

# How to complete a Compliance Assessment Report

Aggregate Resources Act  
(Licences and Permits)



# HOW TO COMPLETE A COMPLIANCE ASSESSMENT REPORT

## AGGREGATE RESOURCES ACT (LICENCES AND PERMITS)

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## INTRODUCTION TO THIS GUIDE

In accordance with the *Aggregate Resources Act* (ARA), an annual compliance report is required to be submitted by all licence and aggregate permit holders in Ontario. Wayside permits do not require submission of a compliance report.

The report, known as a Compliance Assessment Report (CAR), is available on the [Natural Resources Information Portal](#) or can be accessed from the [Ontario Central Forms Repository](#). The Compliance Assessment Report requires the licence and aggregate permit holders to assess compliance with the ARA, the regulation, the approved site plan, and the conditions of the licence or permit.

This guide provides information to assist aggregate site licensees/permittees and operators in completing a Compliance Assessment Report (version dated August 2020) that is required under the *Aggregate Resources Act* and Ontario Regulation 244/97. Please refer to the *Aggregate Resources Act*, Ontario regulation 244/97, the licence/permit and the site plan for the legal requirements.

## INSTRUCTIONS

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### CONDUCTING AN ASSESSMENT

Before completing a site assessment and the report, it is important to understand all conditions and requirements that are listed on the approved site plan, the licence or permit, and under the *Aggregate Resources Act* and [Ontario Regulation 244/97](#). In addition, section 0.12 of O. Reg 244/97 sets out the conditions of a licence or permit and section 0.13 which sets out the requirements for the control and operation of a pit or a quarry (unless otherwise provided for on the site plan) should be reviewed before conducting the assessment.

Whenever possible, an on-site visit is recommended in order to accurately fill out the report and assess the site in relation to the requirements and related information.

The assessment may be completed by any authorized person (e.g., licensee or permittee, person of employ, operator, or a consultant). The licensee or permittee, however, is responsible for ensuring the site is operated in accordance with the requirements, thus the report and any remedial actions required should be reviewed by and must be signed by the licensee, permittee or a person authorized by the licensee/permittee prior to submitting the report. Any person who includes false or misleading information in a report is guilty of an offence under subsection 57(5) of the *Aggregate Resources Act*.

The assessment must be conducted between April 1 and September 15 of the year the report is due.

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#### COMPLETING THE REPORT

The Compliance Assessment Report lists the general operational and rehabilitation requirements that are to be reported on.

If the site assessment identifies a requirement has been met, then the “Yes” checkbox should be filled in.

If the site assessment identifies a non-compliance, a contravention and/or that remedial actions are required, then the “No” checkbox must be filled in. A sketch is required to be submitted to document the location of the non-compliance item.

If a “No” checkbox is filled in for any item, the remedial action table must be completed in the Remedial Action Section of the report.

The “N/A” checkbox should only be checked if that particular item is not of relevance or not a requirement for the site (e.g., blast monitoring at a pit) or if the site plan, licence or permit is silent with respect to that item and it is not an operational requirement under section 0.13 of O. Reg. 244/97.

A comment box is provided for all items and these boxes can be filled in to provide details about conditions that are applicable to the item.

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#### SUBMISSION INSTRUCTIONS

The licensee or permittee is ultimately responsible for the accuracy and submission of the report. The report can be submitted online using the [Natural Resources Information Portal](#) no later than September 30th of each year. If you have any questions about using the Natural Resources Information Portal, contact [NRIP@ontario.ca](mailto:NRIP@ontario.ca). If computer/internet access is not available, the completed form can be mailed to the local MNRF district office where the aggregate site is located.

A sketch (e.g., using aerial photographs, the site plan or hand-drawn/computer-assisted drawings) must be submitted along with the report if remedial action is required, or if rehabilitation activities have been undertaken. The sketch must indicate the location of the contravention and any remedial action required or taken (e.g., fencing to be repaired and/or to be installed).

A copy of the report must be submitted to the clerk of the local municipality as well as the regional municipality/county if applicable.

Any person may request a copy of the report from the Ministry of Northern Development, Mines, Natural Resources and Forestry.

A licensee or permittee must retain a copy of every compliance assessment report submitted for the term of the licence or permit.

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#### REPORTING A CONTRAVENTION

If a report discloses a contravention (i.e., non-compliance):

- the licensee or permittee must immediately cease the contravention or any act that forms part of the contravention and remedy the contravention within 90 days of submitting the report.
- where the contravention was immediately stopped and remedied within 90 days, no further enhanced compliance action (e.g., prosecution, licence/permit revocation) will be taken by the Ministry of Northern Development, Mines, Natural Resources and Forestry.
- if a period longer than 90 days is required to remedy the contravention, written approval must be obtained from the local district office prior to the licence or permit holder submitting this report.

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#### AUTOMATIC LICENCE OR PERMIT SUSPENSION

A licence or permit is deemed to be suspended if the licensee or permittee:

- fails to submit the report to the ministry by the deadline (September 30th of each year); or
- discloses a contravention that is not remedied within the 90 days of submitting the report (or other such period as approved by the Aggregate Technical Specialist); and
- does not immediately cease the contravention.

Where automatic suspension occurs, the licence or permit is deemed to be reinstated once:

- the compliance assessment report is submitted to the ministry; or
- the contravention has ceased; and
- the contravention has been remedied (i.e. remedial action completed).

## SECTION A: BACKGROUND INFORMATION

### **Licence/Permit ID**

Provide the licence or permit number that is applicable to the site.

### **Date Assessment Conducted**

Indicate the date that an assessment was conducted. The date must be between April 1<sup>st</sup> and September 15<sup>th</sup>.

### **Licensee/Permittee Name**

Provide the name of the licence or permit holder. This is the name that appears on the approved licence or permit. If the licence or permit has been transferred since the last submission, provide a comment to explain this and include the name of the former licensee or permittee under “General Comments” in either Section B or Section D.

### **Location of Licence/Permit**

Indicate the local municipality where the pit or quarry is located (e.g. city, town, village) and indicate, if applicable, the upper tier municipality where the pit or quarry is located (e.g. region or county). This information can be found on the site plan or approved licence or permit.

### **Geographic Township**

If applicable, indicate the geographic township that the site is in (e.g. Albion, West Gwillimbury). This is the name of the township referred to when referencing the lot and concession number(s) that the site is located on.

### **UTM**

UTM (Universal Transverse Mercator) is a coordinate system used to identify a location (e.g., Zone 17T E: 630090.92 N: 4833438.6). If the site is in an unorganized area and UTM coordinates are used to identify the location of the site, please fill in the same coordinates that appear on the site plan. UTM coordinates are a site plan standard for aggregate permits that are located in an area where there is no municipality (i.e., an unorganized area) and for licences and aggregate permits that are issued after April 1, 2021 (e.g., the centre point for the entrance to the site).

## Reviewer Contact Information

This section should be filled out by the person that performed the assessment and filled in the report. The reviewer does not have to be the licensee or permittee. This information is requested if the ministry needs to contact the reviewer for more information.

## Active versus Inactive Site

If there has been no activity on the site in the year of the report submission and in the previous two calendar years (January to December), this means no activity for a total of 2 years plus the current year, check “No” and then complete Section B only.

A site is considered ‘active’ if any of the following activities have occurred in the past 2 calendar years and the current year:

- site preparation (e.g., tree removal, stripping or blasting)
- aggregate extraction
- movement of aggregate (e.g., from stockpiles)
- processing (e.g., crushing, washing, screening, and including recyclable aggregate)
- rehabilitation (e.g., sloping, grading, seeding)

If there have been activities conducted on the site, check “Yes” and complete sections C and D.

\*Prior to submission, the form must be signed by the licensee/permittee or an authorized person and the signature block is located at the very end of the form.

## SECTION B: INACTIVE SITES

### B1: Entrance/Exit and Gates

Unless otherwise provided on a site plan, licence, or permit, the following requirements apply:

- The physical number of entrances and exits on the site matches the number indicated on the site plan
- The location of physical entrances and exits on the site matches the locations indicated on the site plan
- Gates are erected and maintained at each entrance and exit
- Gates are not composed of a single cable or chain
- Gates are kept closed when site is not in operation
- All entrances and exits provide a clear view of the highway in both directions for any vehicle exiting the site

- Any other requirements indicated in the site plan, licence or permit relating to gates and entrance/exit
- Or, a variance of these requirements has been approved on the site plan

## **B2: Signage for Site Identification**

This section includes the following requirements for licences only:

- Sign(s) are erected and maintained at the main entrance and exit of the site
- The sign(s) meet the requirements for content (e.g., “This site is licensed under the *Aggregate Resources Act* licence #”) and are legible
- The signs meet the size requirements (at least 0.5 metres by 0.5 metres in size)

If the site plan has requirements that are different than those listed above, indicate “N/A” and provide a description in the comment box.

## **B3: Site Boundary Demarcation**

For Licences only: Unless it is stated otherwise on a site plan, all licensed sites are required to erect and maintain a fence of at least 1.2 metres in height along the boundary of the site.

For Permits only: Unless otherwise provided on the site plan, the boundary of the site must be visibly demarcated (e.g., stakes, flags) and maintained.

The site meets the requirements if boundaries are clearly marked by the manner that is identified on the site plan (e.g., fencing). In the comment box, you can provide information about how the boundaries have been marked (e.g., fencing, stakes, or blazing).

## **B4: Prohibit Unauthorized Entry (for sites on Crown land)**

Unless otherwise indicated on the site plan, after January 1, 2022, sites on Crown land are required to post any access points with signage that prohibits unauthorized entry in accordance with the *Trespass to Property Act*. Indicate “N/A” if the site is not located on Crown land.

## **B5: Site Screening**

Unless otherwise provided on the site plan, the following requirements apply:

- Berm locations are in accordance with the site plan
- The heights of berms are in accordance with the site plan, if specified
- Berms are maintained and vegetated in accordance with the site plan or operational conditions



## **B6: Scrap Storage**

Scrap includes refuse, debris, scrap metal, lumber and discarded machinery, equipment, and motor vehicles.

Unless otherwise provided on the site plan, the following requirements apply:

- Scrap is stored on a temporary basis and is removed on an on-going basis (e.g., removed throughout the year)
- Scrap areas should not be stored within 30 m of the boundary of the site or within 30 m of a body of water
- After January 1, 2022:
  - only scrap generated directly as a result of the aggregate operation may be temporarily stored on site
  - All fluids must be drained from the scrap (discarded equipment, machinery, or motor vehicles) and disposed of in accordance with the *Environmental Protection Act*

## **B7: Excavation Faces**

Unless otherwise provided on the site plan, the following requirements apply:

- The maximum heights of the excavation faces are as indicated on the site plan
- The slopes of the excavation faces are established as indicated on the site plan
- The excavation faces are stabilized to prevent aggregate from eroding into the setback areas

## **B8: Water Monitoring Program**

Water monitoring program requirements such as well monitoring reports are included on the site plan, or as conditions of the licence or permit.

The site is in compliance if water monitoring is being undertaken in accordance with the site plan, licence or permit and the required reports are being submitted, as required, to the ministry.

Indicate “N/A” if the site plan does not have a water monitoring program.

## **B9: Other Monitoring Programs**

The site plan, licence or permit may contain requirements for monitoring programs, for example: natural heritage, cultural heritage, or noise.

The site is in compliance if monitoring is being undertaken in accordance with the site plan, licence or permit and any required reports are submitted to the ministry.

Indicate “N/A” if the site plan does not have any other monitoring program(s) (excluding water monitoring programs).

### **B10: Progressive Rehabilitation**

This section includes the following requirements:

- Disturbed or depleted areas are being rehabilitated in a sequence that is in accordance with the site plan
- If required, reports are being submitted to the ministry

### **General Comments:**

This section is provided for any other information pertaining to the licensed or permitted site that is beneficial for the purposes of this review and for anyone else that requests a copy of the report.

If you have self-filed a site plan amendment by submitting an “Amendment Without Approval” form since the last compliance assessment period, it is advisable to indicate the date of the latest version of the site plan used for the assessment in the general comment box.

(see below for explanation on filling out the remedial action table)

## **SECTION C: ACTIVE SITES**

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### **SITE IDENTIFICATION:**

#### **C1: Entrance/Exit and Gates**

Unless otherwise provided on the site plan, the following requirements apply:

- The number of physical entrances and exits on the site matches the number indicated on the site plan
- The location of physical entrances and exits on the site matches the locations indicated on the site plan
- Gates are erected and maintained at each entrance and exit
- Gates are not composed of a single cable or chain
- Gates are kept closed when site is not in operation

- All entrances and exits provide a clear view of the highway in both directions for any vehicle exiting the site
- Any other requirements indicated in the site plan, licence or permit relating to entrances/exits or gates
- Or, a variance of these requirements that has been approved on the site plan

## **C2: Signage for Site Identification**

This section includes the following requirements for licences only:

- Sign(s) are erected and maintained at the main entrance and exit of the site
- The sign(s) meet the requirements for content (e.g., “This site is licensed under the *Aggregate Resources Act* licence #”) and are legible
- The signs meet the size requirements (at least 0.5 metres by 0.5 metres in size)

If the site plan has requirements that are different than those listed above, indicate “N/A” and provide a description in the comment box.

## **C3: Site Boundary Identification**

For Licences only: Unless it is stated otherwise on a site plan, all licensed sites are required to erect and maintain a fence of at least 1.2 metres in height along the boundary of the site.

For Permits only: the boundary of the site must be visibly demarcated (e.g., stakes, flags) and maintained.

The site meets the requirements if boundaries are clearly marked by the manner that is identified on the site plan (e.g., fencing). In the comment box, you can provide information about how the boundaries have been marked (e.g., fencing, stakes, or blazing).

If the site plan, licence or permit does not include the above requirements, indicate “N/A”.

## **C4: Prohibit Unauthorized Entry (for sites on Crown land)**

Unless otherwise indicated on the site plan, after January 1, 2022, sites on Crown land are required to post any access points with signage that prohibits unauthorized entry in accordance with the *Trespass to Property Act*. Indicate “N/A” if the site is not located on Crown land.

### **C5: Site Screening**

Unless otherwise provided on the site plan, the following requirements apply:

- Berm locations are in accordance with the site plan
- The heights of berms are in accordance with the site plan, if specified
- Berms are maintained and vegetated in accordance with the site plan or operational conditions

### **C6: Stripping**

This section includes the following requirements:

- Topsoil and overburden are managed in accordance with the site plan
- Topsoil is stripped sequentially before excavation activities begin
- Topsoil and overburden that was stripped is retained on the site to be used for the rehabilitation of the site.

### **C7: Topsoil Stockpiles**

This section includes the following requirements:

- The topsoil stockpiles are in the locations shown in the site plan
- The existing topsoil stockpiles are vegetated
- All topsoil and overburden stripped from the site are stored separately unless otherwise indicated on the site plan
- Topsoil stockpiles are not removed from the site unless authorized on the site plan

### **C8: Overburden Stockpiles**

This section includes the following requirements:

- The overburden stockpiles are in the locations shown on the site plan
- The overburden stockpiles are vegetated
- All topsoil and overburden stripped from the site are stored separately unless otherwise indicated on the site plan
- The overburden stockpiles are not removed from the site

## **C9: Tree/Stump Removal**

Unless otherwise provided on the site plan, the following requirements apply:

- All trees that are within 5 metres of the excavation face and in the excavation area (does not include setback areas) are removed
- Trees and stumps are disposed of or utilized in accordance with the site plan, licence or permit

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### OPERATIONAL DETAILS

## **C10: Setbacks**

Unless otherwise provided on the site plan, the following requirements apply:

- No activities including excavation, clearing, stripping, or stockpiling is occurring in the setback or buffer area
- No aggregate or overburden may be moved from the setback areas (except for material in a berm)

## **C11: Depth of Extraction**

Unless otherwise provided on a site plan, licence, or permit, the site is in compliance if the extraction is occurring at or above the maximum depth indicated on the site plan.

## **C12: Aggregate Stockpiles**

This section includes the following requirements:

- The aggregate stockpiles are in the locations shown on the site plan, unless otherwise indicated on the site plan

## **C13: Excavation Faces**

Unless otherwise provided on the site plan, the following requirements apply:

- The maximum height of the excavation faces indicated on the site plan
- The slopes of the excavation faces are established as indicated on the site plan
- The excavation faces are stabilized to prevent erosion into the setback areas

#### **C14: Processing Equipment (e.g. crushing equipment)**

Unless otherwise provided on a site plan, licence, or permit, the site meets the requirements if processing equipment locations are in the areas specified on the site plan and if the site is in compliance with any specific conditions or controls related to the processing equipment.

#### **C15: Scrap Storage**

Unless otherwise provided on the site plan, the following requirements apply:

- Scrap is stored on a temporary basis and is removed on an on-going basis
- Scrap areas should not be stored within 30 m of the boundary of the site or within 30 m of a body of water
- After January 1, 2022:
  - only scrap generated directly as a result of the aggregate operation may be temporarily stored on site
  - All fluids must be drained from the scrap (discarded equipment, machinery, or motor vehicles) and disposed of in accordance with the *Environmental Protection Act*

#### **C16: Fuel Storage**

Unless otherwise provided on the site plan, the following requirements apply:

- Fuel storage area locations are in the areas shown on the site plan
- For licences and permits issued after April 1, 2021, or licences and permits with this specific condition, fuel storage tanks are installed and maintained in accordance with the *Technical Standards and Safety Act, 2000*

#### **C17: Hours of Operation**

The site requirement is that hours of operation are adhered to as outlined on the site plan, licence or permit for the activities that are specified (e.g., blasting, trucking, excavating, or processing). If the site plan, licence or permit does not indicate hours of operation, indicate “N/A”.

#### **C18: Internal Haul Routes**

Internal roads are those located within the boundaries of the site that are used to carry out the aggregate operation

Unless otherwise provided on the site plan, the following requirements apply:

- The existing internal roads reflect what is shown on the site plan,
- Specific conditions or controls on the site plan, licence or permit that apply to these roads are met

#### **C19: Dust Suppression Measures**

Unless otherwise provided on a site plan, licence, or permit, this site is in compliance with the following, as required by the site plan, licence, permit

- Dust control measures such as applying water or another dust suppressant to internal haul roads and processing areas are being implemented when needed
- Dust generated by equipment is being mitigated using dust suppressing or collection devices
- Dust is mitigated on the site to minimize offsite impacts

#### **C20: Asphalt/Concrete Plants or Other Plants**

Unless otherwise provided on the site plan, the following requirements apply:

- The locations of the plants are in accordance with the site plan, licence or permit
- Specific conditions on the licence or permit related to the plants are met

#### **C21: Buildings and Other Structures (e.g., scalehouse)**

Unless otherwise provided on a site plan, licence, or permit, the site is in compliance if the location of the buildings or structures are in accordance with the site plan.

#### **C22: Importation of Material**

Unless otherwise provided on a site plan, licence, or permit, this section includes the following requirements for imported material for recycling, rehabilitation or for blending with onsite material for resale:

- The material being imported is approved for importing on the site plan, licence, permit or regulation, this means the site is authorized to import this material (i.e., not silent) for example, importing liquid soil from hydrovac operators must be approved on the site plan
- Any imported aggregate materials are used solely for the purpose of blending with onsite material for resale

- The type (e.g., excess soil or inert fill), use (e.g., for establishing slopes), volume (e.g., must be consistent with beneficial reuse such as topsoil for establishing vegetation) and quality of soil (e.g., consistent with MECP soil quality standards for excess soil), topsoil or fill material imported for rehabilitation is in accordance with the site plan or the regulation
- Any other conditions related to importing on the licence, permit, site plan or regulation are carried out
- If you have self-filed a site plan amendment to import aggregate for blending:
  - The quantity of imported aggregate used for blending is tracked and counted toward the annual tonnage limit on the annual production report, when exported from the site.

Indicate “N/A” if there is no importation of materials occurring at the site.

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## MONITORING AND MITIGATION

### **C23: Blast Monitoring (Quarries only)**

For quarries that blast, the following requirements must be met:

- No blasting is occurring between 6 pm and 8 am or on holidays (except for permits if there is no sensitive receptor located within 2000 metres of the area in which the blasting takes place)
- all blasts are monitored for ground vibration and blast overpressure and adhere to provincial guidelines. Monitoring reports are retained for seven years after each blast (except for permits if there is no sensitive receptor located within 500 metres of the area in which the blasting takes place)
- Indicate “N/A” if blasting is not occurring at the site

### **C24: Water Monitoring Reports**

Water monitoring program requirements such as well monitoring reports are included on the site plan, licence or permit.

The site is in compliance if water monitoring is being undertaken in accordance with the site plan, licence or permit and the required reports are being submitted, as required.

Indicate “N/A” if the site plan does not have a water monitoring program.



### **C25: Other Monitoring Programs**

The site plan, licence or permit may have additional monitoring programs, for example: natural heritage, cultural heritage, or noise.

The site is in compliance if monitoring is being undertaken in accordance with the site plan, licence or permit and any required reports are submitted to the ministry.

Indicate “N/A” if the site plan does not have any other monitoring program(s) (excluding water monitoring programs).

### **C26+: Other Conditions on Site Plan/Licence/Permit**

These blank spaces are an opportunity to fill in specific conditions on the site plan, licence or permit that are not captured anywhere else in the report.

## **SECTION D: PHASING AND REHABILITATION**

### **D1: Progressive Rehabilitation**

This section includes the following requirements:

- Disturbed or depleted areas are being rehabilitated in a sequence that is in accordance with the site plan
- If required, reports are being submitted to the ministry

### **D2: Sloping of Faces**

This section includes the following requirements:

- When progressive rehabilitation has been completed all rehabilitated excavation faces of a pit have a slope that is at least three horizontal metres for every vertical metre
- All rehabilitated excavation faces of a quarry have a slope that is at least two horizontal metres for every vertical metre

If the site plan, licence or permit does not include the above requirements, indicate “N/A”.

### **D3: Grades/Contours and/or Elevations**

Grades and contours are illustrated in the rehabilitation section of the site plan and indicate the final elevations and shape of the site.

If final rehabilitation has been completed in any areas, the site is in compliance if the grades, contours, and elevations are established on the site in accordance with the rehabilitation plan.

If final rehabilitation has not occurred, indicate "N/A".

#### **D4: Vegetation**

This section includes the following requirements:

- The location, layout and type of vegetation is established during progressive and final rehabilitation in accordance with the site plan
- During rehabilitation, adequate vegetation is established and maintained to control erosion of topsoil or overburden
- If the site plan, licence or permit does not include the above requirements, indicate "N/A".

#### **D5: Disturbed Hectarage Minimized**

This section includes the following requirements:

- Maximum allowable disturbed area is adhered to for sites located within the Protected Countryside of the Greenbelt Plan or if the site plan specifies a maximum allowable disturbed area

Indicate "N/A" if the site plan does not specify a maximum allowable disturbed area and/or if the site is not located in the Protected Countryside of the Greenbelt Plan.

#### **D6: Phasing/Sequencing**

This section includes the following requirements:

- Sequence and direction of site development in accordance with the site plan
- Progressive rehabilitation is completed when each operational sequence has been completed in accordance with the site plan

Indicate "N/A" if the site plan does not specify phasing or sequencing.

**D7: Disturbed Hectarage – Number of hectares disturbed in the previous calendar year**

An area that has been disturbed means any part of the licensed or permitted site where any site preparation (e.g., stripping), excavation, or rehabilitation is underway but hasn't been completed.

Indicate how many hectares were disturbed in the previous calendar year (January to December).

**D8: Disturbed Hectarage – Number of hectares disturbed in total**

Indicate how many hectares have been disturbed on the site. This includes the amount inputted in D7 and any other areas disturbed in previous years. Areas that have undergone and completed final rehabilitation do not count towards the total so the total disturbed hectarage and the rehabilitated hectarage added together should not exceed the total hectares authorized to be disturbed on the site.

If the total disturbed hectarage exceeds any maximum disturbed areas indicated on the site plan (not applicable for all sites), ensure that you have indicated "No" for compliance in D5.

**D9: Progressive Rehabilitation – Number of hectares rehabilitated in the previous calendar year**

Indicate how many hectares were rehabilitated in the previous calendar year (January to December).

**D10: Progressive Rehabilitation – Number of hectares rehabilitated in total**

Indicate how many hectares have been rehabilitated in total in the licensed or permitted area. This includes the amount reported in D9 and any other areas rehabilitated in previous years.

**D11: Activities completed in previous calendar year**

Check all the activities listed which contribute towards progressive rehabilitation that you have carried out in the previous calendar year (January to December). If there are other activities that are not listed, please specify them beside the last check box.

## D12 Intended end use of the area rehabilitated

If you have completed final rehabilitation on the site in the previous calendar year (January to December), check all the final intended end uses that were achieved as articulated on the site plan. Large sites may have more than one type of end use after rehabilitation.

### General Comments

This section is provided for any other information pertaining to the licensed or permitted site that is felt to be necessary for the purposes of this review and for anyone else that requests a copy of the report.

For example, it is an opportunity to disclose whether there have been any other contraventions within the past year, which were subsequently corrected prior to conducting the assessment.

### REMEDIAL ACTION TABLE

This section must be completed when non-compliance has occurred with any items listed in the report (e.g. the “No” column has been checked).

List the item where non-compliance has occurred and include the number for reference (e.g., C6). Describe in detail what is required to remedy the contravention and provide the date that it must be completed by (i.e., within 90 days of submitting the report, or a longer period of time that has been authorized in writing by the local district office). A sketch illustrating all non-compliance items must be submitted along with the form.

### SIGNATURE OF LICENSEE/PERMITTEE

The licensee, permittee is required to sign the report either digitally or by printing the report and signing it.

### DEFINITIONS

**Final Rehabilitation** means rehabilitation in accordance with this Act, the regulations, the site plan, and the conditions of the licence or permit performed after the excavation of aggregate and the progressive rehabilitation, if any, have been completed.

**Progressive Rehabilitation** means rehabilitation done sequentially, within a reasonable time, in accordance with this Act, the regulations, the site plan and the conditions of the licence or permit during the period that aggregate is being excavated.

**Stripping** is the removal of trees/topsoil/overburden and is completed prior to excavation of an area.