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ADDENDUM TO: **Policies and Procedures for Conservation  
Authority Plan Review and Permitting Activities,  
Saugeen Valley Conservation Authority**

DATE: May 19, 2011

The Policy and Procedures for Conservation Authority Plan Review and Permitting Activities was approved by the Ministry of Natural Resources on April 23, 2010 and adopted by the Saugeen Valley Conservation Authority on May 19, 2011. The SVCA's adoption of the document included clarifications as listed below:

*1. Minor and Major Applications*

The provincial document uses the term 'minor' and 'major' when referring to the types of permit applications. As it so happens, the SVCA already uses those terms when describing some of the fee categories relative to applications. As such, the terms 'minor' and 'major' in both contexts don't necessarily mean the same thing.

**Clarification:** the terms 'minor' and 'major' used in the manual are not intended to necessarily coincide with the permit application fees charged by the SVCA.

*2. Timelines for Permitting Activities*

The provincial document specifies certain timelines within which Conservation Authorities should undertake permitting procedures. However, the document doesn't identify certain situations which could result in some responses taking longer than specified in the manual.

**Clarification:** the SVCA shall attempt to comply with the timelines specified in the manual for completing permitting procedures; however, there may be circumstances that cause longer time periods, such as:

- Obscured ground conditions at the site. To properly evaluate an application, staff needs to view the ground/water conditions in person. If the site is obscured by snow and/or ice then a proper site review might be delayed until such time as site conditions are fully viewable.

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- The number of department staff is not at full complement.
- A staff person in the department is temporarily unavailable. (e.g. a staff person could be on an extended vacation or absent due to health reasons).
- A staff person is required to attend a legal or tribunal proceeding (e.g. Ontario Municipal Board hearing) on behalf of the SVCA and that attendance extends over a lengthy time period.