



**CATARAQUI REGION CONSERVATION AUTHORITY**  
1641 Perth Road, P.O. Box 160 Glenburnie, Ontario K0H 1S0  
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November 26, 2015

**Sent by Email**

Ms. Darlene Plumley, Clerk  
Township of Frontenac Islands

Dear Darlene,

**RE: CRCA Plan Review Service Provision to the Township of Frontenac Islands**

This letter is written to confirm our shared understanding regarding the provision of plan review services by the Cataraqui Region Conservation Authority (CRCA) to the Township of Frontenac Islands (“the Township”). We understand that your Council passed a resolution in support of this arrangement at its November 9, 2015 Council meeting. It is understood that this agreement will be reviewed by the parties after an initial two year period. Some of the key parameters for the service are outlined below.

Service overview: CRCA staff will provide environmental plan review services to the municipality, which will focus on the natural hazards, natural heritage and water quality and quantity components of the Provincial Policy Statement. The CRCA will review selected *Planning Act* applications on both a site-specific and broader landscape basis and will forward comments for consideration by the municipality. Staff will normally visit each application site as part of our review process.

1. Circulation: The Township will circulate selected planning applications to the CRCA for our review. The relevant applications will be identified using the following screening guidelines:

- applications located in areas described within the “Screening Map for the Circulation of Planning Act Applications to the CRCA – Frontenac Islands” (attached),
- all plans of subdivision, vacant land condominium and site plan control applications.

Please contact us if Township staff have any questions regarding screening applications.

2. Comment Period: CRCA staff will provide comments in a timely manner. Because we are serving 11 other municipalities and 3 counties, staff require 10+ business days from our receipt of applications to the meeting to provide comment. We understand that Township staff will try to maximize the review period. Electronic communications (e.g., e-mail, fax) will be used as appropriate by both parties to maximize the time for review and discussions with municipal staff.

If multiple relevant applications originate from one of the islands in the municipality at approximately the same time, then CRCA staff will endeavour to conduct multiple site visits during one trip. Where possible, we will attempt to coordinate our site visits with other parties (i.e. County of Frontenac, Township, KFLA Public Health).

3. Fees: CRCA plan review services for site-specific applications and supporting reports (e.g., stormwater, environmental impact, geotechnical) are provided on a cost-recovery basis; each applicant is therefore assessed fee(s) based on the type of application or report. These fees are listed in an adopted Plan Review Service Fee Schedule – Township of Frontenac Islands (November, 2015) which may be revised from time to time.

A copy of the fee schedule is attached to this correspondence. We understand that Township staff will advise the applicant of our fees and will collect the fees on our behalf as part of a complete application. The collected fee will be forwarded with the circulation to the CRCA.

4. Pre-Consultation: The Township and CRCA will encourage potential applicants to pre-consult on proposals. The CRCA requests to be invited to participate in any pre-consultation for screened applications.
5. Liaison: The CRCA may liaise on planning matters with other agencies including the Ministry of Natural Resources and Forestry, the Ministry of the Environment and Climate Change, the Ministry of Municipal Affairs and Housing, Parks Canada and Fisheries and Oceans Canada, among others. These communications will be clearly outlined should they be relevant to any plan review files.

Guiding legislation, policies and reference materials:

- *Planning Act* and the current Provincial Policy Statement;
- *Conservation Authorities Act*;
- *Ontario Water Resources Act*;
- *Clean Water Act* and the Cataraqui Source Protection Plan (2014);
- Great Lakes-St. Lawrence River System and Large Inland Lakes (2001);
- Natural Channel Systems: Adaptive Management of Stream Corridors in Ontario (which includes the Natural Hazards Technical Guides for Rivers and Stream Systems and Hazardous Sites) (2002);
- *Natural Heritage Reference Manual* (2010);
- CRCA Environmental Planning Policy (2015), which is posted on the CRCA website at [www.crca.ca](http://www.crca.ca);
- CRCA's Guidelines for Implementing Ontario Regulation 148/06 (2012), also on the CRCA website;
- CRCA Service Delivery Procedures for Plan Review (2013), also on the CRCA website;
- County of Frontenac Official Plan (forthcoming) and the Township's current Official Plan and Zoning By-Law.<sup>1</sup>

Other relevant tools used by the Township (e.g., studies and resource data) will also be used to inform CRCA reviews.

6. OMB Appeals: As a commenting body, the CRCA may appeal planning decisions to the Ontario Municipal Board (OMB) if, in the opinion of CRCA staff, they are counter to the guiding reference documents listed above. In addition, CRCA staff may be called as witnesses by the Township or other parties in OMB appeals. The CRCA may have legal representation at these hearings.
7. Service Agreement: This letter shall serve as our service agreement with the Township and shall be posted on the CRCA website for public access. The service agreement will be in effect for a two year term ending in November 2017, at which time it will be reviewed by both parties and updated as necessary.

We trust that the above accurately reflects our recent discussions. If you have any questions about the above, please contact me at (613) 546-4228 ext. 244 or by email at [aschmidt@crca.ca](mailto:aschmidt@crca.ca). We look forward to working with you, your staff and Council.

Sincerely,



Andrew Schmidt, C.Tech.  
Development Review Manager

Attach: Screening Map for the Circulation of Planning Act Applications to the CRCA - FRI  
Plan Review Service Fee Schedule – Township of Frontenac Islands (November, 2015)  
c.c. Joe Gallivan, County of Frontenac (via email)

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<sup>1</sup> The township shall transfer the pertinent documentation needed by the CRCA to provide plan review.