

Ministry of Natural Resources Registry

NOTICE OF ACTIVITY ON PUBLIC LAND AND SHORE LANDS

User Guide for Hardcopy Forms

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Ontario Ministry of Natural Resources

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DISCLAIMER

This user guide should not be construed as legal advice. All requirements relating to providing notice of activities on Public Land and Shore Lands in the MNR Registry are contained Ontario Regulation (O. Reg.) 239/13, a regulation made under the *Public Lands Act*, R.S.O. 1990, c. P. 43 (hereinafter referred to as the "PLA"). All Ontario legislation and regulations can be found at Ontario's e-Laws website (www.e-laws.gov.on.ca).

A registrant must determine whether they are eligible to use the regulation to undertake the activity and must fulfil all of the conditions within the applicable section of the regulation. Failure to do so could result in a contravention of the PLA and could lead to prosecution under the Act.

Where a registrant uses a third party to undertake all or part of the activity, the registrant is responsible for ensuring the conditions of the regulation are satisfied. It is also the registrant's responsibility to ensure that all required permissions, approvals, and authorizations (e.g. required under other legislation) are acquired prior to proceeding with the proposed activity.

INTRODUCTION

As of January 1, 2014, individuals and businesses may register with the Ministry of Natural Resources (MNR, or the Ministry) on the Ministry of Natural Resource Registry (MNR Registry) to undertake certain activities on public lands and shore lands. Public Lands are any lands under the control and management of the Ministry of Natural Resources (often referred to as "Crown lands") including the beds of most lakes and rivers in Ontario.

Currently eligible activities under the PLA include:

Maintenance, repair or replacement of erosion control structures on shore lands

Shore lands are the beds of most water bodies in Ontario (including along the shorelines that are seasonally inundated). Shore lands fall under the jurisdiction of the Ministry of Natural Resources under the *Public Lands Act* and Regulations.

Construction or placement of buildings within Unpatented Mining Claims

Unpatented mining claims: means a parcel of land, including land under water, that has been staked and recorded in accordance with the *Mining Act* R.S.O.1990, and the regulations for which a patent, lease, licence of occupation or any other form of Crown grant is not in effect.

For each of these activities, there are specific requirements outlined in the appropriate section of Ontario Regulation (O. Reg.) 239/13 which set out eligibility rules. Individuals, businesses, municipalities or provincial ministries proposing to undertake an activity that does not meet the requirements in O. Reg. 239/13 may need to seek authorization under the PLA (e.g. a work permit).

This user guide provides specific information on the use of the “Notice of Activity to register for activities on Public Land and Shore Lands under the *Public Land Act*, R.S.O. 1990, c. P. 43”.

This Guide contains the best available information as of the publishing date. The Ministry of Natural Resources will update this user guide regularly to ensure that it provides accurate information and guidance for users. Please be sure to obtain the most up-to-date version of the User Guide from the MNR before completing and submitting the Notice of Activity.

WATCH FOR THESE SYMBOLS as you work through this user manual. These sections are provided to provide more detailed direction, cautions, and opportunities to improve your registry submission



PLEASE TAKE NOTE



TIPS / BEST PRACTICES



BEFORE YOU BEGIN



DON'T FORGET!

WHAT ACTIVITIES ARE INCLUDED?

You are able to register for Notices of Activity on public land and shore lands under the Public Lands Act, for the following activities:

1. Maintenance, repair or replacement of erosion control structures on shore lands, provided:
 - You are the waterfront property owner or conducting work on or of the property owner
 - Note that, for property within the Lake Simcoe watershed but not within the jurisdiction of the Lake Simcoe Region Conservation Authority, you need a work permit to proceed.
 - You only conduct work on shore lands directly in front of your property
 - You keep the same length, width, and footprint of the structure as the original structure
 - You do not carry out work during fish spawning season or during the time of other critical fish life stages as set out in the In-water Work Timing Window Guidelines
 - You properly install and maintain sediment controls around the area if sediments (e.g., sand, silt) will be disturbed, and remove them only when work is complete and sediments have settled

- You use, operate or store any wheeled or tracked machinery/equipment on dry land or a barge or vessel
 - You dispose of the plants/material you remove on dry land to prevent it from re-entering the water
 - You always register your work with MNR at least 10 business days before work begins
 - You keep the confirmation of registration onsite and maintain records of your activities
2. Construction or placement of buildings within unpatented mining claims, provided:
- You are the holder of the unpatented mining claim
 - You do not construct or place the building within the 120-metre shoreline reservation (also called Crown land surface rights reservation)
 - You do not construct or place the building on land where surface rights are held by another person
 - You register your buildings with MNR at least 10 business days before work begins
 - You keep the Confirmation of Registration onsite and make it available, if requested.

BEFORE YOU BEGIN

Before registering, you should confirm that your activity is eligible for registration. Please refer to the MNR Registry website for an overview of what activities are eligible, and consult O. Reg. 239/13 for details about the legislative requirements.

Web-links for this Section:

e-Laws:

www.e-laws.gov.on.ca

MNR Registry Website:

http://www.mnr.gov.on.ca/en/About/2ColumnSubPage/STDPROD_104342.html

If you have questions or need assistance, please contact MNR's Approval Centre by calling 1-855-613-4256 or email mnr.rasc@ontario.ca

STEPS TO COMPLETE A NOTICE OF ACTIVITY

There are three steps to register a Notice of Activity for activities on Public Land and Shore Lands under the PLA:

STEP 1: OBTAIN A NOTICE OF ACTIVITY FOR ACTIVITIES ON PUBLIC LAND AND SHORE LANDS UNDER THE PLA FORM

If you have internet access, you can register your Notice of Activity on Public Land and Shore lands under the PLA online. To access, go to the Ontario.ca website and search for "Public Lands Act."

STEP 2: COMPLETE AND SUBMIT THE NOTICE OF ACTIVITY FOR ACTIVITIES ON PUBLIC LAND AND SHORE LANDS UNDER THE PLA

You will need to complete all of the required information and then submit it to MNR's Registry. You will be asked to provide information when completing the Notice of Activity, including:

1. the type of activity being undertaken (by selecting one of the two Notice of Activities),
2. confirming your proposed activity is eligible (e.g. the activity will take place on Public Lands or Shore Lands),
3. additional information relative to the activity selected (e.g. type of shoreline structure to be repaired/maintained/replaced, the mining claim number on which a building is to be placed/constructed),
4. the proposed start and end dates for the activity, and
5. the location at which the activity will occur (including site and address information).

- You can submit your completed registration form by **Email** to mnr.registry@ontario.ca
- By **Regular Mail**:
MNR Registry and Approval Services Centre
300 Water Street
Peterborough, ON K9J 8M5



PLEASE TAKE NOTE

Be sure to print and retain your proof of registration while you wait for receipt of your official Confirmation of Registration.

STEP 3: RECEIVE (AND RETAIN) A CONFIRMATION OF REGISTRATION

After completing and submitting the *Notice of Activity to register for activities on Public Land and Shore Lands under the PLA*, the registrant will receive a "Confirmation of Registration." You can expect to receive your Confirmation of Registration:

- within the day if you submitted electronically
- within 15 business days if you submitted hardcopy (by mail).

Please contact MNR by phone at 1-855-613-4256 or by e-mail at mnr.rasc@ontario.ca if you do not receive your Confirmation of Registration within these timeframes.

The "Confirmation of Registration" must be retained at the site during the activity.



PLEASE TAKE NOTE

You are advised to provide a copy of the Confirmation of Registration to any agents or employees who may be working on the site on your behalf when you are not present.

PART 1: REGISTRANT INFORMATION

The information below is intended to help a registrant complete a *Notice of Activity to register for activities on Public Land and Shore Lands under the PLA*. For detailed instructions on completing each field see **Appendix A**. If you have any questions, please contact the MNR Registry and Approval Services Centre by calling toll free 1-855-613-4256 or emailing mnr.rasc@ontario.ca.

In this section you will select one of two registration services types (individual or business) when providing your registrant information. The information required varies depending on the type of registration service being used and the type of activity to be undertaken. Only legal entities (e.g. individuals, incorporated companies) may provide notice through the MNR Registry.

In this section you will also provide information on the location of the activity.

Registrant Type: Individual or Business Information

When Services for Individuals is selected during registration, only a single contact person can be identified. Personal information (including registrant name and contact information) is collected under the authority of *Public Lands Act*, and *Ontario Regulation 239/13* as amended and *Ontario Regulation 975* as amended and will be used for Registry Database administration, audit/enforcement purposes, analysis, and Lands program management. Questions about the collection and retention of personal information can be directed to the MNR Registry and Approval Services Centre, Integration Branch, Ministry of Natural Resources, 300 Water Street, Peterborough ON, K9J 8M5, by calling the Ministry's information line at 1-855-613-4256 or by emailing mnr.rasc@ontario.ca.

Part 1a) Personal Information for Individuals

Complete this section if you are registering as an individual

Part 1b) Business Information – (if you are registering as a Business)

- **Canada Revenue Agency Business Number:** If the registrant's business collects HST, then the Canada Revenue Agency will have assigned the company an identifying number which should be provided as part of the registration. Provide the 9 digit business number from the Canada Revenue Agency
- **Legal Name:** Provide the name located on the Articles of Incorporation for the business
- **Operating Name:** If operating name is different from the information provided in the Legal Name field, provide the name of the business under which it operates

Business Accountable Person Information (only for business)

If business services have been selected, the registrant must identify the primary contact (Business Accountable Person) for the activity and may identify additional contacts, if desired. The primary contact for the activity may be the registrant (e.g. for businesses without a Canada Revenue Agency business number), or the primary contact may be a designated party or agent chosen to act on behalf of the registrant.

The primary contact should be knowledgeable about the on-site and day-to-day undertakings of the activity. It is recommended that the registrant grant all contacts the authority to discuss details related to the activity with MNR representatives, and be able to answer questions regarding how the regulatory conditions are being met (e.g. steps to minimize adverse effects) upon request from MNR.

Examples of additional contacts include the property owner, site manager, supervisor of third party contractors undertaking the activity, contractors providing services for a component of the activity, or individuals acting as registration administrators on the behalf of the registrant. Contact information in the registry must be kept up to date.

TIPS / BEST PRACTICES

If a third party is hired by the registrant, it is prudent to secure services from a person(s) with expertise in performing the required services and in the appropriate methods to minimize the adverse effects of the activity.

Part 1c) Address Information (Individual and Business)

Businesses and individuals registrants will be asked to provide a physical address. This identifies where the business or individual is located as opposed to providing a mailing address where mail is received. More often than not, the physical and mailing address will be the same.

**DON'T FORGET!**

The address information entered here is intended to describe the location of where the activity will be taking place. It may be different than the mailing address where information pertaining to this registry would be sent to you.

Three different address types can be used to provide the appropriate physical address. You will only need to complete one of the following:

- **Physical Civic Address:** Used in organized areas with street names and numbers (also often referred to as the 911 address).
- **Physical Surveyed Address:** Used in some organized areas and unorganized townships that have been surveyed. This system refers to the lot/concession/geographic townships that were originally laid out.
- **Physical Unsurveyed Address:** Used primarily in unorganized areas but can include any part of the Province. This system asks for a description of the location that would allow others to find the site, using map coordinates.

Physical Civic Address of where the activity will take place

If a civic address is provided, Street Name must indicate the official name of the road.

Physical Surveyed Address of where the activity will take place

- **Lot Number:** The lot number as surveyed in the original township survey;
- **Concession Number:** The concession number as surveyed in the original township survey;
- **Geographical Township:** The name of the original township when first surveyed. Please note this is not in general the same as the current municipal name;
- **Part Lot Description:** Over time the original lot may have been severed. If there is additional information to provide location please insert here e.g. North Half, Pt 2 of Lot

Physical Un-surveyed Address of where the activity will take place

- **General description:** This field is available for registrants to describe their location where no civic or survey information exists. Please describe as clearly as possible the physical address e.g. Mile marker 87 on CPR main track west of Thunder Bay;
- **Unincorporated Township:** Townships that have been surveyed but never became municipalities are referred to as 'unincorporated.' Please identify if the site is within an unincorporated township.
- **Unincorporated area:** Areas that have never been surveyed or formed municipalities are referred to as unincorporated but there may be a name for the general area e.g. Algoma District
- **Location details:** Map coordinates can be entered here.

Mailing Address

A mailing address is mandatory. Once you have provided a physical address of where the activity will take place, there are two mailing address options. You can provide either a street address or a postal delivery address.

If your mailing address is the same as your civic address, indicate using the check box. If these addresses are different, then a second address will have to be completed. Any other address type requires that you complete this section. For more detailed instructions for each field of this section of form, please refer to **Appendix A**.

PART 2: ACTIVITY INFORMATION

Within this section you will be asked select an activity which you propose to conduct on public lands or shore lands. Once selected you will be asked several question regarding the specifics of the activity to determine if what you are proposing is eligible for registration (see Section 8.0). Please select one of the following activities:

- **Maintenance, repair or replacement of erosion control structures on shore lands**
Shore lands are the beds of most water bodies in Ontario (including along the shorelines that are seasonally inundated). Shore lands fall under the jurisdiction of the Ministry of Natural Resources under the *Public Lands Act* and Regulations.
- **Construction or placement of buildings within unpatented mining claims**
Unpatented Mining Claims – means a parcel of land, including land under water, that has been staked and recorded in accordance with the *Mining Act* R.S.O.1990, and the regulations for which a patent, lease, licence of occupation or any other form of Crown grant is not in effect.

PART 2.1: INFORMATION TO MAINTAIN, REPAIR, OR REPLACE AN EROSION CONTROL STRUCTURE ON SHORE LANDS

Within this section you will be asked several questions specific to the activity you have selected which will help determine if what you are proposing is, in fact, eligible for registration. Providing answers to these questions is mandatory as the answers to these questions align directly to the *Public Lands Act* regulations for this registration. If, due to the nature of your proposal you are not eligible for this registration you will need to contact your local Ministry of Natural Resources office to apply for a work permit under the *Public Lands Act*.

Eligibility Requirements for maintenance, repair, or replacement of erosion control structures on shore lands.

If you have selected the activity of maintenance, repair or replacement of erosion control structures on shore lands, there are a set of specific circumstances to be eligible. The questions in this section will assist in making this determination.

1. Are you the waterfront property owner where the maintenance, repair or replacement of the erosion control structure is to be carried out?

- refer to your property survey to confirm that your property extends to the water
- if a municipality or a third party owns the land between your property and the water, you will need their permission and a work permit to proceed.
- You may also want to discuss the project with neighbours before starting work.

2. Will the work take place within the area covered by the Lake Simcoe Watershed Management Plan?

2b) Will the work take place within the areas of jurisdiction of the Lake Simcoe Region Conservation Authority?

In this situation, the Registry only applies for work that will take place on property within the Lake Simcoe watershed if that property is also within the jurisdiction of the Lake Simcoe Conservation Authority. If the work will take place on property that is within the Lake Simcoe watershed, **but not** also within the jurisdiction of the Lake Simcoe Conservation Authority, a work permit issued under the PLA is required.

TIPS / BEST PRACTICES

If you are uncertain about the location of your property use the following website to assist in confirming.

Lake Simcoe Watershed Management Plan:

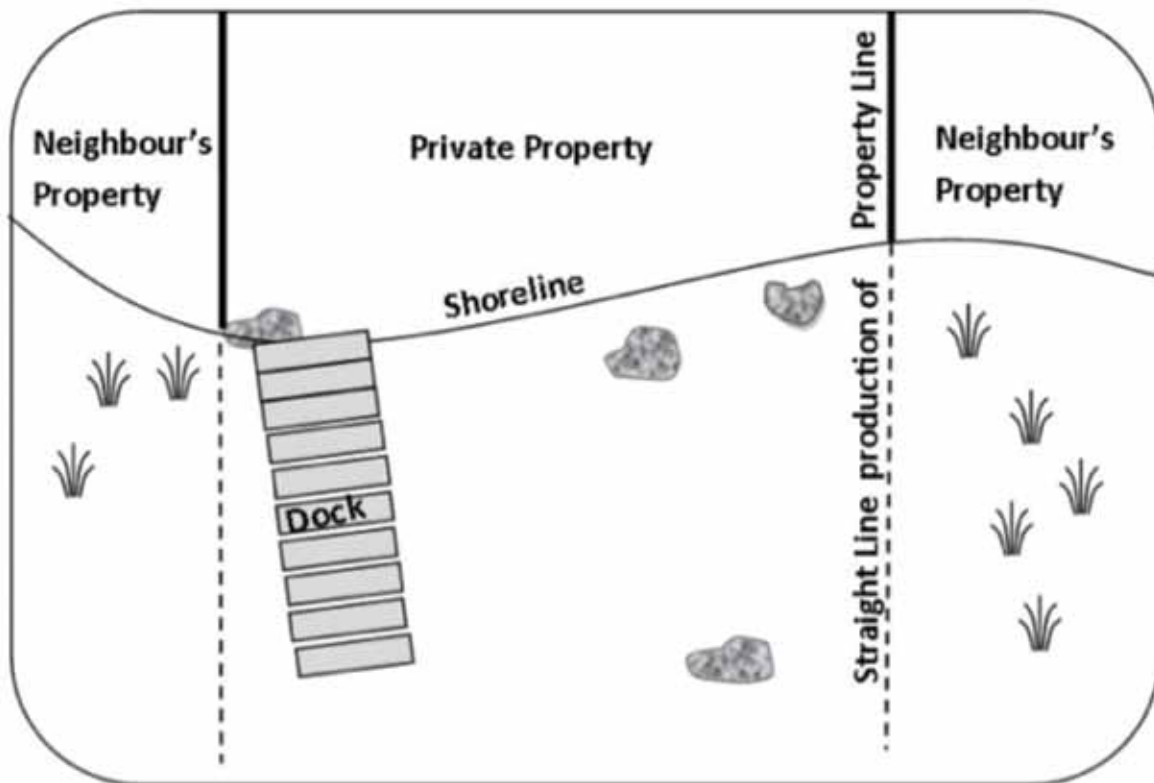
www.lsrca.on.ca/pdf/reports/iwmp/full_report_2008.pdf

Lake Simcoe Region Conservation Authority:

www.lsrca.on.ca/

3. Will the work take place on the shore lands directly in front of your property?

You are only eligible to use this registry if your proposed activity is directly in front of your property and does not encroach on the waterfront of your neighbours.



TIPS / BEST PRACTICES

You may also want to discuss your project with any neighbours before undertaking the activity in order to confirm lot line locations and potential encroachments.

4. Will the final length, width, and footprint of the structure not exceed that of the original structure?

This registry does not apply to new erosion control structures or expansions of existing structures. The maintenance, repair, or replacement works must not exceed the dimensions of the current structure in place.

5. I acknowledge that in-water work will not be done during fish spawning and other critical life history stages as defined by In-Water Work Timing Window Guidelines

During fish spawning season or during the time of other critical fish life stages, fish may be more sensitive to the impact of work in and around water. For these reasons, work in-water cannot take place during the timing restrictions identified in the In-water Work Timing Window Guidelines at http://www.mnr.gov.on.ca/stdprodconsume/groups/lr/@mnr/@letsfish/documents/policy/stdprod_109170.pdf

6. I acknowledge that sediment controls must be properly installed around the work area if sediments will be disturbed while conducting the activity.

Disturbing of sediment can cause impacts to fish, fish habitat, water intakes, etc. therefore it is a requirement to properly install silt curtains and/or other forms of sediment controls appropriate for the activity if there is likelihood that sediments will be disturbed. This includes work performed outside of the water if there is potential for run-off washing through the work site, carrying debris/soils into the water body. ***It is a requirement that they are removed when work is complete and sediments have settled.***

 **TIPS / BEST PRACTICES**

Undertaking work during high winds and rough water may cause your sediment control measure to fail. You should consider conducting work on calm days to minimize the potential of the controls to fail.

7. I acknowledge that while conducting the activity, that if wheeled and/ or tracked machinery will be used it will only be used from/ operated from/ stored on dry land or on a barge or vessel.

Only the arm and/or bucket of wheeled or tracked machinery are permitted in the water.

Vehicles and machinery should be stored on dry land and/or a barge or vessel in the water, and maintained in clean condition and free from fluid leaks.

 **TIPS / BEST PRACTICES**

You may also want to consider keeping a spill kit on site should an equipment leak or spill occur.

8. Will any material removed as a result of the activity be disposed of on dry land in such a manner as to prevent it from re-entering a stream, pond, or lake?

Material such as sediment, debris, and aquatic vegetation must be disposed of on dry land, above the high water mark and stabilized to keep it from re-entering the water body.

 **TIPS / BEST PRACTICES**

You need to consider where you will place any material removed from the shoreline when conducting your activity. You are not permitted to deposit material anywhere other than on your property, or in an authorized site (i.e. permitted waste disposal site or transfer station) or on private property with the permission of the property owner.

Start date for work

Please provide a date when you anticipate starting work for this project.

**PLEASE TAKE NOTE**

You must provide notice through this registry at least 10 days in advance of conducting the activity. You will not be able to input a date prior to 10 days of completing this registry.

End date for work

Please provide a date when you anticipate work for this project will be finished.

What activity are you undertaking on the existing structure?

Please indicate whether you intend to repair / maintain or replace an existing structure.

What is the type of erosion control structure after it is repaired / maintained or replaced?

This question provides a list of typical shoreline erosion control structures which can be selected. Please indicate the nature of the structure when the repair/maintenance or replacement is completed. If you replace one type of structure with another, please indicate the type of the new structure.

What waterbody will the activity be occurring on?

Please indicate the name of the waterbody that the erosion control structure is located on. Please use the common mapped name for the waterbody and refrain from the use of nicknames or local names. Within the lake name also indicate the type of waterbody (e.g. lake, river, creek). For example; "Whitefish Lake," "Lake of the Woods," "White River."

PART 2.2: INFORMATION TO CONSTRUCT OR PLACE A BUILDING(S) WITHIN AN UNPATENTED MINING CLAIM

In Ontario, unpatented mining claims are located on public land. On an unpatented mining claim, the claim holder can carry out mineral exploration and development under the Mining Act. However; the specific location of the construction or placement of a building within that claim area is regulated by the *Public Lands Act*. If you have selected this activity there are a set of specific circumstances to be eligible to use the registry rather than apply for a work permit under the *Public Lands Act*. The questions in this section will assist in making this determination.

1. I am the holder of the unpatented mining claim on which the construction or placement of the building(s) is to be carried out

A mining claim is a parcel of land, including land under water that has been staked and recorded in accordance with the *Mining Act* and the regulations. In order for you to register the placement or construction of a building on a Mining Claim you must be the holder of that unpatented mining claim.

2. I have confirmed there are no surface rights holders in the location(s) of the proposed structure(s).

The intent of this question is to ensure you have confirmed that the mining claim and location of the proposed building(s) are in fact public land for which the Public Lands Act applies. Should the surface rights be held by another party (i.e. private individual) you would not be eligible to use this registry.

3. The building(s) will not be constructed or placed within a 120 m shoreline reservation.

Where a mining claim includes land covered with water or bordering on water, the Crown may, as provided for in the *Mining Act*, retain the surface rights over a width of no more than 120m from the high water mark (120m Crown surface rights reservation).

The purpose of the reservation is to ensure that the lands which may eventually be patented as mining lands remain as such and to mitigate developments of the lands for projects that are not related to mining purposes

 **DON'T FORGET!**

When you construct or place a building within an unpatented Mining Claim it is on Crown Land and is your responsibility. You must remove all buildings or structures on Crown land within 6 months of the expiry or termination of the unpatented mining claim. Failure to do so could result in prosecution under the *Public Lands Act*.

 **DON'T FORGET!**

Upon transfer of the mining claim, the claim holder must transfer ownership of buildings to the new claim holder by written agreement and retain a copy for their records.

 **PLEASE TAKE NOTE**

The construction or placement of a building on an unpatented mining claim does not give the claim holder any exclusive rights, title or interest to the land that the building sits on. Although you own the building and can control access to it, you do not have the right to restrict public access to the land around the building, which means that you may not put up barricades, gates, or post signs to control access to the area. The buildings themselves may be posted if you need to restrict access.

Enter the mining claim number on which the building(s) will be built.

Please provide your mining claim number. This information will provide further locational information as well as allow the Ministry of Natural Resources to confirm the status and holder of the Claim.

Start date for work

Please provide a date when you anticipate starting work for this project.

 **PLEASE TAKE NOTE**

You must provide notice through this registry at least 10 days in advance of conducting the activity. You will not be able to input a date prior to 10 days of completing this registry.

End date for work

Please provide a date when you anticipate work for this project will be finished.

PART 3: SITE INFORMATION – LOCATION OF SHORE LANDS OR MINING BUILDING

Describe the site of the registered activity

This step involves identifying the location(s) where the proposed activity will occur. The information provided about the site must accurately represent the geographic location(s) at which the registered activity is occurring. An activity site may have multiple locations associated with it that represent different components of the registered activity (i.e. multiple building locations on a mining claim).

 **BEFORE YOU BEGIN**

If you are registering as a business, fill out section 3.1 and 3.2 in the form. If you are registering as an individual, complete section 3.3 in the form.

Section 3.1: For business only - North America Industry Classification Code (NAICS)

North America Industry Classification System (NAICS) Codes are used to group businesses into classifications for ease of reporting and analysis. You may supply up to 3 NAICS codes that are applicable to your business. You must supply at least one NAICS code and description. The code that you select should align as closely as possible with the business activity you are undertaking at the SITE locations.

For more information or for further assistance in determining your NAICS number contact **Statistics Canada – NAICS 2012** www.statcan.gc.ca

Section 3.2: Site Contact Information (only for business)

If you would like to identify a contact for the site that is other than the Business Accountable person or the Business Contact person, you may use the following Section. The following fields are available to record Site Contact information:

- **First Name:** Enter the First Name associated with the Site Contact. This is a mandatory field.
- **Last Name:** Enter the Last Name associated with the Site Contact. This is a mandatory field.
- **Job Title:** Enter the Job Title associated with the Site Contact (e.g. Operations Manager).
- **Primary Phone Number:** Enter the ten-digit phone number associated with the Site Contact. This is a mandatory field.
- **Alternate Phone Number:** Enter a second Phone Number, if applicable, associated with the Site Contact.
- **Fax Number:** Enter the Fax Number associated with the Site Contact.
- **Email:** Enter the Email address associated with the Site Contact.
- **Preferred Language of Communication:** choose one of English or French. This is a mandatory field

DON'T FORGET!

An "accountable person" is the individual in the business who is legally responsible for its operation.

Section 3.3: Site Location Information (For Individual and Business)

A site may have more than one location associated with it. The form provides enough space to identify two Site Locations. If there are more than two Site locations, the registrant should provide complete details on a separate paper that is attached to the form.

You will need to select one of three address types to describe each location. Only ONE site location can be identified as the primary location. The preferred method for providing site locations is to provide the civic address or indicate the geographic coordinates (e.g. UTM Easting and Northing or Latitude and Longitude) of the site's primary access point.

For more detailed instructions for each field of this section of form, please refer to **Appendix A**.

PART 4: REGISTRANT ATTESTATION

A statement that the notice is complete, the facts are true and that the person completing the notice is aware of the applicable regulations and agrees to follow the rules contained within the regulation.

- **First Name/ Last Name:** The legal name of the person to whom the Confirmation of Registration will be issued and, for businesses, identifies the accountable person;
- **Company Name:** The legal name of the Company if the request is made by a business;
- **Title:** The title of the person making this statement on behalf of the company. This should be the accountable person listed for businesses;
- **Date:** The date when the attestation is made.

APPENDIX A – DETAILED FORM INFORMATION

Personal Information for Individuals

If you choose to register as an individual, the following information will be requested:

- **Title:** a prefix to an individual's name such as Mr, Ms, or Dr.; this field is mandatory.
- **First Name:** the primary given name of an individual; this field is mandatory
- **Last Name:** the Family name of an individual; this field is mandatory
- **Middle Name:** the second given name of an individual
- **Primary Phone Number:** the 9 digit phone number where you would prefer to be reached during office hours, an extension field is provided if needed. This field is mandatory
- **Alternate Phone Number:** a secondary 9 digit phone number where you could be reached, an extension field is provided if needed
- **Fax Number:** the 9-digit number where a fax may be sent regarding the Notice of Possession
- **E-mail Address:** the e-mail address you would prefer to be contacted at, this address must meet a standard e-mail format e.g. XXX@XX.XX; this field is mandatory
- **Confirm e-mail address:** the e-mail address provided must be repeated exactly to ensure that MNR receives an accurate address; this field is mandatory
- **Preferred Language of Communication:** you may choose to be contacted in either English or French; this field is mandatory

Registration Services for Business

If you choose to register as a business, the following information will be requested:

- **Canada Revenue Agency Number:** If your business collects HST then the Canada Revenue Agency will have assigned the company an identifying number; choose 'Yes' if you have a CRA Business Number, if not choose 'No'.
- **Canada Revenue Agency Business Number:** a 9 digit business number from the Canada Revenue Agency; this field is mandatory if you indicated that you have a CRA Business Number.
- **Legal Name:** please provide the name located on your Articles of Incorporation; this field is mandatory
- **Operating Name:** please provide the name of the business under which you operate
- **Business type:** Please chose from the listing the most appropriate description of your business; this field is mandatory
- **Business Location:** please chose from the listing the closest location to where your business operates; this field is mandatory

Business Accountable Person:

List the individual in the business who is legally responsible for its operation:

- **Title:** a prefix to an individual's name such as Mr, Ms, or Dr. this field is Mandatory
- **First Name:** the primary given name of an individual; this field is mandatory
- **Last Name:** the Family name of an individual; this field is mandatory
- **Middle Name:** the second given name of an individual
- **Job Title:** the position held by the individual listed
- **Primary Phone Number:** the 9 digit phone number where you would prefer to be reached during office hours, an extension field is provided if needed; this field is mandatory
- **Alternate Phone Number:** a secondary 9 digit phone number where you could be reached, an extension field is provided if needed
- **Fax Number:** A 9-digit number where a Fax may be sent regarding the Notice of Possession
- **E-mail Address:** the e-mail address you would prefer to be contacted at, this address must meet a standard e-mail format e.g. XXX@XX.XX; this field is mandatory
- **Confirm e-mail address:** the e-mail address provided must be repeated exactly to ensure that MNR receives an accurate address; this field is mandatory
- **Preferred Language of Communication:** you may choose to be contacted in either English or French; this field is mandatory.

Contact person for Business

If you would like the MNR to contact someone other than the 'accountable' person regarding this Notice choose "No". If the accountable person is to be contacted Choose "Yes" and ensure these fields are completed.

- **Title:** a prefix to an individual's name such as Mr, Ms, or Dr. this field is Mandatory
- **First Name:** the primary given name of an individual; this field is mandatory
- **Last Name:** the Family name of an individual; this field is mandatory
- **Middle Name:** the second given name of an individual
- **Job Title:** the position held by the individual listed
- **Primary Phone Number:** the 9 digit phone number where you would prefer to be reached during office hours, an extension field is provided if needed; this field is mandatory
- **Alternate Phone Number:** a secondary 9 digit phone number where you could be reached, an extension field is provided if needed
- **Fax Number:** A 9-digit number where a Fax may be sent regarding the Notice of Possession
- **E-mail Address:** the e-mail address you would prefer to be contacted at, this address must meet a standard e-mail format e.g. XXX@XX.XX; this field is mandatory
- **Confirm e-mail address:** the e-mail address provided must be repeated exactly to ensure that MNR receives an accurate address; this field is mandatory
- **Preferred Language of Communication:** you may choose to be contacted in either English or French; this field is mandatory.

Physical address

For both Business and Individual registries, you will be asked for your physical address. A physical address is the site where you are located (as opposed to a mailing address which is where your mail is received and in many cases may be located elsewhere).

Civic Address

- **Unit Designator:** a description of the type of sub-unit located at a specific address
- **Unit Number:** the identifier for a sub-unit at a specific address
- **Street Number:** the identifier for a location on a road (the 911 number); this field is mandatory
- **Street Name:** the official name of a road; this field is mandatory
- **Street Type:** the official designation for a road (e.g. street, avenue, boulevard etc.) this field is mandatory
- **Street Direction:** the official designation placed on a road to define the portion of road involved
- **Municipality:** the municipal area where located
- **City/Town:** the designated post office name for location; this field is mandatory
- **Country:** a choice between Canada and the United States of America; this field is mandatory
- **Province/State:** the province/state where located; this field is mandatory
- **Postal/Zip Code:** the designated postal/zip code for location. This must meet Canadian (or US) postal service standards; this field is mandatory

Surveyed Address

- **Lot Number:** the lot number as surveyed in the original township survey; this field is mandatory
- **Concession Number:** the concession number as surveyed in the original township survey; this field is mandatory
- **Geographic Township:** the name of the original township when first surveyed, please note this is not in general the same as the current municipal name; this field is mandatory
- **Part Lot Description:** over time, the original lot may have been severed. If there is additional information to provide for the location, please insert here (e.g. North Half, Pt 2 of Lot XXX)
- **Municipality:** the municipal area where located
- **Country:** a choice between Canada and the United States of America; this field is mandatory
- **Province/State:** the province/state where located; this field is mandatory
- **Postal/Zip Code:** the designated postal/zip code for location. This must meet Canadian (or US) postal service standards; this field is mandatory
- **Additional Location Information:** this field is for additional details that will assist in narrowing down your exact location.

Unsurveyed Address

- **General description:** this field is available for individuals to describe their location where no civic or survey information exists; or they are unaware of this information. Please describe to the best of your abilities, where this site is located (e.g. Mile marker 87 on CPR main track west of Thunder Bay); this field is mandatory
- **Unorganized Township:** Townships that have been surveyed but never became municipalities are referred to as 'unincorporated' if this site is one of these townships please provide that information
- **Unincorporated area:** areas that have never been surveyed, or formed municipalities are referred to as "unincorporated." There may be a name for the general area (e.g. Algoma District)
- **Country:** a choice between Canada and the United States of America; this field is mandatory
- **Province/State:** the province/state where located; this field is mandatory
- **Postal/Zip Code:** the designated postal/zip code for location. This must meet Canadian (or US) postal service standards; this field is mandatory
- **Additional Location Information:** this field is for additional details that will assist in narrowing down your exact location.

Mailing Address

- **Unit Designator:** a description of the type of sub-unit located at a specific address
- **Unit Number:** the identifier for a sub-unit at a specific address
- **Street Number:** the identifier for a location on a road (the 911 number)
- **Street Name:** the official name of a road
- **Street Type:** the official designation for a road (e.g. street, avenue, boulevard etc.)
- **Street Direction:** the official designation placed on a road to define the portion of road involved
- **Municipality:** the municipal area where you are located
- **Delivery Designator:** the method by which your mail is delivered (e.g. P.O. Box, General Delivery, etc)
- **Delivery Identifier:** the specific delivery unit that your mail is assigned to
- **City/Town:** the designated post office name for location; this field is mandatory
- **Country:** choice between Canada and the United States of America; this field is mandatory
- **Province/State:** the province/state where located; this field is mandatory
- **Postal/Zip Code:** the designated postal/zip code for location. This must meet Canadian (or US) postal service standards; this field is mandatory
- Either a Street Address or a Delivery Address is mandatory for your mailing address.

Attestation

- **First Name/ Last Name:** The legal name of the person to whom the Confirmation of Registration will be issued and, for businesses, identifies the accountable person;
- **Company Name:** The legal name of the Company if the request is made by a business;
- **Title:** The title of the person making this statement on behalf of the company. This should be the accountable person listed for businesses;
- **Date:** the date when the attestation is made.