

5 INQUIRY SERVICES

5.1 PROPERTY CLEARANCE LETTERS

Inquires are received on a daily basis from solicitors, real estate agents, and the general public interested in determining whether regulations made pursuant to Section 28 of the Conservation Authorities Act affects a given property. This information sharing process is important in developing a pro-active approach to land use planning and resource management for the Authority. The UTRCA views its inquiry service as an opportunity to educate landowners about the Natural Hazard and *Natural Heritage Features* on the subject property. It also provides an indication of the potential limitations for *development* to a landowner or prospective home-buyer.

1. A fee consistent with those identified in the Authority's Fee Schedule, a copy of which is provided in Appendix 9.1.1 of the Manual applies to all Property Clearance Letters prepared by the Authority.
2. A fee will be applied to each roll number for which a response has been requested.
3. The UTRCA will provide a letter to advise when the subject property is affected by the *Regulation Limit*.
4. The UTRCA will provide a letter to advise when the subject property is affected by a Natural Heritage Feature, utilizing the most recent information available at the time of the inquiry.
5. If the subject property is affected by the *Regulation Limit* and/or a Natural Heritage Feature, mapping will be provided to indicate its extent.
6. For inquiries not affected by the *Regulation Limit* and/or a Natural Heritage Feature, a letter or a stamped version of the inquiry indicated the concerns will be provided
7. If an inquiry for a property outside the UTRCA jurisdiction is received, the inquiry will be directed to the appropriate Conservation Authority by providing a letter copying the letter to the Conservation Authority which has jurisdiction in a timely manner.
8. The UTRCA will endeavour to respond within two weeks of receiving the request.
9. The UTRCA may require that inquiries be accompanied by a survey or a roll number of Property Identification Number (PIN).

5.2 DATA REQUESTS

The UTRCA maintains a variety of data in electronic tabular and geospatial (GIS) databases. This includes primary UTRCA data such as: flood line elevations, flooding hazard limits, erosion hazard limits, digital ortho-photography and *natural heritage features*. The UTRCA also provides data from our monitoring programs which includes: stream flows, rain fall, snow course sampling data, ambient water quality information (as part of the Provincial Water Quality Monitoring Network) and aquatic community health data (benthic, fish, *fish habitat* and Species at Risk). In addition, secondary data¹ which is available through the UTRCA's partnership in the Ontario Geospatial Data Exchange (OGDE) may be provided with extended data sharing agreements (such as Ontario Base Mapping). Providing data allows consultants direct access to relevant information through common formats that are supported by industry standard software.

The sharing of digital data is subject to the following conditions:

1. Data sharing agreement(s) must be entered into between the Consultant, the UTRCA and where required, the Ontario Ministry of Natural Resources.
2. A fee consistent with those identified in the Authority's Fee Schedule, a copy of which is provided in Appendix 9.1.1 of this Manual shall apply to all Data requests filled by the Authority.
3. Geospatial data will be provided in tiles based on a standard index grid covering the Upper Thames *watershed*.
4. The UTRCA will endeavour to respond within two weeks of receiving the request for information.

¹ Data created and maintained by other agencies (Ontario Ministry of Natural Resources) that does not belong to the Upper Thames River Conservation Authority.