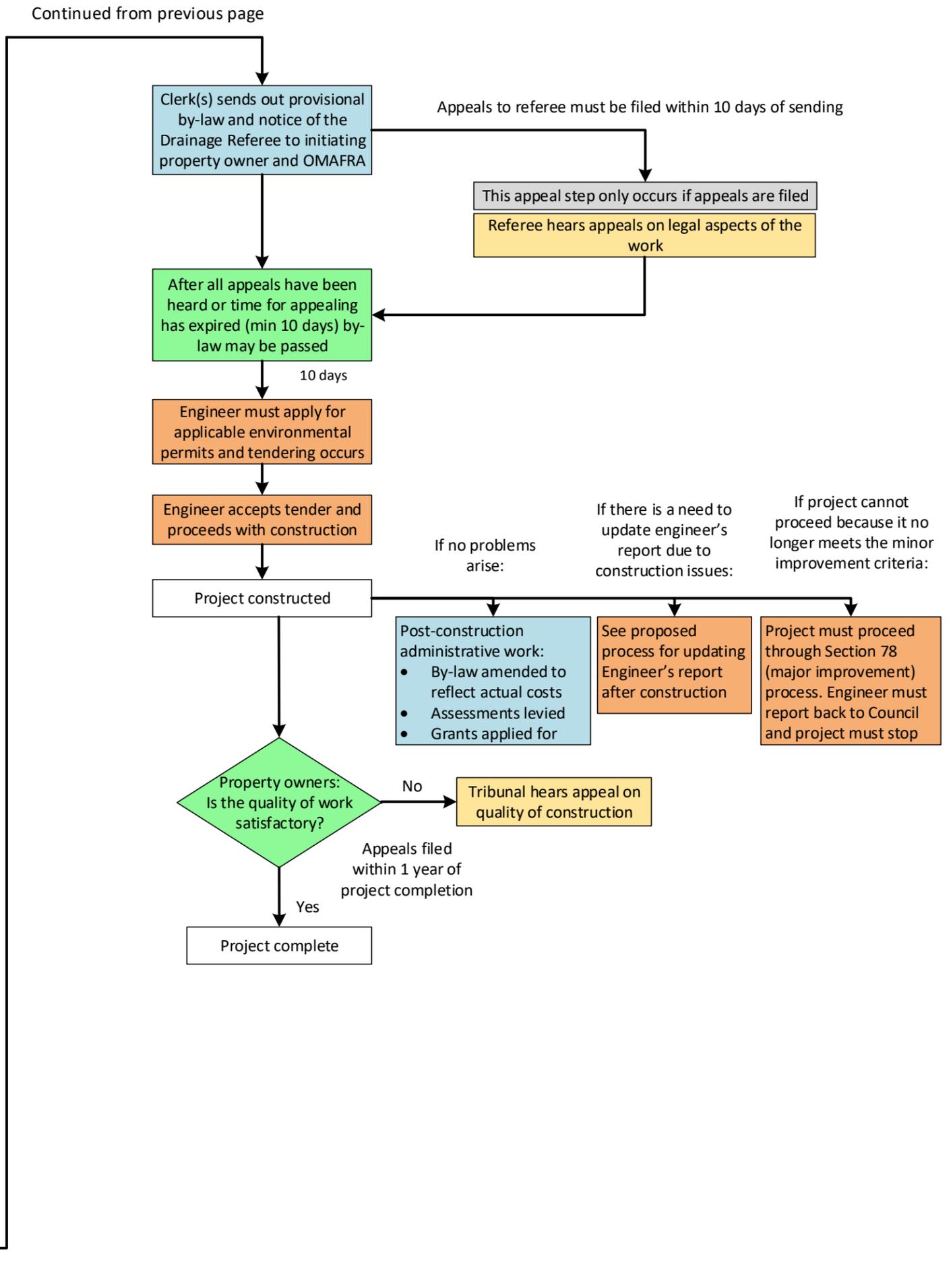
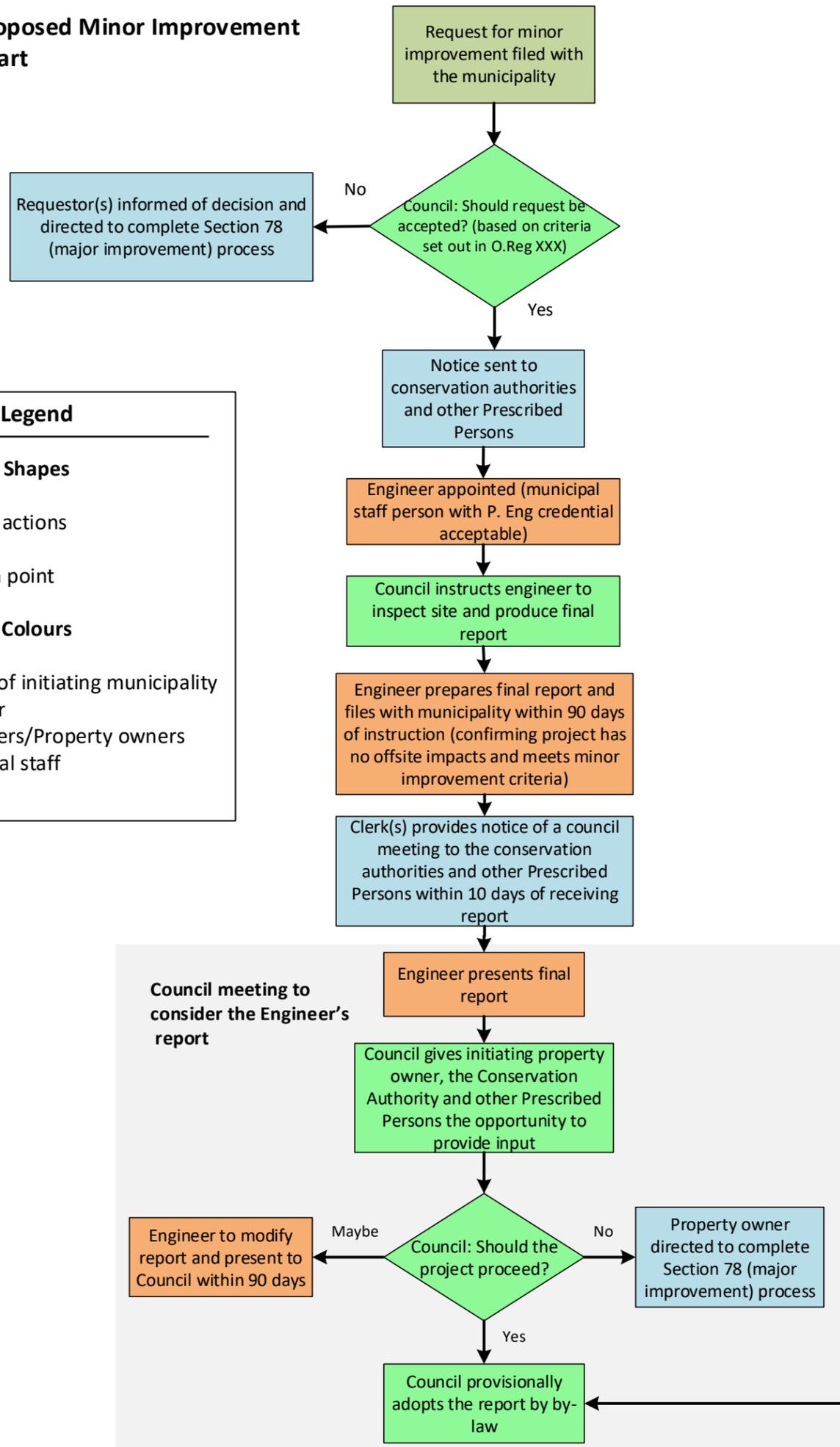
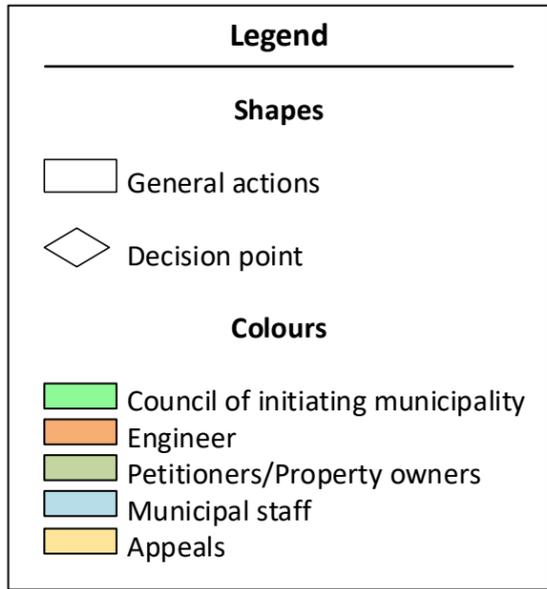


# Appendix B: Proposed Minor Improvement Process Flowchart



## **Minor Improvement Process Flow Chart Description**

- **A request for minor improvements is filed with the municipality by a property owner/petitioner**
- **The council of the initiating municipality determines whether or not the request should be accepted based on criteria set out in the new regulation.**

### **If Municipal Council says no,**

- **The request is NOT accepted based on the criteria. The Requestor(s) will be informed of the decision and directed to complete Section 78 (major improvement) process.**

### **If Municipal Council says yes,**

- **Municipal staff send a notice to conservation authorities and other Prescribed Persons.**
- **An engineer is then appointed (municipal staff person with P. Eng credential acceptable).**
- **The council of the initiating municipal will instruct the engineer to inspect site and produce final report.**
- **The engineer will prepare the final report and file it with the municipality within 90 days of instruction (confirming project has no offsite impacts and meets minor improvement criteria).**
- **Municipal clerk(s) provides notice of a council meeting to the conservation authorities and other Prescribed Persons within 10 days of receiving the report.**
- **The engineer then presents a final report. A council meeting will take place to consider the engineer's report and Council will give the initiating property owner, the Conservation Authority and other Prescribed Persons the opportunity to provide input.**
- **Council will then decide whether the project should proceed.**

### **If Municipal Council says no,**

- **The property owner will be directed to complete Section 78 (major improvement) process.**
- **If Municipal Council is unsure,**
- **The engineer must modify the report and present to Council within 90 days.**

### **If Municipal Council says yes,**

- **Council provisionally adopts the report by by-law.**
- **The municipal clerk(s) send out provisional by-law and notice of the Drainage Referee to the initiating property owner and OMAFRA.**