



## CATARAQUI REGION CONSERVATION AUTHORITY

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July 25, 2011

File: RSMT 1-1

Maureen Pascoe Merkley  
Director of Planning  
City of Brockville

Via e-mail: [mpmerkley@brockville.com](mailto:mpmerkley@brockville.com)

Dear Maureen,

### **RE: CRCA Planning Service Provision to the City of Brockville**

Thank you for the opportunity to meet with you recently to discuss the planning services provided by the Cataraqui Region Conservation Authority (CRCA) and ways we might provide continued assistance to the City.

This letter is written to confirm the understanding between the CRCA and the City regarding plan input and review under the *Planning Act*. It updates our previous letter of understanding. CRCA staff will continue to provide environmental planning 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 applications on both a site-specific and watershed basis and will forward comments for consideration to the municipality.

**Plan Input:** The CRCA will continue to provide input on Natural Hazards policies in the City's Official Plan through the Provincial One-Window Protocol, as mandated by the Province and led by the Ministry of Municipal Affairs and Housing. Recognizing that the Ministry of Natural Resources and the Ministry of the Environment are the lead agencies on Official Plan input regarding natural heritage, water quality and quantity, CRCA may provide comment on these topics as they relate to our plan review role. CRCA staff will also provide input on the City's Zoning By-Law regarding Natural Hazards, Natural Heritage, Water Quality and Water Quantity, as per this agreement.

#### Plan Review:

1. **Circulation:** The City will continue to forward site-specific planning applications of interest to the CRCA for our review. These are identified using the following screening guidelines:
  - applications within the Screening Map for Ontario Regulation 148/06, provided previously,
  - applications within the setbacks to natural heritage features as defined by the Natural Heritage Reference Manual (2010) and
  - all subdivisions and site plan control applications.

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

2. **Comment Period:** CRCA staff will continue to provide comments in a timely manner. Because we are serving 11 municipalities and 3 counties, staff require at least 10 days from receipt of minor variance and zoning by-law amendment applications to the committee meeting to provide comment. One month is needed for review of subdivisions and site plans. City staff will continue to try to maximize this review period such that comments can be received prior to the required date.

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. We will continue to seek ways to rapidly exchange large data files such as site plan and subdivision submissions.

3. Fees: Our plan review services for site-specific applications and supporting reports (e.g., storm water, 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 Fee Schedule which may be revised from time to time. The CRCA will provide fee schedules to the Township. We understand that municipal staff will advise the applicant of our fees and will continue to 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 City and CRCA will continue to encourage potential applicants to pre-consult on proposals. The CRCA requests that it continue to be included in any pre-consultation for screened applications.
5. Comments: CRCA letters will differentiate comments on planning applications provided under Provincial mandate, service agreement with the municipality and other situations (e.g., adjacent landowner).
6. O. Reg. 148/06: CRCA will reference Ontario Regulation 148/06 and provide comment on its implications to applications as part of plan review.

Liaisons: The CRCA will continue to liaise with other agencies including the Ministry of Natural Resources, the Ministry of the Environment, the Ministry of Municipal Affairs and Housing, Parks Canada and Fisheries and Oceans Canada, among others. These liaisons will be made clear should they be relevant to any plan review or input.

Guiding Policies: Policies that guide CRCA's plan review and input include the following documents:

- current *Provincial Policy Statement*;
- *Conservation Authorities Act*;
- *Planning Act*;
- *Ontario Water Resources Act*;
- *Clean Water Act*;
- *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 Planning Policy* (2005),
- CRCA's Policies for Implementing Ontario Regulation 148/06 (2008; currently being updated),
- Township's current Official Plan and Zoning By-Law<sup>1</sup>

Other relevant tools used by the municipality (e.g., if a Natural Heritage Study exists) will also be used to inform CRCA review.

The CRCA will continue to look for opportunities to serve the City in matters of local and watershed interest, including, but not limited to watershed planning, master planning, and natural hazards mapping.

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

OMB Appeals: As discussed, the CRCA may appeal planning decisions to the Ontario Municipal Board if, in CRCA staff opinion, they are counter to the guiding reference documents listed above. In addition, CRCA staff may be called as witnesses by the City or other parties in appeals. The CRCA may have legal representation at these hearings.

Service Agreement: This letter shall, if concurred with by municipal staff, serve as our service agreement with the City and **shall be posted on the CRCA website** for public access. It shall be reviewed with the City on a regular basis and updated as necessary.

We trust that the above accurately reflects our discussion; please confirm this understanding in writing by August 10<sup>th</sup>. If you have any questions about the above, please contact me at (613) 546-4228 ext 228. We look forward to continuing to work with you, your staff and Council.

Sincerely,

A handwritten signature in cursive script that reads "Mara Shaw".

Mara Shaw  
Watershed Management Coordinator