

ECOLOGICAL GIFTS PROGRAM: SUBMISSION PROCESS – ONTARIO

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

Initial submission:

1. **Donor Indication of Intent**
 - letter of intent OR a completed [Application](#) signed by all legal owners
2. **Recipient indication of acceptance**
 - letter indicating that the recipient's commitment to abide by EGP requirements and protect the property in perpetuity
3. **Current Parcel Register**
 - submit notices, easements and/or registered documents that appear on title
4. **Ecological Sensitivity Report**
 - Include property description, ecological features, structures, type of donation, area, photos
 - Provide accurate, detailed property information and addresses for the donor and recipient
 - Include mapping of property features, zones, trails, if applicable
 - Apply for specific [Ecological Sensitivity Criteria](#) (look for **Regional Ecological Sensitivity Criteria - Ontario**) and include references to substantiate ecological criteria requests
5. **Designated signing authority**
 - If applicable, for the donor or the recipient
6. **Conservation Easement Agreement donations**
 - Submit a DATED conservation easement agreement (CEA) as close to final version as possible
 - Include zone mapping, trails and relevant features
 - Provide your organizational CEA monitoring and enforcement/ violation policy

**If public use is planned for the property, submit a property management plan that includes planning and future monitoring protocols for public access. Any future activities that may be considered a change in use are not considered authorized via this submission. Request for change in use authorization must be submitted after the donation has been made and certified as an Ecological Gift.

Upon receipt of **all** of the items listed above, an EGP file is opened, and an initial review begins.

ISSUING A CERTIFICATE OF ECOLOGICALLY SENSITIVE LAND, RECIPIENT IDENTIFICATION AND APPROVAL

The submission is reviewed for ecological sensitivity and if criteria are satisfied and the recipient is in good standing, 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 copy sent to the recipient.

Second submission:

7. **FULLY COMPLETED [Application](#) for Review and Determination**
8. **Full Narrative Appraisal**
 - Appraisals must follow [EGP Appraisal Guidelines](#)
 - Include the Appraiser's Certification Statement
 - The 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 copy sent to the recipient.

Final submission:

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 OF AN ECOLOGICAL GIFT*

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 copy 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** signed by the recipient and landowner is required within 6 months of the gift being given.

ECOLOGICAL GIFTS PROGRAM: **ECOLOGICAL SENSITIVITY CRITERIA – ONTARIO**

Applications to the EGP must include BOTH A and B criteria.

Provide rationale and evidence as to how the property satisfies each submitted criteria.

Submitted criteria are evaluated as:

- Criteria submitted; not substantiated
- Criteria submitted; substantiated
- Criteria not submitted but applicable

A1. Significant portions of the habitat of federally or provincially listed species at risk including endangered or threatened species, or species of special concern.

A2. Areas designated as Provincially Significant Wetlands.

A3. Provincial or regional Areas of Natural and Scientific Interest.

A4. Designated Areas of Concern for biodiversity purposes as identified in Forest Management Plans.

A5. Lands that are registered under the Conservation Land Tax Incentive Program.

A6. Areas that are registered under the Managed Forest Tax Incentive Program that are managed for wildlife habitat conservation purposes under an approved Managed Forest Plan.

- A7.** Areas promoting the conservation of natural heritage and biodiversity that are identified within a regional or watershed plan or strategy developed by a recognized conservation organization.
- A8.** Areas designated as a World Heritage Site for biodiversity conservation purposes, a core area of a UNESCO Biosphere Reserve, or a Wetland of International Importance under the Ramsar Convention.
- A9.** Areas of biodiversity significance identified in a Canadian Heritage Rivers Management Plan or Strategy.
- A10.** Areas designated in the Niagara Escarpment Plan as an Escarpment Protection Area or an Escarpment Natural Area.
- A11.** Areas designated as Natural Core, Natural Linkage, Sensitive Hydrological Feature, High Aquifer Vulnerability, Significant Landform, Minimum Areas of Influence or Minimum Vegetation Protection Zones within the Oak Ridges Moraine Conservation Plan.
- A13.** Areas designated for biodiversity conservation purposes within Management Plans or Strategies for the Trent-Severn or Rideau Waterways.
- A14.** Areas within a municipal official plan or zoning by-law under the Planning Act (Ontario) designated as an Environmentally Sensitive Area, Environmentally Significant Area, Environmental Protection Area, Restoration Area, Natural Heritage System or other designation for similar purposes that are compatible with the conservation of the biodiversity, ecological features and functions of the site.
- A15.** Areas within or adjacent to a Provincial Park, Provincial Park Reserve, Conservation Reserve, Conservation Area, Wilderness Area, Provincial Wildlife Area, National Wildlife Area, Migratory Bird Sanctuary, National Park, National Park Reserve or Ecological or Nature Reserve managed by a government or non-government agency.
- A17.** Areas identified as Carolinian Canada sites or Carolinian core natural areas and corridors as designated by the Big Picture, natural area mapping program.
- A18.** Areas designated as Core Natural Area, Natural Area Buffer, Natural Area Link, or Valued Ecosystem Component in the National Capital Greenbelt Master Plan by the National Capital Commission.
- A19.** Areas designated for biodiversity purposes by regional agencies such as the Niagara Parks Commission, St. Clair Parkway Commission, St. Lawrence Parks Commission and the Waterfront Regeneration Trust.
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- B1.** Significant habitats such as alvars, prairies, cliffs, Great Lakes coastal habitats, old growth forest areas, glacial relic communities and sites with enduring geological features that contribute to biodiversity.
- B2.** Areas of wildlife concentration such as bat caves, snake hibernacula, heronries, deer wintering yards and sites used by migratory water birds and other species for seasonal staging, feeding, breeding and like purposes.

- B3.** Areas identified, designated or protected as ecologically significant or ecologically important by a government or non-government local, provincial, national or international system or body.
- B4.** Significant water bodies, rivers, streams, shorelines, valleys, wetlands, groundwater recharge areas, headwaters and aquifers.
- B5.** Significant wildlife or fish habitats.
- B6.** Significant woodlands.
- B7.** Areas that have significant current or potential for enhanced ecological values through restoration, remediation, management or geographic proximity to other ecologically significant properties.
- B8.** Natural buffers and adjacent lands around areas identified under other ecologically sensitive lands categories or criteria that contribute to the conservation of biodiversity.
- B9.** Natural links or corridors between areas identified under other ecologically sensitive lands categories or criteria that contribute to the conservation of biodiversity.
- B10.** Areas used for long-term scientific study or baseline and benchmark monitoring of biodiversity.
- B11.** Areas that contribute to Canada's environmental heritage through the maintenance of the genetic diversity of species, ecosystem health, or landscape biodiversity, and other natural spaces of significance to the environment in which they are located.

**** Criteria A12 and A16 are no longer considered.**