

ECOLOGICAL GIFTS PROGRAM SUBMISSION PROCESS

Additional details can be found online and in the Ecological Gifts Program Handbook: www.ec.gc.ca/pde-egp

Initial submission should include:

1. Donor indication of intent – *letter of intent OR the Application filled out and signed by all legal owners*
2. Recipient indication of acceptance
3. Current **Title Abstract / Parcel Register** showing legal landowner(s)
 - *Also submit any notices, easements, registered documents that appear on title*
4. Ecological Sensitivity Application
 - *Include description of the property, ecological features, type of donation, area, photos and references for any of the ecological criteria that the property may qualify for*
 - *Accurate, detailed property information, coordinates, mapping, donor and recipient information*
 - *Apply for specific **Criteria**: www.ec.gc.ca/pde-egp/default.asp?lang=En&n=75F19FC6-1# on*
5. Conservation Easement Agreement – *if applicable, as close to final as possible*
 - *include zone mapping, trails, relevant features*
6. Designated signing authority – *if applicable, for the donor, or for the recipient*

Upon receipt of **all** of items listed above, an EGP file is opened and a **Welcome letter** is sent to the donor(s), with a cc: to the recipient.

ISSUING A CERTIFICATE OF ECOLOGICAL SENSITIVITY

The submission is reviewed for ecological sensitivity and if criteria are satisfied, a recommendation for certification is made. With delegated authority, the **Certificate of Ecological Sensitive Land, Recipient Identification, and Registered Charity Approval** is issued to the donor/registered legal owner(s), with a cc: to the recipient.

Second submission should include:

7. FULLY COMPLETED *Application for Review and Determination*:
www.ec.gc.ca/pde-egp/default.asp?lang=en&n=EF5903B1-1
8. Narrative Appraisal
 - *Appraisal Guidelines: www.ec.gc.ca/pde-egp/default.asp?lang=en&n=9154C2AB-1#tab1*
 - *Appraiser's Statement/Certification must be included:*
www.ec.gc.ca/pde-egp/default.asp?lang=en&n=9154C2AB-1#tab1
 - *Effective date must be less than 6 months prior*

APPRAISAL REVIEW AND DETERMINATION

An initial appraisal compliance and completeness check is conducted by EGP staff. The package is then formally submitted to the Appraisal Review Panel through the National Secretariat. Appraisals and applications can only move forward once a *Certificate* is issued.

ISSUING A NOTICE OF DETERMINATION OF FAIR MARKET VALUE

Upon the recommendation of the Appraisal Review Panel, a **Notice of Determination of Fair Market Value** is issued to the donor(s) with a cc: to the recipient.

Final submission should include:

9. *Notice of Determination of Fair Market Value* signed by all legal owners
10. Final closing documents
 - *Title abstract / Parcel register*
 - *Transfer deed*
11. Signed/Registered Conservation Easement Agreement – *if applicable*

ISSUING STATEMENT OF FAIR MARKET VALUE

Upon receipt of the signed **Notice of Determination of Fair Market Value** and required closing documents, a *Statement of Fair Market Value of an Ecological Gift* is issued to the donor(s) with a cc: to the recipient. The recipient can issue a charitable tax receipt to the donor for the eligible amount of the Ecological Gift. The donation is now considered an Ecological Gift. If the Gift is a Conservation Easement, a **Baseline Documentation Report** is requested within 6 months of the gift being given.