

Aquatic Habitat Protection Guideline for Channel Clearing & Drainage Project Maintenance Activities

Appendix A: Aquatic Habitat Protection Guidelines

Please complete the application form below and submit it with all necessary documentation to the Water Security Agency by emailing ahpp@wsask.ca.

Part 1: Applicant Information

Client Type: Rural Municipality Conservation & Development Area Authority
 Small Urban Municipality Watershed Association Boards
 Individual Landowner Other: _____

Proponent Information

Organization: _____ Name: _____
Mailing Address: _____
Telephone: _____ Fax: _____
Email: _____

Contractor Information *(if applicable)*

Contractor: _____ Primary Contact: _____
Mailing Address: _____
Telephone: _____ Fax: _____
Email: _____

Note: Please ensure Part 1 is fully completed to ensure proper processing.

Part 2: Project Information

Activity #	Activity Type (indicate whether Beaver Dam Removal Only, Channel Clearing or Drainage Project Maintenance)	E5 Number (if applicable)	Land Location Qtr-Sec-Twp-Rge-M
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Part 3: Acceptable Activities Under this Guideline

This guideline applies only to channel clearing and drainage project maintenance activities as defined in the [Channel Clearing & Drainage Project Maintenance Rebate Program Guide](#). No alteration (widening, deepening, straightening) of a natural watercourse or eligible drainage project is authorized by this guideline. Any activities that do not meet the eligibility criteria for channel clearing and drainage project maintenance used in the Channel Clearing and Drainage Project Maintenance Assistance for Local Governments Program may be subject to additional regulatory requirements and should be discussed with the Water Security Agency (WSA) prior to initiating any work.

Please submit the required notification form at least 14 days in advance of any channel clearing or drainage project maintenance activity. The referenced waiver of the requirement for a project specific Aquatic Habitat Protection Permit is only valid following submission of a signed notification form. Where channel clearing or drainage maintenance activities meet program eligibility criteria, but you cannot implement all the measures outlined below, you may still qualify for a rebate; however, you should contact WSA to obtain a project-specific Aquatic Habitat Protection Permit.

This guideline is not required for eligible drainage projects approved by WSA after 2016, provided that the Aquatic Habitat Protection conditions included in the Approval to Construct and Operate Drainage Works are followed. This guideline is not required if you are completing beaver dam removal only and following the guidelines in the beaver dam removal fact sheet.

Part 4: Conditions to be Followed during Eligible Program Activities

On receipt of a duly completed notification of channel clearing or drainage project maintenance activities form, and notwithstanding any restrictions on the use of this guideline provided by WSA within 14 days of submission of the notification form, WSA does hereby waive the requirement for an Aquatic Habitat Protection Permit pursuant to subsection 26(2) of *The Environmental Management and Protection Act, 2010*. Pursuant to subsection 26(3) of *The Environmental Management and Protection Act, 2010*, WSA imposes the following terms and conditions on this waiver:

1. All contractors must receive a copy of this *Aquatic Habitat Protection Guideline for Channel Clearing and Drainage Project Maintenance Activities*, including a copy of the signed and dated notification form before they begin any work. A copy of the same must always be on site.
2. Work must be done under dry or frozen conditions. Where standing water is encountered behind the obstruction to be removed, work will proceed from downstream to upstream locations and work in the watercourse will take place only after the standing water has been released.
3. Adjacent to natural channels, no terrestrial vegetation shall be removed entirely. Trees and brush are to be cut off at ground level or mulched and root systems must not be disturbed or dug out.
4. Spoiled material must not be left on the top of the watercourse banks. All spoiled material must be disposed of above the top of the watercourse banks and placed where it is separated from the watercourse by a vegetated area measuring at least 5 metres.
5. Spoiled material must be stabilized so it does not re-enter any watercourse. Spoiled material must not be used to impede the flow of water and/or infill a wetland. Spoiled material must not be used to construct a berm along natural watercourses. Spoiled material may be leveled to improve stability and promote re-vegetation.
6. Watercourse banks must not be altered. If disturbance occurs, banks shall be restored to original slope and configuration.
7. Use existing trails and roads whenever possible to avoid disturbance to the riparian vegetation.
8. Machinery and heavy equipment must arrive at the project site clean and free of fluid leaks, or accumulations of external contaminants that may include, but are not limited to, oil, fuel, grease, other lubricants, soils, mud or plant materials.
9. Machinery and heavy equipment must be located and operated from a stable location above the natural bank. Machinery must not be operated from the bed of the waterway, regardless of whether water is present.
10. No machinery or heavy equipment is to enter the water under any circumstances. The only exception is the use of necessary attached booms, buckets, and other tools or implements.
11. Machinery and heavy equipment must be cleaned, fueled, serviced and stored in a manner that will not contaminate the bed, bank or boundary of any waterbody or watercourse.
12. Appropriately sized spill basins and/or spill kits for cleanups must be on site and accessible at all times. All spills of harmful substances (e.g., petroleum products) must be cleaned up and disposed of properly at approved sites.
13. All spills meeting or exceeding the quantities specified in *The Environmental Spill Control Regulations* must be reported and handled according to the regulations. The Provincial Spill Control Centre (Spill Line) is 1.800.667.7525.
14. The undersigned is solely responsible for all design, safety and workmanship aspects of all activities associated with this guideline.
15. The undersigned is solely responsible for and shall obtain and maintain land control on, and access to, any lands impacted by the activities.
16. All activities must be completed on or before **January 31, 2026**.

Please note: If your channel clearing and drainage project maintenance activities cannot meet all the eligibility requirements of the program and cannot incorporate all the conditions outlined above, then your project may result in a violation of Subsection 38(4) of *The Environmental Management and Protection Act, 2010* and/or Subsection 59(1) of *The Water Security Agency Act*, and you could be subject to compliance action. In this case, you should contact the WSA office in your area to obtain WSA's opinion on options to avoid contravention.

Part 5: Photos

Photos of the project area should be taken before and after any work is done. These photos should be a clear representation of the overall project area and the scope of the project work. However, a photo showing each aspect of the area is not necessary.

Part 6: Certification

I, _____, representing _____ do hereby request that the Minister responsible for the administration of *The Environmental Management and Protection Act, 2010* waive the requirement for an Aquatic Habitat Protection Permit for the eligible channel clearing and drainage project maintenance activities outlined on this notification form. I certify that the proposed activities meet all program eligibility requirements, and that the above-named proponent will follow all the conditions listed in Part 2 of this *Aquatic Habitat Protection Guideline for Channel Clearing and Drainage Project Maintenance Activities*. I further certify that the information given on this form is, to the best of my knowledge, correct and complete.

Signature _____ Date _____