



July 15, 2026

To: Municipal Planning Staff – Crowe Valley Conservation Watershed

Re: Procedure for Planning Application Circulation to Crowe Valley Conservation

To streamline the delivery of our Plan Review services, Crowe Valley Conservation has sought the assistance of Otonabee Conservation for program support. This partnership will ensure that planning circulations are seen and processed in the most expedient and efficient manner.

Moving forward, all* planning application circulations, requests for pre-consultation, notices and decisions are to be sent to:

cvcaplaning@crowevalley.com

Please keep this email address confidential as it is not available to the public. If members of the public are requesting contact information, please direct them to www.crowevalley.com to the public inquiry form.

*For *cloudpermit* users - all **Cloudpermit** consent applications are to be circulated via planning@otonabeeconservation.com through the Cloudpermit portal.

The Otonabee Conservation planning team will be happy to assist you with this process. The teams contact information is provided below. For general inquiries on any files, municipal staff can also use the cvcaplaning@crowevalley.com email. The request will be triaged to an assigned planner.

Pre-Consultation Process

All pre-consultation requests are to be sent to cvcaplaning@crowevalley.com.

You will receive a pre-consultation memo either prior, or shortly after the meeting taking place that you can include in your pre-consultation record to the proponent. This may come with additional materials such as floodplain maps.

Collection of Fees

To provide timely commenting to member municipalities, fees are recommended to be collected by the municipality on behalf of the conservation authority for all lower tier applications (ZBA/OPA, Minor Variances, Site Plan Control). Upper tier applications (consents)

will continue to be invoiced directly to applicants upon receipt of a formal circulation from municipal staff.

Lower tier municipal staff can expect additional outreach regarding this opportunity in the near future. This has been an effective way to collaborate in neighboring jurisdictions and ensures that fees are paid up front as part of the complete application process. It also reduces any delays in comments making it to the approval authority.

Fee amounts will be assessed and communicated during pre-consultation. If you require any clarification on fees for a specific file, please contact the cvcaplaning@crowevalley.com email.

Staffing and Contact Information:

Lori Moloney Administrative Assistant – Otonabee Conservation	lmoloney@otonabeeconservation.com 705-745-5791 ext. 230
Alex Shcherbin Planner – Otonabee Conservation	ashcherbin@otonabeeconservation.com 705-745-5791 ext. 213
Marnie Guindon Planning & Regulations Specialist – Otonabee Conservation	mguindon@otonabeeconservation.com 705-745-5791 ext. 227
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Donald Allin Manager, Plan Review and Permitting Services - Otonabee Conservation	dallin@otonabeeconservation.com 705-745-5791 ext. 225
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If you have any questions, please call.

Regards,



Don Allin, Manager of Plan Review and Permitting Services, Otonabee Conservation

On behalf of Crowe Valley Conservation