



File no. _____

Date of receipt _____

Case Manager _____

APPLICATION TO CARRY OUT WORK ON QUEBEC WATERWAYS FEDERAL PROPERTY

- *Please note that filling out and submitting this form does not constitute permission to undertake work on Parks Canada property.*
- *To speed up the analysis of your application, please provide as much information as possible as well as all requested documents.*
- ***An incomplete file will not be processed.***

1. General principles applicable to all work

- All requests for intervention or work on Parks Canada property must be submitted in writing using this form.
- The proponent or client must produce, at its own expense, the documents required by Parks Canada and/or any other government authorities depending on the scope of the interventions, the authorizations and the notices required in the context of an intervention request. Nevertheless, Parks Canada can guide the applicant in identifying issues, including but not limited to those related to cultural resources, contaminated soils and/or navigation. It should be noted that the applicant is responsible for thoroughly researching the issues and the applicable avoidance and mitigation measures.
- Upon completion of the work, the applicant will be responsible for the restoration of the site in accordance with all applicable laws, regulations, standards, good environmental practices, and Parks Canada Agency development parameters.
- Please refer to the section entitled “*Additional Information for a Request for Intervention*” to help you complete this form.
- Please note that Parks Canada may:
 - refuse to authorize work on waterways federal property;
 - request changes to planned work;
 - require measures for avoidance, mitigation or compensation.

After confirmation from Parks Canada that the file is complete, 6 to 8 weeks are usually required to review an application. However, this time frame may vary depending on the scope of work.





Please fill out all sections of this form, **an incomplete file will not be processed.**

1. Location of work	
<p>1.1. Check:</p> <p><input type="checkbox"/> Lachine Canal</p> <p><input type="checkbox"/> Chambly Canal</p> <p><input type="checkbox"/> Sainte-Anne-de-Bellevue Canal</p> <p><input type="checkbox"/> Saint-Ours Canal</p> <p><input type="checkbox"/> Carillon Canal</p>	<p>1.2. Describe the location of the work to be undertaken, as well as planned access:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
<p>1.3. Submit a location plan (mandatory)</p> <p style="padding-left: 40px;">Included <input type="checkbox"/></p>	<p><i>If applicable, the following information must appear on your detailed location plan (to scale):</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> The site access route; <input type="checkbox"/> Parks Canada property lines, including the routes of trails and paths located near the work area, if applicable; <input type="checkbox"/> The distance of the work area from: <ul style="list-style-type: none"> a. The canal, the trail and/or the path; b. Parks Canada equipment or infrastructure; c. To one or many trees. <input type="checkbox"/> Work site boundaries (mobilization area) and designated work area and material storage areas if they are within Parks Canada property lines; <input type="checkbox"/> Proposed circulation routes and maneuvering areas for vehicles during the work.
2. Description of the work	
<p>2.1. Type of work : _____</p> <p>2.2. Purpose : _____</p> <p>2.3. Required surface area on federal property: _____ square metres.</p> <p>2.4. Method of carrying out the work:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>2.5. Equipment used (machinery, number of vehicles, etc.):</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>2.6. Proposed means to secure the work area (e.g. fences, cones, signalman, etc.)</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>2.7. Proposed means of mitigating impacts on Parks Canada infrastructure and outdoor furniture:</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	



3. Completion schedule:		
Provide the targeted schedule (start and end dates) for pre-work validation work (drilling, inspections, site investigation, etc.) if necessary, as well as for the main intervention, including land mobilization and restoration. Specify the number of hours or days required to carry out the work and whether the work will take place over one or several non-consecutive time periods.		
3.1. Planning/preparing the work: _____		
3.2. Mobilization/carrying out the work: _____		
3.3. Restoration: _____		
4. Assessment of proposed activities on Parks Canada site: (Check)		
<small>(If yes, provide the applicable information outlined in item 7.)</small>		
yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/>	4.1. Need to circulate on a Parks Canada bridge or footbridge; 4.2. Need to circulate on the trail or path to reach the work site; 4.3. Need to cross the trail or path to reach the work site; 4.4. The planned mobilization area encroaches on the trail or path; 4.5. The planned mobilization area is located less than 1 from the trail or path; 4.6. The work will require: a. interruption or detour of traffic on the trail; b. addition or removal of infrastructure on, under or through the federal property; c. reconstruction or reshaping of the trail and/or path.	
5. Excavation, drilling or reworking of soil:		
Does the intervention require one ore more of the following interventions:		
5.1. Excavation : yes <input type="checkbox"/> no <input type="checkbox"/>	5.2. Drilling : yes <input type="checkbox"/> no <input type="checkbox"/>	5.3. Reworking of soil: yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, provide the applicable information (If no, go to section 6:)		
5.4. Precise location on the location plan (Q1.3)		
5.5. Depth of excavation/drilling: _____ m.		
5.6. Distance to Parks Canada infrastructure, including:		
a. Canal wall : _____ m.		
b. Trail and/or path : _____ m.		
c. Tree(s) : _____ m.		
Provided <input type="checkbox"/> To provide <input type="checkbox"/> n.a. <input type="checkbox"/> Provided <input type="checkbox"/> To provide <input type="checkbox"/> n.a. <input type="checkbox"/> Provided <input type="checkbox"/> To provide <input type="checkbox"/> n.a. <input type="checkbox"/>	5.7. Excavated soil and backfill material Management Plan; 5.8. Site layout plan; 5.9. Backfill material Management Plan.	



6. Environmental impact assessment (Check)

yes no

6.1. Do you have an environmental impact assessment? (If yes, attach it to your application.)

yes s.o.

6.2. Are there planned measures to counter or mitigate the following impacts?

yes s.o.

a. Noise;

yes s.o.

b. Dust emission;

yes s.o.

c. Impacts on air quality;

yes s.o.

d. Impacts on soil quality;

yes s.o.

e. Impacts on water quality;

f. Impacts on fauna and flora.

6.3. Will the work require : (If yes, provide the applicable information listed in item 7.)

yes no

a. Felling of one or more trees;

yes no

b. Location of work, traffic, material storage, or mobilization areas near trees;

yes no

c. Levelling or raising of the level of the ground;

yes no

d. Access to water and/or impact on navigation

yes no

7. Plans or expertise needed to assess the application

Depending on the type of intervention, the following could be requested during analysis of the file.

- Plans must be prepared and signed by an engineer or an architect, depending on the project.
- Preliminary plans for the application may be accepted, provided that the final plans bearing a seal are submitted for final approval of the project.
- Upon completion of the work, final plans of the development, equipment and/or infrastructure must be provided to Parks Canada in ArcGIS or georeferenced CAD format, as well as any other available format that Parks Canada may require.

If applicable, attach to the application, in electronic format and to scale, plans or expert reports relevant to analysis of the application, including:

Provided To provide Not applicable

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.1. Technical construction drawing (scale of at least 1:1000 for large-scale work) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.2. Site layout plan |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.3. Signage plan; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.4. Detour plan |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.5. Demolition plan; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.6. Excavation plan; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.7. Cross-section of the work |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.8. Hoisting plan |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.9. Report on the impact of the dam or water-impounding structure |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.10. Environmental impact analysis |



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.11. Survey plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.12. Tree impact assessment report and appropriate measures signed/sealed by a forest engineer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.13. Others : _____

8. Other mandatory documents:

Provided <input type="checkbox"/> Self-insured <input type="checkbox"/> Provided <input type="checkbox"/> Not applicable <input type="checkbox"/> Provided <input type="checkbox"/> Not applicable <input type="checkbox"/>	<p>8.1. Proof of \$5-million liability insurance:</p> <ul style="list-style-type: none"> i. Her Majesty the Queen in Right of Canada must be specified as an additional insured. ii. Required prior to authorization to start the work. iii. Municipal administrations and government departments must provide certification of self-insurance. <p>8.2. When required, a resolution from the client designating the person authorized to sign the lease, permit, or liability waiver agreement.</p> <p>8.3. A cheque or money order payable to the Receiver General for Canada in the amount of \$106.50 covering processing fees. These fees are payable prior to the analysis of any application.</p>
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9. Contact information

Provide contact information for communication with the client's project manager and the person(s) in charge to contact during the work 24 hours a day, 7 days a week, in case of emergency or verification from the Parks Canada field teams.

➤ *Please note that due to the large volume of applications and contractors, the file will be coordinated solely with the client.*

9.1. Client : _____ email : _____ phone : _____

9.2. Project Manager : _____ email : _____ phone : _____

9.3. Person in charge to contact (24/7) :

- Weekdays : _____ email : _____ phone : _____

- Evenings and weekends : _____ email : _____ phone : _____

9.4 Media contact /Questions from the public : _____ email : _____ phone : _____

Please complete this form and return it along with the required documents to:

Real Property
Quebec Waterways Unit
1899 De Perigny Blvd.
Chambly QC J3L 4C3

or interventions@pc.qc.ca

For further information, please call 438-357-3613.

Signature of the applicant

Date _____ / _____ / _____



ADDITIONAL INFORMATION FOR APPLICATION

1. General principles applicable to all types of work

- After confirmation from Parks Canada that the file is complete, 6 to 8 weeks are usually required to review an application. However, this time frame may vary depending on the scope of work.
- No intervention on Parks Canada property is permitted without first obtaining a permit, concluding a liability waiver agreement, or signing a lease. The duties and obligations of the parties must be clearly established (civil liability, among other things) before work can be undertaken.
- Rent is generally collected for any use of Parks Canada land, regardless of whether it is a short- term or long-term use.
- Typically, public utilities (water, electricity, natural gas) already have an agreement (often a lease) on the use of or encroachment on Parks Canada property. Despite the foregoing, in every instance, Parks Canada must validate the scope of this agreement in the context of any planned work.
- Public and para-public authorities are exempt from processing costs in the case of applications for maintenance/replacement/construction of equipment on federal property. However, such work must be the subject of a request to carry out and must be authorized in advance by Parks Canada

2. New construction adjacent to federal property.

As a general principle, Parks Canada recommends a minimum setback of 4 metres between a new construction and the federal property line, to ensure that the new building has full operational autonomy.

When there are major constraints, a setback less of 4 metres from the federal property line may lead to a long-term lease agreement for a strip of adjacent land of a width varying between 3 and 4.5 metres. This strip of land's purpose would be to minimize recurring encroachments on federal property (including for maintenance purposes) and to ensure harmonious ownership of the adjoining private property and the canals' public property. A rent equivalent to a percentage of the market value of the area required will be charged by Parks Canada. For certain specific projects, additional areas on the federal property may be leased for commercial or community purposes if these projects contribute to Parks Canada's mission.

3. Other elements considered in an application

Below, is a non-exhaustive list of the issues that will be evaluated by Parks Canada in the context of a work application on its property:

3.1 Cultural resources

The impact of the work on cultural resources (including in-ground resources) must be taken into consideration. The analysis will be focused on, but not limited to, the distinctive landscape of the canal, its engineering works and buildings, the waterway, the canal's walls, and the site's archaeological heritage. To this end, the applicant may be required to carry out specific studies or to provide archaeological monitoring.



3.2 Environment

3.2.1 *Environmental assessment :*

- a) Under the new Impact Assessment Act (IAA, 2019), any project on federal lands must be reviewed for potential adverse environmental effects, including on:
- Natural resources — such as species at risk, air quality, soil, and surface waters, as well as the plants and animals living near the project or that could be affected by it;
 - Cultural resources — in particular, an assessment of the impacts on the heritage value and distinguishing features of known cultural resources, as well as risk considerations for sectors that are considered very likely to present cultural resources, but where no inventory has yet been carried out;
 - Visitor experience possibilities — to be specific, how the project could have particularly negative impacts on key elements of the environment that are essential to the visitor's experience.

The proponent will therefore be required to undergo an environmental impact assessment for all of its activities, if applicable. Parks Canada will determine the type of impact assessment required in accordance with the Parks Canada Directive on Impact Assessment. In the event that a basic impact assessment is required, a posting on the public impact assessment registry will be mandatory for a period of **30 days**.

3.2.2 *Management of excavated and contaminated soil :*

Special attention should be paid to the management of cuttings, excavated soil and fill materials used as well as to the risk of contaminants migrating from contaminated soil to clean soil (often caused by recent backfill from a real estate project). In this regard, the applicant may consult the best practices listed in Appendix A.

3.2.3 *Run-off water :*

Discharging water (from a private or public network) into a Parks Canada canal is prohibited, both during and after work carried out by a third party. Exceptionally, proposals may be considered if certain conditions are fulfilled, including the following:

- The proposal is part of a LEED or other similar project.
- The discharges can be quantified and qualified.
- The discharges meet the standards of the Communauté métropolitaine de Montréal.
- The method meets the requirements of Fisheries and Oceans Canada, Environment Canada, etc.

3.2.4 *Impact on trees :*

When the work carried out might damage or affect nearby trees, Parks Canada may authorize the applicant to take them down under certain conditions. An expert's report provided by the applicant must demonstrate that the work to be undertaken is endangering the trees and that known preservation measures or transplantation will not save them. Monetary compensation is required in the event of damage or cutting of a tree on Parks Canada Agency lands. This compensation corresponds to the evaluation of the value of the tree determined according to the standards established by the International Society of Arboriculture of Quebec. The minimum amount of compensation per tree is ONE THOUSAND FIVE HUNDRED DOLLARS (\$1500.00). A communication plan on the tree cutting must be submitted for approval and implemented by the applicant.





3.3 Visitor Experience and User Safety

Lachine Canal and Chambly Canal paths:

Although they are accessible year round, paths are maintained from April 15 to November 15. Considering the high volume of users, it is impossible to plan work requiring path closure during this period.

Any work that directly or indirectly affects a canal's path requires that the applicant implement adequate mitigation measures and propose, if necessary, a safe detour route accompanied by an appropriate signage plan that must first be approved by Parks Canada

The applicant must ensure the maintenance of and the installation of signage of the detour. A communication plan may also be required depending on the impact and duration of the partial closure of the path.

3.4 Navigation

Canals are open to boaters from Victoria Day to Thanksgiving. Closing a canal during this period is not an option to be considered.

Outside of the operating season, boaters and crafts may moor or navigate the waters. Thus, any work that directly or indirectly affects the canal must be accompanied by adequate safety measures and allow safe passage for users.

However, any new project taking place over the Lachine Canal Waterway must have a minimum overhead clearance of 6.7 metres (22 feet), in accordance with Parks Canada's national guideline on overhead clearance for standing bridges.

	Guaranteed air draughts	Guaranteed draughts
Lachine Canal	2.44 metres (8 feet)	2 metres (6 ½ feet)
Chambly Canal	8.84 metres (29 feet)	2 metres (6 ½ feet)
Saint-Ours Canal	8.84 metres (29 feet)	3.66 metres (12 feet)
Sainte-Anne-de-Bellevue Canal	12.62 metres (41 feet)	2.74 metres (9 feet)
Carillon Canal	12.8 metres (42 feet)	2.74 metres (9 feet)

3.5 Communication activities

If nearby residents and users of the canal must be informed of the impact and duration of the work, it will be the applicant's responsibility to draft and implement a communication plan in this regard. This plan must outline the context, communication objectives, target audiences, key messages (mitigation/compensation measures, time frame, people to contact for information), as well as the communication products that are being considered including their schedule. All communication activities related to a Parks Canada canal must have prior approval from the Agency.

3.6 Operation and maintenance :

If work carried out by the applicant requires Parks Canada to make changes to some of its operational procedures, the cost of these changes must be reimbursed by the applicant. Also, work carried out near the work areas of Parks Canada employees (e.g., locks) may require a plan to manage the impacts on employees (noise, air quality, safety).



3.7 Letter of guarantee

Depending on the nature of the work, a letter of guarantee may be required prior to the completion of the work to ensure that the applicant's obligations, including site restoration, are met.

3.8 Emergency measures

When required, the applicant must prepare an emergency measures plan and submit it to Parks Canada.

I hereby confirm that I have read the information above :

Signature of the applicant _____

Date _____

