Ministry of Environment and Climate Change Strategy

Integrated Pest Management Act

Pesticide Use Permit

Application Process

Intake Phase

Applicant (optional)
Contacts ministry to discuss whether a permit is needed or for special cases.

Applicant
Submits application form and pays application fee.

Ministry
Screens application,
processes fee and schedules application meeting with the applicant.

Application Phase

Applicant
Attends application meeting with ministry.

Ministry
Issues an application instruction document, which provides instructions on next steps, requirements for treatment plan, First Nations engagement, and advertising.

Applicant
Develops draft treatment plan and starts First Nation engagement.

Applicant
Last chance to get a refund if the application is withdrawn.

Applicant
Submits draft treatment plan and request permit application number to start public consultation.

Ministry
Issues permit number to applicant and refers application to the IPM Committee for review.

Applicant
Advertises within 45 days of receiving permit number.

Review & Decision Phase

Applicant
Submits public consultation report within 90 days of advertising. Submit First Nation engagement report, final treatment plan and other application records, as required.

Ministry
Reviews application once all required documents are submitted. Complete First Nation consultation and if necessary, request additional information from applicant.

Applicant
If requested, provides additional information to ministry.

Ministry
Prepares draft permit and sends to the applicant.

Applicant
Reviews draft permit and provides comments to ministry.

Ministry
Makes a decision and notifies applicant.
If approved, send permit and provide public notification instructions.

Applicant and Ministry
If a new permittee, meet to discuss permit requirements.