that assess impacts on the natural environment related to:
 - significant wildlife habitat;
 - habitats of threatened and endangered species;
 - watercourses, fish and aquatic habitat;
 - areas of natural and scientific interest;
 - significant woodlands and woodlands;
 - significant valleylands; valley lands and stream corridors;
 - significant wetlands, local and unevaluated wetlands;
 - ground water recharge areas;
 - ground water quantity and quality
 - surface water quantity and quality

Should also specify broader types of comments that pertain to impacts on/related to CA watershed planning studies

- vi. Assisting in the technical aspects of applying alternative development standards as a best management practice for stormwater management purposes (e.g. Low Impact Development (LID) projects) and enhancement of natural heritage features and functions, +++++; and,
 - vii. Assisting in the interpretation of the Source Water Protection Plan.
 - viii. Assisting with projects, initiatives, and committees that fall outside of this agreement, but the municipality is seeking the CA's technical advice.
- d) The CA and Municipality will share Geographical Information System (GIS) data related to the services provided in compliance with any applicable licensing agreements.

May also want to discuss whether pre-screening of applications prior to circulation should take place, including types of applications, use of screening maps showing natural hazard areas and CA regulated lands, etc.

Include a provision for data licencing.

- e) Nothing in the agreement precludes the Conservation Authority from commenting to the Municipality, and implementing their regulatory responsibilities, as they would normally exercise their rights under the *Planning Act*, the *Conservation Authorities Act*, *Environmental Assessment Act*, delegated responsibilities, or other applicable legislation.
- f) Nothing in this agreement precludes the Municipality from exercising responsibility under the *Municipal Act*, *Planning Act* or any other statutory requirement.
- g) Nothing in this agreement precludes the parties from respectfully disagreeing with comments provided by the other party.
- h) Where the Conservation Authority is in conflict between legislated responsibilities and the responsibilities of this agreement, the Municipality may seek third party opinions.

4. IMPLEMENTATION

- a) The Municipality and the Conservation Authority(ies) agree:
 - *Formalize a process for pre-consultation on specific applications including notification of the upcoming meeting and circulation of relevant material. Both parties will participate in informal or formal per-consultation meetings with applicants (or provide written comments where applicable). The municipality would be responsible for submitting meeting minutes/records of outcomes of pre-consultation meetings. Municipality and CA should establish a mechanism to determine complete application requirements as outlined in the municipal Official Plan and to determine the technical checklist required for these studies. Sample technical checklists are included in Schedule 1.*

- *The CA will respond to general inquiries from municipalities and applicants participate in informal or formal pre-consultation meetings with applicants and the municipality (or provide written comments), and provide expert witness support to the municipality as necessary where the subject lands involve natural hazards or CA regulated lands and ++++++*
- *To negotiate timelines for CA review and response that allows adequate time for municipal governments to conduct multi-departmental reviews that fit within the legislated timelines. See #5 Service Delivery Standards and Schedule 2 for further details.*

This is where the agreement should specify how the CA may participate in LPAT hearings or other tribunals; how the parties or participants may be represented at hearings for the purpose of legal representation; how third party opinions will be used and paid for; and, limits on the CA's ability to represent the municipality's interests.

- *Include information on how fees for planning services will be collected. e.g. Will the municipality collect all and remit a portion to the CA or will the applicant submit payment directly to the CA? Will final clearance fees be paid to the same place the first fees were paid? See Guideline for CA Fee Administration Policies for further details on fees.*
- *When do the building department or engineers department become involved? Include consideration for sharing comments from municipal departments with CA to ensure consistent direction on applications.*
- *Identify which CA will take the lead role in co-ordinating comments where there are multiple CAs involved in a policy review or development or amendment?*

Municipalities will want to make sure that all application forms reflect the approaches and roles you agree to.

5. SERVICE DELIVERY STANDARDS

- a) *The Conservation Authority and the Municipality shall mutually agree on timeframes for responding to planning document amendments and development applications in keeping with the requirements of legislated timelines and included in Schedule 2*

This is where you can go into more detail for timelines or level of advice expected (see Schedule 2 for an example). Important to note here that the legislated timelines pertain to circulation timelines of the notice before the day of the hearing and not the timeline for the CA to review and provide comment on the notice.

- b) *Where an application is complex, a pre-consultation meeting between the Municipality, Conservation Authority and applicant and their agents shall take place. Extensions to the agreed to timelines in Schedule 2, if necessary, should be discussed at the pre-consultation meeting.*

6. CONSERVATION AUTHORITY FEES

The Conservation Authority fees pertaining to planning applications may be referenced here. Ultimately, there should be certainty between the parties that there is value for the service, it is completed in a timely way and the council, CA Board and public have clear expectations around the process. This should be consistent with the implementation section. See the Guideline for CA Fee Administration Policies for further details regarding the charging of fees for these services. The CA Board should establish expectations regarding the cost-recovery target for planning and development services. Any municipal financial support for this program should be discussed through the budgeting process.

7. TERM OF THE AGREEMENT

a) The Municipality and the Conservation Authority(ies) agree:

1. The term of this Agreement shall be for a period of _____ years from the date of execution by the Municipality and the Agreement shall be automatically extended for additional _____year terms, on the same terms and conditions as contained herein at the discretion of the Municipality and the Conservation Authority(ies), until terminated by any of the parties in accordance with subsection xxx herein.
2. That the Municipality and the Conservation Authority(ies) will review this Agreement, to consider changes in programs of the parties or changes in Provincial policies, at least six months prior to the expiry of each _____ term. The Municipality's CAO or Planning Department will monitor the agreement and its expiry;

b) Any party may terminate this Agreement at any time upon delivering ____ months written notice of termination, by prepaid registered mail, to all of the other parties, which notice shall be deemed to be received on the third business day from the date of mailing.

c) Any notice to be given pursuant to this Agreement shall be delivered to the parties at the following address:

Municipality Name
Street address
Attention: Staff Position

Conservation Authority Name
Street Address
Attention: Staff Position

THE CORPORATION OF THE MUNICIPALITY

Of XXXXXXXXXXXXXXXXXXXX

CAO/ Clerk-Treasurer (type name here)

Chief Administrative Officer

Date: _____

The XXXXXXXXXXXXXXXXXXX XXXXX

CONSERVATION AUTHORITY

CAO/General Manager (type name here)

CAO/General Manager

Date: _____

SCHEDULE 1

CA-Municipal Potential Technical Checklist for Planning Applications

These lists include some of the potential technical studies that could be part of a complete application. Through the pre-consultation process, requirements for technical studies which are appropriate for the project would be identified. These lists are intended to act as an example of potential technical studies and are not exhaustive.

Should consider requiring the applicant, as part of the covering letter, to have a professional attest that an application is complete. Municipality and CA should establish a mechanism to determine complete application requirements as outlined in the municipal Official Plan and to determine the technical checklist required for these studies. The CA and Municipality should discuss allowing the CA to pre-screen submissions prior to the municipality confirming that the application is complete.

A-1: Official Plan Amendments

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (See CA Fee Schedule)
- Appropriate Plans/Drawings
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information

Potential technical requirements

- A list of support information and materials for Planning Act applications is typically provided in Official Plans; this list should be referred to for consideration.
- Conceptual Channel Crossings Assessment
- Conformity Reports (e.g. Growth Plan, Lake Simcoe Plan, Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Subwatershed Study
- Scoped or Full Comprehensive Environmental Impact and Enhancement Study
- Functional Servicing Plan/Stormwater Management Study
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan/Stormwater Management Study
- Geotechnical/Slope Stability Study
- Preliminary Grading Plans
- Headwater Drainage Feature Evaluation
- Fluvial Geomorphology Study
- Hydrogeological Assessment
- Lake Capacity Analysis
- Conceptual Channel Crossings Assessment
- Low Impact Development Opportunity Assessment, as required by municipal policy
- Scoped or Full Environmental Impact and Enhancement Study
- Water Balance Analysis
- Watercourse Erosion Analysis
- Coastal hazard assessment
- Other reports/studies identified through the checklists or staff consultation.

A-2: Zoning By-law Amendments

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (See Fee Schedule)
- Appropriate Plans/Drawings

- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information

Potential technical requirements

- Archaeological Assessment (on CA Properties only)
- Channel Crossings Assessment
- Conformity Reports (Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan
- Geotechnical/Slope Stability Study
- Grading Plans
- Headwater Drainage Feature Evaluation
- Hydrogeological Assessment
- Lake Capacity Analysis
- Low Impact Development Opportunity Assessment, as required by municipal policy
- Scoped or Full Environmental Impact and Enhancement Study
- Stormwater Management Study
- Structural Elevations and Construction Details
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation.

A-3: Plans of Subdivisions

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (See Fee Schedule)
- Appropriate Plans/Drawings
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information

Potential technical requirements

- Archaeological Assessment (on TRCA Properties only)
- Channel Crossings Assessment
- Conformity Reports (Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Erosion and Sediment Control Plans
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan
- Geotechnical/Slope Stability Study
- Grading Plans

- Headwater Drainage Feature Evaluation
- Hydrogeological Assessment
- Lake Capacity Analysis
- Landscaping/Site Rehabilitation Plan
- Low Impact Development Opportunity Assessment, as required by municipal policy
- Scoped or Full Environmental Impact and Enhancement Study
- Stormwater Management Facility Design
- Stormwater Management Study
- Structural Elevations and Construction Details
- Topsoil Stripping Review
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation.

A-4: Site Plan Controls

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (See Fee Schedule)
- Appropriate Plans/Drawings
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information

Potential technical requirements

- Archaeological Assessment (on CA Properties only)
- Channel Crossings Assessment
- Conformity Reports (Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Erosion and Sediment Control Plans
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan
- Geotechnical/Slope Stability Study
- Grading Plans
- Headwater Drainage Feature Evaluation
- Hydrogeological Assessment
- Landscaping/Site Rehabilitation Plan
- Low Impact Development Opportunity Assessment, as required by municipal policy
- Scoped or Full Environmental Impact and Enhancement Study
- Stormwater Management Facility Design
- Stormwater Management Study
- Structural Elevations and Construction Details
- Topsoil Stripping Review
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation.

A-5: Consents (Severances) and Minor Variances

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (See Fee Schedule)
- Appropriate Plans/Drawings

Potential technical requirements

- Archaeological Assessment (on CA Properties only)
- Conformity Reports (Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Erosion and Sediment Control Plans
- Floodline Delineation Study/Hydraulics
- Geotechnical/Slope Stability Study
- Grading Plans
- Hydrogeological Assessment
- Headwater Drainage Feature Evaluation
- Landscaping/Site Rehabilitation Plan
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Scoped or Full Environmental Impact and Enhancement Study
- Structural Elevations and Construction Details
- Topographic Information
- Other reports/studies identified through the checklists or staff consultation.

SCHEDULE 2

Non-Statutory Development Application Review Timelines

The following table is an example which describes the non-statutory timeframes for development review applications that the parties will aim to achieve, broken down by certain major application types. Municipalities and CAs are to negotiate an appropriate timeframe for review of these applications as part of the MOU process.

APPLICATION TYPE	PRE-CONSULTATION	CIRCULATION (for pre-consultation, or after an application is deemed complete, or for any subsequent circulations)	COMMENTS AFTER FIRST CIRCULATION
Site specific Regional Official Plan amendments	Meeting scheduled with all parties and the applicant within x-21 calendar days of request ¹	Upper-tier municipality to circulate to all parties within x-3 business days	Parties to provide comments within 45-x calendar days
Site specific local Official Plan Amendments	Same as above	Local municipality to circulate to all parties within x-3 business days	Parties to provide comments within 45-x calendar days
Site specific Zoning By-law Amendments	Same as above	Local municipality to circulate to all parties within x-3 business days	Parties to provide comments within 30-x calendar days
Draft Plans of Subdivision or Condominium	Same as above	Local municipality to circulate to all parties within x-3 business days	Parties to provide comments within 45-x calendar days
Site Plans	Same as above	Local municipality to circulate to all parties within x-3 business days	Parties to provide comments within x-14 calendar days unless the local municipality agrees there is a specific issue that requires additional time to resolve (x-45)
Consents and Minor Variances		Local municipality to circulate to all parties within x-3 business days	Parties to provide comments within x-14 calendar days

¹To convene a pre-consultation meeting, the lead agency must have sufficient information from the applicant so that the parties can provide advice.