

ECOLOGICAL GIFTS PROGRAM: **DISPOSITION / CHANGE IN USE CHECKLIST**

Factsheet: [Disposition or change in use of Ecological Gifts: what recipients need to know - Canada.ca](#)

Submission Requirements:

- A signed letter of request from the recipient describing the proposed disposition or change in use, including the proposed timeline.
- Rationale for the proposed disposition or change in use.
- An assessment of the potential effects of on the ecologically sensitive features and their future protection.
- A map clearly showing the area(s) affected.
- Supporting documentation, if applicable (e.g., ecological assessments, photos, property management plans or monitoring reports, title documents, organizational policies, operational guidance, mitigation or restoration plans, professional assessments)

EVALUATION CRITERIA:

Are the **precise details** of the proposed activity and a **rationale** for the request provided?

Ecological Protection

Does the proposed activity result in **equal or greater protection** of the ecological features?

Long-Term Conservation

Is the change **beneficial to the long-term conservation and management** of the ecologically sensitive features of the property?

Recipient Capacity and Intent

Has the recipient demonstrated or confirmed **capacity and intent** to manage the property and proposed activity in line with EGP recipient requirements?

Suitability of Agreement: If a new or amended conservation agreement is proposed, or an additional interest considered, has the recipient confirmed:

consistency with the original intent?

registration on title will be equal or higher priority, if applicable?

the **amended agreement** provides same level of protection and does not result in undue benefit?

Nature of the Change

Does the activity **positively affect the ecological integrity** of the property?

Control and Necessity

- Is the change **within the recipient's control**?
- Is the change **required for public safety**?
- Is it necessary? If not, has the recipient provided rationale and justification in line with EGP objectives?

Information Quality

- Is the information provided for authorization request clear and complete?

Guidance for drafting a request for authorization

Step 1: Describe the Proposed Disposition or Change in Use

- Provide a background of the certified Ecological Gift property
- Describe the proposed activity in detail
- Explain the rationale and justification for the request
- Identify potential impacts of the activity on the ecological condition and features of the property
- Describe any impact on the protection of the gift
- Provide the timeline and any follow-up monitoring

Step 2: Assess Responsibility

- Confirm that the recipient is making the request, identify any other parties involved
- Clarify if the change beyond the recipient's control or required for public safety
- List any other permits or permissions required

Step 3: Address Evaluation Criteria (listed above)

- Explain if the change will result in equal or better protection than the current arrangement
- Describe whether the change is beneficial to the long-term conservation of the property
- If applicable, confirm that any new agreement (e.g., amended easement, additional interest):
 - Aligns with the original intent
 - Is registered on title with equal or higher priority
- Outline mitigation measures, conservation benefits, restoration, future property management plans

Step 4: Include supporting documentation

- Provide maps, photos and a summary of applicable supporting documents within the request