



APPLICATION CHECKLIST

VESSEL OPERATION RESTRICTION REGULATIONS

GENERAL INFORMATION

This checklist will help local authorities prepare applications for *Vessel Operation Restriction Regulations (VORR)*. Transport Canada will assess each application to see if it meets the requirements set out in the *Local Authorities' Guide*.

To learn more, please contact your regional Transport Canada office or call the Boating Safety infoline at 1-800-267-6687.

1. APPLICANT INFORMATION

- **Fill in each box in Part A (Applicant Information).**

2. PREPARE YOUR APPLICATION

- **Organize your application in sections**, in the order set out in **Part B (Application Checklist)**. Use index tab dividers to identify each section.
- **Organize all required documents in each section**, in the order set out in **Part B (Application Checklist)**.
- **Check off each document you are submitting**. If a document does not apply to your request, simply mark N/A (not applicable).

3. SUBMIT YOUR APPLICATION

- **Fill in Part C (Applicant's Signature).**
- **Mail the completed *VORR Application Checklist***, along with all of the required documents, to your regional Transport Canada office.

REMEMBER:

- **Application packages must be completed and submitted in hard copy and electronic formats.**
- **Missing justifications or documents as well as unsigned, undated or difficult to read forms may cause delays to the Transport Canada review of your application.**

CONTACT INFORMATION

TRANSPORT CANADA REGIONAL OFFICES

Atlantic

(Newfoundland and Labrador, Nova Scotia, New Brunswick, Prince Edward Island)

10 Barter's Hill, 9th floor
P.O. Box 1300
St. John's, Newfoundland A1C 6H8
Tel: 1-709-772-6915

Quebec

401-1550 d'Estimauville Ave.
Quebec City, Quebec G1J 0C8
Tel: 1-418-648-5331

Ontario

100 Front Street South
Sarnia, Ontario N7T 2M4
Tel: 1-877-281-8824

Prairie and Northern

(Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories and Nunavut)

344 Edmonton Street
P.O. Box 8550
Winnipeg, Manitoba R3C 0P6
Tel: 1-888-463-0521

Pacific

(British Columbia)

700-800 Burrard Street
Vancouver, BC V6Z 2J8
Tel: 1-604-666-2681

PART A - APPLICANT INFORMATION

Municipality(ies) / City(ies) _____

Body of Water (official name) _____

Contact Person _____

Address _____

Telephone _____

Email _____

Contact Person _____

Address _____

Telephone _____

Email _____

If you need to add additional information, use a separate sheet.

PART B - APPLICATION CHECKLIST

1. Describe the body of water you want to regulate through VORR	
	Include a map that shows the limits of the area where your proposed restrictions would apply (latitude and longitude, using degrees, minutes and seconds – for example: 46° 50' 37" – 71° 12' 44").
	Describe the body of water (length, width, depth, etc.).
	Describe the water activities enjoyed on the body of water (fishing, swimming, water skiing, pleasure boating, commercial boating, seaplane take-off and landing, etc.).
	Include the number and types of boats using the body of water.
	Include the number and types of access points to the water (both public and private).
	Include the number and types of people on the water (locals and tourists, by season).
	Describe any other water activities (sailing schools, marinas, campgrounds, etc.)

2. Describe the problems	
	Give details about the problem(s) you want to address through VORR.
	Explain what you understand the cause(s) of these problems to be.
	Show the cause and effect relationship between the causes and the problems.

3. Describe alternative options

	Describe all alternative regulatory or non-regulatory options.
	Describe alternative options you have put in place – and their results.
	Explain why alternative options were not successful.
	Explain why you believe your proposed VORR is the best solution.

4. Describe your consultation process

(Reference: *Guidelines for Effective Regulatory Consultations*)

	Describe your consultation process.
	Include your consultation schedule.
	Describe how you invited people to participate in the consultation process.
	Include a copy of any published notice about the consultation (make sure to include type and title of publications along with dates and areas of distribution).
	Include a copy of any posters or flyers you used to announce the consultations (make sure to include how many you posted/handed out – and where).
	Include a recording of any radio or television announcements you used (make sure to include the stations that aired them – along with dates and times they aired).
	List all key stakeholders (including those impacted by the proposal) – and their positions on proposed VORR.
	Include the minutes of any meetings.
	Summarize input from letters and emails (for and against proposed VORR).
	Summarize input from telephone calls (for and against proposed VORR).

5. Describe your Aboriginal Consultation Process (if applicable)

	Describe how you contacted Aboriginal groups to inform them of the consultation process.
	Include copies of letters and emails you sent.
	Include a consultation report with a summary of Aboriginal participants' positions on proposed VORR.

6. Describe the benefits and costs of adopting VORR

	Include an evaluation of how proposed regulations may impact health, safety, environment, economy, public security, business, trade, society and culture.
	Include a cost-benefit analysis (including an evaluation of how any reductions in administrative or compliance costs may affect business). (Reference: <i>Canadian Cost-Benefit Analysis Guide</i>)

7. Describe how you will ensure the enforcement of the VORR

	Describe how you will ensure the enforcement of the VORR.
	Include a copy of a letter from a local enforcement authority that describes its capacity to enforce the restriction.

8. Describe your commitment as a local authority

	Include a copy of a municipal resolution or another document, that describes the proposed VORR, how it will post and enforce them (placing and maintaining signs, buoys).
	Include a map showing where you will place signs.
	Include your plan for raising awareness about the VORR among water users.
	Include a description of how you will evaluate the effectiveness of the restriction.

PART C - APPLICANT'S SIGNATURE

Name _____

Title _____

Signature _____

Date _____