



# Conservation Planning Checklist

## City of Edmonton Office of Natural Areas

*Please read through the checklist carefully and answer all questions – answering “no” to one question does not preclude applicability of the following question(s).*

<b>RESPONSIBLE PLANNER:</b>	<b>DATE INITIATED:</b>
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Note: If the associated planning file is transferred to a new planner a new sheet must be filled out to ensure all items have been sufficiently addressed.

	References																		
<p><b>1. ARE THERE ANY ENVIRONMENTALLY SENSITIVE AREAS, SIGNIFICANT NATURAL AREAS, NATURAL AREAS OR OTHER NATURAL FEATURES IN THE PLANNING AREA?</b></p> <ul style="list-style-type: none"> <li>• See Natural Areas Maps (available on the ONA website, at <a href="http://www.edmonton.ca/naturalareas">www.edmonton.ca/naturalareas</a>).</li> <li>• Aerial photo review is also required to determine the presence of natural features within the plan area that may not have been previously inventoried.</li> </ul> <p><input type="checkbox"/> <b>No</b></p> <ul style="list-style-type: none"> <li>• Direct applicant to consult with ONA to define scope of required elements identified in the ASP &amp; NSP TOR's (Ecology Sections).</li> <li>• Document decision and continue to Question 2.</li> </ul> <p><input type="checkbox"/> <b>Yes</b></p> <ul style="list-style-type: none"> <li>• If processing an application for a SCDB, ASP, or major plan amendment, a <b>Phase I Ecological Network Report (ENR) is mandatory</b> (the developer will need to hire a qualified consultant to complete this study) – see <i>Phase I Ecological Network Report Terms of Reference</i> for more information on this process. A Phase I Ecological Network Report may also be required when processing an application for a NASP and is at the discretion of the Planning &amp; Development department in consultation with Office of Natural Areas.</li> </ul> <p><b>1(a). Has a Phase I Ecological Network Report been finalized?</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 60%;"><b>Yes</b></td> <td style="width: 30%;"><b>Date:</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>No</b></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Not Applicable</b></td> <td><b>Justification:</b></td> </tr> </table> <ul style="list-style-type: none"> <li>• If processing an application for a NASP, NSP, or major plan amendment, a <b>Phase II Ecological Network Report<sup>1</sup> is mandatory</b> (the developer will need to hire a qualified environmental consultant to complete this study). The applicant must also address connectivity of natural features within and adjacent the plan area.</li> </ul> <p><b>1(b). Has a Phase II Ecological Network Report (or Stage 1 &amp; 2 NSA) been finalized?</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 60%;"><b>Yes</b></td> <td style="width: 30%;"><b>Date:</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>No</b></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Not Applicable</b></td> <td><b>Justification:</b></td> </tr> </table>	<input type="checkbox"/>	<b>Yes</b>	<b>Date:</b>	<input type="checkbox"/>	<b>No</b>		<input type="checkbox"/>	<b>Not Applicable</b>	<b>Justification:</b>	<input type="checkbox"/>	<b>Yes</b>	<b>Date:</b>	<input type="checkbox"/>	<b>No</b>		<input type="checkbox"/>	<b>Not Applicable</b>	<b>Justification:</b>	<ul style="list-style-type: none"> <li>• Policy C-531, Natural Area Systems Policy</li> <li>• Administrative Procedure associated with Policy C-531</li> <li>• Inventory of CoE natural areas (Spencer 2005)</li> <li>• 2008 Natural Area Loss Assessment (Golder Associates 2009)</li> <li>• Inventory of Environmentally Sensitive and Significant Natural Areas (Geowest 1993)</li> <li>• Phase I Ecological Network Report Terms of Reference</li> <li>• Conservation of Natural Sites in Edmonton's Table Lands: Natural Site Assessment Guidelines</li> <li>• Natural Area Management Plan Guidelines</li> </ul> <p>All of these documents are available on the ONA website, at <a href="http://www.edmonton.ca/naturalareas">www.edmonton.ca/naturalareas</a>.</p>
<input type="checkbox"/>	<b>Yes</b>	<b>Date:</b>																	
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<sup>1</sup> Note: Terms of Reference are yet to be developed for the Phase II ENR. In the interim, Natural Site Assessments shall be prepared. Guidelines for preparation of the NSA are available on the ONA website.



<ul style="list-style-type: none"> <li>In plan areas that contain or abut regionally significant ecological areas (e.g., Big Lake, Upper North Saskatchewan River Valley) preparation of an <b>Ecological Design Report (EDR) may be required</b>. This information requirement is at the discretion of the Planning &amp; Development Department in consultation with Office of Natural Areas. When required, the applicant is encouraged to discuss the appropriate scope of the EDR with the Office of Natural Areas.</li> </ul> <p><b>1(c). Has an Ecological Design Report been finalized?</b></p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Yes</td> <td>Date:</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Not Applicable</td> <td>Justification:</td> <td></td> </tr> </table> <ul style="list-style-type: none"> <li>If a decision is made to retain a natural area, a <b>Natural Area Management Plan will be required</b> at the NSP stage (see <i>Natural Area Management Plan Guidelines</i> for information on this process).</li> </ul> <p><b>1(d). Has a Natural Area Management Plan been finalized?</b></p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Yes</td> <td>Date:</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Not Applicable</td> <td>Justification:</td> <td></td> </tr> </table> <p><b>ROLE OF THE PLANNER:</b></p> <ul style="list-style-type: none"> <li>Coordinate circulation and response to the application.</li> <li>Coordinate circulation of Ecological Network Report and Natural Site Assessments, and arrangement of any required meetings.</li> <li>Coordinate circulation of Natural Area Management Plans, and arrangement of any required meetings (inter-departmental consensus required).</li> </ul> <p><b>ROLE OF THE OFFICE OF NATURAL AREAS:</b></p> <ul style="list-style-type: none"> <li>Approve &amp; verify Ecological Network Report (and/or Natural Site Assessment) to ensure they will be useful decision-making tools for the Planner.</li> <li>Approve &amp; verify Natural Area Management Plan to ensure it is consistent with the management goal for the natural area in question.</li> </ul>	<input type="checkbox"/>	Yes	Date:		<input type="checkbox"/>	No			<input type="checkbox"/>	Not Applicable	Justification:		<input type="checkbox"/>	Yes	Date:		<input type="checkbox"/>	No			<input type="checkbox"/>	Not Applicable	Justification:		<ul style="list-style-type: none"> <li>See <b>Attachment 1</b> for details regarding inter-departmental circulation of ecological information, reports and plans.</li> </ul>
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<p><b>2. ARE THERE ANY PONDS, WETLANDS, SLOUGHS OR LAKES IN THE PLANNING AREA?</b></p> <p><b>(a) Crown Ownership Verification</b></p> <ul style="list-style-type: none"> <li>The Province owns the bed &amp; shore of all permanent and naturally occurring water bodies.</li> <li>We must establish the boundary of Provincial ownership ASAP, preferably at the ASP stage. <b>If not already provided, this determination must be provided at the current planning stage.</b></li> <li>Responsibility for this determination rests with the applicant.</li> <li>Also applies to permanent &amp; naturally occurring water bodies that have been filled.</li> </ul> <p><b>(b) City of Edmonton Environmental Reserve (ER) Dedication</b></p> <ul style="list-style-type: none"> <li>If the Province does not claim bed &amp; shore of a water body, the City of Edmonton may require that it be retained as ER in accordance with the MGA.</li> <li>Dedication of ER buffers around Crown water bodies and those retained by the City should follow procedures outlined in the Office of Natural Areas' <i>Guidelines for Determining ER Dedication for Wetlands and other Water Bodies</i> (Attachment 3 of Natural Area Systems Policy C-531).</li> </ul>	<ul style="list-style-type: none"> <li>Bed and Shore Provisions of the Alberta Public Lands Act</li> <li>Municipal Government Act (Section 664 for information on Environmental Reserve)</li> <li>Guidelines for Determining Environmental Reserve Dedication for Wetlands and Other Water Bodies.</li> </ul>																								



<p><input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>• Document decision and continue to Question 3.             <ul style="list-style-type: none"> <li>– <i>Note: historical air photo review should be undertaken by the applicant to ensure no water bodies have existed in the past that may be claimed by the Province.</i></li> </ul> </li> </ul> <p><input type="checkbox"/> Yes</p> <ul style="list-style-type: none"> <li>• Ensure that the applicant is aware that the water body may be a permanent water body that is owned by the Crown (even if not shown on the Certificate of Title), and inform them that the contact for this determination is Alberta Sustainable Resource Development, Riparian Land Management and Water Boundaries Unit.</li> <li>• Ensure that the applicant is aware that the water body may be dedicated as ER by the City of Edmonton if the Crown does not lay claim.</li> <li>• The applicant should indicate the results of this investigation in any structure plan applications or amendments.</li> <li>• The planner should make sure that the applicant has provided this information before the plan advances to Council.</li> </ul> <p><b>2(a). Has verification of Provincial bed &amp; shore determinations for the entire plan area been provided? Is it contained in the planning file?</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%;">Yes</td> <td style="width: 15%; text-align: center;"><i>Date:</i></td> <td style="width: 55%;"></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>No</td> <td></td> <td></td> </tr> </table> <p><b>2(b). Has the Parks Branch (i.e., ONA) provided a determination on ER-eligible wetlands and/or buffer areas within the plan area?</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%;">Yes</td> <td style="width: 15%; text-align: center;"><i>Date:</i></td> <td style="width: 55%;"></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>No</td> <td></td> <td></td> </tr> </table> <p><b>ROLE OF THE PLANNER:</b></p> <ul style="list-style-type: none"> <li>• Ensure that the applicant is aware that water bodies within the plan area may be subject to Crown or City ownership as indicated above.</li> <li>• Ensure that the applicant is aware of the requirement of wetland buffers in accordance with ONA’s ER guidelines.</li> <li>• Ensure written documentation regarding Crown ownership (or lack thereof) is retained in the planning file.</li> </ul>	<input type="checkbox"/>	Yes	<i>Date:</i>		<input type="checkbox"/>	No			<input type="checkbox"/>	Yes	<i>Date:</i>		<input type="checkbox"/>	No			<ul style="list-style-type: none"> <li>• <u>Main Contact:</u> Gerry Haekel 780-427-4767 gerry.haekel@gov.ab.ca</li> </ul>
<input type="checkbox"/>	Yes	<i>Date:</i>															
<input type="checkbox"/>	No																
<input type="checkbox"/>	Yes	<i>Date:</i>															
<input type="checkbox"/>	No																
<p><b>3. DOES THE PROPONENT PROPOSE TO ALTER ANY WETLAND AREAS?</b></p> <ul style="list-style-type: none"> <li>• The Province owns all of the water in Alberta: an approval is required to alter drainage and a license is required for withdrawals.</li> <li>• Any wetlands that are drained, filled or altered will require an approval from Alberta Environment.</li> </ul> <p><input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>• Document decision and continue to Question 4.</li> </ul> <p><input type="checkbox"/> Yes</p> <ul style="list-style-type: none"> <li>• Advise applicant that a Provincial Approval may be required and therefore the applicant should contact Alberta Environment – Water Approvals Unit.</li> <li>• Note that Alberta Environment may require compensation for any wetland losses, and that a wetland assessment report may be required to be submitted to Alberta Environment.</li> <li>• It is the goal of the City of Edmonton to have all compensation projects located within Edmonton.</li> </ul>	<ul style="list-style-type: none"> <li>• Alberta Water Act – information available at <a href="http://www.environment.alberta.ca/3.html">http://www.environment.alberta.ca/3.html</a></li> <li>• Interim Provincial Wetland Policy</li> <li>• <i>Provincial Wetland Restoration and Compensation Guide</i> - <a href="http://www3.gov.ab.ca/env/water/reports/Prov_Wetland_Rest_Comp_Guide.pdf">http://www3.gov.ab.ca/env/water/reports/Prov_Wetland_Rest_Comp_Guide.pdf</a></li> </ul>																



<p><b>3(a). Has verification of Provincial requirements pursuant to the Water Act been provided? Is it contained in the planning file?</b></p> <table border="1" data-bbox="224 285 1062 352"> <tr> <td><input type="checkbox"/></td> <td>Yes</td> <td>Date:</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> <td></td> <td></td> </tr> </table> <p><b>ROLE OF THE PLANNER:</b></p> <ul style="list-style-type: none"> <li>Ensure that the applicant is aware that an approval may be required and pass on the contact information for Alberta Environment – Water Approvals Unit.</li> </ul>	<input type="checkbox"/>	Yes	Date:		<input type="checkbox"/>	No			<ul style="list-style-type: none"> <li><b>Main Contact:</b> Dale Adams 780-427-7556 <a href="mailto:dale.adams@gov.ab.ca">dale.adams@gov.ab.ca</a></li> </ul>
<input type="checkbox"/>	Yes	Date:							
<input type="checkbox"/>	No								
<p><b>4. IS FISH HABITAT PRESENT AT THE PROJECT SITE OR IN AN AREA POTENTIALLY IMPACTED BY THE PROJECT?</b></p> <p><input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>Document decision and continue to Question 5.</li> </ul> <p><input type="checkbox"/> Yes</p> <ul style="list-style-type: none"> <li>Inform applicant that she/he should contact the Department of Fisheries and Oceans to determine whether there is a HADD (Harmful Alteration, Disruption or Destruction) of fish habitat.</li> </ul> <p><b>4(a). Has a record of correspondence, approvals and/or authorizations been provided and included in the planning file?</b></p> <table border="1" data-bbox="224 909 1062 976"> <tr> <td><input type="checkbox"/></td> <td>Yes</td> <td>Date:</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> <td></td> <td></td> </tr> </table> <p><b>ROLE OF THE PLANNER:</b></p> <ul style="list-style-type: none"> <li>Ensure that the applicant is aware that the Department of Fisheries and Oceans must be contacted to determine whether there is a HADD of fish habitat and that appropriate approvals must be obtained.</li> </ul>	<input type="checkbox"/>	Yes	Date:		<input type="checkbox"/>	No			<ul style="list-style-type: none"> <li>Canada Fisheries Act – information available at <a href="http://www.dfo-mpo.gc.ca/oceans-habitat/habitat/water-eau/need-besoin_e.asp">http://www.dfo-mpo.gc.ca/oceans-habitat/habitat/water-eau/need-besoin_e.asp</a></li> </ul>
<input type="checkbox"/>	Yes	Date:							
<input type="checkbox"/>	No								
<p><b>5. IS THERE A POTENTIAL THAT THE PROPOSED DEVELOPMENT WILL AFFECT LANDS WITHIN THE NORTH SASKATCHEWAN RIVER VALLEY AREA REDEVELOPMENT PLAN?</b></p> <p><input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>Document decision and continue to Question 6.</li> </ul> <p><input type="checkbox"/> Yes</p> <ul style="list-style-type: none"> <li>Inform applicant that she/he should contact the Planning &amp; Policy Branch, Environmental Planning Unit to determine whether an environmental assessment is required.</li> </ul> <p><b>5(a). Has the appropriate level of environmental assessment reporting (as defined by the Environmental Planning Unit) been submitted?</b></p> <table border="1" data-bbox="224 1598 1062 1665"> <tr> <td><input type="checkbox"/></td> <td>Yes</td> <td>Date:</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/>	Yes	Date:		<input type="checkbox"/>	No			<ul style="list-style-type: none"> <li>North Saskatchewan River Valley Area Redevelopment Plan</li> </ul>
<input type="checkbox"/>	Yes	Date:							
<input type="checkbox"/>	No								
<p><b>6. IS THERE A POTENTIAL THAT THE PROPOSED DEVELOPMENT WILL IMPACT ANY TREESTANDS PRESENT?</b></p> <ul style="list-style-type: none"> <li>Most migrating birds found in Canada are protected under the Migratory Birds Convention Act.</li> <li>The purpose of this Act is to ensure the protection and conservation of migratory birds — as populations and individual birds — and their nests.</li> </ul>	<ul style="list-style-type: none"> <li>Environment Canada – Migratory Birds Convention Act: <a href="http://www.cws-scf.ec.gc.ca/legislations/laws1_e.cfm">http://www.cws-scf.ec.gc.ca/legislations/laws1_e.cfm</a></li> </ul>								



<ul style="list-style-type: none"><li>• The Act establishes a prohibition on disturbing the nests or eggs of migratory birds without a permit from the Minister.</li><li>• Alberta Fish and Wildlife (Sustainable Resources Development) should be contacted for information regarding restricted time periods for development and wildlife protection.</li></ul> <p><input type="checkbox"/> No</p> <ul style="list-style-type: none"><li>• Document decision and continue to process application.</li></ul> <p><input type="checkbox"/> Yes</p> <ul style="list-style-type: none"><li>• Inform applicant that she/he should contact Environment Canada to learn about possible restrictions on construction during nesting periods.</li></ul>	<p><u>Contact:</u> Fish and Wildlife Division Main Line: 780-427-3574</p>
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- **Additional information is available at the Office of Natural Areas website:**  
[www.edmonton.ca/naturalareas](http://www.edmonton.ca/naturalareas)
- Contact the Office of Natural Areas at [naturalareas@edmonton.ca](mailto:naturalareas@edmonton.ca) or **311** with any questions or concerns.



## ATTACHMENT 1

### INTER-DEPARTMENTAL CIRCULATION OF ECOLOGICAL INFORMATION, REPORTS AND PLANS

The applicant is responsible for engaging the services of a qualified environmental consultant to prepare ecological information, reports and plans (e.g., Natural Site Assessment, Ecological Network Report, Natural Area Management Plan). Guidelines and Terms of Reference for various ecological information requirements are available from the Office of Natural Areas (ONA) website ([www.edmonton.ca/naturalareas](http://www.edmonton.ca/naturalareas)) or through direct contact with ONA staff.

Preliminary comprehensive drafts of all ecological reports are to be prepared and circulated to all involved departments (see below), and City Departments should be aware that this is their opportunity to make comments. Any comments or issues identified by the City reviewers must be addressed by the applicant/consultant and a final report must be prepared. The applicant must address all comments and if necessary, arrange meetings to discuss issues prior to a final report being submitted. Once a final report is provided, a final circulation shall be conducted for official approval from all involved departments.

### CIRCULATION LIST

Four hard copies and one digital copy of all reports are to be provided by the applicant. Hard copies of Ecological Network Reports, Natural Site Assessments, Ecological Design Reports and Natural Area Management Plans are to be provided to the following groups:

Group	Main Contact
Office of Natural Areas	David McKeown
Parks Planning	David Tymchack – Southeast Holly Bichai – Southwest Jim Mackie – Northwest Dean Wray – Northeast
Drainage Services	Justin Guanlao ( <i>to forward to the appropriate development engineer</i> )
Transportation Planning	Jody Hancock ( <i>to forward to the appropriate transportation engineer</i> )

In addition to the above, electronic copies of the NAMP should also be provided to the following groups for review and approval:

Group	Main Contact
Forestry (Parks)	Marshall Mithrush ( <i>to forward to the appropriate urban forester</i> )
Parks Operations	Don Clennin – South John Dudka – West Peter Mueller – East
Drainage Planning (Environmental Group)	Lyndon Gyurek
Emergency Response	Don Pilling