

ECOLOGICAL GIFTS PROGRAM: SUBMISSION PROCESS – ONTARIO

Additional details can be found [online](#) and in the Ecological Gifts Program (EGP) [Handbook](#)

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 **Parcel Register** showing legal landowner(s)
 - *Also submit any notices, easements and/or registered documents that appear on title*
4. Ecological Sensitivity Application
 - *Include description of the property, ecological features, structures, type of donation, area, photos and references to substantiate the ecological criteria that the property may qualify for*
 - *Accurate, detailed property information, coordinates, mapping, donor and recipient address*
 - *Apply for specific [Ecological Sensitivity Criteria](#)*
5. **DATED** Conservation Easement Agreement – *if applicable, as close to final version 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 the 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 Ecologically Sensitive Land, Recipient Identification and 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
8. Full Narrative Appraisal
 - *Appraisals must follow [EGP Appraisal Guidelines](#)*
 - *Appraiser's Certification Statement must be included*
 - *Effective date must be less than 6 months prior to the submission to the EGP*

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 EGP 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
 - **Certified Parcel Register**
 - *Registered transfer document*
11. Signed/Registered Conservation Easement Agreement – *if applicable*
 - *Baseline Documentation Report*

ISSUING A 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 Agreement, a **Baseline Documentation Report** is requested within 6 months of the gift being given.