

# Appendix A

## Proposed Minor Improvement Process

This document is the accessible version of the Streamlined Minor Improvement Process Proposal flowchart document.

1. A request for minor improvements is filed with the municipality by a property owner/petitioner.
2. The council of the initiating municipality determines whether or not the request should be accepted based on criteria set out in the new regulation.

### If Municipal Council says no,

- The request is NOT accepted based on the criteria. The Requestor(s) will be informed of the decision and directed to complete Section 78 (major improvement) process.

### If Municipal Council says yes,

- Municipal staff send a notice to conservation authorities and other Prescribed Persons.
- An engineer is then appointed (municipal staff person with P. Eng credential acceptable).
- The council of the initiating municipal will instruct the engineer to inspect site and produce final report.
- The engineer will prepare the final report and file it with the municipality within 90 days of instruction (confirming project has no offsite impacts and meets minor improvement criteria).
- Municipal clerk(s) provides notice of a council meeting to the conservation authorities and other Prescribed Persons within 10 days of receiving the report.
- The engineer then presents a final report. A council meeting will take place to consider the engineer's report and Council will give the initiating property owner, the Conservation Authority and other Prescribed Persons the opportunity to provide input.
- Council will then decide whether the project should proceed.

### If Municipal Council says no,

- The property owner will be directed to complete Section 78 (major improvement) process.

### If Municipal Council is unsure,

- The engineer must modify the report and present to Council within 90 days.

### If Municipal Council says yes,

- Council provisionally adopts the report by by-law.

- The municipal clerk(s) send out provisional by-law and notice of the Drainage Referee to the initiating property owner and OMAFRA.
  - NOTE: Appeals to referee must be filed within 10 days of sending. This appeal step only occurs if appeals are filed. The referee hears appeals on legal aspects of the work and proceeds to the next step
- After all appeals have been heard or time for appealing has expired (min 10 days), the by-law may be passed.
- The engineer must apply for applicable environmental permits and tendering occurs.
- The engineer accepts tender and proceeds with construction.
- The project is constructed.

### If no problems arise...

- Post construction administrative work for municipal staff includes:
  - By-law amended to reflect actual costs;
  - Assessments levied; and
  - Grants applied for.
- If there is a need to update the Engineer's Report due to construction issues, see proposed process for updating the Engineer's Report after construction.
- **If the project cannot proceed** because it no longer meets the minor improvement criteria, the project must proceed through Section 78 (major improvement) process. Engineer must report back to Council and project must stop.
- Once the project is constructed, if the property owners determine the quality of the work is satisfactory, then the project is complete.
- If the property owners determine the quality of the work is **NOT** satisfactory, the Tribunal hears appeal on quality of construction. **Note:** appeals may be filed within 1 year of project completion.