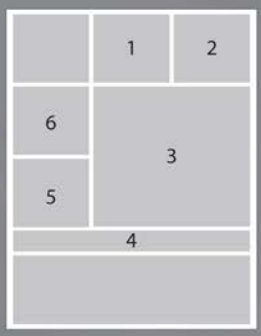
Government Property Class Environmental Assessment

March 2020



Front Cover

1. Project under construction
2. Whitney Block
3. Central North Correctional Facility – Penetanguishene
4. Landscape of former Millbrook Correctional Centre
5. Ottawa Courthouse green roof
6. Public consultation

Government Property Class Environmental Assessment

March 2020 Version

Pursuant to the *Environmental Assessment Act*:

The Class Environmental Assessment process for Management Board Secretariat & Ontario Realty Corporation was approved by the Lieutenant Governor in Council, Order- in-Council No 913/2004 on April 28, 2004;

Minor amendments to the Class Environmental Assessment process for Management Board Secretariat & Ontario Realty Corporation were approved by the Director, Environmental Assessment and Approvals Branch (Ministry of the Environment) on September 11, 2008; and

Minor amendments to the Ministry of Energy and Infrastructure Class Environmental Assessment process for Realty Activities Other Than Electricity Projects were approved by the Director, Environmental Approvals Branch (Ministry of the Environment) on October 31, 2012.

Amendments to the Ministry of Infrastructure Public Work Class Environmental Assessment were approved by the Director, Environmental Approvals and Permissions Branch (Ministry of the Environment, Conservation and Parks) on xx 2020.

The above noted approvals can be found in Appendix 1 – Class EA History

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1 INTRODUCTION

The *Environmental Assessment Act (EAA)* provides for the "protection, conservation, and wise management" of the environment in Ontario. Part II.1 of the *EAA* sets out requirements for the approval of a class environmental assessment (Class EA). An approved Class EA permits the group of projects (undertakings) in the class to proceed without the need for an assessment under Part II of the *EAA*, provided they proceed in accordance with the Class EA.

The Government Property Class EA (this Class EA) sets out a process that when followed allows a proponent to meet its *EAA* requirements. The Ontario Minister of the Environment, Conservation and Parks (the Minister) has approved this PW Class EA pursuant to Section 9(1) of the *EAA*. The approval history for this Class EA, since the version was approved in 2004, can be found in Appendix 5.

This Class EA is available on the Ontario Infrastructure and Lands Corporation (Infrastructure Ontario) website.

1.1 Reasons for Using this Class EA

This Class EA is a planning tool for assessing potential environmental effects of proposed projects in respect of Government property (see Section 1.5 regarding the definition). The classes of projects to which this Class EA applies have predictable and manageable environmental effects and typically do not give rise to significant concerns from Indigenous communities and stakeholders. In accordance with the *EAA* this Class EA must be used to assess projects to which it applies. An exception may apply where the Minister may give approval to proceed using an individual environmental assessment to assess a project (refer to ss. 13(3) *EAA*). The main goals of this Class EA are:

- to match the potential environmental effects of a project with the appropriate category and level of assessment;
- to support and promote the Ontario Government's policies and objectives, particularly those concerning protection of the environment; and
- to ensure proper consultation and documentation are completed, demonstrating how environmental concerns are being addressed.

1.2 The Applicant

The Minister responsible for Government property under the Ministry of Infrastructure Act is the applicant for this Class EA. The applicant is responsible for seeking approvals of this Class EA and any proposed amendments (see Section 8.6 regarding amendments).

The applicant has specific roles and responsibilities related to consulting with MECP during the amendment process; identifying and engaging in consultation with Indigenous communities and stakeholders in relation to proposed amendments to this Class EA and ensuring issues and concerns are identified and addressed; documenting the results of the consultation process; and preparing and submitting amendments to this Class EA in accordance with applicable legislation and MECP standards.

The applicant is also responsible for reviewing this Class EA and monitoring, evaluating and reporting to MECP on the use of this Class EA (see Sections 8.4 and 8.5 for further information).

1.3 Proponents, Co-Proponents and Coordination

1.3.1 Proponents

Any provincial ministry or agency of the provincial Crown that has the authority to control Government property can be a proponent for the purpose of assessing projects in respect of Government property using this Class EA. Control exists where a ministry or agency has authority to acquire land, buildings or structures or manage or dispose of Government property and is limited to when the ministry or agency is exercising that authority.

The Minister responsible for Government property under the Ministry of Infrastructure Act is a proponent under this Class EA as is any agency of the provincial Crown delegated responsibilities by that Minister. Ontario Infrastructure and Lands Corporation, also known as Infrastructure Ontario, has been delegated such responsibilities. The Minister of Infrastructure is also a proponent under this Class EA.

Additional proponents may also be authorized by the Lieutenant Governor in Council pursuant to section 15.2 of the *EAA.* Pursuant to Regulation 334 the Minister of Heritage, Sport, Tourism and Culture Industries has been authorized to proceed with projects in respect of Government property in accordance with this Class EA.

Proponents must adhere to this Class EA when planning and developing a project including: applying good environmental and project management principles; conducting meaningful Indigenous community and stakeholder consultation and seeking to resolve issues raised during the development of the project; and preparing documentation and making this available to Indigenous communities and stakeholders.

Proponents are required to report to the Minister responsible for Government property regarding the use of the Class EA to assess projects as is required in Section 8.6.

Proponents are also responsible for responding to Part II Order requests received by the Minister of the Environment, Conservation and Parks regarding projects proponents are proposing to undertake. Refer to Section 8.3 for further information on the Part II Order process.

1.3.2 Co-Proponents

Where more than one proponent is jointly assessing a project for their mutual benefit they are referred to as co-proponents. While conditions may allow for co-proponency, the decision to undertake a project in accordance with the following co-proponency provisions is at the discretion of the co-proponents.

Co-proponency can reduce redundancy and duplication of effort, simplify the assessment of the project and reduce confusion on the part of Indigenous communities and stakeholders.

When carrying out a project under a co-proponency arrangement, co-proponents are urged to determine and clearly identify who the co-proponents will be and their respective responsibilities early in the assessment process and include the information in notification and documentation associated with the project.

This Class EA provides for co-proponency as follows:

> **Co-Proponents eligible to use this Class EA to assess a Project**
> Each co-proponent of the project must be eligible to be a proponent under this Class EA (e.g., would not include federal government or municipalities). This Class EA must have provisions providing for co-proponency. Co-proponents will choose a lead proponent that will be responsible for ensuring that requirements of this Class EA are met.

1.3.3 Coordination of Approval Activities

Coordination is not co-proponency. Often the EAA approval is one of many approvals required by a proponent, and this should be determined as early as possible so that coordination of activities can be undertaken. The purpose of coordination is to avoid duplication of effort, save time and money for proponents and streamline participation by Indigenous communities and stakeholders.

Similar activities in approval processes for a project or related projects may be coordinated such as information gathering, consulting and interpreting information to achieve efficiencies. Examples of coordination include research activities, consultation activities (e.g., Public Information Sessions, community meetings) and project notifications. Efficiencies should be determined on a project-by-project basis. Coordinated processes will be established and timing for the activities coordinated. Despite coordination, each entity undertaking a project will be required to prepare a report that meets any documentation requirements.

1.3.4 Coordination with Other Approvals

Compliance with this Class EA does not exempt a project from other approvals and permits that may be required. Proponents are responsible to identify and obtain any legislative or other approvals (under other regulations, legislation, policies, guidelines, etc.) needed.

Where this Class EA and other approval mechanisms (e.g., federal or provincial legislation) apply to a project, the proponent will coordinate, where possible, these processes under this Class EA and other approval mechanisms to achieve efficiencies. Coordinating approvals with the Class EA means that planning for the Class EA project is carried out at the same time as another regulatory approval, where appropriate. While there are benefits of coordination, there are also times when differences in approval requirements may make it impossible or too difficult to coordinate approvals.

1.3.5 Coordination with Other Class EA Processes

Where this Class EA and one or more other Class EA process(es) apply to a project or related projects, the proponents will coordinate, where possible, to achieve efficiencies. At the start of project planning, the proponents under their respective Class EAs identify common coordination points for the respective Class EA processes. While there are benefits of coordination, there are also times when differences in approval requirements may make it impossible or too difficult to coordinate Class EA processes.

At a minimum the Class EA project documentation should identify the other Class EA and address how coordination will be achieved.

1.3.6 Coordination with Federal Impact Assessment Processes

Where a project is being assessed by both Ontario and the federal government the assessment processes may be coordinated. Under this framework, Ontario and the federal government will retain the flexibility to conduct assessments for their project components under their respective environmental assessment processes.

The *Impact Assessment Act* (IAA) applies to projects listed in the Physical Activities Regulations (SOR/2019-285). In such cases where IAA applies, this Class EA process and other formal approval processes should be coordinated as effectively as possible to avoid duplication. The proponent will aim to coordinate this Class EA and federal impact assessment processes in accordance with the Canada-Ontario Agreement on Environmental Assessment Cooperation (2004 or as amended or replaced). The intent of these coordinating efforts is to produce a single body of documentation on environmental effects that will meet the information needs of both the federal and provincial governments.

1.4 What is a Project?

A project consists of one or more undertakings or activities.

1.5 When this Class EA Applies

This Class EA applies to projects in respect of Government property. For the purposes of this Class EA, Government property has the same meaning as in the *Ministry of Infrastructure Act, 2011*. Government property is land or interests in land, and fixtures or interests in fixtures installed or placed in or used in connection with the land, that belong to the Government (the provincial Crown or a provincial Crown agency other than a college of applied arts and technology). Government property includes a building or structure or an interest in a building or structure that belongs to the Government and is owned separately from the land on which it is located.

This Class EA is used for projects that are routine, with predictable and manageable environmental effects. Proponents follow this Class EA and undertake a self-assessment and decision-making process. The projects to which this Class EA applies are those

undertaken in respect of Government property, such as property maintenance, alterations, renovations, restorations, new construction, physical work in or adjacent to environmental features and land development.

This Class EA only applies to those activities that are part of a project. Once all interests in a property are disposed of to a third party the property is no longer Government property. Activities carried out after disposition are not subject to this Class EA. Activities carried out by these third parties including future uses of the lands and any planning or development application would not be assessed as part of the project to sell or dispose of the lands as these activities are not being proposed by the proponent. Such activities would only be subject to the EAA if the third-party purchaser of the property is subject to the EAA.

The proponent is responsible to determine if the project is appropriate for assessment under this Class EA. The project should be consistent with the nature of those activities and projects in this Class EA. The proponent may wish to consult with the MECP on a specific project to determine whether the project should be assessed as an IEA.

1.5.1 Category B Projects

Category B projects are any projects undertaken in respect of Government property that are not exempt undertakings (e.g., Category A projects, by regulation, see Section 1.6.2 below for details) or exempt due to screening (under Section 3 of this Class EA). This may include, but is not limited to the following types of projects (Section 9 Definitions and Acronyms must be consulted for additional clarification of these project types):

- Large scale development or redevelopment of a property
- Construction of new, or reconstruction, of buildings or structures (excluding small structures)
- Alteration or restoration or rehabilitation of a building or structure adding substantially to its footprint or height
- Landscaping (Major)
- Any other physical work occurring on Government property with potential for more than minimal adverse effects on environmental features or more than a low level of community concern, this includes any structures located on or in water (e.g., boathouses, docks)

1.6 When this Class EA Does Not Apply

The following sub-sections describe situations in which the EAA does not apply and therefore this Class EA is not applicable.

1.6.1 Policies and Plans

Policies or plans of the provincial government in respect of Government property, which set out government direction and do not identify specific projects and are not plans or policies

with respect of undertaking(s) as defined under the EAA, and would not be subject to the Act or this Class EA. Projects that support the goals or implement the policies or plans would be subject to this Class EA, where applicable.

1.6.2 Exempt Undertakings

1.6.2.1 Section 15.3 of the Environmental Assessment Act

Pursuant to subsection 15.3(4) of the EAA, the following Category A projects under this Class EA are exempt from the EAA.

1.6.2.2 Category A Projects

The following is the list of Category A projects. The Category A exemptions listed below are defined based on project type. Section 9 Definitions and Acronyms must be consulted when a proponent is determining if the exemption applies.

1. Acquisition
2. Alteration or restoration or rehabilitation of a building or structure without adding substantially to its footprint or height
3. Ceasing or changing government use of a property (e.g. retirement, decommissioning, demolition)
4. Granting or obtaining access to a property (e.g. licence, permit, Voltage Rights)
5. Landscaping (minor)
6. Management of excess soils
7. Physical work for a small structure
8. Physical work not in or adjacent to natural environmental features
9. Property maintenance and repair (routine)
10. Remediation and Abatement
11. Response to Emergency Situations
12. Restoration of property related to unauthorized activities or use
13. Sale of Density or Air Rights
14. Transfer of administration and control within the Crown
15. Any other undertaking related to Government property that does not include a physical work

Also exempt from the EAA are projects where it is determined that the EAA does not apply as a result of screening criteria (refer to Figure 3 in Section 3) specified in this Class EA.

The following are examples of projects that may be exempt based on completion of the screening questions (Figure 3):

- Landscaping (major)
- Physical work other than on a small structure
- Replacement of, or addition to, a structure

1.6.2.3 Ontario Regulation 334 and the EAA

Projects in respect of Government property that are exempt from assessment under the EAA and O. Reg. 334 (such as those listed below) are not part of the class of undertakings to which this Class EA applies. Proponents should refer to O. Reg. 334 and the EAA to confirm whether any exemptions are applicable to one or more undertakings or activities that are part of the proposed project.

i) Undertakings exempt from assessment under the EAA (O. Reg. 334, Section 7.1(1) 2) are:

- Disposal
- Severance

ii) Undertakings that are not in respect of Government property that are carried out by MGCS 6(1)(h) or IO 7.1(1)1 are exempt from the requirements of the EAA.

iii) Undertakings exempt from assessment under the EAA (O. Reg. 334, s. 9) and that can be carried out at any time are:

- Making a loan
- Giving a grant
- Giving a guarantee of debts
- Issuing or granting a licence, permit, approval, permission or consent (these are not exempt when they are undertaken in respect of land)

iv) The following is exempt from assessment under the EAA (O. Reg. 334, ss. 7.1 (2)) and can be carried out at any time:

- An undertaking in respect of forfeited corporate property to which the Forfeited Corporate Property Act, 2015 applies, carried out by or on behalf of the Minister responsible for the administration of the Forfeited Corporate Property Act, 2015 or by or on behalf of the Ontario Infrastructure and Lands Corporation.

v) Where an undertaking, whether constructed or started before or after the coming into force of the relevant provisions of the EAA, did not require approval of the Minister to proceed with the construction or start of the undertaking (O. Reg. 334, ss. 4 (1)):

- The operation or retirement of the undertaking is exempt from assessment under the EAA; and
- The proponent of the undertaking is exempt from the requirement to seek approval under the EAA in respect of the operation or retirement of the undertaking.

vi) Other projects in respect of Government property may also be exempt from the requirement to comply with the EAA pursuant to O. Reg. 334 or another regulation made under the EAA. Once identified as exempt pursuant to O. Reg. 334 then such

undertakings would not be part of the class of undertakings to which this Class EA applies.

1.6.2.4 Response to Emergency Situations

A response to emergency situations is a Category A undertaking and exempt from the EAA. Any remedial work not requiring immediate action to address the emergency would be a separate project and may be subject to this Class EA.

Situations may arise where the proponent must take action immediately after detection of an emergency situation where there is an imminent or potential threat:

- to the health or safety of any person;
- to public safety;
- to the delivery of a public service;
- as a result of damage or loss of property (such as an accident, natural disaster, catastrophic structural failure, or the detection of a pending failure); or
- of impairment to the quality of the natural environment.

Response to emergency situations includes taking immediate action to comply with Government Orders that bind the provincial Crown and may include containment, cleanup and disposal of material.

Where one or more government ministries or agencies are required to respond to an emergency situation, the applicable government emergency plans will be followed.

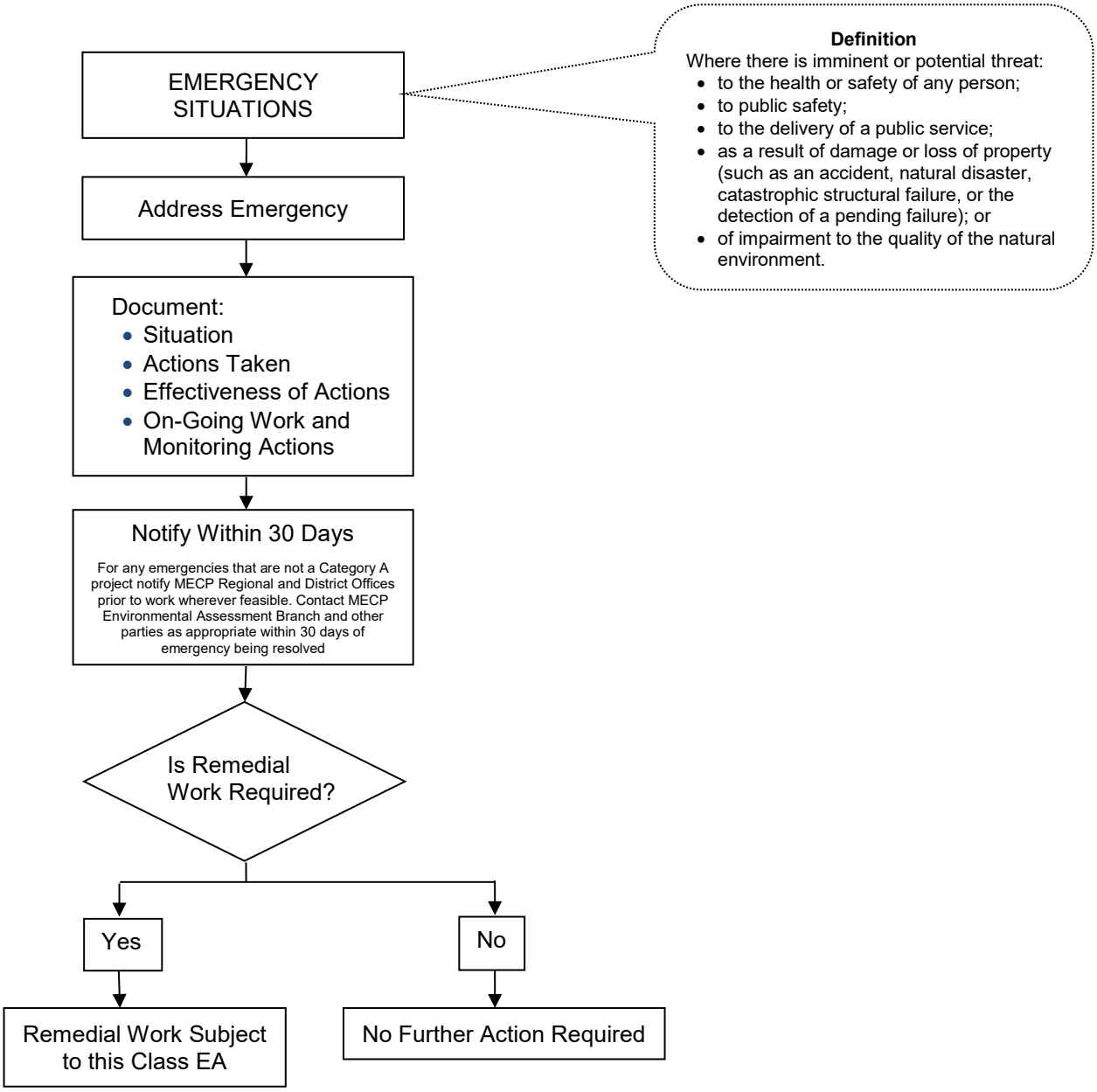
For all emergencies the proponent will address the emergency and fully document the emergency situation, actions taken to address it, the effectiveness of those actions and any required ongoing work or monitoring.

For any emergencies that are not a Category A project, the nearest MECP Regional and District Offices and the MECP Environmental Assessment Branch and other parties as appropriate will be notified. The nearest MECP District and Regional Offices should be contacted prior to undertaking the emergency work, wherever feasible or as soon as possible. The MECP Environmental Assessment Branch and other parties as appropriate will be notified within 30 days after the emergency situation has been resolved. The Notice will include:

- location and nature of the emergency;
- action taken to resolve the emergency;
- mitigation measures that were necessary for implementation;
- intended effectiveness of the action taken (stop-gap, longer-term, permanent, etc.); and
- plans for remedial work(s) required.

Figure 1 provides a flowchart for responses to emergency situations.

Figure 1: Response to Emergency Situations



1.6.3 Declaration Orders Issued

Proponents may reference the Declaration Order Table, as amended from time to time, that is available on IO's website of orders made since 1976 declaring that the EAA, or a regulation under the Act, does not apply to certain undertakings in respect of Government property. The operation or retirement of these undertakings is also exempt from assessment under the EAA.

1.6.4 Activities Permitted Before Approval

There are activities that may help in the planning of a project that are permitted and may proceed at any time before the assessment is complete. Since the proponent may carry out these activities in advance of approval of a project the proponent recognizes that they assume any risk that may result if the project changes or does not proceed.

The following activities are permitted before approval of a project as per Section 12.2(1) of the EAA.

- Acquisition of property or rights in property in connection with the undertaking
- Feasibility Studies or research in connection with the undertaking
- Financing mechanism in connection with an undertaking

For the purposes of this Class EA, feasibility studies or research in connection with the undertaking include but are not limited to: appraisals, cost estimates, market and realty services or background studies (e.g., asbestos surveys, contaminant search, environmental site assessments, archaeological assessments, environmental or health and safety sampling).

1.6.5 Consideration of Other Approvals and Permits

Compliance with this Class EA does not exempt a project from other approvals and permits that may be required. Proponents are responsible to identify and obtain any legislative or other approvals (under other regulations, legislation, policies, guidelines, etc.) needed.

Heritage Properties

The approach to managing heritage properties has been defined by the 2010 MHSTCI Standards and Guidelines for the Conservation of Provincial Heritage Properties (S&Gs). Each proponent must comply as required under the S&Gs. For buildings, structures and landscapes, this includes the assessment of heritage value to identify the significance of the site and individual features, and the development of heritage impact assessments and strategic conservation plans to help define how projects may proceed and what mitigation measures might apply. For archaeology, this involves the investigation and mitigation of impacts to significant resources. Designation of a property as heritage would not be the basis for requiring undertaking this Class EA. It would depend on the activity or undertaking proposed as to whether it is exempt from this Class EA (e.g., alterations that do not substantially add to the footprint or height) or falls under the Category B process. For Category B projects on heritage properties proponents have heritage processes (S&Gs) to address the management of heritage properties the outcomes of which would inform the EA and they could be included as mitigation measures.

Waste Management Regulation

Waste management undertakings are covered under the EAA by O. Reg. 101/07 Waste

Management Projects and as such there is no need to apply this Class EA. The process outlined in the Regulation related to environmental impacts of the project and any consultation requirements is specific to these types of projects and would be followed.

1.7 Definition of Class EA Categories

This Class EA defines three categories for projects.

- **Category A:** Projects that are on the list are small in scale, have no or minimal potential net adverse environmental effects and a low level of concern is anticipated from potential Indigenous communities and stakeholders. The potential adverse environmental effects of these undertakings are predictable and well understood by the proponent and can be addressed by known mitigation measures. These projects (listed above in Section 1.6.2) are exempt from EAA requirements.

- **Category B:** Applies to projects where there is the potential for some adverse environmental effects and there are appropriate measures that can be applied to mitigate these effects or where there is more than a low level of concern anticipated from potential Indigenous communities and stakeholders. These effects are generally well understood from a technical perspective and there are sufficient environmental controls (e.g., regulation, guidelines) in place for these undertakings to proceed with appropriate mitigation.

- **Category C:** Applies to projects where there is the potential for more significant adverse environmental effects and mitigation measures may not be well known and may need to be designed for the project to mitigate these effects or where there is a significant level of concern anticipated from potential Indigenous communities and stakeholders. A Category C undertaking would typically have a larger study area and may result in longer term (generally beyond the construction period) potential environmental effects.

1.8 Structure of the Government Property Class Environmental Assessment

This Class EA contains important general provisions that need to be considered when using this Class EA to assess projects. These general provisions are outlined in Section 8.

This Class EA explains how a project is categorized and assessed and it identifies project requirements that will be considered during project implementation, including mitigation measures and monitoring.

The appendices provide additional supporting information and also historical information related to this Class EA.

1.9 Duty to Consult

The duty to consult is a Constitutional obligation that must be fulfilled by the provincial Crown.

Each ministry within the provincial government is responsible for assessing and completing the duty to consult obligations related to its proposed activities. Indigenous Affairs Ontario (IAO) is available to assist ministries in this regard.

The provincial Crown has a duty to consult when it has knowledge of an established or asserted Aboriginal or treaty right, and contemplates conduct that may adversely impact that right. The provincial Crown also has a duty, where appropriate, to accommodate the potential adverse impact on an established or asserted right.

When the duty to consult is triggered, the sponsoring Ministry will be responsible for fulfilling the provincial Crown's duty to consult in respect of proposed realty activities. The sponsoring Ministry should identify the Aboriginal peoples to be consulted, determine the extent of the consultation required, and whether any accommodation is required.

As the sponsoring Ministry may be required to demonstrate how the provincial Crown has fulfilled the duty to consult in respect of the proposed activities, a record should be kept of the consultation carried out, including by a delegate. The consultation record may be requested by MECP as part of its decision-making process related to requests for Part II Orders.

The sponsoring Ministry should consider the sequencing of due diligence obligations related to most activities in respect of government property (archaeology, duty to consult, the use of this Class EA and heritage evaluation). The sponsoring Ministry may complete its duty to consult in advance of carrying out an assessment under this Class EA. Where this is the case any duty to consult outcomes should be considered throughout the environmental assessment for the project.

In addition to meeting its duty to consult obligations related to a project, the sponsoring Ministry may also be required to consult with Indigenous communities under this Class EA. Refer to Section 2: Considerations for Consultation for further information about consulting with Indigenous communities.

2 CONSIDERATIONS FOR CONSULTATION

Effective consultation with Indigenous communities and stakeholders is an integral component of an assessment. This section contains an overview of the consultation process for assessments carried out under this Class EA. Specific details on the consultation requirements for Category B and C projects can be found in Sections 4 and 5, respectively.

In this Class EA, key Indigenous communities and stakeholders are defined as those who are identified by the proponent as having an interest in or who could affect or be affected by a project. The overall purpose of consultation is to provide opportunities for Indigenous communities and stakeholders to contribute to and influence decisions related to a particular project. Consultation offers a mechanism through which many different and competing views about a project can be identified and resolved. Proponents of Category B and C projects are required to develop a Consultation Plan to identify Indigenous communities and stakeholders and outline how stakeholders both receive information on the proposed project and provide input into the decision-making process.

Effective consultation involves a two-way flow of information between the proponent and stakeholders. The proponent should provide accurate and understandable information to Indigenous communities and stakeholders.

When conducted in advance of key decisions by the proponent, consultation can result in the identification of innovative ideas and perspectives that may be incorporated into a project. Effective consultation can also provide a forum for identifying and resolving issues or concerns between the proponent and Indigenous communities or stakeholders before the proponent makes final decisions and seeks formal approval for a project. While it is not always possible to achieve consensus among the proponent and all Indigenous communities and stakeholders on every issue, it is likely that the issues of concern can be substantially reduced, allowing the proponent and Indigenous communities or stakeholders to focus their efforts on resolving the outstanding issues.

2.1 Defining the Stakeholders

Stakeholders bring critical local knowledge and can identify concerns or conflicts that could potentially arise. Proponents are encouraged to anticipate as broadly as possible who the interested stakeholders may be because parties that are left out of early decisions may have concerns that are difficult to address late in the assessment process.

There is no single "stakeholder", but rather a number of "stakeholders" that may wish to participate in consultation related to the project. The identification of potential stakeholders must be undertaken by the proponent at an early stage in the EA process and should include stakeholders that have identified themselves or those that the proponent considers they may be impacted by or interested in a project. The proponent does this through the development of a consultation plan which will be kept updated throughout the EA process. In the context of this Class EA process, consultation generally entails some degree of interaction with the following:

- Interested individuals and the General Public;
- Communities and representatives of communities (e.g., Ratepayer Associations);
- Non-government Organizations (NGOs) and Special Interest Groups;
- Other levels of Government;
- Members of the Government Review Team (that may have an interest); and
- MECP identified Review Entities: The MECP provides a list of the entities on their website and in the Code of Practice: Preparing, Reviewing and Using Class Environmental Assessments in Ontario

2.2 Methods of Consultation

There are a variety of techniques that can be used to consult with stakeholders including:

- direct communications via letter, email or phone;
- public information sessions;
- workshops;
- public advisory committee or technical advisory committee;
- kitchen roundtable discussions;
- circulation of draft documentation and request for comments;
- interviews;
- newsletters and project updates;
- telephone hotline;
- web-based/social media consultation; and
- surveys and questionnaires.

The consultation methods selected for a particular project depends on a number of factors, including the nature of the project, list of stakeholders, stage in the EA process and the characteristics of the study area. More "interactive" techniques (such as workshops or public meetings) are typically used to consult with the general public, while government agencies are contacted.

2.3 Guidelines for Consultation

The following are guidelines to be considered in developing and implementing consultation plans:

1) Initiate consultation as early in the EA process as possible, ideally at the point where meaningful information on the project can be provided.

2) Ensure that there is a range of consultation opportunities so that all Indigenous communities and stakeholders have a chance to participate and there is an open, transparent and flexible consultation process.

3) Ensure that project information is made available in a timely manner and that there is adequate time provided to review and respond to project information. The proponent

should also ensure that adequate and timely notification is given for consultation events.

4) In cases where disagreement or conflict arises, consider the use of alternative dispute resolution methods such as mediation to resolve issues.

5) Establish objectives for consultation at the outset of the EA planning process as part of development of the consultation plan. Clearly articulated objectives help to provide a strong foundation for the design and implementation of a consultation plan. In addition, potential Indigenous communities and stakeholders must be informed as to how their input will be incorporated in the planning process.

6) Ensure the consultation plan and events are flexible and can adapt if the context for the consultation changes. For instance, it may become apparent that additional consultation methods are needed in cases of projects that generate a high degree of community interest. Proponents should also be prepared to alter the format or agenda of consultation events should this be determined to be desirable.

7) Ensure that proper notice is given for all consultation opportunities and that adequate time is provided for Indigenous communities and stakeholders to review EA documentation. Generally, a 30-calendar day review period (identified in the Notice of Completion) will apply in most circumstances. This 30-calendar day review period could be extended as appropriate by the proponent.

8) Ensure background or study-related materials to be reviewed by Indigenous communities and stakeholders, such as newsletters or background papers, are written in clear and concise language in order to facilitate useful and informed feedback.

9) Listen and record issues as they are raised. Concerns raised by Indigenous communities and stakeholders must be treated seriously and be fully documented. Where possible, issues should be recorded using the same terminology as the Indigenous community and stakeholder who raised them and circulated to those Indigenous communities and stakeholders who participated for review and comment.

10) Where applicable, comply with the *French Language Services Act*.

11) Where there are additional consultation requirements every possible effort should be made to combine the consultation activities, including any associated notification, reporting and documentation, where this is in compliance with the applicable legislation.

12) Attempt to resolve any concerns raised as early as possible. If a concern cannot be resolved through discussions with the proponent, the person or party raising the concern may request, in writing, that the proponent voluntarily change the project to a higher EA Category. Any comments received on category change requests will be considered by the proponent and they will use their discretion as to whether the category should change or stay the same.

2.4 Notices

Depending on the category of the project, this Class EA requires the issuance of various notices as discussed in Steps B12 and B14 and C14 and C18 in the Category B and C process respectively. Sample notices are provided in Appendix 4. The following is a list of notices that are required for Category B and C Projects:

- Notice of Commencement
- Notice of Completion
- Revised Notice of Completion, if applicable for modifications to Category B projects
- Notice of Filing of Addendum to the ESR, if applicable for modifications to Category C projects
- Notice of Intent, if applicable

Project notices or other documents regarding consultation activities will include the following statement:

> Personal information – such as individual's name plus address, telephone number or property location – is collected under the authority of the Environmental Assessment Act for the purposes of carrying out an assessment under the Government Property Class Environmental Assessment in accordance with the Freedom of Information and Protection of Privacy Act. Personal information you provide will become part of a public record that is available to the general public unless you request that your personal information be confidential. For more information, please contact [insert appropriate contact person for the proponent].

2.5 Resolution of Conflicts and Disputes

In cases where there are disputes or conflicts related to the project or certain aspects of the project, it is advisable for the proponent to work with the concerned Indigenous communities or stakeholders to resolve these issues. The following outlines some approaches for resolving conflicts and disputes.

2.5.1 Facilitation

Facilitation involves a third party to assist in the discussion of issues and concerns among the Indigenous communities and stakeholders and proponent and to assist in arriving at mutually agreeable solutions. Facilitation refers to a flexible approach that encourages the open exchange of ideas and opinions. Facilitation requires listening carefully to hear what a person is really saying, ensuring others are receptive to what is being said, and encouraging all sides to work cooperatively in developing solutions. In some cases, facilitation may result in a consensus. In other cases, facilitation may at least result in a narrowed list of issues that remain to be resolved.

2.5.2 Negotiation

Negotiation is possible when all sides want resolution of the outstanding issues and are willing

to engage in negotiations. A third party is not always necessary but may be helpful in assisting the proponent and Indigenous communities and stakeholders to form their own positions and responses to what the other is proposing.

Negotiations often require those in dispute to consider trade-offs and compromise. Effective negotiation results in proponents and interested parties arriving at mutually agreeable solutions.

2.5.3 Mediation

Mediation may be appropriate when the proponent and participants have reached the point where no further discussion is possible without the intervention of a neutral third party. Mediation is a process designed to facilitate parties to reach a consensus on how to resolve a dispute or conflict. This approach is used when the affected parties are willing to work together to try to reach a solution. Mediation is most successfully used when there are few parties and where there is a likelihood of reaching a consensus on an issue. For additional information on mediation refer to the MECP Code of Practice for “Mediation in the Environmental Assessment Process”.

2.6 Consultation with Indigenous Communities

Consultation with stakeholders must include consultation with Indigenous communities that may be interested in, affected by or have an effect on a project. There are important reasons to consult Indigenous communities even if the provincial Crown does not owe a duty to consult. Improvements in decision making are made by including Indigenous communities in assessments carried out under this Class EA.

When preparing a list of Indigenous communities to be consulted, the proponent may wish to contact the relevant provincial and federal ministries listed on the MECP website (under Consultation in Ontario’s environmental assess process) for guidance. Special consideration should be given to how best to reach out to Indigenous communities and the best methods of consulting with them. These methods should be appropriate for the Indigenous communities identified to facilitate consultation and may be different than those used for consulting with other stakeholders. These methods should be reflected in the consultation plan.

Methods of consultation outlined in the consultation plan should be designed while considering the participation of those Indigenous communities potentially affected.

As part of the project documentation, the proponent will document the following:

- how the Indigenous communities were identified and consulted;
- what issues, if any were raised; and
- how those issues were avoided, prevented, mitigated or addressed.

If an Indigenous community identifies to a proponent that it is providing Indigenous traditional knowledge on a confidential basis as part of the environmental assessment process under this Class EA then the proponent will not release this knowledge as part of the EA documentation

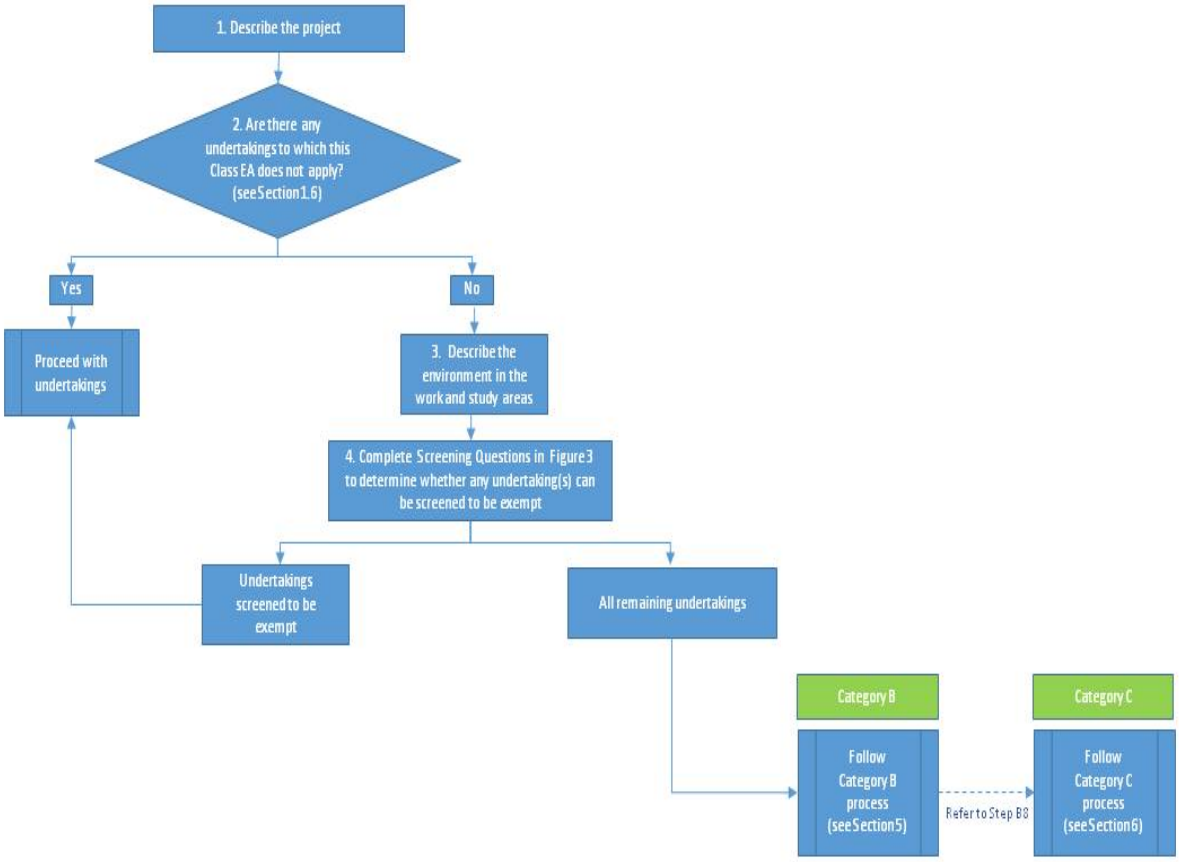
although the knowledge may inform the assessment. The proponent will advise the Indigenous community that it may be compelled to release the information including by a Court or tribunal.

3 CLASS EA APPLICABILITY AND CATEGORIZATION

Projects are defined as consisting of one or more undertakings or activities. "Categorization" is the assignment of an EA Category to a project. The proponent works through the steps of the categorization process that is initiated by determining the Class EA applicability of the undertakings. Proponents follow the steps in the flowchart (Figure 2) to determine if a project is to be assessed using the Class EA process. If any undertakings are determined to be exempt or that the Class EA does not apply then these undertakings may proceed. Any remaining undertakings are assigned a Category B. Through the Category B process there is an opportunity for more complex projects or ones with a potential for more significant negative environmental effects to be re-categorized by the proponent to Category C.

The steps outlined in the Determining Class EA Applicability for Undertakings Flowchart (Figure 2) are described below.

Figure 2: Determining Class EA Applicability for Undertakings



Step 1: Describe the Project

Describe all of the undertakings and activities required to complete the project and the geographic location of the work and study areas.

Step 2: Are there any Undertakings to which this Class EA does not Apply?

The proponent will review Section 1.6 to determine if any of the undertakings are listed and can be removed from being part of the Class EA process. Any undertakings that are listed can proceed however if they form part of a larger project, they should be included in the description of the project for information purposes (to fully understand all components of a project) as they are not part of the Class EA process. For projects where the answer to the question is 'no', the proponent continues to Step 3.

Step 3: Describe the Environment in the Work and Study Areas

The proponent must consider the environment in the work and study areas that could potentially be affected by the project or that could affect the project. The proponent shall prepare a general description of the natural, socio-economic and cultural environments in the work and study areas. This will identify environmental considerations (e.g., sensitive features) that could potentially be impacted by the project and require attention during the assessment.

Typical environmental considerations to be included in this description can be found in the Screening Questions (Figure 3).

The presence or absence of these environmental considerations can generally be determined by reviewing secondary resources such as available mapping, municipal planning documents, through discussions with the property manager or through media searches. This includes desktop exercises such as reviewing mapping prepared by the Province (e.g., Ministry of Natural Resources and Forestry), municipalities (e.g., Official Plans) and/or conservation authorities. To determine if the project is occurring within a vulnerable area for source water proponents can use the MECP mapping tool. Further information may be based on an inspection of the environment in and around the work area. If authorized or unauthorized public use of a property is identified, based on a review of the property, news articles or other media or through discussions with the property manager, this should be included with the description of socio-economic considerations.

The proponent will document all sources that were reviewed during this Step.

Step 4: Complete Screening Questions in Figure 3 to determine whether any undertaking can be screened to be exempt

The screening questions in Figure 3 provides a tool to document the environment described in Step 3 and perform the necessary analysis to determine if the project can be screened exempt or requires further assessment through the Class EA process. The responses to the Screening Questions must be documented. Where a project has been screened to be exempt the proponent is required to retain a copy of the completed document as part of the screening

process.

There are two stages of analysis required in the screening tool. The first focuses on the potential for impacts to environmental considerations (natural, cultural heritage and socio-economic). The proponent is required to confirm the presence or absence of environmental considerations. If the presence or absence cannot be confirmed or inferred with reasonable and defensible information (including sources), they should be assumed to be present. If no features are present, then the proponent moves to the Community Concerns analysis.

If environmental features are present, the proponent will consider the potential for environmental impacts and review mitigation measures (refer to Appendix 3 for typical mitigation measures) to determine if the potential impacts identified can be mitigated. The proponent determines if the potential net environmental effects will have more than a minimal adverse effect on any of the environmental features. Factors that can be considered to assist in this determination include: geographic extent, location, duration, frequency and timing. For example, under the socio-economic environment consideration could be given to the proximity of receptors to the project for potential nuisance impacts (e.g., noise, air, vibration) during construction.

If the proponent determines that the project would have more than a minimal adverse effect or it is unknown if this would occur, then further assessment through the Class EA process is required and the project is assigned a Category B. For all other projects the second stage of analysis related to Community Concerns is undertaken.

The screening tool documents and assists in the analysis of Indigenous and other Community Concerns. The proponent must notify the public, Indigenous communities and relevant agencies of his/her intent to exempt the project through screening. Any comments received will be documented and addressed. If there is no community interest identified or comments received or if, in the opinion of the proponent, documented concerns or potential effects can be adequately addressed or mitigated, the project can be considered to be screened exempt and would not be subject to the requirements of the EAA.

Figure 3: Screening Questions for Categorization Determination

Environmental Considerations For each criterion, check off the environmental considerations that are present in the work and study areas. A proponent must confirm the presence/absence of any of these features through secondary sources (e.g., maps, municipal planning documents, discussions with property manager, media searches) before proceeding to the Analysis below.	**Description/Explanation of Identified Consideration(s)** Provide brief description of identified considerations and include the information source(s).
CRITERION: Natural Environment ☐ Designated Natural Areas (e.g., ESAs, ANSIs, Natural Heritage Systems, Greenbelt Areas) ☐ Distinctive Natural Features (e.g., forests, woodlots, floodplain) ☐ Provincially or Locally Significant Wetlands ☐ Species at Risk and Their Habitat ☐ Water bodies ☐ Watercourses ☐ Wildlife Habitat Areas ☐ Source Water Protection Areas/Vulnerable Areas including Well Head Protection Areas, Intake Protection Zones, Aquifer Vulnerability and Significant Groundwater Recharge Areas ☐ Other (describe) ☐ None present	**CRITERION: Natural Environment**
CRITERION: Socio-Economic Environment ☐ Agricultural Operations ☐ Built-up or urban development areas ☐ Commercial Facilities (e.g. private businesses) ☐ Designated Trails (e.g., bicycling, hiking) ☐ Institutional Facilities (e.g., Hospitals, Schools, Day-care Facilities/Retirement Facilities, Places of Worship) ☐ Landfills (active or closed) ☐ Private Residences or Private Entrances ☐ Public use of the property (authorized or unauthorized) ☐ Other (describe) ☐ None present	**CRITERION: Socio-Economic Environment**
CRITERION: Cultural Environment ☐ Archaeological Resources (known) ☐ Cemeteries ☐ Municipal Heritage Properties (designated, part of heritage districts, or listed on municipal registries) ☐ Provincial Heritage Properties (identified using Ontario Regulations 9/06 or 10/06) ☐ Other (describe) ☐ None present	**CRITERION: Cultural Environment**

ANALYSIS: Natural, Socio-Economic or Cultural Environment Features and Concerns	Categorization
1. Are there any natural, socio-economic or cultural environmental features present? ☐ Yes ☐ No	**Yes** – proceed to Question 2 **No** – proceed to ANALYSIS: Community Concerns
2. Would the project, with mitigation measures applied, have more than a minimal adverse effect on natural, socio-economic or cultural environmental features checked off above? ☐ Yes / Unknown ☐ No	**Yes / Unknown** – Assign Category B **No** – proceed to ANALYSIS: Community Concerns **Provide Rationale (refer to mitigation measures where applicable):**
Community Concerns	**Description of Concerns**
CRITERION: Indigenous community Concerns ☐ Proximity ☐ Concerns referenced by or known from Traditional Indigenous Knowledge ☐ Presence/knowledge of Indigenous archaeological resources ☐ Identified interest in property/project ☐ None present **CRITERION: Community Concerns** ☐ Evidence of community concerns ☐ None identified	**Provide discussion on how potential concerns have been considered and addressed**
ANALYSIS: Community Concerns	**Categorization**
1. Is there likely more than a low level of community concerns outstanding?	**Yes / Unknown** – Assign Category B **No** – Project is exempt **Provide Rationale:**

3.2 Review for Project Changes

If modifications to the description of the project (refer to Step 1) may change the potential for adverse net environmental effects, the proponent goes back and applies the Class EA Applicability process (Figure 3) to either the entire project or only the modifications. This process would determine if any of the modifications are undertakings considered to be exempt or to confirm the Category B applies to these modifications.

If the project changes before completion of the assessment, the description must be revised to reflect the changes and the categorization and assessment will also be revisited.

Steps B13 and C17 address any changes in the Category B and C processes respectively.

4 OVERALL CATEGORY B AND C PROCESS

This Class EA defines three EA categories for projects.

- **Category A:** Undertakings that are included on the Category A list provided in Section 1.6 are exempt from meeting the requirements of the EAA and can proceed to implementation.

- **Category B:** Applies to projects where there are potential for some adverse environmental effects and there are appropriate measures that can be applied to mitigate these effects or where there is more than a low level of concern anticipated from potential Indigenous communities and stakeholders. These effects are generally well understood from a technical perspective and there are sufficient environmental controls (e.g., regulation, guidelines) in place for these undertakings to proceed with appropriate mitigation.

- **Category C:** Applies to projects where there are potential for more significant adverse environmental effects and mitigation measures may not be well known and may need to be designed for the project to mitigate these effects or where there is a significant level of concern anticipated from potential Indigenous communities and stakeholders. A Category C undertaking would typically have a larger study area and may result in longer term (generally beyond the construction period) potential environmental effects.

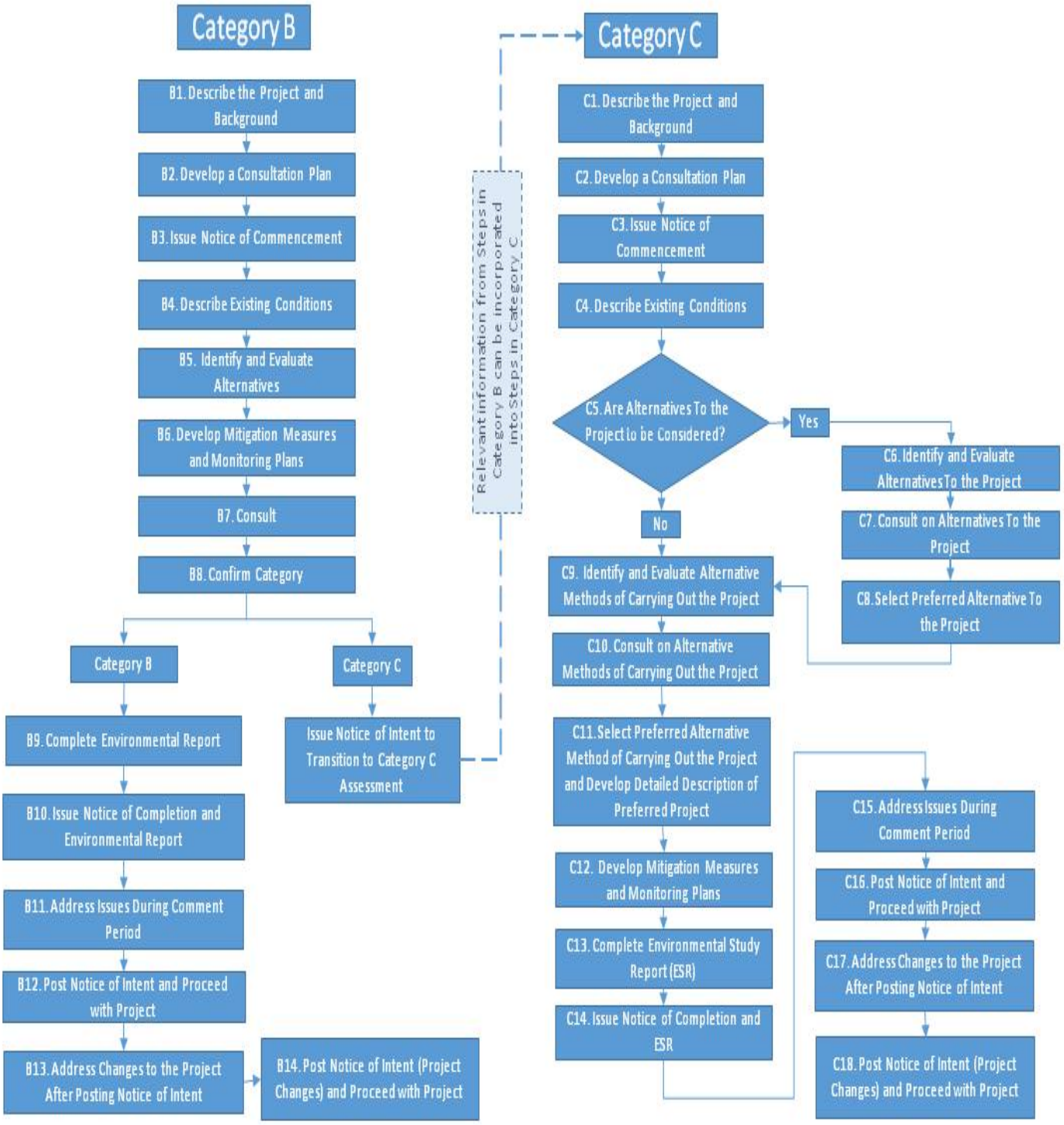
Figure 4 provides a flowchart of the steps for each Category B and C assessment process.

In following any of these assessment processes, proponents should consider the potential environmental effects of climate change (storms, flooding, drought or other severe weather events) in the design, siting, construction and operation of projects. Proponents are encouraged to consider provincial, federal and internal industry best practices in the design of projects as they relate to climate change and the increasing frequency of severe weather abnormalities. Climate change would be assessed for Category B or C projects, including consideration during the development of mitigation measures.

During the assessment process, proponents should also consider cumulative environmental effects from the proposed project and any other proposed projects in the immediate study area (where documentation is available).

Appendix 2 provides additional information on climate change and cumulative environmental effects.

Figure 4: Category B and C Process Flowchart



5 CATEGORY B PROCESS

At any time during the Category B process, the proponent may review information related to the project to determine whether Category B is appropriate or whether Category C should apply and a Notice of Intent (to Transition to Category C Assessment) issued. If the decision for the project to transition to the Category C process is made after issuance of the Notice of Commencement, then a Notice of Intent will be required. The proponent may also decide at any time during the Category B process that the project will not proceed at this time. If this decision is made following issuance of the Notice of Commencement, then the Notice of Intent (Project will not Proceed at this time) is required. Details can be found under Step B8.

Step B1: Describe the Project and Background

Project Description

The description of the project will be based on the description developed in Step 1 of the Process for Determining Class EA Applicability for Undertakings and not on an assessment of alternatives to an undertaking.

Project Background

The proponent will generally propose a project to address identified problems or opportunities. Sources of information to describe these problems and opportunities include research, background studies or reviews by the proponent.

The assessment of alternatives to the project and selection of the preferred alternative to the project would normally take place within another provincial government planning framework or policy process that assesses the needs of government programs and may provide specific direction or action to address a problem or opportunity. In these cases, the assessment of alternatives to the project will not be examined under this Class EA for Category B projects.

If alternatives to the project are not examined, the alternative methods of carrying out the project (e.g., different designs) will be assessed. If this is the case, this should be identified in the project description. If the proponent is not provided with direction to proceed in a specified manner through another provincial government planning framework or policy process, then the proponent may assess alternatives to the project in Step B5.

Step B2: Develop a Consultation Plan

The proponent is required to develop a consultation plan to support the assessment of the project. The consultation plan should set out objectives, proposed consultation methods, a schedule of activities, and must include a list of potential Indigenous communities and stakeholders (e.g., government and non-government entities, special interest groups, local community, individuals, public). The consultation plan must describe the consultation activities related to the mandatory points of contact, including the posting of project notices.

As appropriate, reports developed during this Class EA process may be made available to support Indigenous community and stakeholder consultation. At a minimum, a list of reports developed will be included in the Appendices for the Environmental Report. This does not include listing or making available any documentation relating to Indigenous Traditional Knowledge.

At a minimum, the consultation plan must include the following:

- List of potential stakeholders;
- List of potential Indigenous communities to be consulted and the methodology followed to identify Indigenous communities that may be affected by the project;
- Description of the consultation activities related to the mandatory points of contact which are:
    - Notice of Commencement
    - Notice of Completion
    - Revised Notice of Completion (if applicable from modifications to the project)
    - Notice of Intent, if applicable (project will not proceed at this time, transition to Category C assessment, proceed to project implementation or proceed to project implementation with project changes included)
- Posting of notices on the proponent's website;
- Submission of the Notice of Commencement to the applicant when the applicant is not the proponent; and
- Consultation following assessment of potential environmental effects and development of mitigation measures and associated monitoring plans.

If there are significant delays during the steps in the assessment process the proponent, at their discretion, could include additional consultation activities (e.g., issuance of notices). The consultation plan should describe these additional consultation activities.

The consultation plan should set out that the description of the project (including the need, purpose, scope and timing), description of the environmental effects, mitigation measures and monitoring plans developed during the Category B process will be provided to Indigenous communities and stakeholders for review and comment.

Information provided through consultation activities may be factual, "technical" in nature or reflect issues or concerns or may provide support for the project.

The consultation plan may be reviewed and updated by the proponent, as the need arises. This may include modifying the Indigenous communities and stakeholder list and increasing the number, types or format of consultation activities.

Step B3: Issue Notice of Commencement

The proponent will issue a Notice of Commencement (see example in Appendix 4) that

includes, at a minimum:

- Description of the project;
- Location of the work and study areas (including a drawing or map);
- Name of the proponent;
- Name of this Class EA;
- Statement that the project is categorized as Category B;
- Overview of the Category B process;
- Opportunities for public consultation; and
- Name, address and title of a contact person to whom comments should be directed.

The Notice would be issued as specified in the consultation plan. The MECP requires that notices are submitted to:

- Generic Class EA email address (ClassEAnotices@ontario.ca), and
- Applicable MECP Regional Office for the project
  - Central Region – eanotification.cregion@ontario.ca;
  - Eastern Region – eanotification.eregion@ontario.ca;
  - Northern Region – eanotification.nregion@ontario.ca;
  - South West Region – eanotification.swregion@ontario.ca; or
  - West Central Region – eanotification.wcregion@ontario.ca).

The MECP requires that a Project Information Form be submitted for all Class EAs. The PIF must be submitted to the MECP on the same date that the Notice of Commencement is circulated and must include a copy of the Notice of Commencement.

Step B4: Describe Existing Conditions

A description of the environmental setting which includes the work area (e.g., property address) and study area (e.g., boundary) for the project are to be provided along with a detailed inventory of the natural, socio-economic and cultural environments that are to be considered when assessing the potential effects of a project in the study area. Existing conditions will include considerations such as climate change, source water protection and any community concerns that the proponent is aware of.

The description of existing conditions should consider what studies are needed to assess the potential environmental effects of the project. This would include examining what studies and relevant background information have been completed to date and what additional studies are required to fully describe the existing conditions that will be used when assessing the potential environmental effects of a project.

In this step, the proponent may also conduct information-gathering with some Indigenous communities and stakeholders (e.g., technical experts such as Conservation Authorities, government agencies, municipalities) to confirm or update the proponent's information on existing conditions within the work and study areas for the project. This step should include field investigations and studies such as the environmental condition of the property, natural

heritage and species at risk, cultural heritage, and the socio-economic environment.

Step B5: Identify and Evaluate Alternatives

An assessment of alternatives to a project may be carried out as discussed in Step B1. It is typical that alternatives to the project have been assessed outside of this Class EA process. If this is the case then alternative methods of carrying out the project are to be undertaken as the alternatives to be evaluated in the Category B process.

The proponent must identify alternative methods of carrying out the project which may range from different locations for the project or varying preliminary designs at a single location for the project. Alternative methods would assess essential features of the property and attempt to minimize negative effects or enhance valued natural, socio-economic and cultural components of the environment present.

Projects assessed as a Category B have adverse environmental effects but there are appropriate measures that can be applied to mitigate these effects or where there is greater than a low level of concern anticipated from potential Indigenous communities and stakeholders. These effects are generally well understood from a technical perspective and there are sufficient environmental controls (e.g., regulation, guidelines) in place for these undertakings to proceed with appropriate mitigation. This results in the need for a less in-depth assessment for Category B alternatives than for Category C.

After identifying alternative methods of carrying out the project, the proponent evaluates the alternatives, using a qualitative, quantitative or combination of evaluation methodology that will rank them from "least" to "most" preferred. The evaluation process involves the development and application of evaluation criteria to comparatively evaluate the alternatives. These evaluation criteria include considerations such as climate change and source water protection.

The evaluation of any of these alternatives is informed by the environmental studies completed so the proponent can better understand the extent of the potential adverse effects on the environment as well as the environment on the alternatives. The evaluation will consider all aspects of the environment including the natural, socio-economic and cultural components. In considering the potential effects the assessment will also consider climate change and source water protection (refer to Appendix 2 for additional information).

The evaluation process must be thorough and present detailed reasons for the selection of the recommended alternative. The objective is not only to avoid impacts, but also to apply, wherever possible, sound principles of environmentally responsible design and development. Standard mitigation measures, if required, must also be considered and the net potential environmental effects assessed. The evaluation process used to assess potential environmental effects should be described in enough detail that it can be followed and understood by Indigenous communities and stakeholders. The purpose of the assessment process is to minimize the overall negative effects on the environment. During the assessment the proponent will determine the relative importance of the various features and functions of the environment potentially affected by the project and the significance of the potential effects.

The potential effects (both positive and negative) on the environment are to be identified and the significance of these effects assessed through the following process:

- Review of existing conditions with the work and study areas;
- Review of future anticipated conditions within the study area;
- Develop list of potential environmental effects for the alternative designs; and
- Assess the potential effects that the project may have on the components of the environment by conducting a comparative analysis of the advantages and disadvantages for each design alternative.

The following are typical criteria considered when assessing the potential environmental effects:

- Severity of potential effects (including their scale and duration);
- Significance or relative importance of potential effects;
- Geographic location;
- Sensitivities of the environment to the potential effects; and
- Degree of uncertainty in the estimate of the potential effects.

Overall, the approach should consist of a comparative analysis where the positive and negative effects of each alternative are compared and a preferred alternative is selected. Although the evaluation may point to a preferred alternative, the results must be considered preliminary until the information from the consultation process (Step B7) has been incorporated into the analysis. New information about the environment or public concern may be identified through consultation that was not known to the proponent at the time the alternatives were assessed.

Step B6: Develop Mitigation Measures and Monitoring Plans

The proponent must develop and document proposed mitigation measures to address the potential negative effects of the project on the environment (e.g., climate change and source water protection (refer to Appendix 2)) and of the environment on the project, that would be used during the implementation stage of the project. The mitigation measures are designed to address potential negative effects. Considering the application of proposed mitigation measures allows for identification of net environmental effects. Examples of typical mitigation measures are found in Appendix 3.

If a monitoring plan is considered necessary for the project it would be identified at this stage by the proponent and would be developed further during detailed design. In this step the monitoring plans would include responsibility for developing, implementing and reporting on monitoring. Monitoring plans are most common in situations where construction activity will take place, or where hazardous or toxic materials are involved or species at risk are present. The need for monitoring is determined through the examination of potential effects and proposed mitigation measures.

The monitoring plans should:

- define the objectives of the monitoring;
- identify which parameters may be monitored during construction of the project;
- outline a general schedule of monitoring and reporting; and
- outline responsibility for developing and implementing monitoring.

Monitoring activities should be appropriate for the project and the effects and mitigation measures that are being monitored. Monitoring plans may cover activities over several years. Monitoring should determine such things as: whether the predicted/anticipated environmental effects occurred; whether mitigation measures were responsive; and whether unanticipated environmental effects occurred, for the project.

If monitoring indicates that mitigation measures have not been as effective as anticipated, modifications or new measures may be required. Any changes to mitigation measures should be documented.

Mitigation measures and monitoring plans may be developed or further refined during detailed design of the project.

The documentation of implementation of the monitoring activities should consist of a record of events, conclusions drawn and recommendations regarding the compliance with, and likely effectiveness of, the proposed mitigation measures. This documentation can be prepared in conjunction with the completion of major components of the project, such as following construction or the commencement of operations/occupancy.

Step B7: Consult

Consultation should commence after the results and conclusions from studies and investigations are available and the net environmental effects have been identified and assessed for the preferred alternative.

The proponent will carry out consultation based on the consultation plan to solicit comments and input on the project, its potential adverse environmental effects, and mitigation measures and monitoring plans.

The description of the environmental effects, mitigation measures and monitoring plans developed to date for the preferred alternative must be provided as outlined in the consultation plan. Based on the information received through consultation, the description of potential environmental effects can be revised, or the description of the project may need to be modified. As well, issues raised through consultation may require changes to the mitigation measures or monitoring plans. These revisions will be documented.

For any issues or concerns raised, or shortcomings in the assessment identified, the proponent will show how the issue or concern was addressed, whether the matter was resolved and what may be outstanding. Depending upon the outcome of these discussions,

the following changes to the description of the project may occur:

- No changes are required – no further consultation is required;
- Changes are required – but are insignificant and do not require further consultation; or
- Significant changes are required – additional consultation is required to be carried out before the category is confirmed.

Step B8: Confirm Category

At any time during the Category B assessment process, the proponent may review information related to the project to determine whether Category B is appropriate or whether it should be changed to Category C. If this review has not as yet been undertaken it will be completed during this step.

This change in category may be based on significant changes in the description of the project and or the surrounding environment, the need for additional/more in-depth studies to understand the project's potential environmental effects, adverse effects that are more or less significant than originally considered, or the level of community concern is more or less significant than anticipated. When making this determination, a proponent should consider that a Category C project would typically have a larger study area than for a Category B and cause longer term (generally beyond the construction period) potential environmental effects.

If this review and confirmation of the category has not been undertaken prior to this step, the proponent will confirm the category for the project. Confirmation is based on an assessment of the net environmental effects and input from consultation.

If Category B is confirmed, the proponent proceeds to Step B9. If the proponent decides that Category C is applicable, the proponent will stop the Category B process and transition to and initiate the Category C process. The proponent will issue a Notice of Intent (to Transition to Category C Assessment), as per the consultation plan. Any work completed and decisions made during the Category B process can be incorporated into the steps within the Category C process, where appropriate.

The proponent may decide at any time during the Category B process that the project will not proceed at this time. Following issuance of the Notice of Commencement if this decision is made then the Notice of Intent (Project will not Proceed at this time) is required and will be issued as per the consultation plan.

The proponent may consider the project to have the potential for significant and undetermined effects or community concerns without the potential for effective mitigation. This Class EA would not be considered the appropriate mechanism to evaluate the project and if the proponent decides that Section 5 of the EAA should apply then proponent can assess the project as an Individual EA and submit it to MECP for review and a decision. The decisions leading to the categorization of projects as Individual EAs are complex and unrelated to the project's size or cost alone.

Step B9: Complete Environmental Report

Following confirmation of Category B, the proponent will prepare an Environmental Report. The following Table of Contents outlines the minimum requirements for this report:

Chapter 1 – Introduction & Background

- Background on the Project
- Description of Project (including description of work and study areas)
- Related Studies
- Discussion of Categorization Activities

Note – A description of the background on the review of alternatives to and the subsequent decision of the identified project should be included in Background on the Project.

Chapter 2 – Class EA Overview

- Name of proponent
- Name of Class EA
- Category of Project (Confirmation of Category)
- Overview of Category B Process

Chapter 3 – Description of Existing Conditions

- Natural Environment
- Socio-Economic Environment
- Cultural Environment
- Indigenous community Concerns
- Community Concerns
- Other

Note – Description of existing conditions in both work and study areas.

Chapter 4 – Evaluation of Alternatives and Analysis of Environmental Effects

- Evaluation methodology
- Natural Environment
- Socio-Economic Environment
- Cultural Environment
- Other
- Evaluation of alternatives and selection of preferred alternative
- Detailed description of preferred alternative

Note – Description of conditions in both work and study areas used to evaluate alternatives.

Chapter 5 – Description of Proposed Mitigation Measures and Monitoring Plans

- Natural Environment
- Socio-Economic Environment
- Cultural Environment

Other

Note – Mitigation measures and monitoring plan (if considered necessary) would be described for the preferred alternative.

Chapter 6 – Consultation

Overview of the consultation plan
How the consultation plan was implemented

Note – Include who was consulted and how, what the results were and how they have been addressed.

Appendices

Note – Include appendices as appropriate.

Step B10: Issue Notice of Completion and Environmental Report

The proponent will issue a Notice of Completion (see example in Appendix 4) to advise that the Environmental Report has been placed on the public record and is available for review for a minimum 30 calendar days. The Notice should also include a statement that comments or issues regarding the assessment can be raised with the proponent during this time. The Notice should be released as specified in the consultation plan.

The Notice shall also include a statement that a Part II Order request (see Sections 15 and 16 of the EAA) may be submitted to the Minister of the Environment, Conservation and Parks regarding the assessment. Reference that the written request must follow MECP's process and be submitted to the Minister of the Environment, Conservation and Parks and the proponent within the review period.

The Notice of Completion must be emailed to:

- Generic Class EA email address (ClassEAnotices@ontario.ca), and
- Applicable MECP Regional Office for the project
  - Central Region – eanotification.cregion@ontario.ca;
  - Eastern Region – eanotification.eregion@ontario.ca;
  - Northern Region – eanotification.nregion@ontario.ca;
  - South West Region – eanotification.swregion@ontario.ca; or
  - West Central Region – eanotification.wcregion@ontario.ca).

Step B11: Address Issues During Comment Period

If no issues have been received during the review period specified in the Notice of Completion, the project can proceed as planned.

If the proponent determines that issues raised are insignificant and would not affect the

assessment, the project can proceed as planned. The proponent will advise the Indigenous communities and stakeholder(s) who raised the issue(s) of this decision.

If significant issues are raised, the proponent will determine how to address them and will advise the Indigenous communities and stakeholders of this decision. Where resolutions result in a change to the assessment, the Environmental Report will be modified to reflect these changes and the proponent may post the revised Environmental Report for a further review period. Modifications to the Environmental Report will include a record of issues raised and their resolutions.

Step B12: Post Notice of Intent

The proponent will post a Notice of Intent (to Proceed to Project Implementation) on their website following completion of the review period or any time thereafter prior to implementation of the project. If there are any Part II Order requests, the Notice of Intent may not be posted until after the Minister of the Environment, Conservation and Park's decision on the Part II Order requests. The purpose of the Notice is to provide notification that the project is proceeding to implementation. At any time following posting of the Notice on the website the project may proceed to implementation.

Step B13: Address Changes to the Project After Posting Notice of Intent

Due to unforeseen circumstances, it may not be feasible to implement the project in the manner outlined in the Environmental Report. Any significant modifications to the project or change in the environmental setting for the project which occurs after filing of the Environmental Report shall be reviewed by the proponent to determine how to address them. The proponent will develop an approach to deal with the changes which may include carrying out additional consultation and modifying the Environmental Report, though this would not affect implementation of the remainder of the project activities that are not impacted by these modifications.

If the proponent determines modifications to the Environmental Report are necessary a Revised Notice of Completion will be circulated to the Indigenous communities and Indigenous communities and stakeholders consulted during the original assessment and will be placed on the public record along with the revisions to the Environmental Report. A 30-calendar day review period shall be provided for review and response during which Indigenous communities and stakeholders will again have the right to request a Part II Order on the modifications proposed.

Where implementation has commenced those portions of the project which are the subject of the revision or have the potential to be directly affected by the proposed change, shall cease and shall not be reactivated until the end of the review period.

Following completion of the review period, if the review period lapses with no comment, comments have been addressed (as described in Step B11), or any Part II Order requests are resolved in accordance with this Class EA then the project can proceed as amended.

Step B14: Post Notice of Intent (Project Changes)

The proponent will post a Notice of Intent (Proceed to Project Implementation with Project Changes) on their website following completion of the review period or any time thereafter prior to implementation of the revised project, or if there are any Part II Order requests after the Minister of the Environment, Conservation and Park's decision on any Part II Order requests. The purpose of the Notice is to provide notification that the project is proceeding to implementation. At any time following posting of the Notice on the website the revised project may proceed to implementation.

6 CATEGORY C PROCESS

If a project has transitioned from Category B to C (see Category B Process, Step B8), any relevant information or work completed and decisions made can be incorporated into the appropriate steps within the Category C process.

A proponent can decide any time during the Category C assessment process not to proceed with the project. If this decision is made after issuance of the Notice of Commencement then a Notice of Intent (Project will not Proceed at this time) is required and will be issued as per the consultation plan. A sample notice can be found in Appendix 4.

Step C1: Describe the Project and Background

Project Description

The description of the project will be based on the description developed in Step 1 of the Process for Determining Class EA Applicability for Undertakings and not on an assessment of alternatives to a project.

Project Background

The proponent will generally propose a project to address identified problems or opportunities. Sources of information to describe these problems and opportunities include research, background studies or reviews by the proponent.

The assessment of alternatives to the project and selection of the preferred alternative would normally take place within another provincial government planning framework or policy process that assesses the needs of government programs and may provide specific direction or action to address a problem or opportunity. In these cases, the assessment of alternatives to the project will not be examined under this Class EA for Category C projects.

If alternatives to the project are not examined, the alternative methods of carrying out the project (e.g., different designs) will be assessed. If this is the case, this should be identified in the project description. If the proponent is not provided with direction to proceed in a specified manner through another provincial government planning framework or policy process, then the proponent should assess alternatives to the project (as outlined in Steps C6 to C8).

Step C2: Develop a Consultation Plan

The proponent is required to develop a consultation plan to support the assessment of the project. The consultation plan should set out objectives, proposed consultation methods, a schedule of activities, and must include a list of potential Indigenous communities and stakeholders (e.g., government and non-government entities, special interest groups, local community, individuals, public). The consultation plan must describe the consultation activities related to the mandatory points of contact, including the posting of project notices.

As appropriate, reports developed during this Class EA process may be made available to

support Indigenous community and stakeholder consultation. At a minimum, a list of reports developed will be included in the Appendices for the Environmental Study Report. This does not include listing or making available any documentation relating to Indigenous Traditional Knowledge.

At a minimum, the consultation plan must include the following:

- List of potential stakeholders;
- List of potential Indigenous communities to be consulted and the methodology followed to identify Indigenous communities that may be affected by the project;
- Description of the consultation activities related to the mandatory points of contact which are:
  - Notice of Commencement
  - Notice of Completion
  - Notice of Filing of Addendum (if applicable from modifications to the project)
  - Notice of Intent, if applicable (project will not proceed at this time, transition to Category C assessment, proceed to project implementation or proceed to project implementation with project changes included)
- Posting of notices on the proponent's website;
- Submission of the Notice of Commencement to applicant when the applicant is not the proponent; and
- Consultation following assessment of potential environmental effects and development of mitigation measures and monitoring plans.

If there are significant delays during the steps in the assessment process the proponent, at their discretion, could include additional consultation activities (e.g., issuance of notices). The consultation plan should describe these additional consultation activities. This would include significant delays between the posting of the Notice of Commencement and the Notice of Intent.

The consultation plan should set out that the description of the project (including the need, purpose, scope and timing), description of the environmental effects, mitigation measures and monitoring plans developed during the Category B process will be provided to Indigenous communities and stakeholders for review and comment.

Information provided through consultation activities may be factual, "technical" in nature or reflect issues or concerns or may provide support for the project.

The consultation plan may be reviewed and updated by the proponent, as the need arises. This may include modifying the Indigenous community and stakeholder list and increasing the number, types or format of consultation activities.

Step C3: Issue Notice of Commencement

The proponent will issue a Notice of Commencement (see example in Appendix 4) that includes at a minimum:

- Description of the project;
- Location of the work and study areas (including a drawing or map);
- Name of the proponent;
- Name of this Class EA;
- Statement that the project is categorized as Category C;
- Overview of the Category C process;
- Opportunities for public consultation; and
- Name, address and title of a contact person for the project

The Notice would be issued as specified in the consultation plan. The MECP requires that notices are submitted to:

- Generic Class EA email address (ClassEAnotices@ontario.ca), and
- Applicable MECP Regional Office for the project
  - Central Region – eanotification.cregion@ontario.ca;
  - Eastern Region – eanotification.eregion@ontario.ca;
  - Northern Region – eanotification.nregion@ontario.ca;
  - South West Region – eanotification.swregion@ontario.ca; or
  - West Central Region – eanotification.wcregion@ontario.ca).

The MECP requires that a Project Information Form be submitted for all Class EAs. The PIF must be submitted to the MECP on the same date that the Notice of Commencement is circulated and must include a copy of the Notice of Commencement.

Step C4: Describe Existing Conditions

A description of the environmental setting which includes the work area (e.g., property address) and study area (e.g., boundary) for the project are to be described along with a detailed inventory of the natural, socio-economic and cultural environments that are to be considered when assessing the potential effects of the project in the study area. Existing conditions will include considerations such as climate change, source water protection and any community concerns of which the proponent is aware.

The description of existing conditions should consider what studies are needed to assess the potential environmental effects of the project. This would include examining what studies and relevant background information have been completed to date and what additional studies are required to fully describe the existing conditions that will be used when assessing the potential environmental effects of a project.

In this step, the proponent may also conduct information-gathering with some Indigenous communities and stakeholders (e.g., technical experts such as Conservation Authorities,

government agencies, municipalities) to confirm or update the proponent's information on existing conditions within the work and study areas for the project. This step should include field investigations and studies such as the environmental condition of the property, natural heritage and species at risk, cultural heritage, and the socio-economic environment.

Step C5: Are Alternatives To the Project to be Considered?

An assessment of alternatives to a project may be carried out as discussed in Step C1. Due to the nature of the activities falling under this Class EA, the assessment of alternatives to a project is optional as it may have been completed outside the scope of this Class EA process. Often the assessment of alternatives to the project has taken place within another provincial government planning framework or policy process that assesses the needs of government programs and may provide specific direction or action to address a problem or opportunity. For those projects where this assessment has already been completed the proponent proceeds to Step C9.

If the proponent is not provided with direction to proceed in a specified manner through another provincial government planning framework or policy process, then the proponent may assess alternatives to the project. In comparison to a Category B the scope of a Category C project is more encompassing since they have the potential for more significant adverse environmental effects and mitigation measures may not be well known or there could be a significant level of concern anticipated from potential Indigenous communities and stakeholders. Also a Category C project would typically have a larger study area and may result in longer term (generally beyond the construction period) potential environmental effects.

Based on these issues alternatives to the project must be considered unless they have already been assessed within another provincial government planning framework or policy process.

Step C6: Identify and Evaluate Alternatives To the Project

Alternatives to the project are different options of addressing a problem or opportunity. For example if the problem or opportunity is the need for additional space then alternatives to the project may include: maintaining the status quo; improving the existing facility; dealing with the problem at the source; leasing, exchanging or reusing the facility; commissioning a lease-purchase agreement; or building a new facility.

After identifying alternatives to the project, the proponent evaluates the alternatives, using either a qualitative or quantitative or combination of these evaluation methodologies that will order them from "least" to "most" preferred. The evaluation process involves the development and application of evaluation criteria to comparatively evaluate the alternatives.

While evaluation methods may vary, they should have the common objective of identifying the alternative that best prevents, mitigates or remedies the effect on the natural, social, cultural, economic and built environments, and their interrelationships. Both positive and negative effects are to be identified and assessed. Impacts on the natural, cultural, socio-economic environments, and their interrelationships are identified and considered. Mitigation measures

and their likely effectiveness in dealing with adverse effects at all stages of the project are described, and the net environmental effect is predicted. The evaluation process must be thorough and present detailed reasons for the selection of the preferred alternative. The evaluation process used to assess potential environmental effects should be described in enough detail that it can be followed and understood by Indigenous communities and stakeholders.

Overall, the approach should consist of a comparative analysis where the positive and negative effects of each alternative are compared and a recommended alternative is selected This selection is preliminary until information about the environment or community concern identified through consultation (Step C7) has been incorporated into the analysis.

Step C7: Consult on Alternatives To the Project

If Step C6 is carried out then consultation is required. The proponent will carry out consultation based on the consultation plan to solicit comments and input on the alternatives to the project. For some projects where no additional Indigenous communities or stakeholders have been identified other than those who received the Notice of Commencement, it may be determined that consultation beyond these Indigenous communities and stakeholders is not required.

The description of the environmental effects, mitigation measures and monitoring plans developed to date must be provided as outlined in the consultation plan. Based on the information received through consultation, the description of potential environmental effects can be revised or the description of the project may need to be modified. As well, issues raised through consultation may require changes to the mitigation measures or monitoring plans. These revisions will be documented.

For any issues or concerns raised, or shortcomings in the assessment identified, the proponent will show how the issue or concern was addressed, whether the matter was resolved and what may be outstanding. Depending upon the outcome of these discussions, the following changes to the description of the project may occur:

- No changes required – no further consultation is required;
- Changes are required – but are insignificant and do not require further consultation; or
- Significant changes are required – additional consultation is required to be carried out before the category is confirmed.

Step C8: Select Preferred Alternative To the Project

Once the proponent has completed consultation the results can be incorporated into Step C6, specifically the evaluation of the alternatives. The outcome of this step should be the identification of the preferred alternative, which becomes the project.

Step C9: Identify and Evaluate Alternative Methods of Carrying out the Project

The proponent must identify alternative methods of carrying out the project which may range from different locations for the project or varying preliminary designs at a single location for the project. Alternative methods would assess essential features of the property and attempt to minimize negative effects or enhance valued natural, socio-economic and cultural components of the environment present. The assessment is more in-depth than for a Category B to address the potential for more significant adverse environmental effects and mitigation measures may not be well known or there is a significant level of concern anticipated from potential Indigenous communities and stakeholders.

After identifying alternative methods of carrying out the project, the proponent assesses the alternatives, using a qualitative or quantitative or combination of these evaluation methodologies that will rank them from "least" to "most" preferred. The evaluation process involves the development and application of evaluation criteria to comparatively evaluate the alternatives. These evaluation criteria include considerations such as climate change and source water protection.

The evaluation of any of these alternatives is informed by the environmental studies completed so the proponent can better understand the extent of the potential adverse effects on the environment as well as the environment on the alternatives. The evaluation will consider all aspects of the environment including the natural, socio-economic and cultural components. In considering the potential effects the assessment will also consider climate change and source water protection (refer to Appendix 2 for additional information).

The evaluation process must be thorough and present detailed reasons for the selection of the recommended alternative. The objective is not only to avoid impacts, but also to apply, wherever possible, sound principles of environmentally responsible design and development. Standard mitigation measures, if required, must also be considered and the net potential environmental effects assessed. The evaluation process used to assess potential environmental effects should be described in enough detail that it can be followed and understood by Indigenous communities and stakeholders. The purpose of the assessment process is to minimize the overall negative effects on the environment. During the assessment the proponent will determine the relative importance of the various features and functions of the environment potentially affected by the project and the significance of the potential effects. The potential effects (both positive and negative) on the environment are to be identified and the significance of these effects assessed through the following process:

- Review of existing conditions with the work and study areas;
- Review of future anticipated conditions within the study area;
- Develop list of potential environmental effects for the alternative designs; and
- Assess the potential effects that the project may have on the components of the environment by conducting a comparative analysis of the advantages and disadvantages for each design alternative.

The following are typical criteria considered when assessing the potential environmental effects:

- Severity of potential effects (including their scale and duration);
- Significance or relative importance of potential effects;
- Geographic location;
- Sensitivities of the environment to the potential effects; and
- Degree of uncertainty in the estimate of the potential effects.

The evaluation process is complete with identification of the recommended alternative method of carrying out the project (e.g., design or location).

Step C10: Consult on Alternative Methods of Carrying Out the Project

Consultation should commence after the results and conclusions from studies and investigations are available and the net environmental effects have been identified and assessed.

The proponent will carry out consultation based on the consultation plan to solicit comments and input on the project, its potential adverse environmental effects, the recommended alternative method of carrying out the project and general mitigation measures and monitoring plans that are being considered.

The description of the environmental effects, mitigation measures and monitoring plans developed to date must be provided as outlined in the consultation plan. Based on the information received through consultation, the description of potential environmental effects can be revised or the description of the project may need to be modified. As well, issues raised through consultation may require changes to the mitigation measures or monitoring plans. These revisions will be documented.

For any issues or concerns raised, or shortcomings in the assessment identified, the proponent will show how the issue or concern was addressed, whether the matter was resolved and what may be outstanding. Depending upon the outcome of these discussions, the following changes to the description of the project may occur:

- No changes required – no further consultation is required;
- Changes are required – but are insignificant and do not require further consultation; or
- Significant changes are required – additional consultation is required to be carried out before the category is confirmed.

Step C11: Select Preferred Alternative Methods of Carrying out the Project and Develop Detailed Description of Preferred Project

Once the proponent has completed the consultation activity the results can be incorporated into Step C9, specifically the evaluation of the alternative methods. The outcome of this step should be the identification of the preferred alternative method, which becomes the project. Based on the alternative method selected a detailed description of the preferred project can

be developed.

Step C12: Develop Mitigation Measures and Monitoring Plans

The proponent must develop and document proposed mitigation measures to address the potential negative effects of the project on the environment (e.g., climate change and source water protection (refer to Appendix 2)) and the environment on the project, that would be used during the implementation stage of the project. The proposed mitigation measures are designed to address potential negative effects. Considering the application of mitigation measures allows for identification of net environmental effects. Examples of typical mitigation measures are found in Appendix 3.

If a monitoring plan is considered necessary for the project it would be identified at this stage by the proponent and would be developed further during detailed design. In this step the monitoring plans would include responsibility for developing, implementing and reporting on monitoring. Monitoring plans are most common in situations where construction activity will take place, or where hazardous or toxic materials are involved or species at risk are present. The need for monitoring is determined through the examination of potential effects and proposed mitigation measures.

The monitoring plans should:

- define the objectives of the monitoring;
- identify which parameters may be monitored during construction of the project;
- outline a general schedule of monitoring and reporting; and
- outline responsibility for developing and implementing monitoring

Monitoring activities should be appropriate for the project and the effects and mitigation measures that are being monitored. Monitoring plans may cover activities over several years. Monitoring should determine such things as: whether the predicted/anticipated environmental effects occurred; whether mitigation measures were responsive; and whether unanticipated environmental effects occurred, for the project.

If monitoring indicates that mitigation measures have not been as effective as anticipated, modifications or new measures may be required. Any changes to mitigation measures should be documented.

Mitigation measures and monitoring plans may be developed or further refined during detailed design of the project.

The documentation of implementation of the monitoring activities should consist of a record of events, conclusions drawn and recommendations regarding the compliance with, and likely effectiveness of, the proposed mitigation measures. This documentation can be prepared in conjunction with the completion of major components of the project, such as following construction or the commencement of operations/occupancy.

Step C13: Complete Environmental Study Report (ESR)

Category C requires completion of a more detailed report due to the potential for significant environmental effects from the project. The following Table of Contents outlines the minimum requirements for the report:

Chapter 1 – Introduction & Background

Background on the Project
Description of Project (including description of work and study areas)
Related Studies
Discussion of Categorization Activities

Note - A description of the background on the review of alternatives to and the subsequent decision of the identified project should be included in Background on the Project.

Chapter 2 – Class EA Overview

Name of proponent
Name of Class EA
Category of Project (Confirmation of Category)
Overview of Category C Process

Chapter 3 – Description of Existing Conditions

Natural Environment
Socio-Economic Environment
Built and Visual Environment / Artwork
Other

Note – Description of existing conditions in both work and study areas.

Chapter 4 – Evaluation of Alternatives and Analysis of Environmental Effects

Alternatives To (optional)
Alternative Methods
Evaluation methodology
Natural Environment
Socio-Economic Environment
Cultural Environment
Other
Evaluation of alternatives and selection of preferred project

Note - In those cases where the assessment of alternatives to a project is completed outside of the scope of this Class EA process, a discussion of the project context (background planning and approvals process that was used to review alternatives to the project and to decide on the identified project) is to be provided.

Chapter 5 – Detailed Description of Preferred Project

Chapter 6 – Description of Proposed Mitigation Measures and Monitoring Plans

Natural Environment
Socio-Economic Environment
Cultural Environment
Other

Note - Mitigation measures and monitoring plan (if considered necessary) would be described for the preferred project

Chapter 7 – Consultation

Overview of the consultation plan
How the consultation plan was implemented

Note – Include who was consulted and how, what the results were and how they have been addressed.

Appendices

Note – Include appendices as appropriate.

Step C14: Issue Notice of Completion and ESR

The proponent will issue a Notice of Completion (see example in Appendix 4) to advise that the ESR has been placed on the public record and is available for review for a minimum 30 calendar days. The Notice should also include a statement that comments or issues regarding the assessment can be raised with the proponent during this time. The Notice should be released as specified in the consultation plan.

The Notice shall also include a statement that a Part II Order request (see Sections 15 and 16 of the EAA) may be submitted to the Minister of the Environment, Conservation and Parks regarding the assessment. Reference that the written request must follow MECP's process and be submitted to the Minister of the Environment, Conservation and Parks and the proponent within the review period.

The Notice of Completion must be emailed to:

- Generic Class EA email address (ClassEAnotices@ontario.ca), and
- Applicable MECP Regional Office for the project
  - Central Region – eanotification.cregion@ontario.ca;
  - Eastern Region – eanotification.eregion@ontario.ca;
  - Northern Region – eanotification.nregion@ontario.ca;
  - South West Region – eanotification.swregion@ontario.ca; or
  - West Central Region – eanotification.wcregion@ontario.ca).

Step C15: Address Issues During Comment Period

If no issues have been received during the review period specified in the Notice of Completion, the project can proceed as planned.

If the proponent determines that issues raised are insignificant and would not affect the assessment, the project can proceed as planned. The proponent will advise the Indigenous communities and stakeholder(s) who raised the issue(s) of this decision.

If significant issues are raised, the proponent will determine how to address them and will advise the Indigenous communities and stakeholders of this decision. Where resolutions result in a change to the assessment, the ESR will be modified to reflect these changes and the proponent may post the revised ESR for a further review period. Modifications to the ESR will include a record of issues raised and their resolutions.

Step C16: Post Notice of Intent

The proponent will post a Notice of Intent (to Proceed to Project Implementation) on their website following completion of the review period or any time thereafter prior to implementation of the project. If there are any Part II Order requests, The Notice of Intent may not be posted until after the Minister of the Environment, Conservation and Park's decision on the Part II Order requests. The purpose of the Notice is to provide notification that the project is proceeding to implementation. At any time following posting of the Notice on the website the project may proceed to implementation.

Step C17: Address Changes to the Project After Posting Notice of Intent

Due to unforeseen circumstances, it may not be feasible to implement the project in the manner outlined in the ESR. Any significant modifications to the project or change in the environmental setting for the project which occurs after filing of the ESR shall be reviewed by the proponent to determine how to address them. The proponent will develop an approach to deal with the changes which may include carrying out additional consultation and modifying the ESR, though this would not affect implementation of the remainder of the project activities that are not impacted by these modifications.

If the proponent determines modifications to the ESR are necessary, an Addendum to the ESR will be issued and a Notice of Filing of Addendum will be circulated to the Indigenous communities and stakeholders consulted during the original assessment and will be placed on the public record along with the revisions to the ESR. A 30-calendar day review period shall be provided for review and response during which Indigenous communities and stakeholders will again have the right to request a Part II Order on the modifications proposed.

Where implementation has commenced those portions of the project which are the subject of the revision or have the potential to be directly affected by the proposed change, shall cease and shall not be reactivated until the end of the review period.

Following completion of the review period, if the review period lapsed with no comment, comments have been addressed (as described in Step C15), or any Part II Order requests are resolved in accordance with this Class EA then the project can proceed as amended.

Step C18: Post Notice of Intent (Project Changes)

The proponent will post a Notice of Intent (Proceed to Project Implementation with Project Changes) on their website following completion of the review period or any time thereafter prior to implementation of the revised project. If there are any Part II Order requests, then the Notice can be issued any time after the Minister of the Environment, Conservation and Park's decision on the Part II Order requests. The purpose of the Notice is to provide notification that the project is proceeding to implementation. At any time following posting of the Notice on the website the revised project may proceed to implementation.

7 MITIGATION AND MONITORING

Mitigation is the process of avoiding, eliminating, offsetting or reducing to an acceptable level the potential negative effects of a project on the environment. It can also include rehabilitation or enhancement, where feasible. With some projects, monitoring of project effects may also be required in order to verify the effectiveness of the mitigation measures, or to verify the predicted net environmental effects associated with the project.

7.1 Mitigation

The best approach to mitigation is a pro-active one. This involves identifying potential negative effects of the project on the environment very early in the planning process (typically, during the preliminary design stage) and avoiding the effects, or developing solutions in the design. Mitigation measures are designed to address potential negative effects. Where there are early indications that a site may require a substantial amount of mitigation or mitigation measures may not be practical for a variety of reasons, it may be advisable to consider alternative sites. Mitigation may also include the rehabilitation of environmentally degraded conditions. In cases where effects cannot be avoided, additional mitigation measures may be required to minimize or offset these effects. Mitigation measures would be applied during planning, design and implementation of a project. Considering the application of proposed mitigation measures results in the identification of net environmental effects.

All mitigation measures must be clearly documented and may be developed or further refined during detailed design. Examples of typical mitigation measures are included in Appendix 3.

Developing Mitigation Measures

Generally, mitigation measures may include modifications to the project design or other measures to minimize or eliminate effects.

The approaches to environmental protection which may be considered for a project may be determined from sources such as:

- government environmental policy documents;
- manuals, guidelines and standards prepared by government agencies and the proponent;
- standard environmental “good practice”;
- consultation with government agencies, the public and interest groups; and
- project-specific approaches developed by the proponent.

Appendix 3 provides a list of typical mitigation measures that may be useful for a proponent in developing mitigation measures specific to the particular project in respect of Government property, while considering the various phases of a project.

7.2 Monitoring of the Project

Monitoring is carried out to determine: whether the predicted/anticipated environmental effects occurred; whether mitigation measures were responsive; and whether unanticipated

environmental effects occurred, for a project. If monitoring is not consistently carried out on all projects, the effectiveness of mitigation measures cannot be understood. Monitoring activities should be appropriate for each project and the adverse environmental effects and mitigation measures that are being monitored. Effects monitoring allows action to be taken when unintended or unanticipated environmental effects occur. Monitoring plans may be required over several years.

Requirements related to the development of a Monitoring Plan are provided in the steps in the Category B and C processes, discussed in Sections 5 and 6 respectively.

8 GENERAL PROVISIONS

This section describes general provisions applicable to this Class EA.

8.1 Transition

The approval of major amendments to this Class EA by the Minister of the Environment, Conservation and Parks dated xxxx does not affect any Category B or C assessment where a Notice of Completion was issued prior to these amendments being approved.

Where the assessment of a project has been commenced under this Class EA as it read before these amendments were approved on xxxx and consultation with the public has occurred, the assessment of the project may be completed under this Class EA as it read before these amendments were approved. Alternatively, the proponent may choose to abandon the assessment and commence the assessment again in accordance with this Class EA as amended on xxxx.

For all other projects where assessments were commenced before the amendments to this Class EA were approved on xxxx, the proponent will abandon the assessment and commence the assessment again in accordance with this Class EA as amended on xxxx. This Class EA as amended on xxxx applies to any assessment commenced after these amendments were approved.

Transition provisions will also apply to any projects that will be exempted through this Class EA amendment.

8.2 Lapse of Time

There may be instances where a proponent may not implement a project immediately upon completing the assessment. If the period of time from (i) the last day of the review period after the Notice of Completion is issued or (ii) the decision date from the Minister of the Environment, Conservation and Parks on a Part II Order request, to the proposed commencement of physical actions on the site for the project exceeds ten (10) years, the project requires review by the proponent. For periods of less than 10 years a review may be completed at the proponent's discretion.

Where a lapse of time has occurred, the proponent shall review the project to ensure that no changes are required. Changes could be required to the project since some elements of the proposed project and the environmental setting present may have changed and the proponent needs to ensure that the project description and mitigation measures proposed are still valid. There could also be new government policies or standards or new engineering technologies. Where the proponent undertakes this review at their discretion they may complete the same form of project review.

If following the review there are no changes required in the description of the project, the proponent can proceed to implement the project. The proponent shall document the results of the review.

If changes result from review of the project, these will be documented clearly noting what has changed and why, as follows:

- Category B - a Revised Notice of Completion is placed on the public record with the revisions to the Environmental Report forwarded to the Indigenous communities and stakeholders identified in the consultation plan and consulted with during the original assessment; or

- Category C - an Addendum to the ESR and a Notice of Filing of Addendum is placed on the public record with the Addendum to the ESR forwarded to the Indigenous communities and stakeholders identified in the consultation plan and consulted with during the original assessment.

A period of 30-calendar days shall be provided for review and response during which Indigenous communities and stakeholders will again have the right to request a Part II Order on the modifications proposed.

Following completion of the review period, if the review period lapsed with no comment, comments have been addressed (as described in Steps B11 and C15), or any Part II Order requests are resolved in accordance with this Class EA then the project can proceed as amended.

The proponent will post a Notice of Intent (Proceed to Project Implementation) on their website following completion of the review period or any time thereafter prior to implementation of the project, or if there are any Part II Order requests after the Minister of the Environment, Conservation and Park's decision on any Part II Order requests. The purpose of the Notice is to provide notification that the project is proceeding to implementation. Where a Notice of Intent (Proceed to Project Implementation) was previously issued it should be referenced in the new Notice.

8.3 Request for a Part II Order

MECP to provide standardized wording for this section.

8.4 Monitoring Compliance with this Class EA

While Section 7.2 addresses monitoring undertaken at a project or site specific level, this section addresses monitoring: (1) the effectiveness of this Class EA process; and (2) compliance with this Class EA, including Cabinet's conditions of approval of the original Class EA (2004). These two components of monitoring will be addressed in an annual report to be prepared as outlined below.

An annual report shall be prepared and submitted to the Director at MECP within 90 days of the end of each reporting period (i.e., March 31). The annual report will cover the reporting period of the previous fiscal year and should include, as a minimum the following information described below.

8.4.1 Information Provided by the Applicant in the Annual Report

The applicant will provide the following information based on the reporting period:

1) A statement of the effectiveness of this Class EA in providing an effective and efficient planning process, in protecting the environment and public consultation, among other relevant themes.

2) A statement by the applicant on how they have complied with this Class EA and with the conditions contained in the Notice of Approval of this Class EA until satisfied. A copy of the Notice of Approval of this Class EA will be attached for this purpose.

3) The identification of any common problems experienced in projects that may suggest a problem in this Class EA parent document.

4) The identification of any amendments to this Class EA or changes to proponent's practices and procedures that would serve to improve this Class EA or its administration.

5) Action that the applicant has or will be proposing to address problems, deficiencies and non-compliance with this Class EA and the terms and conditions contained in the Notice of Approval of this Class EA and the EAA.

6) Any amendments made to this Class EA during the reporting period.

7) Findings and recommendations of internal audits or third party audits.

8) The number of projects where Part II Order requests were received during the reporting period. Provide a summary of the project name, location, category and report on the outcomes of the Part II Order requests.

9) A summary table listing all Category B and C projects carried out following this Class EA that should include the following information for Category B and C projects:

    - Name and brief description of the project;
    - Name of EA Project Manager;
    - Location of the project; and
    - Category of the project.

    A separate summary table listing all projects screened to be exempt using the Screening Questions (Figure 3) that should include the name and a brief description of the project.

8.4.2 Information Provided by the Proponent

To assist the applicant in preparing their annual report the proponent will provide, by April 1 of each year, the following information based on the reporting period:

1) The identification of any amendments to this Class EA or changes to proponent's

practices and procedures that would serve to improve this Class EA or its administration.

2) The identification of any problems experienced in the use of this Class EA.

3) A statement by the proponent on how they have complied with this Class EA.

4) Findings and recommendations of any internal audits or third party audits completed during the reporting period.

5) A summary table listing all Category B and C projects carried out following this Class EA that should include the following information for Category B and C projects:

   - Name and brief description of the project;
   - Name of EA Project Manager;
   - Location of the project; and
   - Category of the project.

   A separate summary table listing all projects screened to be exempt using the Screening Questions (Figure 3) that should include the name and a brief description of the project.

6) The number of projects where Part II Order requests were received during the reporting period. Provide a summary of the project name, location, category and report on the outcomes of the Part II Order requests.

8.5 Review of this Class EA

A review of this Class EA will be undertaken by the applicant every five years in accordance with conditions of approval for this Class EA under OIC 913/2004. This review is required after the date of approval of this Class EA on April 28, 2004 then every five years thereafter to ensure that the document still complies with legislative requirements and planning practices, and continues to satisfy the purposes of the EAA. The results of the review will be submitted to MECP and include a summary of issues and proposed amendments that arose during the review period, and an analysis of how the issues will be addressed and an explanation of the proposed amendments. Any proposed amendments should be made using the amending procedure described in Section 8.6.

8.6 Amendment Procedures for this Class EA

MECP to provide standardized wording for this section.

9 DEFINITIONS AND ACRONYMS

9.1 Definitions

ACQUISITION

Acquiring in any way any interest (e.g., fee simple ownership, right of first refusal, lease, easement, optioning, expropriation, or transfer or exchange to Government) in land, buildings or structures from a third party. Acquisition does not include transfer of administration or control within the Crown which may be transfers within the provincial Crown or between the provincial and federal Crown.

ALTERATION OR RESTORATION OR REHABILITATION OF A BUILDING OR STRUCTURE WITHOUT ADDING SUBSTANTIALLY TO ITS FOOTPRINT OR HEIGHT

Changes to a building or structure that may enhance its integrity, character, preservation, performance or design but does not add substantially to its footprint or height.

ALTERATION OR RESTORATION OR REHABILITATION OF A BUILDING OR STRUCTURE ADDING SUBSTANTIALLY TO ITS FOOTPRINT OR HEIGHT

Changes to a building or large structure that may enhance its integrity, character, preservation, performance or design that adds substantially to its footprint or height.

ALTERNATIVES TO THE PROJECT

These are functionally different options or ways of addressing the problem or opportunity being addressed by the project.

ALTERNATIVE METHODS OF CARRYING OUT THE PROJECT

These are different ways of carrying out or doing the selected project. Alternative methods could include alternative technologies, alternative methods of applying the technology, alternative sites (on different sites or within the same site) and alternative designs, including methods of operation.

APPLICANT

The Minister responsible for Government property under the Ministry of Infrastructure Act is the applicant when seeking approval of or any amendments to this Class EA.

BUILDING

A structure that has a roof and walls.

CATEGORIZATION

Assignment of an EA Category to a project.

CEASING OR CHANGING GOVERNMENT USE OF A PROPERTY (E.G., RETIREMENT, DECOMMISSIONING, DEMOLITION)

Consists of all activities required to remove a property from active use to address any hazards or liabilities. Activities may include, but not be limited to, disconnecting services, securing the property, preventing unauthorized access, decommissioning equipment and demolishing buildings and structures. This would not include demolishing buildings or structures that are located on or in water. In addition, this undertaking consists of activities required to change the government use of a property, such as moving services (packing, transportation, reinstatement), but does not include altering a building or structure (see also ALTERATION).

COMPLIANCE MONITORING

Monitoring for the purpose of determining how well a project, in progress, or completed, is meeting specifications and commitments defined within this Class EA or by regulation. See also MONITORING.

CONSULTATION

A two-way communication process to involve interested persons in the planning, implementation and monitoring of a proposed project. Consultation is intended to:

- Identify concerns;
- Identify relevant information;
- Identify relevant guidelines, policies and standards;
- Facilitate the development of a list of all required approvals, licences or permits;
- Ensure that relevant information is shared about the proposed undertaking;
- Encourage the submission of requests for further information and analysis early in this Class EA process; and
- Enable the proponent to make a fair and balanced decision.

DETAILED DESIGN

The final stage in the design process in which the engineering and environmental components of preliminary design are refined and details are prepared and contract documents and drawings are produced.

DIRECTOR AT MECP (DIRECTOR)

Director at Ministry of the Environment, Conservation and Parks responsible for considering amendments to this Class EA.

DISPOSITION

Disposing of any interest (e.g., easement, sale, lease) in government property to a third party. Disposition does not include transfer of administration or control within the Crown. A transfer can take place within the provincial Crown or between the provincial and federal Crown.

ENVIRONMENT

Has the same meaning as in the Environmental Assessment Act, as amended from time to time.

a) air, land or water;
b) plant and animal life, including human life;
c) the social, economic and cultural conditions that influence the life of humans or a community;
d) any building, structure, machine or other device or thing made by humans;
e) any solid, liquid, gas, odour, heat, sound, vibration or radiation resulting directly or indirectly from human activities; or
f) any part or combination of the foregoing and the interrelationships between any two or more of them.

For the purpose of this definition:

- "Air" includes enclosed air.
- "Land" includes enclosed land, land covered by water and subsoil.
- "Water" means surface water and ground water, or either of them.

ENVIRONMENTAL EFFECT

Effect that a proposed project has or could potentially have on the environment or the effect the environment could have or potentially have on the project, which could be positive or negative, direct or indirect, short or long term.

GRANTING OR OBTAINING ACCESS TO PROPERTY (E.G., LICENSE, PERMIT, VOLTAGE RIGHTS)

A license refers to any non-exclusive grant of use, occupation or access to property that is not a grant of an interest in land. Includes Voltage Rights which is securing permission to erect power poles and guy wires.

INDIGENOUS COMMUNITIES

Refers to Indigenous communities, individuals and Provincial Territorial Organizations (PTO).

LANDSCAPING

Minor
Work to modify existing ornamental grounds, gardens or a landscape design. These actions would have minimal environmental effects and result in no potential negative effects to watercourses, little to no change in grade, minor changes to an existing landscape design such as adding ornamental features, planting trees and shrubs, and adding or replacing grass.

Major
Landscape work that has significant changes to an existing property or grounds such as substantially altering an existing design, altering the contours of a property (e.g., re-grading), altering or removing sensitive features (e.g., watercourses) on a property and associated activities related to landscape features such as plantings, structures, walkways and patios, sprinkler and lighting systems.

MANAGEMENT OF EXCESS SOILS

Work related to on-site and excess soils management as prescribed in O. Reg. 406/19.

MITIGATION MEASURE

Measures for avoidance, elimination, reduction or control to an acceptable level the potential environmental effects of a project. It can also include rehabilitation, restoration or enhancement, where feasible.

MINISTER RESPONSIBLE FOR GOVERNMENT PROPERTY UNDER THE MINISTRY OF INFRASTRUCTURE ACT

The Minister responsible for Government property under the Ministry of Infrastructure or such other member of the Executive Council as may be assigned the administration of the Ministry of Infrastructure Act, 2011 in respect of Government property under the Executive Council Act.

MONITORING

The process of observing continually, or intermittently, one or more elements or indicators of the environment, based upon pre-determined objectives, schedules and locations, etc. to verify the effectiveness of the mitigation measures, or to verify the predicted effects and inform an adaptive management approach.

NET ENVIRONMENTAL EFFECTS

The environmental effects (see definition above) that results following the application of proposed mitigation measures.

PHYSICAL WORK FOR A SMALL STRUCTURE

This would include doing anything to relocate all or part of a small structure that has a purpose within the same property or to another property, removing all or part of a small structure that no longer has a purpose by permanently taking it away, or doing anything to install, construct or demolish (tear down) all or part of a small structure.

A small structure (see STRUCTURE) is something that is not moveable, small in size (e.g., shed, garage, monument, communication tower, monitoring station) and is not intended to support occupancy. A small structure does not include structures that are located on or in the water (e.g., boathouses or docks).

PHYSICAL WORK NOT IN OR ADJACENT TO NATURAL ENVIRONMENTAL FEATURES

Physical work that would not be carried out within or adjacent to the boundaries of natural environmental features[1], or within prescribed buffer zones of these features. Examples include site servicing projects, wells, tanks, septic, linear features such as trails, hard surfaces such as parking lots and the installation of mobile trailers. This is not intended to capture complex projects such as new building construction or facility redevelopment.

[1] Refer to Figure 3: Screening Questions for Categorization Determination for examples of natural environmental features.

PRELIMINARY DESIGN

Part of the design process where a proponent refines the project from the fundamentals to a level of detail specific enough to determine that the undertaking's design is technically and economically feasible to construct and that it is feasible to apply for environmental permits, approvals and authorizations.

PROJECT

Consists of one or more undertakings or activities.

PROPERTY MAINTENANCE AND REPAIR (ROUTINE)

Routine operational activities and actions taken to keep the property (structures or lands) in a state of good repair or condition and delay its natural deterioration and does not alter or enhance the integrity, character, performance or design intent; otherwise it becomes an ALTERATION.

PROPONENT

An entity who:

(a) carries out or proposes to carry out a project, or
(b) has charge, management or control of a project.

For the purpose of this Class EA proponents are set out in Section 1.3.

REMEDIATION AND ABATEMENT

Any work required to eliminate or ameliorate adverse effects to the environment or human health resulting from contamination, designated substances or hazardous materials occurring on Government property. This includes impacts to soil and groundwater, but also materials found in equipment and building materials such as designated substances, mould, asbestos, PCBs, etc.

RESPONSE TO EMERGENCY SITUATIONS

Response to emergency situations includes taking immediate action after detecting a situation where there is imminent or potential threat, and includes taking immediate action to comply with Government Orders that bind the provincial Crown and may include containment, cleanup and disposal of material. See Section 5.1 for details of imminent and potential threats.

RESTORATION OF PROPERTY RELATED TO UNAUTHORIZED ACTIVITIES OR USE

Removal of anything (e.g., smaller structures used for occupancy, waste) and any required property restoration associated with unauthorized activities and or use (e.g. encroachment) on Government property.

RETIREMENT

Cease operation, abandon, decommission, demolish, remove from active service or working order.

SALE OF DENSITY OR AIR RIGHTS

The sale of the right to develop land to a prescribed density under the *Planning Act* or an official plan, or the right to develop or use the space above a piece of land or building.

SPONSORING MINISTRY

A sponsoring ministry is a ministry that has requested the Ministry responsible for Government property or Infrastructure Ontario to undertake a project in respect of Government property or is the responsible ministry for a provincial Crown agency that has requested the Ministry responsible for Government property or Infrastructure Ontario to undertake a project in respect of Government property. In these situations the sponsoring ministry is generally responsible for any necessary approvals to undertake the project including obtaining required funding, assisting the proponent in addressing Part II Order requests and to have the Ministry responsible for Government property or Infrastructure Ontario undertake the project.

STAKEHOLDERS

Those organizations or individuals who are identified by the proponent as having an interest in or who could affect or be affected by the project. These may include: communities, directly

affected agencies and public, government and non-government entities, interested persons, public, ratepayer associations, review agencies, etc.

STRUCTURE

Anything that is constructed or built that extends above or in ground and is associated with Government property. Examples include a building (see BUILDING), docks, pipelines, monument, parking lots, fences, roads, bridges, retaining walls, fixtures, heating systems, tanks, etc.

Small Structure
Something that is not moveable, small in size (e.g., shed, garage, monument, communication tower, monitoring station) and is not intended to support occupancy. A small structure does not include structures that are located on or in the water (e.g., boathouses or docks).

STUDY AREA

Encompasses the area where environmental effects are investigated and it includes the work area.

TRANSFER OF ADMINISTRATION AND CONTROL WITHIN THE CROWN

The transfer of administration and control of lands within the Crown. A transfer can take place within the provincial Crown or between the provincial and federal Crown. This is not a disposition of any interest in the land as ownership would remain with the Crown.

UNDERTAKING

An enterprise or activity or a proposal, plan or program that a proponent initiates or proposes to initiate.

WORK AREA

Encompasses the area in which a project is being carried out.

9.2 Acronyms

Class EA Class Environmental Assessment
Director Director at MECP
EA Environmental Assessment
EAA Environmental Assessment Act, ROS 1990, c. E. 18
IEA Individual Environmental Assessment
IO **Infrastructure Ontario -** Ontario Infrastructure and Lands Corporation
IAO Ministry of Indigenous Affairs Ontario
MECP Ministry of the Environment, Conservation and Parks
MOI Ministry of Infrastructure

MGCS Ministry of Government and Consumer Services
NGO Non-Government Organization
O. Reg. Ontario Regulation
PIF Project Information Form

LIST OF APPENDICES

Appendix 1 – Class EA History

Appendix 2 – Climate Change, Source Water Protection and Cumulative Environmental Effects

Appendix 3 – Typical Mitigation Measures and Guidelines and Regulatory References

Appendix 4 – Sample Notification Forms

APPENDIX 1

CLASS EA HISTORY In 1992, the Class Environmental Assessment Process for ORC Realty Activities was approved and subsequently amended in 1995. This was replaced with the PW Class EA that was approved in 2004.

On August 18, 2010, the Ministry of Energy and Infrastructure was divided into two separate ministries, the Ministry of Infrastructure (MOI) and the Ministry of Energy. The *Ministry of Infrastructure Act, 2011 (MOI Act)* was proclaimed on June 6, 2011. On the same day, the *Ontario Infrastructure and Lands Corporations Act, 2011* (*OILC Act*) was proclaimed merging the Ontario Realty Corporation, Infrastructure Ontario and the Stadium Corporation of Ontario into a single, new operational enterprise agency, the Ontario Infrastructure and Lands Corporation.

Infrastructure Ontario will continue to deliver realty and infrastructure services and projects, including negotiating and contracting with the private sector for a range of land, construction and property maintenance and realty transaction services. Infrastructure Ontario will continue the work of the prior three agencies that have been merged in accordance with the new governing legislation.

Ontario Regulation 334 made pursuant to the *Environmental Assessment Act* (*EAA*) has been amended to clarify the continued application of the *EAA* to public work activities of MOI and Infrastructure Ontario while exempting other activities of Infrastructure Ontario. In this PW Class EA, “public work” has the meaning as set out in Section 1 of the *MOI Act*.

The regulatory amendments simply clarify the status quo application of the *EAA*, providing that undertakings of MOI or its agency related to public work will continue to be subject to the *EAA* while other non-public work undertakings, which are currently not subject to the *EAA,* would continue to be exempt.

Minor amendments were made to the PW Class EA on September 11, 2008, and the approval of these amendments did not alter the approval date of the Class EA in 2004 for the purposes of phasing in of projects.

Given that amendments to the PW Class EA 2008 were minor and administrative in nature and were not anticipated to impact on Class EA work that was underway, these amendments came into effect upon approval by MOECC.

APPENDIX 2

CLIMATE CHANGE, SOURCE WATER PROTECTION AND CUMULATIVE ENVIRONMENTAL EFFECTS

CLIMATE CHANGE

Climate change is to be considered when assessing the potential environmental effects of a project as well as when developing mitigation measures and monitoring plans. MECP has developed a Guide (Considering Climate Change in the Environmental Assessment Process (Rev.0, October 2017) that identifies two approaches for considering and addressing climate change in the planning process for a project:

- Climate change mitigation - reducing a project's effect on climate change, and
- Climate change adaptation - increasing a project's and local ecosystem's resilience to climate change

Before knowing what mitigation or adaptation is appropriate for a project, consideration should be given to the known and anticipated effects of the project on climate change (e.g., generation of greenhouse gases, changes to carbon sinks) and of climate change on the project (e.g., potential impacts on ecosystem resilience and adaptive capacity). The description of the project should include adequate mitigation and adaptation options to address any effects. The mitigation and adaptation options to address any effects from a project need to be described during the EA process.

Examples of mitigation include reducing greenhouse gas emissions and avoiding increases in levels of these gases in the atmosphere. Examples of adaptation include reducing flooding and sewer overflow, designing for ice storm damage, reducing water demand and electricity, designing for weather events that exert or may exert influence on the project over the life cycle of the asset.

SOURCE WATER PROTECTION

Source water is any untreated water found in rivers, lakes and underground aquifers which is used for the supply of raw water for municipal drinking water systems. Source water protection is the action taken to protect these sources of municipal drinking water from overuse and contamination.

The purpose of the *Clean Water Act, 2006* (CWA) is to protect existing and future sources of municipal drinking water. Under the CWA, vulnerable areas have been delineated around surface water intakes and wellheads for every existing and planned municipal residential drinking water system that is located in a Source Protection Area (SPA). These vulnerable areas are known as Wellhead Protection Areas (WHPAs) or surface water Intake Protection Zones (IPZs). Details regarding the location of vulnerable areas are available in approved Source Protection Plans/Assessment Reports and from the Conservation Authority/Source Protection Authority.

To determine if the project is occurring within a vulnerable area the proponent can use the mapping tool provided by MECP at: http://www.applications.ene.gov.on.ca/swp/en/index.php.
Given the importance of minimizing impacts to water quality (groundwater and surface water) in source water protection areas, the description of potential environmental effects of a project will include potential

impacts on the quality and/or quantity of surface water and groundwater resources in source water protection areas/vulnerable areas including Intake Protection Zones, high groundwater table, recharge areas and Well Head Protection Areas.

Source Protection Plans address activities that could impact municipal drinking water sources. During the planning phase of a project, the proponent should review existing Source Protection Plans to understand policies to reduce existing and future threats to drinking water when undertaking a project in these areas.

Source Protection Plans set out the local approach to protecting sources of drinking water. Where an activity in a project poses a risk to drinking water, policies in the local source protection plan may impact how that activity is undertaken. Policies may prohibit certain activities, or they may use certain tools to manage these activities. Class EA projects (where a project includes a drinking water risk) must conform with policies that address significant risks to drinking water and must have regard for policies that address moderate or low risks.

For further clarity, the proponent can contact the applicable Conservation Authority/Source Protection Authority.

Projects Located Within A Vulnerable Area

Projects being proposed in a vulnerable area may pose a risk to drinking water and may be subject to policies in a source protection plan. When a project is proposed within a vulnerable area, the policies in the applicable source protection plan must be considered and the proponent must consider the impact of these policies on those who may need to implement the policies (e.g., Conservation Authorities) or those who are otherwise impacted (e.g., land owners) should be given adequate consideration while carrying out a Class EA. The proponent should identify early in their process whether a project is or could potentially be occurring within a vulnerable area.

CUMULATIVE ENVIRONMENTAL EFFECTS

Cumulative environmental effects are the total effect on the environment from two or more initiatives (i.e., past, present, and reasonably foreseeable in the future) within a defined area. Sometimes the effects of more than one project can accumulate so that they reach a critical threshold, or they can be compounded so that they create an effect that is greater than the sum of the parts.

Consideration should be given to whether the environment affected by the project is undergoing change as a result of other projects or activities.

Where there is potential for significant cumulative effects, this should be considered in defining study areas for a project evaluation.

APPENDIX 3

TYPICAL MITIGATION MEASURES AND GUIDELINES AND REGULATORY REFERENCES

Typical Mitigation Measures

This table provides typical mitigation measures that a proponent may consider for projects assessed under this Class EA, and identifies the project phase when they may be applicable. This table is generally organized to follow the criterion provided in the Screening Questions (Figure 2). Mitigation measures related to climate change have been incorporated into various criteria (e.g., watercourses) and are not shown as a standalone criterion.

This table is illustrative only and the proponent must address specific potential adverse environmental effects during the planning and design process and document these effects and the appropriate mitigation measures. A proponent could identify other project-specific mitigation measures, potential adverse environmental effects and mitigation measures based on the description of a project and the environment present in the work and study areas.

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
CRITERION: Natural Environment			
Designated Natural Areas (e.g., ESAs, ANSIs, Natural Heritage Systems, Greenbelt Areas)	Potential impact to these areas	• Select alternate project area to avoid / minimize encroachment and protect the area • Comply with the requirements of the Niagara Escarpment Planning and Development Act • Ensure project complies with existing guidelines for Oak Ridges Moraine • Indicate that any future development or site alteration in a floodplain would be subject to the Niagara Peninsula Conservation Authority's Regulations	Planning, design
		• Use grading and structural design to avoid incursion into these areas • Use landscape planting plan to provide buffer	Design
		• Enforce retention / protection measures, exercise careful work habits, and implement landscape plan	Construction
	Impairment of an ESA	• Limit heavy equipment use and storage to the project area and to hard surfaces (e.g., asphalt, concrete) where possible • Install silt fencing and other erosion control mechanisms before beginning construction work and maintain it in place until	Design, construction

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		groundcover is re-established or runoff prevention has been installed • Avoid soil movement activities when heavy rains are forecast • Establish soil stockpiles outside of the buffer area for an ESA • Establish covers and other erosion control mechanisms to prevent soil loss • Conduct a thorough analysis to determine the impact of the project on an adjacent ESA. Develop and implement mitigation measures if the adjacent ESA is adversely effected	
	Severance	• Avoid / protect these areas by selecting an alternate project area	Planning
		• Shift project area to avoid impact • Establish alternative linkage	Design
	Intrusion	• Protect area using silt fence / tree protection • Protect area by prohibiting access • Restore damage areas by repair, grading, landscaping • Prepare an environmental impact statement for development applications to identify limits of development, setbacks and other measures to mitigate potential environmental impacts	Construction
Distinctive Natural Features (e.g., forests, woodlots, floodplain)	Effects on woodlands and other vegetated areas	• Select alternate project area that would avoid / minimize encroachment	Planning
		• Use grading design to permit maximum retention of existing resources and minimize impacts • Use landscape planting plan to mitigate impacts resulting from tree removal	Design
		• Enforce retention / protection measures, exercise careful work habits, and	Construction

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		implement landscape plan to avoid / mitigate effects	
	Impacts to floodplains	• Carry out sufficient topographical and geotechnical studies required by a local Conservation Authority to confirm what hazards are present on or near a project area and apply the regulated guidelines • Ensure that permitted development meets the protection work standard and incorporates flood proofing to the flood protection standards specified by the local Conservation Authority • Obtain a permit from the local Conservation Authority if required	Planning, Design
	Impacts to significant vegetation communities	• Minimize clearing and provide for revegetation following construction	Construction
Provincially or Locally Significant Wetlands	Severance of / loss of wetlands	• Choose an alternate project area to protect ecosystems • Select project area with least impact	Planning
		• Use design measures (e.g., design of structures) to minimize intrusion	Design
	Severance of / encroachment of identified aquatic / wetland ecosystems	• Choose an alternate project area to protect ecosystems • Select project area with least impact	Planning
	Intrusion into sensitive area	• Use silt fence / tree protection to protect area • Prohibit access to protect area	Construction
Species at Risk and Their Habitat	Effect on Species at Risk	• Choose an alternate project area to protect species locations • Apply appropriate setbacks from known habitats	Planning
		• Avoid impacts on species(e.g. Species at Risk, Vulnerable/Threatened/Endangered Species, Conservation priorities) of both flora and fauna	Design

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		• NOTE: Indigenous communities may identify species of concern or interest to their communities - medicinal, traditional, etc.	
	Threat to habitats of threatened, endangered, rare or vulnerable species	• Where species protected under the Provincial Endangered Species Act or their habitat are not associated with a project area, specify the appropriate measures for species xxxx (include measures listed to ensure no impacts to suspected species) • Where species protected under the Provincial Endangered Species Act or their habitat are associated with a project area, put development restrictions in place to protect threatened species in the vicinity. Make sure that future development decisions reflect the existence of this habitat. If required, obtain permits from the MNRF under the Endangered Species Act before starting a development. Ensure that there are no impacts to species or their protected habitat	Design
	Wildlife mortality	• Use appropriate design measures (e.g., culverts, etc.) to protect corridors to provide wildlife access across Right of Way • Use appropriate signage to increase driver awareness	Design
Water bodies	Contamination of surface waters	• Remove or contain contaminated material • Clean out catch basins in storm sewer systems • Restrict equipment from entering water • Use equipment refuelling setbacks from water bodies and other precautions • Set back stockpiles from water bodies	Construction

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		• Use enclosures on structural rehabilitation work and contain spent blasting media • Prohibit use of hydraulic cleaning methods in sensitive areas • Prohibit stockpiling of materials in sensitive areas (e.g., within floodplain of watercourse or other designated areas) • Direct run-off away from sensitive areas • Contain and clean-up spills quickly and effectively • Report spills quickly and accurately • Develop detailed specifications to address common project-specific environmental effects including, but not limited to water/sediment management, waste management, spills protection	
		• Limit heavy equipment use and storage to the project area and to hard surfaces (e.g., asphalt, concrete) where possible • Install silt fencing and other erosion control mechanisms before beginning construction work and maintain it in place until groundcover is re-established or runoff prevention has been installed • Avoid soil movement activities when heavy rains are forecast • Establish soil stockpiles a minimum of 30m from a water body • Establish covers and other erosion control mechanisms to prevent soil loss	Design, construction
Watercourses	Increased water quantity to receiving watercourse (flood levels and erosion)	• Adjust project area to avoid sensitive watercourse crossings (flooding and erosion) • Acquire or protect property for stormwater management ponds (flooding and erosion) • Minimize amount of impervious area	Design

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
	Increase in pollutants to receiving watercourse (water quality)	• Adjust project area to avoid erodible soils • Adjust project area to avoid sensitive watercourse crossings • Acquire or protect property for stormwater management facilities • Maximize grassed areas (median ditches and outside ditches) • Develop detailed specifications to address common project-specific environmental effects including, but not limited to water/sediment management, spills protection	Design
	Increase in pollutants to receiving watercourses and resulting damage to water quality	• Carry out a stormwater management study to identify stormwater management practices (SWMPs) to be incorporated into the design package	Design
	Increase in surface erosion to receiving watercourses	• Incorporate erosion and sediment control measures into contract package • Develop detailed specifications to address common project-specific environmental effects including, but not limited to water/sediment management	Design
	Increase in runoff from construction site to receiving watercourses	• Require temporary detention basin / pond • Require contractor to have an adequate drainage conveyance system during construction • Monitor to ensure erosion and sediment control measures are installed and maintained • Develop detailed specifications to address common project-specific environmental effects including, but not limited to water/sediment management	Construction
Wildlife Habitat Areas	Direct loss of fish habitat	• Modify project area to protect or avoid critical fish habitat and sensitive water crossings	Planning

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		• Choose a project area with the least impact on sensitive watercourses	
		• Develop alternate structure types and designs to avoid loss of critical fish habitat • Develop alternate structure types and designs to minimize all other in-stream and floodplain habitat loss • Restore disturbed vegetation and aquatic habitat features (e.g., substrate) • Minimize stream relocations and channelization • Design stream relocations and channelization so that habitat features are maintained or enhanced • Minimize changes to stream gradients • Minimize removal of trees and other vegetation adjacent to streams • Stabilize existing unstable banks and reaches to compensate for lost / altered habitat • Enhance existing in-stream and floodplain habitat to compensate for lost / altered habitat • Enhance stream flow characteristics (e.g., flow deflectors) to compensate for lost / altered habitat • Remove existing barriers to fish passage to compensate for lost / altered habitat • Obtain permits and approvals from the local Conservation Authority (on behalf of the Department of Fisheries and Oceans) before initiating work in an area with a Provincially significant species, or its habitat	Design
		• Minimize work within watercourses	Construction

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		• Minimize access to and across watercourses • Enhance existing fish habitat to compensate for lost or altered habitat (see above) • Ensure spawning, feeding, and movement are not restricted • Comply with the requirements of the *Fisheries Act*	
	Indirect loss of aquatic habitat through sedimentation and debris	• Prevent sediment from entering a watercourse • Prevent debris from entering a watercourse • Isolate work area from a watercourse • Stabilize disturbed soils • Also see "Erosion and Sediment Control"	Construction
		• Develop detailed specifications to address common project-specific environmental effects including, but not limited to water/sediment management.	
	Inhibition of fish passage	• Ensure culvert / structure design and placement permits fish passage or does not further impair fish passage	Design
	Loss of wildlife habitat	• Choose an alternate project area that protects the ecosystem • Use a high structure if crossing a valley • Choose a project area with the least impact	Planning
		• Modify the project area to protect the ecosystem • Follow edges of habitat areas and / or crossing habitat areas at narrowest location to minimize impacts • Use appropriate design measures to minimize impact on edge or any part of the area	Design

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
	Obstructing wildlife movement	• Avoid wildlife area, as above • Select route with fewest crossings of wildlife corridors	Planning
		• Use appropriate design measures (e.g., culverts, etc.) to protect corridors to provide wildlife access across Right of Way	Design
Source Water Protection Areas/Vulnerable Areas including Well Head Protection Areas, Intake Protection Zones, Aquifer Vulnerability and Significant Groundwater Recharge Areas (see also Groundwater)	Impairment of water quality or reduction in vulnerable area identified in local assessment report	• Ensure compliance with local source protection plan • Carry out hydrogeological and geotechnical studies • Obtain permits if required	Design
	Increased pollutants to groundwater in source water protection areas / recharge area	• Carry out Stormwater Management Plan (Study) to minimize water quality impacts to groundwater recharge areas, and incorporate recommended stormwater management practices into the design package • Avoid infiltration measures	Design
Environmentally sensitive area	Loss of / encroachment on environmentally sensitive areas	• Prohibit entry and equipment storage in environmentally sensitive areas	Construction
	Fragmentation of designated environmentally sensitive areas	• Avoid project areas that fragment environmentally sensitive areas	Planning
Groundwater	Changes to groundwater quality and quantity	• Modify project area to avoid ground water recharge areas • Select project area with the least impact on ground water recharge areas • Carry out hydrogeological and geotechnical studies to describe groundwater conditions • Obtain permits if required	Planning
		• Control stormwater through Stormwater Best Management Practices (e.g., grassed swales, extended detention ponds) • Prohibit water removal from low-volume streams	Design

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		• Design culverts / stormwater facilities to account for groundwater upwelling areas	
	Increased pollutants to groundwater recharge areas	• Carry out Stormwater Management Plan (Study) to minimize water quality impacts to groundwater recharge areas, and incorporate recommended stormwater management practices into the design package • Avoid infiltration measures	Design
	Impacts of groundwater quality (increased pollutants) and quantity (fluctuation of ground water levels)	• Adjust project area to avoid source water protection areas, areas with high groundwater table, recharge areas and wells • Carry out hydrogeological and geotechnical studies • Obtain permits if required	Planning
	Increased / Decreased runoff (water quantity) to groundwater recharge areas	• Carry out Stormwater Management Study and incorporate recommendation(s) in design package • Reduce depth of cuts in areas of shallow groundwater	Design
	Potential impacts to well water levels and quality due to the proposed design	• Identify wells of high potential for impacts due to the proposed design • Consider pre-construction monitoring (sampling) of wells	Design
	Interference with the quality and / or quantity of water supply (wells) due to construction activities	• Provide temporary water supply • Monitoring (sampling) of wells	Construction
	Contamination of groundwater due to contractor activities (refuelling spills, etc.)	• Require equipment refuelling restrictions • Remove or contain contaminated material • Minimize disturbance of septic systems • Use good management practices for establishing and abandoning wells and septic systems • Ensure positive drainage	Construction

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		• Conduct monitoring of problems or potential problems as necessary	
CRITERION: Socio-Economic Environment			
Agricultural Operations	Loss of specialty crop lands and class 1,2,3 agricultural soils Fragmentation of designated prime agricultural areas	• Select an alternate project area to avoid / protect these lands • Prepare an environmental impact statement for development applications to identify limits of development, setbacks and other measures to mitigate potential environmental impacts	Planning
	Permanently removing existing access	• Provide new access	Planning
	Temporarily closing agricultural access	• Provide alternative temporary access	Construction
	Disrupting agricultural operations	• Schedule construction to avoid work during active farm operations (e.g., cultivation, harvesting, etc.) and rehabilitate areas disturbed by construction	Construction
	Disrupting livestock by creating noise and dust	• Provide dust control / suppression, require equipment to be in good repair	Construction
	Contaminants in run-off affecting crops	• Direct run-off away from sensitive areas	Construction
Built-up or urban development areas	Air quality effects	• See Institutional Facilities (e.g., Hospitals, Schools, Day-care Facilities/Retirement Facilities, Places of Worship)	
	Noise effects	• See Institutional Facilities (e.g., Hospitals, Schools, Day-care Facilities/Retirement Facilities, Places of Worship)	
Commercial Facilities (e.g. private businesses)	Air quality effects	• See Institutional Facilities (e.g., Hospitals, Schools, Day-care Facilities/Retirement Facilities, Places of Worship)	
	Noise effects	• See Institutional Facilities (e.g., Hospitals, Schools, Day-care Facilities/Retirement Facilities, Places of Worship)	

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
	Loss of business	• Protect businesses by selecting an alternate project area • Avoid impacting core business areas	Planning
	Temporarily closing driveway / business access	• Provide alternate access • Use signs and detours to minimize inconvenience for both businesses and potential customers • Minimize the time when access is affected • Stage construction to minimize inconvenience where possible, and be as responsive as possible to the needs of individual businesses	Construction
	Permanently removing existing entrance / exit	• Provide alternate entrance / exit	Design
	Permanently removing existing driveway / business access	• Provide new access	Design
	Disrupting business operations	• Schedule construction to avoid work during business hours / peak tourist periods • Provide signage to direct potential customers • Compensate for business losses	Construction
Designated Trails (e.g., bicycling, hiking)	Temporarily closing pedestrian / bicycle routes / access	• Provide alternate routes / access	Construction
	Permanently closing pedestrian / bicycle access	• Provide alternate route / access	Design
Institutional Facilities (e.g., Hospitals, Schools, Day-care Facilities/Retirement Facilities, Places of Worship)	Long-term exposure to exceedances of current air quality standards may cause: • health impacts • plant and crop damage • property deterioration / cleanliness	• Control exposure by maintaining a buffer zone of approximately 20 to 40 m between the project area and homes, schools, etc., based on variables of topography, wind, etc.	Planning
		• Minimize impact through appropriate design measures (e.g., in problem areas where air quality problems exist)	Design

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
	Short-term effects of construction operations on air quality of adjacent sensitive receivers (i.e., residences, schools, hospitals, flora and fauna, etc.)	• Include special provisions in contract to ensure no unnecessary idling of vehicles • Provide dust control / suppression • Locate contractors' yards away from sensitive areas • Use incentive / disincentive clauses in contract to reduce the duration of construction • Control equipment exhaust, dust and odour during construction	Construction
	Increased noise levels	• Avoid residential areas / homes • Avoid other noise sensitive areas (e.g., hospitals, long-term care facilities, etc.)	Planning
	Construction noise disturbance	• Restrict night-time operations • Require equipment to be in good repair • Prohibit construction staging areas in noise sensitive areas (e.g., hospitals, long-term care facilities, etc.) • Conform with local bylaws as to hours of construction	Construction
Landfills (active or closed)	Encroachment upon waste disposal sites	• Avoid waste disposal sites and contaminated property	Planning
		• Monitor work in vicinity of waste disposal site as necessary to ensure absence of contamination	Construction
Private Residences or Private Entrances	Air quality effects	• See Institutional Facilities (e.g., Hospitals, Schools, Day-care Facilities/Retirement Facilities, Places of Worship)	
	Noise effects	• See Institutional Facilities (e.g., Hospitals, Schools, Day-care Facilities/Retirement Facilities, Places of Worship)	
	Dust accumulation on private property	• Provide dust control / suppression • Use temporary erosion control methods for staged construction	Construction
	Disruption of residents	• Provide community relations program (e.g., provide information on timing of	Construction

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		construction, project schedule, contact person to deal with day-to-day issues) • Provide contractor incentives to maintain or shorten construction schedule • Schedule construction to avoid disruption of peak outdoor activities of residents	
Wells and Septic Systems	Impacts to septic system	• Repair septic system	Construction
	Environmental impairment during abandonment/decommissioning of wells and septic systems	• Use good management practices for establishing and abandoning wells and septic systems • Ensure positive drainage • Ensure septic systems removed from service are properly abandoned / decommissioned • Monitor problems and potential problems	Construction
Easement	Easement encroachment	• Obtain approvals, including any necessary easement encroachment agreements from easement holders before starting a project	Design
Contaminated Property	Encroachment upon contaminated or potentially contaminated property	• Avoid contaminated property	Planning

		• Remediate contaminated property as necessary
		  ○ Carry out remediation of soil and/or groundwater contamination in accordance with O. Reg. 153/04 and updates and under the supervisor of a Qualified Person
		• Minimize encroachment through design measures (e.g., change project area)
		• If soil and/or groundwater contamination are identified while a project is being carried out:
		  ○ Stop work immediately and notify proponent or its designate
		  ○ Engage an environmental consultant to investigate the soil and/or groundwater contamination and
			Design, construction

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		advise about the next steps before initiating work again	
		• Monitor work in vicinity of contaminated property as necessary to ensure absence of contamination • Carry out site or item-specific monitoring and / or testing to identify contamination and determine viable options where necessary • Remediate contamination in accordance with legislation and guidelines • Ensure good property and materials management practices to minimize negative impacts to the environment	Construction
Designated Substances and Hazardous Materials	Exposure of workers and others to these substances and materials	• Consult the survey of designated substances and hazardous materials when developing the specifications for demolition and/or construction. Specifications must reference applicable regulations and guidelines, and address the abatement of designated substances and hazardous materials through handling, management and disposal of these substances and materials. • Where there is no survey of designated substance and hazardous materials, a site inspection is required at a minimum before work that may disturb them. Where the presence of these substances and materials is suspected during an inspection, sampling and analysis must be carried out to confirm if they are designated or hazardous. If they are. They must be addressed as described in the bullet above.	Planning, Design

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		• Develop detailed specifications to address common project-specific environmental effects including, but not limited to health and safety	
	Release of asbestos or lead into the air / environment	• Carry out controlled removal of asbestos / lead-containing materials • Handle and dispose of asbestos / lead waste properly (e.g., as specified by regulation)	Construction
Fuel spills management during construction	Impairment of air, soil and water quality and ecological damage	• Limit refuelling to designated areas in a project area. Where possible, these areas must be a minimum of 30m from a water body and take place on hard surfaces (asphalt, concrete). • Keep spill kits on the site during construction and train staff to use them	Construction
CRITERION: Cultural Environment			
Archaeological Resources (known)	Loss of archaeological resources	• Carry out survey to identify sites • Choose alternate project area to avoid these resources • Before initiating below ground work on a property, contact the archaeologist to determine if there are any archaeological resources or potential for such resources in the vicinity and to develop appropriate mitigation measures • At a minimum, do not carry out below ground work within 10m of the boundary of archaeological resources identified on a property	Planning, design
		• Carry out pre-construction archaeological survey and mitigation in consultation with heritage agencies • Include Indigenous communities and other related parties in consultation to plan mitigation measures	Design

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase

		• If any archaeological features are encountered while a project is being carried out:
		  ○ Stop work immediately and notify archaeologist, proponent or its designate to determine the appropriate next steps
		  ○ In situations where the work is being monitored by a licensed archaeologist, the on-site archaeologist will confer with the archaeologist to determine appropriate next steps before recommencing work
			Construction

	Deterioration of archaeological sites as a result of environmental changes	• Decrease harmful environmental condition changes such as vibration, altered water table, etc.	Design
	Disturbance or destruction of archaeological resources	• Include provisions in contract to stop construction in areas where archaeological resources are discovered during construction • Protect sites by restricting access • Proceed with Stage 4 archaeology before a project begins and/or establish buffers in advance if archaeological features are in a project area • Complete additional surveys and consider proceeding with project with an archaeologist on site if there is moderate/high potential for archaeological features • Consider a variety of options such as Stage 4 mitigation, heritage conservation easements, and municipal by-laws	Construction
Cemeteries	Impacts to registered and unregistered cemeteries which	• Choose alternate project area to avoid these resources	Planning

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
	have been identified and documented		
Municipally Significant Heritage Properties (e.g., designated, listed, heritage conservation districts; OHA Part IV/V)			
Provincial Heritage Properties of Provincial Significance (PHPPS) and Provincial Heritage Properties (PHP) (e.g., buildings, cultural landscapes, archaeological sites; OHA Part III)	Loss of heritage structures / resources	• Choose alternate project area to avoid these resources or to minimize impacts to known heritage features of high and moderate significance • For a proposed project on a PHPPS, review the Strategic Conservation Plan for accepted/permitted activities, carry out a heritage impact assessment (HIA) that will specify mitigation measures as required • For a proposed project on a PHP, notify the appropriate municipality a minimum of 60 calendar days before beginning the project; additional requirements related to the project may be included in mitigation/monitoring measures	Planning, design
		• Document remove the resources	Design, construction
	Permanent loss of built heritage resources (e.g., demolition or disposition of Provincial Heritage Property of Provincial Significance)	• Obtain Minister's consent, supported by the following documents: ○ Strategic Conservation Plan (SCP) ○ Heritage Impact Assessment may be required depending on whether the undertaking is contemplated in the SCP • Consider heritage conservation easement agreement to protect heritage attributes	Design
	Deterioration of structures having heritage value as a result of environmental changes	• Decrease harmful environmental condition changes such as vibration, altered water table, etc.	Design

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
	Effects on cultural heritage landscape , social / economic landscape features, scenic resources	• Choose alternate project area to avoid these resources or minimize encroachment • Choose alternate project area that protects landscape scenic value • Choose alternate project area that has the fewer sensitive groups in the vicinity	Planning
		• Apply grading design to minimize impact and permit maximum retention of existing features • Use landscape planting plan to provide mitigation, screening and enhancement	Design
		• Mitigate effects through enforcement of retention / protection measures, exercise careful work habits, and implementation of landscape plan	Construction
	Effects on visual landscape and scenic resources	• Establish design features that would best capture scenic potential • Use grading design to minimize removal of aesthetic landscape features • Ensure structural/lighting design is consistent with aesthetic conditions of site	Design
		• Enforce retention / protection of aesthetic landscape features (e.g., woodlots, valleys)	Construction
	Effects on adjacent dwellers sensitive to views of the facility	• Establish design features that would least expose sensitive groups to the proposed building, structure or feature • Design grading to permit maximum retention of existing vegetative/visual buffer • Avoid visually intrusive building / structure / feature designs • Provide visual screening and aesthetic enhancement through landscape design with earthwork and plantings	Design

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
CRITERION: Community Concerns			
Indigenous community Concerns Proximity, Traditional Indigenous Knowledge, Presence/knowledge of Indigenous archaeological resources, identified interest in property/project		• Work with Indigenous communities to identify these	Design
Community Concerns Evidence of community concerns	Loss of recreational / community facilities	• Avoid these facilities by selecting an alternate project area	Planning
		• Mitigate impacts by acquiring property at fair market value	Design
	Disrupting character of area	• Preserve existing amenities as much as possible • Retain and / or plant vegetative buffer areas • Grade site to pleasing lines; use berms • Design and site structures to blend with adjacent areas	Design
	Potential impacts on public transit routes	• Consult transit authorities to minimize conflicts	Design
		• Maintain liaison / coordinate construction with transit authorities	Construction
	Potential impacts on existing transportation routes	• Eliminate or reduce impediments to present traffic flow	Construction
	Potential impacts on emergency response routes	• Consult response agencies during design to minimize disruption and coordinate activities	Design
		• Maintain liaison / coordinate construction with responding agencies	Construction
	Disruption of community infrastructure / services	• Consult utilities (electricity / water / sewer / gas / telephone / cable) to minimize disruption and coordinate activities	Design
		• Maintain liaison with utilities	Construction

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		• Consider coordinating construction and utility maintenance / upgrading to minimize disruption	
	Noise, dust, vibration	• Develop detailed specifications to address common project-specific environmental effects including, but not limited to, dust suppression, noise/vibration management, water/sediment management, waste management, spills protection and health and safety	Design

GUIDELINES AND REGULATORY REFERENCES

The following are examples of legislation, regulations, policies, plans and guidelines which proponents can review and consider as they may apply to projects in respect of Government property (but are not necessarily limited to):

- Aggregate Resources Act
- Building Code Act
- Cemeteries Act
- Considering Climate Change in the Environmental Assessment Process (Guide)
- Drainage Act
- Endangered Species Act
- Environmental Protection Act
- Expropriations Act
- Health Act
- Lakes and Rivers Improvement Act
- Minimum Distance Separation (MDS 1 & 2)
- Mining Act
- Ministry of Natural Resources, District Land Use Guidelines
- Niagara Escarpment Planning and Development Act
- Niagara Escarpment Plan

- Nutrient Management Act
- Oak Ridges Moraine Conservation Act
- Oak Ridges Moraine Conservation Plan
- Occupational Health and Safety Act
- Ontario Heritage Act
- Ontario Living Legacy Land Use Strategy
- Ontario Planning and Development Act
- Ontario Provincial Parks Act
- Ontario Regulations 334, 345 and 347
- Ontario Water Resources Act
- Parkway Belt West Plan
- Provincial Policy Statement
- Public Lands Act

The above list provides examples only. The proponent must determine which legislation, regulations, policies, plans and guidelines apply.

APPENDIX 4

SAMPLE NOTIFICATION FORMS

SAMPLE NOTIFICATION FORMS

CONTENTS

Item 1 Sample Notification Form: Notice of Commencement

Item 2 Sample Notification Form: Notice of Completion (Category B)

Item 3 Sample Notification Form: Notice of Completion (Category C)

Item 4 Sample Notification Form: Revised Notice of Completion (Category B Project Changes)

Item 5 Sample Notification Form: Notice of Filing of Addendum to the Environmental Study Report (Category C Project Changes)

Item 6 Sample Notification Form: Notice of Intent

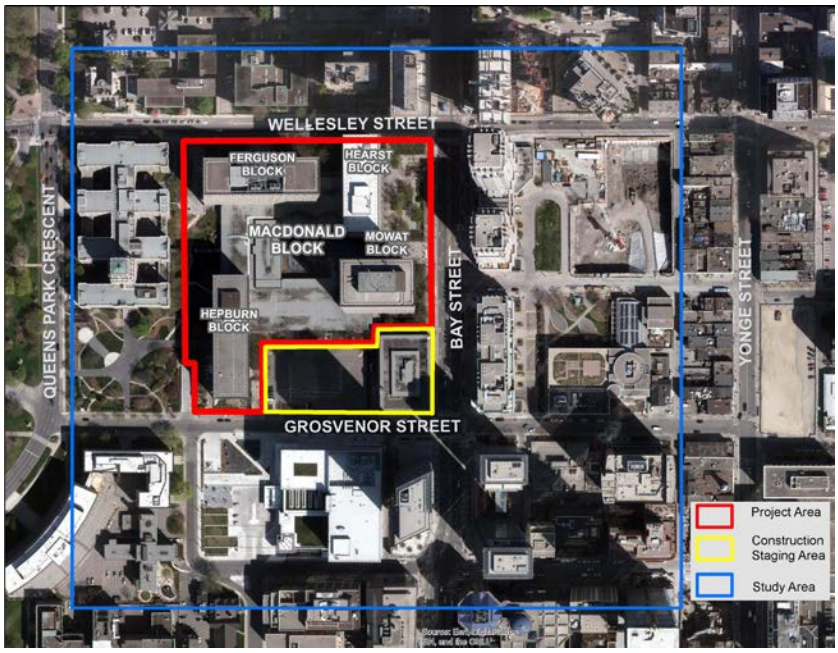
Item 7 Sample Notification Form: Notice of Public Information Session

NOTICE OF COMMENCEMENT

GOVERNMENT PROPERTY CLASS ENVIRONMENTAL ASSESSMENT

Macdonald Block Reconstruction Project
900 Bay Street, Toronto

About the Project



The Ministry of Infrastructure is the proponent of the Macdonald Block Reconstruction Project, which is a long-term initiative that involves the extensive reconstruction of the 45-year-old Macdonald Block Complex. The complex includes the Macdonald Block Podium, the Ferguson Tower, the Hearst Tower, the Mowat Tower, and the Hepburn Tower. The figure shows the project location and the work and study areas for the project.

The primary goal of the project is to extend the lifespan and utility of the Macdonald Block Complex by 40 years by reconstructing the building and its systems to a high contemporary standard while preserving and celebrating its heritage character.

The reconstruction project will result in an efficient, accessible and environmentally responsible workplace that will continue to serve as a critical hub of Ontario government operations for years to come. This initiative will also reduce the cost of government operations and help the province meet its greenhouse gas reduction targets. The newly reconstructed building will be required to meet current building, health, safety and accessibility standards, while facilitating a more efficient use of space.

Further information about the project is available on the Infrastructure Ontario's website at http://www.infrastructureontario.ca.

Class Environmental Assessment

On behalf of the Ministry of Infrastructure, Infrastructure Ontario has commenced a Category B Class Environmental Assessment of this project under the Government property Class Environmental Assessment.

A Class Environmental Assessment is a study that examines the potential environmental effects (positive and negative) of a proposed project, and identifies ways to manage negative environmental effects before project implementation. A key component of the Class Environmental

Assessment process includes consulting stakeholders. Consultation provides opportunities for members of the public to contribute to and influence decisions relating to a project.

To enable public discussion on this project, Infrastructure Ontario will contact some stakeholders directly and conduct at least one open house. A notice for the open house will be issued at a later date and posted on the project webpage. If you would like to be notified directly of this open house please sign up for the project contact list by replying to this notice.

For further information, questions or comments regarding this Class Environmental Assessment, or to be added to the list of parties to be consulted, please notify the following Project contact:

Name
Title
Ministry / Company
Mailing Address
Tel: (123) 456-7890
Fax: (123) 456-7890
Email:

This Notice was issued on June 2, 2017.

Cet avis est disponible en français sur demande.

If this information is required in an accessible format, please notify the Project contact identified above.

Personal information – such as individual's name plus address, telephone number or property location – is collected under the authority of the Environmental Assessment Act for the purposes of carrying out an assessment under the Government Property Class Environmental Assessment in accordance with the Freedom of Information and Protection of Privacy Act. Personal information you provide will become part of a public record that is available to the general public unless you request that your personal information be confidential. For more information, please contact **[insert appropriate contact person for the proponent].**

Infrastructure Ontario

NOTICE OF COMPLETION

CATEGORY B

GOVERNMENT PROPERTY CLASS ENVIRONMENTAL ASSESSMENT

Macdonald Block Reconstruction Project
900 Bay Street, Toronto

The Ministry of Infrastructure is the proponent of the Macdonald Block Reconstruction Project, which is a long-term initiative that involves extensive reconstruction of the 45-year-old Macdonald Block Complex. The complex includes the Macdonald Block Podium, the Ferguson Block, the Hearst Block, the Mowat Block, and the Hepburn Block. The figure shows the project location and work area. Further information about the project is available on Infrastructure Ontario's website at http://www.infrastructureontario.ca.

** Insert Map showing:
- location of project
- work area

To meet requirements of the Government Property Class Environmental Assessment, Infrastructure Ontario on behalf of Ministry of Infrastructure has completed a Category B Class Environmental Assessment for the Project and has prepared an Environmental Report. This report examines the potential environmental effects (positive and negative) of the project and identifies ways to manage the negative effects. The report also identifies stakeholders consulted for the project as well as responses to their comments.

This notice is to inform you that the Environmental Report is available for review at the following locations:

i. Infrastructure Ontario
One Dundas Street West, Suite 2200, 20th Floor
Toronto, ON M5G 2L5

ii. Online at the following website address:
http://www.infrastructureontario.ca/Class-Environmental-Assessment-Reports/

Interested persons may provide written comment to the following Project contact within 30 calendar days from the date of this Notice:

Name
Title
Ministry / Company
Mailing Address

Tel: (123) 456-7890
Fax: (123) 456-7890
E-mail:

MECP to provide standardized wording related to the Part II Order request process.

Minister of the Environment and Climate Change
Ferguson Block
77 Wellesley Street West, 11th Floor
Toronto, ON M7A 2T5

If no request is received by **[insert date 30 days from date of issue]** then Ministry of Infrastructure intends to proceed with the Project as outlined in the Environmental Report subject to obtaining necessary approvals.

This Notice was issued on November 1, 2017.

Cet avis est disponible en français sur demande.

If this information is required in an accessible format, please notify the Project contact identified above.

Personal information – such as individual's name plus address, telephone number or property location – is collected under the authority of the Environmental Assessment Act for the purposes of carrying out an assessment under the Government Property Class Environmental Assessment in accordance with the Freedom of Information and Protection of Privacy Act. Personal information you provide will become part of a public record that is available to the general public unless you request that your personal information be confidential. For more information, please contact **[insert appropriate contact person for the proponent]**.

NOTICE OF COMPLETION

CATEGORY C
GOVERNMENT PROPERTY CLASS ENVIRONMENTAL ASSESSMENT

Macdonald Block Reconstruction Project
900 Bay Street, Toronto

The Ministry of Infrastructure is the proponent of the Macdonald Block Reconstruction Project, which is a long-term initiative that involves extensive reconstruction of the 45-year-old Macdonald Block Complex. The complex includes the Macdonald Block Podium, the Ferguson Block, the Hearst Block, the Mowat Block, and the Hepburn Block. The figure shows the project location and work area. Further information about the project is available on Infrastructure Ontario's website at http://www.infrastructureontario.ca.

** Insert Map showing:
- location of project
- work area

To meet requirements of the Government Property Class Environmental Assessment, Infrastructure Ontario on behalf of Ministry of Infrastructure has completed a Category C Class Environmental Assessment and has prepared an Environmental Study Report. This report examines the potential environmental effects (positive and negative) of the project and identifies ways to manage the negative effects. The report also identifies stakeholders consulted for the project as well as responses to their comments.

This notice is to inform you that the Environmental Study Report is available for review at the following locations:

i. Infrastructure Ontario
One Dundas Street West, Suite 2200, 20th Floor
Toronto, ON M5G 2L5

ii. Online at the following website address:
http://www.infrastructureontario.ca/Class-Environmental-Assessment-Reports/

Interested persons may provide written comment to the following Project contact within 30 calendar days from the date of this Notice:

Name
Title
Ministry / Company
Mailing Address

Tel: (123) 456-7890
Fax: (123) 456-7890
E-mail:
MECP to provide standardized wording related to the Part II Order request process.

Minister of the Environment and Climate Change
Ferguson Block
77 Wellesley Street West, 11th Floor
Toronto, ON M7A 2T5

If no request is received by **[insert date 30 days from date of issue]** then Ministry of Infrastructure intends to proceed with the Project as outlined in the ESR subject to obtaining necessary approvals.

This Notice was issued on November 1, 2017.

Cet avis est disponible en français sur demande.

If this information is required in an accessible format, please notify the Project contact identified above.

Personal information – such as individual's name plus address, telephone number or property location – is collected under the authority of the Environmental Assessment Act for the purposes of carrying out an assessment under the Government Property Class Environmental Assessment in accordance with the Freedom of Information and Protection of Privacy Act. Personal information you provide will become part of a public record that is available to the general public unless you request that your personal information be confidential. For more information, please contact **[insert appropriate contact person for the proponent]**.

REVISED NOTICE OF COMPLETION

CATEGORY B

GOVERNMENT PROPERTY CLASS ENVIRONMENTAL ASSESSMENT

Macdonald Block Reconstruction Project
900 Bay Street, Toronto

The Ministry of Infrastructure is the proponent of the Macdonald Block Reconstruction Project, which is a long-term initiative that involves extensive reconstruction of the 45-year-old Macdonald Block Complex. Infrastructure Ontario completed a Category B Class Environmental Assessment for the Project on November 1, 2017 and met the requirements of the Government property Class Environmental Assessment. The figure shows the project location and work area.

** Insert Map showing:
- location of project
- project change, if possible
- work area

The following changes were necessary to the project and have been assessed:
[describe project changes]

A Revised Environmental Report to document these project changes has been prepared. This report examines the potential environmental effects (positive and negative) of the project changes and identifies ways to manage the negative effects.

This notice is to inform you that the Revised Environmental Report is available for review at the following locations:

i. Infrastructure Ontario
One Dundas Street West, Suite 2200, 20th Floor
Toronto, ON M5G 2L5

ii. Online at the following website address:
http://www.infrastructureontario.ca/Class-Environmental-Assessment-Reports/

Interested persons may provide written comment on the project changes to the following Project contact within 30 calendar days from the date of this Notice:

Name
Title
Ministry / Company

Mailing Address
Tel: (123) 456-7890
Fax: (123) 456-7890
E-mail:

Infrastructure Ontario

MECP to provide standardized wording related to the Part II Order request process.

Minister of the Environment and Climate Change
Ferguson Block
77 Wellesley Street West, 11th Floor
Toronto, ON M7A 2T5

If no request is received by **[insert date 30 days from date of issue]** then Ministry of Infrastructure intends to proceed with the project changes as outlined in the Revised Environmental Report subject to obtaining necessary approvals.

This Notice was issued on November 1, 2017.

Cet avis est disponible en français sur demande.

If this information is required in an accessible format, please notify the Project contact identified above.

Personal information – such as individual's name plus address, telephone number or property location – is collected under the authority of the Environmental Assessment Act for the purposes of carrying out an assessment under the Government Property Class Environmental Assessment in accordance with the Freedom of Information and Protection of Privacy Act. Personal information you provide will become part of a public record that is available to the general public unless you request that your personal information be confidential. For more information, please contact **[insert appropriate contact person for the proponent]**.

Infrastructure Ontario

NOTICE OF FILING OF ADDENDUM

CATEGORY C
GOVERNMENT PROPERTY CLASS ENVIRONMENTAL ASSESSMENT

Macdonald Block Reconstruction Project
900 Bay Street, Toronto

The Ministry of Infrastructure is the proponent of the Macdonald Block Reconstruction Project, which is a long-term initiative that involves extensive reconstruction of the 45-year-old Macdonald Block Complex. Infrastructure Ontario completed a Category C Class Environmental Assessment for the Project on November 1, 2017 and met the requirements of the Government property Class Environmental Assessment. The figure shows the project location and work area.

** Insert Map showing:
- location of project
- project change, if possible
- work area

The following changes were necessary to the project and have been assessed:
[describe project changes]

A Revised Environmental Study Report to document these project changes has been prepared. This report examines the potential environmental effects (positive and negative) of the project changes and identifies ways to manage the negative effects.

This notice is to inform you that the Revised Environmental Study Report is available for review at the following locations:

i. Infrastructure Ontario
One Dundas Street West, Suite 2200, 20th Floor
Toronto, ON M5G 2L5

ii. Online at the following website address:
http://www.infrastructureontario.ca/Class-Environmental-Assessment-Reports/

Interested persons may provide written comment on the project changes to the following Project contact within 30 calendar days from the date of this Notice:

Name
Title
Ministry / Company
Mailing Address
Tel: (123) 456-7890

Fax: (123) 456-7890
E-mail:

MECP to provide standardized wording related to the Part II Order request process.

Minister of the Environment and Climate Change
Ferguson Block
77 Wellesley Street West, 11th Floor
Toronto, ON M7A 2T5

If no request is received by **[insert date 30 days from date of issue]** then Ministry of Infrastructure intends to proceed with the project changes as outlined in the Revised Environmental Study Report subject to obtaining necessary approvals.

This Notice was issued on November 1, 2017.

Cet avis est disponible en français sur demande.

If this information is required in an accessible format, please notify the Project contact identified above.

Personal information – such as individual's name plus address, telephone number or property location – is collected under the authority of the Environmental Assessment Act for the purposes of carrying out an assessment under the Government Property Class Environmental Assessment in accordance with the Freedom of Information and Protection of Privacy Act. Personal information you provide will become part of a public record that is available to the general public unless you request that your personal information be confidential. For more information, please contact **[insert appropriate contact person for the proponent]**.

NOTICE OF INTENT

GOVERNMENT PROPERTY CLASS EA

Macdonald Block Reconstruction Project
900 Bay Street, Toronto

The Ministry of Infrastructure is the proponent of the Macdonald Block Reconstruction Project, which is a long-term initiative that involves extensive reconstruction of the 45-year-old Macdonald Block Complex. IO completed a Class EA for the Project and met the requirements of the Government property Class EA. Further information about the project is available on the proponent's website at www.infrastructureontario.ca.

****OPTIONAL**

Insert Map showing:
- location of project
- Construction staging area

This notification is to inform you of the intent for Ministry of Infrastructure to proceed as indicated:

☐ **Project Will Not Proceed at this Time**

☐ **To Transition to Category C Assessment**

☐ **To Proceed to Project Implementation**
[provide brief description of initial construction activities, start date, etc.]

☐ **To Proceed to Project Implementation with Project Changes Included**
[provide brief description of initial construction activities, start date, etc.]

Questions related to the implementation of the project may be directed to:

Name
Title
Company/Ministry
Mailing Address
Tel: (123) 456-7890
Fax: (123) 456-7890
E-mail:

This Notice was issued on January 20, 2018

NOTICE OF PUBLIC INFORMATION SESSION

GOVERNMENT PROPERTY CLASS ENVIRONMENTAL ASSESSMENT

Macdonald Block Reconstruction Project
900 Bay Street, Toronto

On behalf of the Ministry of Infrastructure, Infrastructure Ontario has commenced a Category B Class Environmental Assessment for the Macdonald Block Reconstruction Project under the Government property Class Environmental Assessment.

The Project is a long-term initiative that involves the extensive reconstruction of the 45-year-old Macdonald Block Complex . The complex includes the Macdonald Block Podium, the Ferguson Tower, the Hearst Tower, the Mowat Tower, and the Hepburn Tower. The figure shows the project location and the work and study areas for the project

Further information about the project is available on the Infrastructure Ontario's website at http://www.infrastructureontario.ca.

** Insert Map showing:
- location of project
- work area
- study area

PUBLIC INFORMATION SESSION

Date: Wednesday September 13, 2017

Time: 6:00 pm to 9:00 pm

Location: Toronto Central Grosvenor Street YMCA Centre, 20 Grosvenor Street, Toronto, Ontario

Public consultation is an important part of the Environmental Assessment process. It provides opportunities for members of the public to contribute to and influence decisions relating to a project. For this project, input from consulted parties will be incorporated in the Environmental Report that will be available for public review and comment at a later date.

For further information, questions or comments regarding this Class Environmental Assessment, or to be added to the list of parties to be consulted, please notify the following Project contact:

Name
Title
Ministry / Company
Mailing Address

Tel: (123) 456-7890
Fax: (123) 456-7890
Email:
Cet avis est disponible en français sur demande.

Infrastructure Ontario

If this information is required in an accessible format, please notify the Project contact identified above.

Personal information – such as individual's name plus address, telephone number or property location – is collected under the authority of the Environmental Assessment Act for the purposes of carrying out an assessment under the Government Property Class Environmental Assessment in accordance with the Freedom of Information and Protection of Privacy Act. Personal information you provide will become part of a public record that is available to the general public unless you request that your personal information be confidential. For more information, please contact **[insert appropriate contact person for the proponent].**

This Notice was issued on August 14, 2017.

Infrastructure Ontario