

**CREEK REALIGNMENTS**

The following checklist has been compiled to assist the applicant in preparing their application for approval pursuant to Ontario Regulation 162/06. This checklist is valid for a period of six months following issuance. The level of detail required in the application will be dependent on the proposed works as well as the natural hazards, natural heritage system, and environmental conditions on site. We recommend that applicants contact Conservation Halton staff prior to submitting the application to determine what level of detail is deemed appropriate. **Note: Please be advised that even after all the information requested below is submitted and the application is deemed complete, additional information may be identified as the review progresses or as a result of changes to regulatory requirements.**

This checklist **must be returned** with the Permit application indicating in the appropriate spaces that all required information has been provided.

PROJECT TITLE:	DATE:
LOCATION:	FILE #
<b>TIMING WINDOW RESTRICTION:</b>	

		Applicable	Provided
<b>General Submission Requirements</b>			
Application Form	Completed and signed application form. <i>At a minimum, the landowner must sign the form. If an agent is representing the landowner, the agent must also sign the form.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee	Non-refundable administrative fee as per category _____ on the current fee schedule at time of permit submission.	<input type="checkbox"/>	<input type="checkbox"/>
Electronically Submitted	All materials submitted electronically on a flash drive or through digital transfer.	<input type="checkbox"/>	<input type="checkbox"/>
Project Description	Description of, and rationale for, the proposed works including discussion of other alternatives considered.	<input type="checkbox"/>	<input type="checkbox"/>
Photographs	Photographs of the watercourse, banks, adjacent vegetation and/or representative vegetation communities at the site during ice-free conditions.	<input type="checkbox"/>	<input type="checkbox"/>
Drawings	_____ ( ) hard copy sets of all drawings, folded to 8½" x 11" in standard metric scale. See 'Drawing Requirements' section.	<input type="checkbox"/>	<input type="checkbox"/>
Reports	_____ ( ) hard copies and one (1) digital copy of reports listed under 'Technical Study Requirements'.	<input type="checkbox"/>	<input type="checkbox"/>
Qualified Persons	Where a drawing or report is required to be prepared by a P.Geo., P.Eng., OALA, or OLS, it must be stamped, dated and signed.	<input type="checkbox"/>	<input type="checkbox"/>

		Applicable	Provided
Study Confirmation	Confirmation that an approved Environmental Assessment, subwatershed study or similar comprehensive study has recommended the proposed works (applicable for all major creek realignments).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Drawing Requirements</b>			
Digital Copies	<p>Technical drawings and plans provided in the most recent version of AutoCAD and properly georeferenced to real world coordinates (i.e. NAD83, UTM, Zone 17). File formats in order of preference are dgn, dwg, and dxf.</p> <p>GIS data and mapping should be submitted in an acceptable ESRI format and be properly georeferenced to real world coordinates (i.e., NAD83, UTM, Zone 17). It is highly desirable that mapping related data be submitted in ArcGIS Geodatabase format, containing all spatial, attribute, metadata and spatial joins/data rules. ESRI shape file format is an acceptable alternative.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Topographic Survey	<p>Detailed topographic survey of the site by an OLS or qualified P.Eng. extending a minimum 15m upstream and downstream of the project footprint, with information collected at 1m intervals along the creek. The survey is to identify/confirm/include items such as:</p> <ul style="list-style-type: none"> <li>• Creek inverts, creek thalweg</li> <li>• Bankfull locations</li> <li>• Existing infrastructure/utilities</li> <li>• Observed water level</li> <li>• Dams/weirs/knick points</li> <li>• Slopes /valley walls/retaining walls (top and bottom of bank)</li> <li>• Limit of wetlands, staked by CH</li> <li>• Ditch lines</li> <li>• Benchmarks</li> <li>• Date surveyed, etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Plan View(s)	<p>Plan view(s) showing existing conditions and proposed conditions including:</p> <ul style="list-style-type: none"> <li>• Detailed grading (clearly illustrate how the proposed works will blend in with the undisturbed areas)</li> <li>• Limit of work/disturbance</li> <li>• Watercourse (bankfull width)</li> <li>• Culvert/bridges</li> <li>• Flooding hazard limit and location of hydraulic cross-sections with regulatory flood elevations.</li> <li>• Location of approximate regulated limits (ARL) and applicable natural hazards, specifically:</li> </ul> <hr/> <hr/> <ul style="list-style-type: none"> <li>• Habitat features</li> <li>• Vegetation</li> <li>• CH staked wetland limits</li> <li>• Structures/buildings</li> <li>• Utilities/infrastructure</li> <li>• Location of cross-sections and profile views, etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

		Applicable	Provided
Aerial Photograph(s)	Plan view of the proposed works and limits of disturbance (or other, specifically _____), superimposed over top of a recent aerial photograph of the site. Please specify date of imagery.	<input type="checkbox"/>	<input type="checkbox"/>
Profile View(s)	Existing and proposed longitudinal profile view(s) of the channel (extending a minimum 15m upstream and downstream of project footprint) clearly illustrating the existing conditions and proposed development conditions. Drawings must clearly illustrate the works and its interface with the upstream and downstream watercourse reaches (creek invert, bank details, and overall gradient) that are to remain undisturbed.	<input type="checkbox"/>	<input type="checkbox"/>
Cross-sectional View(s)	Existing and proposed cross sectional views of the channel and valley slope. Bankfull width, creek inverts and low flow channel for fish passage must be illustrated.	<input type="checkbox"/>	<input type="checkbox"/>
Habitat Features	Plan, section and profile details of proposed habitat features (e.g. pools, riffles, dead snags, woody debris, etc.), as well as tie-in to the proposed channel. Bank location (bankfull, low flow), must be clearly identified on the above noted plans.	<input type="checkbox"/>	<input type="checkbox"/>
Substrate Materials	Type, size/gradation and depth of appropriate substrate material. Details of granular mixtures proposed or native material to fill the void spaces must also be included.	<input type="checkbox"/>	<input type="checkbox"/>
Existing Vegetation	A vegetation inventory is required (including scientific names and ELC community mapping to vegetation type). A Tree Preservation Plan is also required. Tree protection fencing location and details must be illustrated on the drawings. Follow Conservation Halton's <i>Landscaping and Tree Preservation Guidelines</i> , available at <a href="http://www.conservationhalton.ca">www.conservationhalton.ca</a> .	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Vegetation	Details on restoration, including a locally native, non-invasive seed mix for disturbed areas as well as compensatory trees and/or shrubs must be indicated on the drawings (including scientific names). Follow Conservation Halton's <i>Landscaping and Tree Preservation Guidelines</i> , available at <a href="http://www.conservationhalton.ca">www.conservationhalton.ca</a> . unless as directed below: _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

		Applicable	Provided
Staging, Phasing and Access Route Plans	<p>Details regarding the sequence of construction with consideration of site management, best management practices, and aquatic/terrestrial timing window restrictions. The construction sequence should consider:</p> <ul style="list-style-type: none"> <li>• Vegetation removal,</li> <li>• In-stream works,</li> <li>• Wildlife rescue plans,</li> <li>• Seasonal timing of landscaping and bioengineering,</li> <li>• Stockpiling operations, etc.</li> </ul> <p>The full limits of disturbance for access to the site must be delineated with details regarding temporary crossings (if applicable). Efforts to minimize the extent of the disturbance must be demonstrated.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion and Sediment Control Plans	<p>Details regarding sediment and erosion control measures, site dewatering, equipment, materials, access to and from work area, monitoring, site supervision, etc. See <i>Erosion &amp; Sediment Guidelines for Urban Construction</i> prepared by the Greater Golden Horseshoe Area Conservation Authorities (<a href="http://www.sustainabletechnologies.ca">www.sustainabletechnologies.ca</a>) for additional guidance.</p>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Above plan is to be prepared by a qualified professional (i.e. CISEC, CPESC or an approved equivalent).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Technical Study Requirements</b>			
<i>(Studies pertaining to flooding and erosion hazards must be completed in accordance with the Ministry of Natural Resources &amp; Forestry (MNRF) Technical Guidelines (2002).</i>			
Hydrology Analysis	<p>A hydrologic analysis by a qualified P.Eng to confirm/generate peak flows for the full range of storm events (typically 2, 5, 10, 25, 50, 100 year and Regional Storm). Digital and hard copy input and output files must be provided.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic Analysis	<p>A hydraulic analysis by a qualified P.Eng to verify that the proposed works will not increase flooding risks to life or property. The analysis must verify that flood storage is maintained and that there will be no increased flood levels on adjacent properties and no increased on-site flood risks. The assessment must be completed for the full range of rainfall events. A hard copy and digital copy of all models must be provided and must be accompanied by a summary table of pre and post development flood elevations. The source of the hydraulic model must also be specified. A plan view drawing showing the existing and proposed flooding hazard limit as well as the location of hydraulic cross-sections overlain on an existing topographic mapping and/or grading plan (if grading changes are proposed) must be provided.</p>		

		Applicable	Provided
Geotechnical Assessment (Slope Stability)	A geotechnical slope assessment by a qualified P.Eng. Where the location of stable top of bank is required, staff will require plan and cross-sectional views that illustrate, at a minimum, the site's topographical information, location of watercourse, toe of slope, staked top of bank, recommended toe erosion allowance, analyzed long term stable slope allowance and recommended stable top of bank. The location of the analyzed cross-sections must be shown on plan view.	<input type="checkbox"/>	<input type="checkbox"/>
Fluvial Geomorphic Assessment	<p>A fluvial geomorphological assessment by a qualified licenced professional (e.g. P.Geo.) with demonstrated expertise in natural channel design to verify that the design has adequately allowed for natural channel migration, fish/terrestrial passage, sediment transport, and minimizes the risk to infrastructure. The study is to include, but not be limited to;</p> <ul style="list-style-type: none"> <li>• Details on how the proposed design provides a natural channel morphology consistent with anticipated drainage, gradient, and sediment transport regimes;</li> <li>• Channel migration, widening, potential downcutting/scour based on historical observations or acceptable modelling;</li> <li>• Potential changes in channel alignment and bank erosion in upstream and downstream reaches;</li> <li>• Appropriate bankfull flows, water depths, water velocities, and tractive forces. These parameters should be the same within the project footprint as in upstream and downstream natural areas;</li> <li>• Natural bottom substrate matching upstream and downstream substrates with supporting substrate sizing calculations.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Meander belt Assessment	A meander belt assessment by a qualified P.Geo. or P.Eng. to establish the limits of the erosion hazard associated with the watercourse. Multiple methodologies should be utilized for comparison to determine the most appropriate setback.	<input type="checkbox"/>	<input type="checkbox"/>
Hydrogeological Assessment	A hydrogeological assessment by a qualified P.Eng or P.Geo. to study the potential impacts to surface/groundwater interactions related to creek relocation/lowering, dewatering, and discharge activities. The assessment must provide adaptive management, mitigation and monitoring strategies with considerations for discharge (quality and quantity of water), construction phasing, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Aquatic Habitat Assessment	Detailed description and habitat map of in-stream and bank habitat features including bankfull width, pools, riffles, undercut banks, eroding banks, root wads and large woody debris, thalweg/low flow location, backwater areas, substrate type, etc. See the <i>Environmental Guide for Fish and Fish Habitat (MTO, June 2009)</i> for further guidance.	<input type="checkbox"/>	<input type="checkbox"/>
Additional Fisheries Requirements	Fish passage assessment based on the sustained and burst speeds of the weakest species for baseflow conditions up to a 2-year storm (unless otherwise advised by CH staff).	<input type="checkbox"/>	<input type="checkbox"/>

		Applicable	Provided
Ecological Study	An Ecological Study. Reference must be made to Conservation Halton’s <i>Guidelines for Ecological Studies</i> , available at: <a href="http://www.conservationhalton.ca">www.conservationhalton.ca</a> .	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring Plan	A detailed adaptive management/monitoring plan outlining elements of the works that are to be monitored, and the methodology, frequency, and duration of monitoring.	<input type="checkbox"/>	<input type="checkbox"/>

**Other Requirements**

Fisheries Act	On November 25, 2013, amendments to the <i>Canadian Fisheries Act</i> , associated Applications for Authorization (under Paragraph 35(2) (b) of the Fisheries Act Regulations) and Information Requirements Regulations came into force. Depending on the scale of works, as you will be conducting a project in/near water, the proponent has responsibilities under the Fisheries Act to ensure serious harm to fish is avoided. Please refer to the Department of Fisheries and Oceans (DFO) website for additional information. Alternatively, questions can be directed to DFO by phone 1 855 852-8320 or email <a href="mailto:fisheriesprotection@dfo-mpo.gc.ca">fisheriesprotection@dfo-mpo.gc.ca</a> .
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Endangered Species	Staff are aware that the Ministry of Environment, Conservation and Parks has outstanding concerns with respect to species listed on the Species at Risk in Ontario list as it pertains to <i>the Endangered Species Act (ESA)</i> in the immediate area around this project. Please contact MOECP directly to determine what detailed project information will be required to begin the ESA approval process: <a href="mailto:SAROntario@ontario.ca">SAROntario@ontario.ca</a>	Applicable
		<input type="checkbox"/>

<b>Prepared by:</b> _____	<b>Signature:</b> _____
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**Additional Design Considerations**

- Natural channel design appropriate to the fish community and landscape features must be utilized.
- Difference in length of realigned channel (before & after) should be less than 5%.
- Current channel conditions should be replicated (i.e. hydrograph, habitat, slope, etc.) or rationale provided for changing these channel features.
- Substrate material must be appropriate for the fish community. Natural substrate should be utilized where appropriate. Voids of new substrate material should be filled to avoid subsurface flow.
- Where erosion protection measures are required, these should be buried with appropriate substrate within the natural channel boundary. Soft bioengineering techniques (i.e. crib wall, brush mattresses, vegetation, etc.) should be utilized wherever possible rather than hardened, armoured banks.
- The new channel must be stabilized with vegetation prior to the introduction of flows.
- Existing channel must be abandoned using appropriate techniques.
- Work area should be isolated from flowing water. Phasing of works should allow construction to be performed in the dry.
- Settling or filtering of water pumped from work area must be addressed.
- In order to reduce the spread of invasive species, equipment should be thoroughly cleaned before being brought onsite. For guidance in this regard, please refer to the Clean Equipment Protocol for Industry, available online ([http://www.ontarioinvasiveplants.ca/files/CleanEquipmentProtocol\\_Mar152013\\_D3.pdf](http://www.ontarioinvasiveplants.ca/files/CleanEquipmentProtocol_Mar152013_D3.pdf)).
- Enhanced sediment and erosion controls should be implemented in sensitive areas.
- Monitoring by the proponent after construction is crucial to verify the success of the project.
- Works should adhere to the Migratory Birds Convention Act. Should vegetation removal be required within the core breeding bird season (April 1<sup>st</sup> to August 31<sup>st</sup>), consultation with Environment Canada - Canadian Wildlife Services should be completed.