



# Great Lakes Local Action Fund APPLICATION GUIDE

2022/23

# Protecting our Great Lakes

The Great Lakes are the foundation of Ontario's economic prosperity, social well-being and ecological health – supplying water to our communities, sustaining traditional activities of Indigenous peoples, supporting Ontario's economy, and providing healthy ecosystems for wildlife, recreation and tourism.

Ontario's vision for the Great Lakes is to protect, restore, conserve and respect the intrinsic value of these vital waterways so they continue to thrive for present and future generations.

The province has worked for decades with Great Lakes partners, including governments at all levels, Indigenous communities, community and environmental groups, conservation authorities, businesses and others to protect and restore the Great Lakes and the habitats and species in the basin, and to clean up their polluted areas.

In 2021, we signed a new [Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health](#), which is an important framework for protecting the Great Lakes because it helps guide and coordinate the actions of Canada and Ontario.

Our efforts have had many positive outcomes, including significantly reduced levels of toxic chemicals that have had a longstanding impact on the waters and fish of the Great Lakes, as well as the return of native species such as the Bald Eagle. Great Lakes protection and restoration also yields significant economic return on investment. For each dollar spent on Great Lakes protection and restoration, various studies have shown potential returns of investment of about \$2 to \$3 such as through increased recreation, tourism, property values and improved drinking water.

Even with these successes, the Great Lakes are experiencing increasing environmental stress and require continued protection and restoration. That's why we are continuing to take action to safeguard the Great Lakes water resources and ecosystems for future generations. In the fall of 2020, the Ontario government launched a call for applications for the Great Lakes Local Action Fund, a new program that helps small-scale community projects and actions make direct environmental improvements to the Great Lakes and its connecting rivers. The past July, [we announced that 44 community-based projects were selected](#) to receive the first round of \$1.9 million in funding through the Great Lakes Local Action Fund.

# Second round of funding under the Great Lakes Local Action Fund

To further protect and restore the Great Lakes, the Ontario government, through the Ministry of the Environment, Conservation and Parks is investing \$1.9 million in the second round of funding to support local projects that have a positive environmental impact on the Great Lakes, with an emphasis on projects that also have social and/or economic benefits for their communities. In this round, the Great Lakes Local Action Fund will provide funding for individual projects led by eligible groups (please see the eligibility requirements outlined in this guide) to protect and restore coastal, shoreline and nearshore areas of the Great Lakes and their connecting rivers.

We encourage all eligible groups to apply for funding from the Great Lakes Local Action Fund by applying through [www.ontario.ca/GetFunding](http://www.ontario.ca/GetFunding) by no later than **March 11, 2022, 2:00 pm EST**.

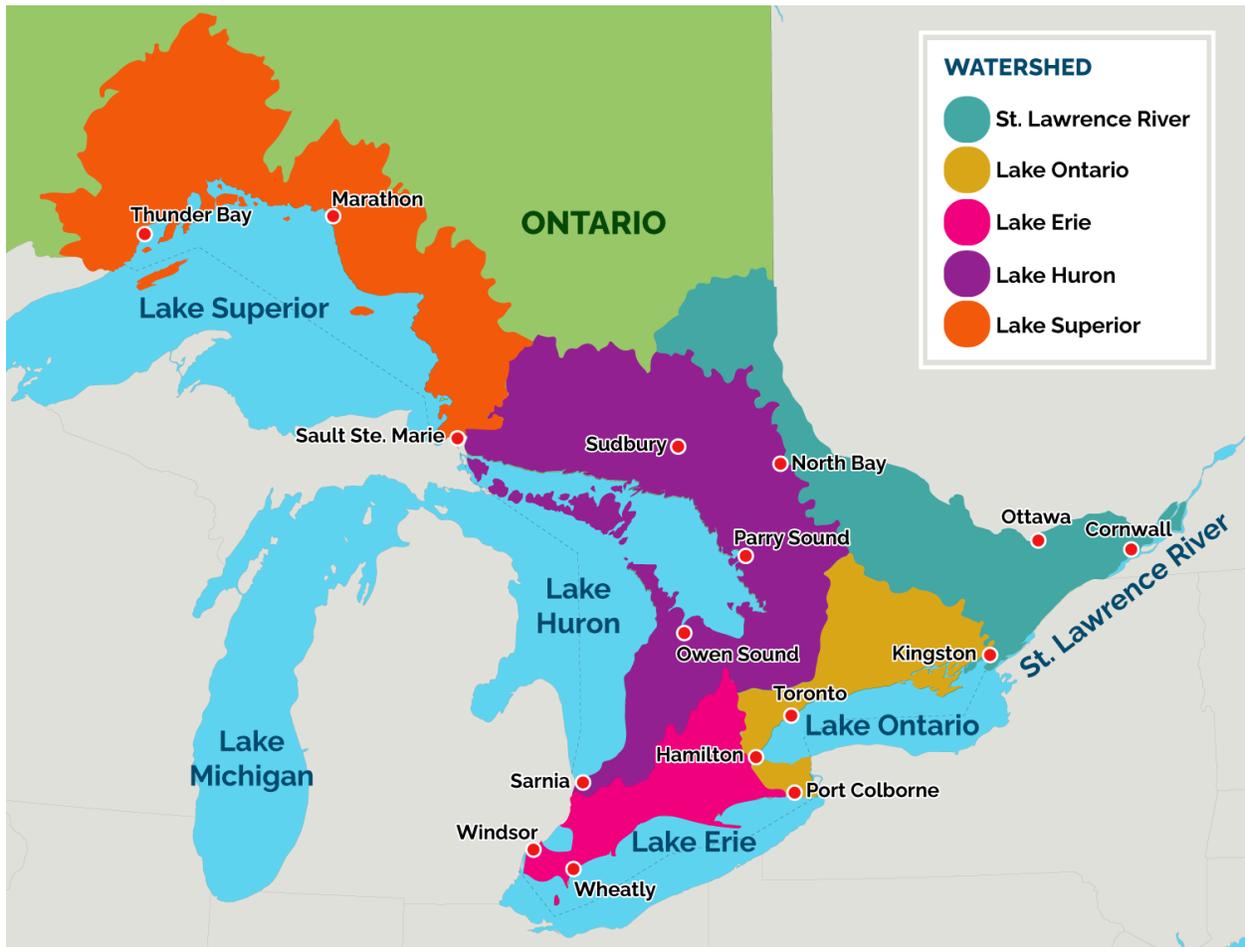
## About this guide

This guide provides eligibility requirements, information about the application process and details on how to apply for funding to help the Great Lakes community take local action to restore and reconnect with these vital waterways.

## Eligible projects

Funding is available to eligible groups for individual projects that take place in Ontario within the Great Lakes and St. Lawrence River Basin. This area includes: Lake Superior, Lake Huron, Lake Erie, Lake Ontario, the St. Lawrence River/the Ottawa River, their connecting rivers, and their watersheds.

The following map helps identify watersheds in the Great Lakes and St. Lawrence River Basin. You will need this information to complete the application form.



You can also use the following link to find locations in the Great Lakes and St Lawrence River watershed: <https://www.ontario.ca/environment-and-energy/great-lakes-watershed-locator>

Funding is available for eligible projects that take place at the community level that protect and/or restore the Great Lakes and/or their connecting rivers, and that address at least one of the following priorities:

- Naturalization and restoration
- Protecting habitat
- Shoreline cleanup

Details about these priorities are provided below, under “Priority Areas”.

**Important deadline:** Projects must be complete by October 31, 2023.

Examples of the types of projects that could qualify for funding are:

- Engaging community members in activities that safeguard wildlife welfare and habitats. For example: planting vegetation to restore and/or naturalize stream banks (including on private property, with documented consent for the project from the property-owner)
- Local clean-up of a waterfront to protect wildlife (e.g., from plastic pollution), and improve human health and aesthetics

- Engaging community members (such as Indigenous youth, Elders, and knowledge holders) in environmental monitoring and other activities to support the protection of traditional harvesting areas.

The following types of projects are **ineligible** for funding:

- Projects where the entire focus is on education and outreach (i.e., with no actions to support or promote environmental improvements to the Great Lakes and/or their connecting rivers)
- Feasibility studies or plans, and land-use planning
- Contaminated site remediation (e.g., sediment remediation, brownfields)
- Activities that occur within provincial parks
- Strictly beautification activities
- Land acquisition
- Projects being done to comply with specific legal requirements
- Projects requiring an individual or class environmental assessment (EA) (unless already completed or a class EA category A project)
- Programs that provide grants to other recipients
- Projects where the funds are used to build, develop, purchase, or make significant improvements to capital assets owned/controlled by the funding recipient.

The lists of eligible and ineligible projects above are not comprehensive. If you are unsure about the eligibility of your project and activities, please contact us by email at [greatlakesfund@ontario.ca](mailto:greatlakesfund@ontario.ca), or by phone at 437-225-1354.

Eligible groups can apply for more than one project but must use a separate application form for each eligible project. The ministry may, in its absolute discretion, limit the number projects awarded funding per eligible group.

## What funding will pay for

Funding may be awarded to an eligible group for up to 100 per cent of eligible costs incurred in Ontario directly related to the delivery of eligible projects. Any eligible project costs which are paid for using funds provided to the recipient under an Ontario transfer payment agreement may not also be paid for by other funding sources. Applicants should be aware that the ministry may not fund all aspects of a project, although the applicant will be required to complete the full project in order to receive allocated grant funds. Applicants should identify in the application form how the full project will be completed if only partial grant funds are provided from the Great Lakes Local Action Fund.

Examples of **eligible** costs include:

- Materials and supplies, such as shovels, garbage bags, and COVID-related personal protective equipment that are necessary to undertake the project

- Marketing to promote participation in the project
- Professional or technical expertise directly related to undertaking the project
- Staff or labour costs for employees specific to the project
- Costs for activities to facilitate project implementation (e.g., to enhance wetlands, manage storm water and control erosion)
- Equipment rental (e.g., back hoe, communications technology, scientific equipment, vehicles) related to undertaking the project

Examples of **ineligible** costs include:

- Ongoing overhead, core administrative activities of organizations (e.g., rent)
- Insurance
- Capital expenses relating to the purchase, construction or betterment of tangible capital assets (e.g. building structures, vehicles, office furniture, computers, IT or communication equipments, or any other assets that have a useful life of greater than one year and meant for use in the organization's operation on a continuous basis)
- Clothing (except for safety purposes)
- Appreciation gifts (e.g., gift certificates for volunteers)
- Honoraria (except for honoraria for Indigenous Elders or community knowledge holders for their participation, which are eligible costs)
- Travel, accommodation, hospitality or entertainment expenses (e.g., food, beverages)
- Signage that does not provide information relevant to the project
- Costs incurred prior to the effective date of the transfer payment agreement with the ministry
- Refundable harmonized sales tax (HST)
- Legal costs including but not limited to litigation

**NOTE:** The lists of eligible and ineligible costs are not comprehensive. If you are unsure about whether your costs may be eligible for funding, please contact us by email at [greatlakesfund@ontario.ca](mailto:greatlakesfund@ontario.ca), or by phone at 437-225-1354.

By receiving funds from the Great Lakes Local Action Fund, the recipient may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario).

## Eligible applicants

To be eligible for funding, the applicant must be a legal entity and must be one of the following: community-based incorporated organization, environmental not-for-profit corporation, small incorporated business (employing up to 50 employees), conservation authority established by or under the *Conservation Authorities Act* or a predecessor of the *Conservation Authorities Act*, a municipality as defined by the *Municipal Act, 2001*, other statutory corporation, Indigenous

community included in the list of First Nations in the Indigenous and Northern Affairs Canada website (<https://fnp-ppn.aadnc-aandc.gc.ca/fnp/Main/Search/SearchFN.aspx?lang=eng>), Métis community or organization, or a partnership as defined under section 2 of the Ontario *Partnerships Act*.

Examples of eligible groups, provided they meet the criteria above, include:

- Local agricultural and land-owner focused organizations
- Local youth organizations
- Environmental and conservation organizations
- Academic institutions including schools as represented by their school boards, universities and community colleges
- First Nations and Métis communities and organizations (see notes below)
- For-profit small businesses (employing up to 50 employees), including social enterprises
- Municipalities (see notes below)
- Conservation authorities and foundations associated with conservation authorities (see notes below)

Notes:

- If awarded funding and prior to signing a transfer payment agreement, a First Nations community is required to provide the ministry with a Band Council resolution approving the transfer payment agreement.
- Métis communities and organizations include the Métis Nation of Ontario Secretariat and Métis communities/organizations that are incorporated or that are associated with a corporation that serves as the legal entity for contracting purposes.
- To be eligible for funding, municipalities and conservation authorities and foundations associated with a conservation authority must be partnered with at least one community-based organization or Indigenous community and must provide a signed letter from the community-based organization or Indigenous community as part of their application, which sets out the role of the organization/community in the proposed project. (See below for more information about applying together with Indigenous communities).
  - Community-based organizations include local not-for-profit groups like agricultural, landowner, youth, and environmental and conservation groups, as well as schools and other academic institutions, and First Nations and Métis organizations.
  - Partnering with a community-based organization means the community-based organization must be actively involved in delivering the project, for example, participating in project design; or contributing a significant amount of staff or volunteer time to the project's implementation.

- If awarded funding and prior to signing a transfer payment agreement, a municipality is required to provide the ministry with a by-law authorizing the municipality to enter into the transfer payment agreement.
- If awarded funding and prior to signing a transfer payment agreement, a conservation authority is required to provide the ministry with a resolution authorizing the conservation authority to enter into the transfer payment agreement.

### Ineligible groups

- Provincial or federal government departments, agencies, boards and commissions; individuals; and for-profit organizations employing more than 50 employees are **not** eligible.

Entities that do not meet the eligibility criteria above may participate in a project with an eligible applicant. However, for clarity, Ontario provincial government and Canadian federal government organizations (e.g., ministries, Crown agencies) may not participate in any aspect of a project. For each project, the ministry will enter into a transfer payment agreement with only one eligible applicant that will be responsible for the entire project.

### Applying together with First Nations and Métis communities

Eligible entities may apply together with First Nations and Métis communities and First Nations and Métis communities may apply together with other First Nations and Métis communities.

- Eligible entities that apply together with a First Nations community must provide supporting documentation outlining the role of the community and with one of the following: a letter from the Chief and Council, a letter from the Band Administrator/Manager, or a band council resolution or motion to support the application form for each represented community and organization.
- If a band council resolution or motion is chosen, it may be submitted after the application form, but must be submitted prior to a transfer payment agreement being signed.
- Eligible entities that apply together with a Métis community must provide a signed letter from the Métis community as part of their application, which confirms the partnership and sets out the role of the Métis community in the proposed project.

### Project funding

Eligible applicants may apply for \$50,000 or for lesser amounts. Applications for amounts greater than \$50,000, and up to \$100,000, may be considered for projects that clearly demonstrate very high value in terms of environmental benefit to the Great Lakes and/or their connecting rivers, along with significant and broad community benefits, and strong project design, as described below under “Project evaluation”. If an applicant applies for funding in the amount of up to \$100,000, the application must clearly explain how the entire project will be

funded, or what the project would look like, if the ministry selects the project for funding for less than the requested amount.

The funds from the Great Lakes Local Action Fund may be applied to a discrete portion of a larger project which has other funding sources. Both the larger project and the discrete portion of the project to be funded from the Great Lakes Local Action Fund must be identified in the application form, together with a full account of all funding for the entire project. Project costs covered by other funding sources are not eligible for funding from the Great Lakes Local Action Fund.

All activities funded by the Great Lakes Local Action Fund must be completed by October 31, 2023. The ministry may decide to fund only selected activities identified in an application form. Not all parts of a project may be funded by the Great Lakes Local Action Fund.

## Priority areas

In their applications, eligible applicants should identify which of the following 3 priority areas their project would address. Projects may address more than one of these priority areas, but applicants must select the one priority area that would be the primary focus of their project.

### **Naturalization and restoration**

This priority area includes projects to naturalize and restore areas such as shorelines to prevent erosion and reduce runoff, and to improve water quality in the Great Lakes and/or their connecting rivers. It may also include projects to support or enhance ecosystem services, for example to address impacts of climate change on the Great Lakes and/or their connecting rivers.

### **Protecting habitat**

Projects in this priority area may focus on protecting or enhancing the habitat of a particular species, or the removal of invasive species, or improving habitat conditions to benefit a variety of species or increase biodiversity in and around the Great Lakes and their tributaries. Environmental monitoring projects will also be considered as they relate to protecting habitat or ensuring removal of invasive species.

### **Shoreline cleanup**

Shoreline cleanup projects could include engaging members or groups in a community to pick up litter from shoreline areas, or they could utilize innovative ways to remove litter from waterways, or to proactively prevent litter from entering waterways.

## Project evaluation

Application forms and supporting materials will be screened by the ministry to ensure they are complete and meet the eligibility requirements for applicants and projects. If an application passes the screening, it will be reviewed and ranked according to the following three categories of evaluation criteria which are described in further detail below:

1. Environmental benefit to the Great Lakes and/or their connecting rivers
2. Social and/or economic co-benefits, community involvement, collaboration and leverage
3. Sound project design

**Whether or not to provide funding and who funding is provided to is within the sole discretion of the ministry.** In its final evaluation, the ministry may also consider the kinds of projects proposed, the number of projects funded per organization, and types of organizations applying in order to support a variety of projects and recipients across the province. The ministry may elect not to consider an application containing misrepresentations or any inaccurate or misleading information.

### Environmental benefit to the Great Lakes and/or their tributaries

To strengthen the likelihood of an application being selected for funding, applicants should describe how the proposed project contributes to addressing an environmental need of the Great Lakes and/or their tributaries and how it would address the identified priority area, resulting in measurable environmental improvements, or improving understanding to support future environmental improvements.

Projects are more likely to be evaluated favourably if they demonstrate clearly that they will make an impactful and long-lasting contribution to addressing identified environmental needs.

### Social and/or economic co-benefits, community involvement, collaboration and leverage

To strengthen the likelihood of an application being selected for funding, applicants should describe how the proposed project relates to the local community by demonstrating social and/or economic co-benefits in their community. For example:

- A clean-up campaign that reduces plastic pollution, improves aesthetics, has broad engagement of youth, enhances awareness of damage from litter, and improves conditions for tourism and recreation
- Projects that provide high quality volunteer engagement, where volunteers are actively contributing to meaningful project outcomes, and developing their own skills and knowledge

- Projects that promote collaboration among groups and organizations and leverage significant contributions (financial and in-kind) from others
- Projects that promote innovation such as support for new tools and approaches to addressing issues.

## Sound project design

To strengthen the likelihood of an application being selected for funding, applicants should consider the following project design elements:

- Projects should have clear and achievable objectives, outputs and desired outcomes (i.e. impacts on the identified environmental need).
- Projects must include sound ways to track and measure progress toward these outcomes and outputs. For more information on developing performance measures for your project, see Appendix A: Performance Measures.
- Detailed work plans should be provided, with realistic timelines toward completion by October 31, 2023, and detailed budgets that include reasonable costs.
  - Work plans should factor in time needed for permits and permissions, including consideration of possible delays due to the COVID-19 pandemic.
- If applicable, applications should describe how the benefits of the project will be sustained over time (e.g., through a maintenance regime, ongoing monitoring and reporting, etc.)
- Projects must have a plan to address conditions relating to the pandemic, including safety measures to prevent the spread of COVID-19 such as physical distancing and protective equipment, and planning for the possibility of changing conditions and restrictions over the course of the project.
- Applications should demonstrate that the project has the necessary contributors and resources to achieve its intended purposes.
- Applications should describe the qualifications of the people who will work on the project and your organization's experience with similar projects.
- Evaluation of projects will take into account purchasing procedures to ensure value for money. Applicants must ensure that their expenditure of funds granted for any goods or services demonstrates value for money. It is recommended that three quotes be obtained for materials and services over \$5,000.
- Required permits and approvals are the responsibility of the applicant. If permits and approvals are not in place at the time of application, the ministry will take this into account in evaluating the feasibility of the project. For more information on permits and approvals that your project may need, please see *Appendix B: Permits and Other Requirements*

# Transfer Payment Agreement

Successful applicants will be required to sign an Ontario transfer payment agreement in order to receive funding from the Great Lakes Local Action Fund. When an application is selected for funding, the ministry will draft the agreement. The agreement will describe those portions of the project which are receiving funding from the Great Lakes Local Action Fund and will describe the larger project of which the funded project is a part, if applicable. All other funding sources will also be identified.

Approved funding will be delivered in installments as set out in the Ontario transfer payment agreement. The number of payments will vary depending on the scope and length of the project. The agreement will require that the recipient report periodically on project progress and spending.

The Ontario transfer payment agreement requires the recipient of the funds to indemnify the ministry for any of the ministry's liability, loss or costs arising out of or in connection with the project or otherwise in connection with the agreement.

Finally, the agreement requires that the recipient of the funds carry commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than two million dollars. Prior to receiving funds, the recipient will be required to provide the ministry with applicable certificates of insurance.

## Applying through Transfer Payment Ontario

All applications must be submitted electronically through the application form on Transfer Payment Ontario (TPON) at [www.ontario.ca/GetFunding](http://www.ontario.ca/GetFunding). This site also includes frequently asked questions, which may be updated during the application period.

Applicants must have a TPON account in order to apply. If you do not have a TPON account, you must first create a ONE-key account and then register for TPON.

- Please visit [www.ontario.ca/GetFunding](http://www.ontario.ca/GetFunding) to learn how to create a One-key account, register for TPON, and get a TPON account.
- Registration may take up to 5 business days so give yourself plenty of time to register before starting the application process.
- Once you are registered and have access, the next step is to complete an application through TPON.

If you have any questions or difficulties during this process, there are resources to assist at [www.ontario.ca/GetFunding](http://www.ontario.ca/GetFunding) or you may contact the TPON Ontario Customer Service Line at 416-325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at [TPONCC@Ontario.ca](mailto:TPONCC@Ontario.ca).

## When to apply

Applications must be received by **March 11, 2022, 2:00 pm EST** via TPON.

## What to include in the application package

Please include the following items in your application package as incomplete applications will not be considered:

- Completed application form through TPON. Please visit [www.ontario.ca/GetFunding](http://www.ontario.ca/GetFunding) for information on how to get an account
- Signed letters from key organizations or individuals, other than your organization and its members, if they are critical to project delivery
- Signed letters from other funding sources, if applicable
- If you are a municipality, conservation authority, or a foundation associated with a conservation authority, include a signed letter from the community-based organization you are partnering with, setting out their role in the project
- Copies of permits, approvals, or permit applications needed for your project, if applicable
- Your detailed project budget, using the Great Lakes Local Action Fund Budget Calculator provided
- Your organization's purchasing policy, if applicable
- A letter from First Nation community's Chief and Council, a letter from the Band Administrator/Manager, or a band council resolution or motion to support the application form for each participating community, if applicable
- If your project involves work on land, a map or sketch (handwritten sketches accepted) of the site of the project that could include the current layout and location of the project and the changes that will be made
- If the project involves work on land not owned by the applicant, a signed letter from the landowner, stating that the landowner agrees to allow access to their property for the project activities, including monitoring and maintenance, and will maintain the work for a specified time period
- If you are partnering with a community-based organization, include a signed letter from the community-based organization you are joining with, setting out their role in the project.

## After applications are submitted

Once a complete application is submitted through TPON, the main application contact will be notified confirming receipt of the application. Please ensure that this confirmation email is not sent to your junk email folder. Application forms and supporting documents must be submitted by the application deadline. The exceptions are municipal by-laws, conservation authority resolutions, and band council resolutions or motions authorizing entry into the transfer payment agreement, that must be submitted prior to the transfer payment agreement being signed. After all applications have been evaluated, we will let you know if your project is approved for funding.

## For more information:

Please contact the Great Lakes Office of the Ministry of the Environment, Conservation and Parks at [greatlakesfund@ontario.ca](mailto:greatlakesfund@ontario.ca), or at 437-225-1354.

## For help and assistance with Transfer Payment Ontario:

For technical assistance with TPON, please contact the TPON Ontario Customer Service Line at 416-325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at [TPONCC@Ontario.ca](mailto:TPONCC@Ontario.ca).

## Freedom of Information and Protection of Privacy Act

All applications submitted to the ministry may be subject to the *Freedom of Information and Protection of Privacy Act* (FIPPA). FIPPA provides a right of access to information in the custody or under the control of the ministry, subject to a limited set of exemptions. One such exemption is section 17(1). This exemption applies to information that reveals a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence, where the disclosure could reasonably be expected to result in certain harms.

If an applicant believes that any of the information contained in its application or submitted to the ministry under TPON falls under this exemption, and the applicant (or another party to whom the information relates) wishes to indicate to the ministry that submitted material is confidential, it should be clearly marked as confidential. If the ministry receives a request for access to this information, the ministry may notify the applicant so the applicant may make representations concerning its disclosure.

Applicants are advised that the names of funding recipients, the amount of funding, and the purpose for which funding is awarded is information the ministry routinely makes available to the public.

## Appendix A: Performance measures

A performance measure is quantifiable information that provides a reliable basis for assessing achievement, change or performance over time.

Performance measures should be considered when planning your project to help ensure robust design and effective implementation. Each performance measure should be closely linked to the outputs and outcomes (impacts/effects) of your project. A meaningful performance measure shows how the actions taken through the duration of your project contribute to achieving results.

When considering a possible performance measure, think SMART:

- I. Specific
- II. Measurable
- III. Achievable
- IV. Relevant/Realistic
- V. Time-Sensitive

Please identify in your application form the performance measures that you can track and report on throughout your project using reliable, verifiable and consistent data collection methods. These measures should include all project activities that are being funded by the Great Lakes Local Action Fund that you are able to track.

For example, if your project involves 5 groups planting 1000 trees at 3 events, numbers 1, 4, 20 and 21 from the list below, along with any other relevant performance measures that are applicable to your project, should be described in your application.

**Please note:** performance measures should be tailored to the project and the list below provides examples of performance measures to help guide you in developing measures for your project.

The following two performance measures should be included in application for projects identified with the **Shoreline Cleanup Priority Area**:

- Number of full-sized garbage bags of litter collected (#14 below)
- Kilograms of litter, plastic pollution collected (#15 below)

All other performance measures may be selected from the list below or developed based on what is relevant to your specific project.

# Examples of performance measures

## Naturalization and restoration

1. Number of trees planted
2. Number of shrubs planted
3. Kilograms of seeds planted
4. Expected survival rate of the trees/shrubs planted (in percentage)
5. Area of land/wetland restored, protected, controlled or created (in square metres)
6. Metres of shoreline restored

## Protecting habitat

7. Number of types of invasive species managed
8. Number of fish habitats/spawning grounds created/protected
9. Number of fish released
10. Number of species protected

## Water quality

11. Metres of fence installed
12. Number of landowners committed to best practices

## Shoreline clean-up

13. Area cleaned (square kilometers)
14. Number of full-sized garbage bags of litter collected (Required for Shoreline Clean-up projects)
15. Kilograms of litter, plastic pollution collected (Required for Shoreline Clean-Up projects)

## Monitoring

16. Number of data samples collected to monitor water quality or quantity
17. Number of data samples collected on wildlife (e.g., fish species, plants)

## Education and Engagement

18. Number of educational materials downloaded (e.g., kits, brochures or pamphlets)
19. Number of websites created or posts on project
20. Number of events and activities hosted
21. Number of organizations/groups involved in project

**OTHER** – additional measures applicable to the project (defined by the applicant)

## Appendix B: Permits & other requirements

The following are potential permits and other documents that may be required for projects being funded. There may be additional permits/approvals needed depending on your project. Note that permits do not have to be in place in order to submit your application, but it is highly encouraged that they are in place at the time of signing an Ontario transfer payment agreement. If permits and approvals are not yet in place at the time of application submission, the ministry may take this into account in evaluating the feasibility of the project.

**DISCLAIMER:** Applicants should note that the following is for illustrative purposes only and does not constitute advice of any kind from the ministry on how an applicant must comply with any requirements of law. Applicants should not rely on the following information as being a comprehensive list of permits or other requirements that may be required for their particular project and should consult with their own legal counsel or other relevant advisors in this regard.

Applicants should also note that the ministry will not give preferential treatment for any permit, licence or approval issued by the ministry. The ministry's directors are under no obligation to issue permits, licenses or approvals and retain their authority to refuse issuing permits, licenses and approvals for which the directors have the legal authority if it is reasonable to do so, based on the information provided.

### Potential permits and other requirements

<b>Potential permits and other requirements</b>	<b>Description</b>	<b>Project examples</b>	<b>Additional details and contact information</b>
Permit to Take Water (PTTW)  (Ministry of the Environment, Conservation and Parks)	<ul style="list-style-type: none"> <li>Projects taking more than 50,000 litres of water a day from a lake, river, stream or groundwater source require a permit to take water from the Ministry of the</li> </ul>	<ul style="list-style-type: none"> <li>Creation or restoration of a wetland</li> </ul>	General information on the permit to take water program is available through the ministry's Public Information Centre at 1-800-565-4923 or within the Toronto calling area at 416-325-4000.  Water takings in Ontario are governed by the Ontario Water Resources Act (OWRA)

	Environment, Conservation and Parks (with a few exceptions)		and the Water Taking and Transfer Regulation (O.Reg. 387/04).  For more information on permits to take water: <a href="http://www.ontario.ca/data/permit-take-water">http://www.ontario.ca/data/permit-take-water</a>
Work Permit under the Public Lands Act  (Ministry of Northern Development, Mines, Natural Resources and Forestry)	<ul style="list-style-type: none"> <li>• Specific activities or works on provincial Crown lands including lake and river beds and shore lands (e.g., Crown/private lands seasonally or permanently under water)</li> <li>• Ensures activities do not impact nearby Crown land/private land interests</li> </ul>	<ul style="list-style-type: none"> <li>• Filling shore lands, creating a beach, constructing shoreline protection works, such as shoreline stabilization</li> <li>• Removing rocks/boulders from shore lands or a lake, river or stream bed</li> <li>• Removing native or invasive aquatic vegetation</li> </ul>	<p>Effective January 1, 2014, Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF) introduced new requirements for several activities formerly requiring a work permit issued under the authority of the <i>Public Lands Act</i>.</p> <p>Learn when you do not need a work permit at: <a href="https://www.ontario.ca/page/crown-land-work-permits">https://www.ontario.ca/page/crown-land-work-permits</a></p> <p>Contact the Natural Resources Information Centre at 1-800-667-1940 (toll free) or 1-866-686-6072 (TTY – Hearing Impaired) for additional guidance on work permits.</p> <p>Contact the lands technical specialist at your local MNDMNRF office for additional guidance on work permits: <a href="https://www.ontario.ca/page/ministry-natural-resources-and-forestry-regional-and-district-offices">https://www.ontario.ca/page/ministry-natural-resources-and-forestry-regional-and-district-offices</a></p>

			<p>Note that a work permit can take from 6 to 8 weeks to process and is required before projects requiring a permit can start.</p> <p>Other provincial, municipal and federal authorizations may be required. For example, alterations to the channel, water level and/or flow of a lake or river may need MNDMNRF approval under the <i>Lakes and Rivers Improvement Act</i>. Fish stocking requires a licence under MNDMNRF's <i>Fish and Wildlife Conservation Act</i>.</p>
<p>Letter of Opinion for the Natural Resources Exception, under Ontario Regulation 63/09</p> <p>(Ministry of Northern Development, Mines, Natural Resources and Forestry and Ministry of the Environment, Conservation and Parks)</p>	<ul style="list-style-type: none"> <li>The use of pesticides is regulated under the Provincial Pesticides Act and Ontario Regulation 63/09. Natural resource management projects involving the application of unlisted pesticides may require a Letter of Opinion from the Ministry of Northern Development, Mines, Natural</li> </ul>	<ul style="list-style-type: none"> <li>Projects that involve the application of unlisted pesticides to: control/eradicate invasive species (e.g., Phragmites control on dry land); benefit a species that is native to Ontario (e.g., controlling terrestrial vegetation to enhance habitat where a species at risk may occur); OR, protect or restore the components of a rare ecosystem (e.g., control</li> </ul>	<p>For more information on exceptions for the use of unlisted pesticides for natural resource management purposes and Letter of Opinion requirements contact your local MNDMNRF or MECP office:</p> <p><a href="https://www.ontario.ca/page/ministry-natural-resources-and-forestry-regional-and-district-offices">https://www.ontario.ca/page/ministry-natural-resources-and-forestry-regional-and-district-offices</a></p> <p><a href="https://www.ontario.ca/environment-and-energy/ministry-environment-district-locator">https://www.ontario.ca/environment-and-energy/ministry-environment-district-locator</a></p> <p>Invasive Phragmites - Best Management Practices: <a href="https://www.ontario.ca/document/invasive-phragmites-best-management-practices">https://www.ontario.ca/document/invasive-phragmites-best-management-practices</a></p>

	Resources and Forestry or the Ministry of the Environment, Conservation and Parks.	existing vegetation to restore tall grass prairie)	Provincial Pesticides Act and Ontario Regulation 63/09: <a href="https://www.ontario.ca/page/pesticide-licences-and-permits">https://www.ontario.ca/page/pesticide-licences-and-permits</a>
Protection or recovery regulatory provision or permit under the Endangered Species Act (Ministry of the Environment, Conservation and Parks)	<ul style="list-style-type: none"> <li>• Authorizes an activity that could adversely affect a species listed as endangered, threatened or extirpated on the Species at Risk in Ontario (SARO) List</li> <li>• The main purpose of the activity must be to assist in the protection or recovery of the subject species</li> </ul>	<ul style="list-style-type: none"> <li>• Enhancing a wetland where at-risk plant and turtle species are likely to occur</li> <li>• Conducting stream inventory work where at-risk fish species are known to occur</li> <li>• In-water works such as expanding sediment traps where at-risk mussels may occur</li> </ul>	<p>Species at Risk in Ontario list: <a href="https://www.ontario.ca/page/species-risk-ontario">https://www.ontario.ca/page/species-risk-ontario</a></p> <p>Endangered Species Act: <a href="https://www.ontario.ca/page/how-get-endangered-species-act-permit-or-authorization">https://www.ontario.ca/page/how-get-endangered-species-act-permit-or-authorization</a></p> <p>If you need a permit contact the Management Biologist at your local MNDMNR office: <a href="https://www.ontario.ca/page/ministry-natural-resources-and-forestry-regional-and-district-offices">https://www.ontario.ca/page/ministry-natural-resources-and-forestry-regional-and-district-offices</a></p> <p>Ontario Regulation 242/08 under the Endangered Species Act: <a href="https://www.ontario.ca/laws/regulation/080242">https://www.ontario.ca/laws/regulation/080242</a></p>
Development & Interference' regulation permits under the Conservation Authorities Act (Conservation Authorities)	<ul style="list-style-type: none"> <li>• Permits may be required for projects located in areas prone to natural hazards i.e. floodplains, shorelines, stream/valley lands, wetlands and areas around</li> </ul>	<ul style="list-style-type: none"> <li>• Shoreline protection</li> <li>• Pond maintenance</li> <li>• Changing or altering the channel of a watercourse</li> <li>• Changing a wetland</li> </ul>	<p>For more information on conservation authorities: <a href="https://www.ontario.ca/page/conservation-authorities">https://www.ontario.ca/page/conservation-authorities</a></p> <p>To locate a conservation authority: <a href="http://www.conservationontario.ca/about-us/conservation-authorities/ca-contact-list">http://www.conservationontario.ca/about-us/conservation-authorities/ca-contact-list</a></p>

	<p>wetlands within the jurisdiction of conservation authorities</p> <ul style="list-style-type: none"> <li>Permits are decided based on impacts to the control of flooding, erosion, pollution, dynamic beaches and 'conservation of land' or for interference with a watercourse or wetland</li> </ul>		
<p>Work Permit/letter (Parks Canada)</p>	<ul style="list-style-type: none"> <li>Prior written permission from Parks Canada is required for in-water and shoreline works on properties adjacent to the Trent-Severn Waterway and Rideau Canal</li> <li>In-water and shoreline works means all work taking place and all structures built on or over these waterways and</li> </ul>	<ul style="list-style-type: none"> <li>In-water and shoreline works</li> <li>Shoreline stabilization or rehabilitation</li> <li>In-water and shoreline works in wetlands</li> </ul>	<p>For more information including the In-Water and Shoreline Work Permit Application and Policies, as well as a list of specific water bodies that are part of the Trent-Severn Waterway and Rideau Canal:</p> <p><a href="https://www.pc.gc.ca/en/docs/r/poli/page01">https://www.pc.gc.ca/en/docs/r/poli/page01</a></p>

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