Kettle Creek
Conservation Authority

2025

Section 28 Permit Timelines and Compliance Annual Report

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Ontario Regulation 686/21 (Mandatory Programs and Services) under the *Conservation Authorities Act* was amended on April 1, 2024, to introduce annual reporting requirements for Conservation Authorities. Under section 8.1 of the regulation, all Conservation Authorities must prepare and publish an annual report detailing permit statistics. This includes reporting on compliance with *Ontario Regulation 41/24*, which governs permit applications, issuance, and associated timelines.

For the purpose of determining permit decision timelines, applications are categorized as **major** (requiring significant staff review of technical documents i.e. large subdivision) and **minor** (limited scale/scope or work with minimal impacts on the control of flooding, erosion, dynamic beaches or unstable soil or bedrock). A decision on major applications must be made within **90 days** of receipt of a complete application and a decision on minor applications must be made within **30 days** of receiving a complete application. Conservation Ontario's Client Service Standards promotes making a decision on major applications within **28 days** after receipt of a complete major application and within **14 days** after receipt of a minor application.

Highlights for 2025

- KCCA issued 52 permits in 2025 (48 permits in 2024); 39 minor and 13 major
- 100% of the major permits were issued within the 90-day legislated timeline and 100% were issued within 30 days of receiving a complete application meeting or exceeding the Conservation Ontario Client Service Standard.
- 100% of the minor permits were issued within the 30-day legislated timeline and 97% were issued within 14 days of receiving a complete application meeting or exceeding the Conservation Ontario Client Service Standard.

Annual Reporting - Permit Statistics January 1 - December 31, 2025	
Total Permits Issued (Overall) (January 1 - December 31):	52
Total Major Permits Issued (January 1 - December 31):	13
Total Minor Permits Issued (January 1 - December 31):	39
Total Applications Subject to Minister's Order (Minister's Review):	0

Annual Reporting - Permit Timelines January 1 - December 31, 2025	
Complete Application Review Total complete application reviews completed in 21 days:	50
Permit Timelines (Major) Total Major Permits Issued Within Decision Timeline (90 Days):	13
Permit Timelines (Major) Total Major Permits Issued Outside Decision Timeline (90 Days):	0
Permit Timelines (Minor) Total Minor Permits Issued Within Decision Timeline (30 Days):	39
Permit Timelines (Minor) Total Minor Permits Issued Outside Decision Timeline (30 Days):	0
Permit Timelines (Average - All) Overall Average Permit Review Timeline:	2.5 days
Permit Timelines (Average - Major - 90 Days) Average Major Permit Review Timeline:	1.8 days
Permit Timelines (Average - Minor - 30 Days) Average Minor Permit Review Timeline:	2.7 days

Annual Reporting - Compliance with O. Reg. 41/24 January 1 - December 31, 2025	
Mapping Are maps of regulated areas available at the CA head office and on the CA website? (ss. 4(1) of O. Reg. 41/24)	Yes
Mapping Has the Authority undertaken an annual review of the mapping and made necessary updates? (ss. 4(2) of O. Reg. 41/24)	Yes
Administrative Reviews Total requests for administrative reviews made to the Authority:	0
Administrative Reviews Total administrative reviews completed within 30 days of the request:	N/A