



**MUNICIPAL CLASS EA PROCESS
ANNUAL MONITORING REPORT**
October 2019
Recognizing Over 30 Years of Application

*Prepared by the Municipal Engineers Association
in consultation with the
Ministry of the Environment, Conservation and Parks*

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PART 1. INTRODUCTION AND BACKGROUND

1.1 INTRODUCTION

The “parent” Municipal Class Environmental Assessment (EA) enables the planning of municipal infrastructure to be undertaken in accordance with an approved procedure designed to protect the environment. The Class EA approach to addressing with municipal infrastructure projects has demonstrated to be an effective way of complying with the Ontario Environmental Assessment Act (EA Act). The year 2017 marked 30 years of its application in the planning of municipal infrastructure in Ontario. It provides:

a reasonable mechanism for proponents to fulfill their responsibilities to the public for the provision of municipal services in an efficient, timely, economic and environmentally responsible manner;

a consistent, streamlined and easily understood process for planning and implementing infrastructure projects; and

the flexibility to tailor the planning process to a specific project taking into account the environmental setting, local public interests and unique project requirements.

Municipalities undertake hundreds of infrastructure projects. The Class EA process provides a decision-making framework that enables the requirements of the EA Act to be met in an effective and predictable manner. The alternatives to a parent Class EA would be: to undertake individual environmental assessments for all municipal projects; for each municipality to develop their own class environmental assessment process; and/or, for municipalities to obtain exemptions. These alternatives would be extremely onerous, time consuming and costly. Over nearly three decades of experience have demonstrated that considerable public, economic and environmental benefits are achieved by applying the Class EA concept to municipal infrastructure projects.

The Municipal Class EA dated June 2000 was approved with conditions by Order of Cabinet on October 4, 2000. Condition #4, of the original approval, requires that a Municipal Class EA Monitoring Program be further defined and implemented. The Municipal Class EA Monitoring Program was prepared by the Municipal Engineers Association (MEA) through discussions with the Ministry of the Environment (MECP) and the Ministry of Municipal Affairs and Housing (MMAH) for submission to the Director of the MECP - Environmental Assessment and Approvals Branch (EAAB) and submitted by October 4, 2001 for approval.

Part 1 of this report provides information regarding the parent document and the development of the Monitoring Program prior to describing the actual program in Part 2.

1.2 BACKGROUND RE: MUNICIPAL CLASS EA PARENT DOCUMENT

It is important to understand the history of the Municipal Class EA parent document since this in turn has affected the nature of the Monitoring Program. Section A.1.2 of the Municipal Class EA Parent Document provides a good review with the key points summarized herein.

On April 9, 1987, the first Municipal Class EA parent documents, prepared by MEA on behalf of proponent Ontario Municipalities, were approved under the EA Act. At that time, two Class EAs were to address: i) municipal road projects, and, ii) municipal water and wastewater projects.

In 1993, the Municipal Class EAs were reviewed, determined to be working well, updated and their approval extended until May 31, 1998.

In 1997, the MEA in conjunction with the MECP-EAAB commenced the Municipal Class EAs Renewal Project that is described in Section A.1.2.4 of the approved Municipal Class EA. From comments received since the Municipal Class EAs were first approved, and during the Renewal Project, many municipalities, MECP and other key stakeholders have indicated that the process has, and is still working well. This was also borne out through the stakeholder survey done during the 1998 review which included a questionnaire distributed to over 1370 stakeholders, of which 85 completed the questionnaire and returned it to MEA.

Consequently, it was recognized that much had been achieved over the years of working with and refining the Municipal Class EAs and therefore a wholesale change in the process was neither necessary nor appropriate. Therefore, the underlying principle in the review and updating of the Municipal Class EAs was to maintain the substance of the existing process while making any necessary changes.

Through the Renewal Project, the Class EAs for municipal roads and water and waste water projects were consolidated into one document and updated. The Municipal Class EA parent document is broad in scope given its application to a variety of projects being undertaken by numerous proponents across the province. As a result, first and foremost, the Municipal Class EA provides the framework for EA planning of municipal infrastructure projects to fulfil the requirements of the EA Act. It establishes principles and certain minimum mandatory requirements and has been set-up as a proponent-driven self-assessment process which is sufficiently flexible to allow different proponents to meet the needs of specific projects while ensuring that the requirements of the EA Act are met. While the Municipal Class EA defines the minimum requirements for environmental assessment planning, the proponent is encouraged to and is responsible for customizing the process to reflect the specific complexities and needs of a project.

In 2005, the five year review identified a number of issues. These were addressed through three amendments to the Municipal Class EA. In summary, these amendments included:

- a minor amendment which addresses a number of housekeeping issues;
- a major amendment which creates a new sub-class of activities (Schedule A+) and reorganizes the classification of certain activities; and
- a new chapter which expands the scope of the Class EA to include municipal transit projects.

These amendments were approved on September 6th, 2007.

During 2010 and 2011, MEA worked with MECP to rewrite Section A.2.9 - Integration with the Planning Act. On August 17th, 2011, the Minister approved an amended Section A.2.9 and a consolidated document has been printed. A 2015 version of the document was issued to incorporate all approved amendments since 2011 including a number of amendments approved in October 2015.

1.3 APPROVED MUNICIPAL CLASS EA

The Municipal Class EA was approved with conditions on October 4, 2000 by Order in Council No. 1923/2000. It should be noted that the approval is open-ended with the result that there is added responsibility for both MEA and MECP to ensure the continued effectiveness and compliance of the Municipal Class EA parent document under the EA Act.

The conditions of approval that apply specifically to the Monitoring Program are discussed in Section 1.3.1.

1.3.1 CONDITIONS OF APPROVAL

Condition of Approval #4 states that:

The proponents, or the Municipal Engineers Association on behalf of the proponents, shall work to further define and implement a Municipal Class Environmental Assessment Monitoring Program. Details of this Program and its implementation shall be developed by the proponents, and/or the Municipal Engineers Association acting on behalf of the proponents and approved by the Director of the Environmental Assessment and Approvals Branch of the Ministry of the Environment. These details shall be submitted to the Director of the Environmental Assessment and Approvals Branch for approval within one year of the date of this approval. Yearly Monitoring Reports will be submitted to the Director of the Environmental Assessment and Approvals Branch commencing two years after the date of this approval and then every year thereafter. In order to ensure compliance with the Class environment assessment process and the implementation of the projects under the Class process, the monitoring program shall provide clear documentation of how the Municipal Class Environmental Assessment is consistent with Class Environmental Assessment program objectives.

In addition, Condition of Approval 33 requires that a review of the Municipal Class EA be undertaken every five years from the date of its approval *"in order to ensure that the environmental assessment is still compliant with legislative requirements and planning practices and continues to satisfy the purpose of the Environmental Assessment Act"*.

Consequently, the following time line has been identified:

October 4, 2000 - Municipal Class EA approved.
October 4, 2001 - MEA to Submit details of proposed Monitoring Program to MECP-EAAB
October 4, 2002 - MEA to Submit yearly Monitoring Report to MECP-EAAB
October 4, 2003 - MEA to Submit yearly Monitoring Report to MECP-EAAB
October 4, 2004 - MEA to Submit yearly Monitoring Report to MECP-EAAB
October 4, 2005 - MEA to Submit yearly Monitoring Report and 5 Year Review
2006 and 2007 - Work focussed on amendments
September 2008 - MEA submitted yearly Monitoring Report
September 2009 - MEA submitted yearly Monitoring Report
September 2010 - MEA submitted yearly Monitoring Report
September 2011 - MEA submitted yearly Monitoring Report
October 2012 - MEA submitted Monitoring Report and 5 Year Review
2013 - Work focussed on amendments.
September 2014 – MEA submitted yearly Monitoring Report
September 2015 – MEA submitted yearly Monitoring Report
October 2016 – MEA submitted yearly Monitoring Report
October 2017 – MEA submitted a yearly Monitoring Report and a separate 5 Year Review
October 2018 – MEA to submit a report that summarizes the recent work to date towards MCEA improvements. This report will be the MEA's Annual Monitoring Report for 2018.

1.3.2 Municipal Class EA Training Sessions

MEA has developed web based training modules that are available on a new MCEA web site.

MEA has completed an MCEA Companion Guide which is available to assist proponents. This guide is a living document and will be updated as required.

MEA also offers training workshops regularly – typically each spring and fall. These workshops have generally been well attended.

1.4 DEVELOPMENT OF MUNICIPAL CLASS EA PROCESS MONITORING PROGRAM

1.4.1 Study of Organization and Approach

The Municipal Class EA Process Monitoring Program was developed by the MEA Monitoring Committee in consultation with MECP-EAAB and the Ministry of Municipal Affairs and Housing (MMAH).

McCormick Rankin Corporation and Ecoplans Ltd were retained by MEA to assist in preparing the Monitoring Program.

The basic steps in the process were:

- review of Conditions of Approval of the Order in Council

- review key issues and considerations including purpose of “monitoring”, what has been done in the past, what are other proponents currently doing, commitments already in place, and available tools for collecting data;

- develop basic approach and prepare draft framework;

- July 24, 2001 meeting with MECP-EAAB to review basic approach and draft framework. MECP indicated that the basic approach in general was acceptable.

- expand draft framework (with additional background information and explanatory notes and incorporate comments from MECP) to become the “Draft Monitoring Program”;

- September 12, 2001 meeting with the MEA Monitoring Committee, MECP-EAAB and MMAH to review draft Monitoring Program; and,

- revise and submit to the Director of the MECP-EAAB by October 4, 2001. Once submitted to MECP-EAAB, there may be some further discussions between MEA and MECP which may result in minor refinements to the document.

1.4.2 Issues/Considerations

The following issues and considerations were taken into account during the development of the Monitoring Program.

1.4.2.1 Definition of “Monitoring”

The purpose of the Monitoring Program is to monitor the overall parent Class EA process in the broad sense and not to audit specific projects for compliance in terms of process or technical issues. As discussed with MECP, not only does the auditing of specific projects go beyond the scope of the Conditions of Approval by Order in Council, MEA has neither the legal authority nor the means to monitor any municipality in the province. The results of the Monitoring Program, however, may be of use for MECP for consideration in project-specific auditing that maybe undertaken by the province.

The purpose, therefore, is to monitor the use, compliance and effectiveness of the Municipal Class EA process as outlined in the parent document. This is discussed further in Part 2.

1.4.2.2 What Has Been Done In The Past

In the past, MEA has not been required to monitor the use and effectiveness of the Municipal Class EA on an ongoing basis. As explained in Section 1.2, however, a review of the Municipal Class EA process was undertaken each time the Class EA approval was renewed.

It should be noted that MECP's review of bump-up requests for specific projects was and is a form of compliance monitoring. Accordingly, it was recognized that, in the future, the conclusions of the MECP's review of Part II Order requests would be useful input to the Monitoring Program.

1.4.2.3 What Are Other Proponents Doing

Other proponents of parent Class EA documents have, or are in the process of, developing monitoring programs. The only monitoring program now approved was developed by the Ministry of Transportation (MTO), in consultation with MECP. MTO's monitoring program was reviewed by MEA in terms of MTO's approach, the tools for collecting information and the format of MTO's document. MTO's Monitoring Program is based on the premise that monitoring must be done on a Class EA overview basis and that the intent is not to undertake either a scientific or project EA compliance monitoring program.

It is recognized, however, that there are fundamental differences between MTO and MEA, for example:

- MTO is the key proponent for their projects and consequently has control over the use of their parent Class EA;
- MTO has “in-house” staff and resources to implement their Monitoring Program; and
- MTO's new Class EA was changed substantially from their previous Class EA document. In essence, MTO developed a new approach for their Class EA which is principal-based, not prescriptive. Consequently, MTO's Monitoring Program has been developed to monitor the “effectiveness” of this new approach. This is different from the Municipal Class EA process which has already been proved to be effective and working well from many years of use and based on the results of previous comprehensive reviews.

1.4.2.4 Administration/Implementation Issues Associated With MEA

MEA is unique among proponents of parent Class EAs. Unlike other proponents, who have the ability to control the use of their Class EA and the projects carried out under their particular Class EA, the Municipal Class EA is used by all municipalities in Ontario as well as the private sector. MEA is a volunteer organization and does not have the mandate or any legal authority over its member municipalities or any others. Furthermore, not all municipalities are members of MEA.

As a result, the actual implementation of a monitoring program for the Municipal Class EA is a major consideration for MEA. Therefore, a monitoring approach has been developed which:

- uses the tools available to MEA;
- relies on input from both MEA and MECP; and
- relies on the professional expertise and judgment of experienced EA practitioners.

This approach is considered to be reasonable given that the Municipal Class EA has been used for 30 years and has been proved to be effective and working well.

1.4.2.5 Other

Other points raised during discussions with MECP are noted below:

- *Ability to quantify the number of Schedule 'A' projects carried out under the Municipal Class EA* - The Schedule 'A' classification (i.e. pre-approved) is used extensively by all municipalities with some estimating that approximately 90% of projects/activities undertaken by a typical municipality are likely Schedule 'A' because they generally entail maintenance and operational activities for existing facilities. The number of Schedule 'A' projects cannot accurately be measured since the Schedule 'A' classification could apply not only to projects but programs as well. Given that Schedule 'B' and 'C' projects have greater potential for environmental effects, Notices of Completion are now required to be sent to MECP for the record. A question, however, has been added to the questionnaire for proponent municipalities of the Municipal Class EA parent document, to obtain information as to the percentage of the municipalities project/activities which are considered to be Schedule 'A'.
- *Ability to monitor the application of the Class EA requirements to the private sector* - The private sector is subject to the EA Act for Schedule 'C' projects servicing residential land use. As a result, private sector proponents would be required to submit copies of their Notice of Completion to MECP for these projects.
- *Auditing of specific projects* - This is outside of the scope of the Order in Council approval. Furthermore, there is no legal authority for MEA to audit municipalities.
- *Compliance monitoring of specific project activities* - MECP has advised that, while this is not part of the Municipal Class EA Process Monitoring Program, in the future MECP will be addressing this as an initiative to be carried out by MECP.

- *Clarification of the reference in the last sentence of Condition of Approval #4 "... and the implementation of the projects under the Class process..." - M. Harrison, formerly with MECP, participated in the drafting of the Conditions of Approval and confirmed that this is referring to the ability to quantify the order of magnitude of projects being implemented under the Class EA process. To this end, proponents are to submit Notices of Completion for Schedule 'B' and 'C' projects and, memos re: Master Plans and the Integrated Approach to MECP for the record.*

1.4.2.6 Conclusion

During the early portion of 2018, MEA has cooperated with the Ministry's efforts to consult with stakeholders regarding improvements to the MCEA process. Since this consultation was completed in the spring of 2018, it would not have been productive to follow the usual MCEA monitoring process to re-contact stakeholders to repeat gathering feedback and then prepare the annual monitoring report. Instead, for 2018, MEA has prepared a report that summarizes the work to date towards MCEA improvements. This report will become MEA's Annual Monitoring Report for 2018 and be submitted before the October 4th deadline.

PART 2. MUNICIPAL CLASS EA PROCESS MONITORING PROGRAM

The purpose of the program is to provide the means to:

- ensure that Conditions of Approval #3 and #4 by Order in Council are fulfilled;
- ensure that the Municipal Class EA process is continuing to work well and be effective, and, is in accordance with legislative and regulatory requirements;
- determine if the new "Integrated Approach" is being applied and is working well;
- identify any potential trends or issues to be considered by MEA; and
- identify necessary changes to the parent Class EA document over time.

2.1 MONITORING PROGRAM FRAMEWORK

The Monitoring Program has been developed taking into consideration the following:

- the Conditions of Approval #3 and #4 by Order in Council for the Municipal Class EA parent document;
- the purpose of the Monitoring Program as defined above;
- recognition that the renewed Municipal Class EA maintains the substance of the process which has been used successfully since 1987 and which MEA, MECP and other key stakeholders agree has and continues to work well and be effective;
- recognition that the Municipal Class EA process is used by a multitude of independent proponents over which MEA does not have authority;
- focus is on monitoring on the Municipal Class EA process in the broad sense and not the auditing of specific projects or compliance monitoring of specific project activities;
- commitments already made in the Municipal Class EA; and
- discussions with MECP-EAAB.

The framework is provided in Table 2. An input to this table, however, the following sections describe:

- the commitments already in place;
- what is to be monitored; and
- proposed tools for collecting data.

2.1.1. Commitments Already Included In the Municipal Class EA

During the 1998 review of the previous Municipal Class EA, it was determined that it would have been useful if data had been more readily available with respect to the number of Schedule 'B' and 'C' projects carried out following the Municipal Class EA process. Consequently, it was concluded that proponents should submit a copy of their Notices of Completion for Schedule 'B' and 'C' projects to MECP-EAAB. This in turn would provide a record of the Schedule 'B' and 'C' projects undertaken within the province. This approach was also applied to Master Plans and the integrated approach whereby proponents are to advise MECP by a memo upon completion of an applicable project.

Accordingly, the following commitments were included in the Municipal Class EA parent document:

- Notice of Completion for a Schedule 'B' or 'C' project to be sent to MECP-EAAB (Section A.1.5.1);
- MEA to meet with MECP-EAAB on an annual basis to review Notices received;
- memo to be prepared by a proponent of a Master Plan briefly summarizing how the Master Plan followed Class EA requirements. Memo to be copied to MECP-EAAB (see Section A.2.7.2 of Municipal Class EA);
- memo to be prepared by a proponent for a specific project following the "Integrated Approach", and submitted to MECP-EAAB summarizing their application of the "Integrated Approach" (see Section A.2.9.3 of Municipal Class EA); and
- commitment by MEA to monitor the "Integrated Approach" by meeting annually with MECP and MMAH (see Section A.2.9.3 of Municipal Class EA)

2.1.2 What Is To Be Monitored

It is proposed to monitor the use, compliance and effectiveness of the Municipal Class EA as follows:

Use - Level of use of the Municipal Class EA as reported to MECP-EAAB, where use refers to number of Schedule 'B' and 'C' projects, Master Plans and projects which followed the integrated approach.

Compliance - Does the Municipal Class EA continue to meet the requirements of it's EA Act approval and the conditions of that approval?

Effectiveness - How effective is the Municipal Class EA in meeting the requirements of the EA Act and MECP Class EA program objectives? MECP Class EA program objectives include:

- assessment of environmental effects;
- consultation;
- documentation of decision making;
- streamlined approvals; and self assessment.

2.1.3 Who Is Undertaking the Monitoring

The Monitoring Program will be carried out by the MEA Municipal Class EA Monitoring Committee with input from MECP and MMAH. The Chair of the MEA Committee will be responsible for implementing the Monitoring Program, receiving information, interpreting it, preparing the Annual Monitoring Report and reviewing it with MECP and MMAH.

2.1.4 Tools For Collecting Data

The Monitoring Program will maximize the use of tools already in place, available information from MECP, and the obtaining of information from the proponent municipalities, technical agencies and key stakeholders. The following tools are proposed:

- Summary of notices/memos to MECP re: Schedule 'B' and 'C' projects, Master Plans and Integrated Approach. Not only will this serve to identify the order of magnitude of Schedule 'B' and 'C' projects completed in a year, it will also provide the basis for comparing the number of projects which receive Part II Order requests to the number of projects for which a Part II Order request is granted. Table 1 provides a sample matrix of how this data could be summarized.
- Summary of number of projects receiving Part II Order requests; number of requests granted or denied; associated rationale - i.e. process versus technical issue.
- Questionnaire for those municipalities who are proponents of the Municipal Class EA parent document (referred to as "proponent municipalities") to:
 - identify any problems experienced with the Municipal Class EA;
 - determine level of satisfaction with the continued effectiveness of the process;
 - identify any process-related issues, and
 - ask if the process continues to be effective.
- Questionnaire for government review agencies (i.e. technical regulatory/commenting agencies) to:
 - determine agency's degree of involvement/participation in the Municipal Class EA process;
 - identify any problems experienced with the process;
 - identify any potential process-related issues as they relate to the agency's mandate; and
 - ask if the process continues to be effective.

- Annual meetings of the MEA Class EA Monitoring Committee with MECP-EAAB and MMAH to review the information collected and its interpretation.

2.1.5 Monitoring Framework

Table 2 presents the framework for the Municipal Class EA Process Monitoring Program. It outlines:

- what will be monitored;
- what indicators will be used;
- how the indicators will be measured; and
- how the data will be collected.

2.2 IMPLEMENTATION AND SCHEDULE

Implementation of the Monitoring Program is a key consideration since it requires input from MEA, MECP and MMAH. Therefore, a 12 month calendar has been prepared, as provided in Table 3, to demonstrate the time line to collect data, review and interpret the information and submit the Annual Report. This Monitoring Program will be carried out by the MEA Monitoring Committee under the direction of the Chair of the Committee. MECP has been invited to participate on the Committee.

2.3 ANNUAL REPORT

A summary report will be prepared annually and submitted to the Director of the MECP-EAAB. It will summarize the findings regarding use, compliance and effectiveness of the municipal Class EA process as discussed previously and identified in Table 2. It will then present an overview of process-related observations about the Municipal Class EA in terms of its continuing effectiveness in meeting MECP Class EA program objectives. Commencing in 2002, the Annual Reports will be due by October 4.

2.4 PROGRAM ADMINISTRATION

Over time, certain adjustments may be required to this Monitoring Program. Recommendations in terms of what is and is not working with the Monitoring Program, particularly with respect to the relevance and/or level of detail of the data that are collected, and program costs, for example, will be included in the Annual Report as appropriate. Flexibility is desirable to permit refinements to the program as necessary as it evolves and agreed to by MEA and MECP.

**TABLE 2 - SAMPLE MATRIX FOR SUMMARIZING NOTICES OF COMPLETION RECEIVED BY
MECP AND PART II ORDER DATA**

Municipality	Projects with Notice of Completion Submitted to MECP		Projects which Received Part II Order Request	Part II Order Granted	Rationale if Granted		Rationale if Denied		Other
	B's	C's			Process Issue	Technical Issue	Process Issue	Technical Issue	
Municipality 'A'									
Project1	✓		No	--	--	--	--		
2		✓	Yes	No	--	--	--	✓	
3		✓	Yes	No	--	--	--	✓	
4	✓		No	--	--	--	--	--	
5	✓		No	--	--	--	--	--	
etc									
TOTAL									

**TABLE 2 - FRAMEWORK FOR
MUNICIPAL CLASS EA MONITORING PROGRAM**

What will be Monitored	What Indicators will be Used	How Measured	How Will Data be Collected	Other Comments
<ul style="list-style-type: none"> Use of Municipal Class EA process 	<ul style="list-style-type: none"> use of Municipal Class EA process as represented by number of projects reported to MECP including: <ul style="list-style-type: none"> Schedule 'B' projects Schedule 'C' projects Master Plans projects which followed the Integrated Approach 	Numerical summary of: <ul style="list-style-type: none"> no. of Schedule 'B' and 'C' projects for which copy of Notice of Completion provided to MECP-EAAB no. of Master Plans No. of projects which followed Integrated Approach designation requests 	<ul style="list-style-type: none"> MEA to summarize Notices of Completion sent to MECP-EAAB (see Table 1 for sample matrix) 	
<ul style="list-style-type: none"> Compliance of municipal proponents for Municipal Class EA, or MEA on their behalf, with: <ul style="list-style-type: none"> Conditions of Approval for parent Class EA document 	<ul style="list-style-type: none"> fulfilment of Conditions of Approval for parent Class EA document 	<ul style="list-style-type: none"> describe how fulfilled 	<ul style="list-style-type: none"> MEA Monitoring Committee to review status of requirements for each Condition of Approval for the parent Class EA and document if they have been fulfilled and, if not, when and how they will be. 	
<ul style="list-style-type: none"> Compliance with: <ul style="list-style-type: none"> Class EA process requirements 	<ul style="list-style-type: none"> general assessment of representative projects as to whether they are in compliance with the approved process 	<ul style="list-style-type: none"> compare number of Part II Orders granted because of process issue to number of projects reported to MECP 	<ul style="list-style-type: none"> review Minister's rationale for Part II Orders being denied or granted and identify if process-related review questionnaire responses for applicable comments/information 	

**TABLE 2 - FRAMEWORK FOR
MUNICIPAL CLASS EA MONITORING PROGRAM**

What will be Monitored	What Indicators Will be Used	How Measured	How Will Data be Collected	Other Comments
<ul style="list-style-type: none"> • Effectiveness of Municipal Class EA process in meeting requirements of: <ul style="list-style-type: none"> i) EA Act ii) Class EA Program objectives 	<ul style="list-style-type: none"> • Continued ability of Municipal Class EA process to meet statutory requirements of EA Act. • continued ability of Municipal Class EA process to meet generic/ broad Class EA program objectives: <ul style="list-style-type: none"> • assessment of environmental effects • consultation • documentation of decision-making 	<ul style="list-style-type: none"> • identify any changes to EA Act including regulations and determine implications to Municipal Class EA • summary of Minister's rationale for granting Part II Orders • information received at annual MEA meeting • discussions with MEA Monitoring Committee and MECP-EAAB • feedback from training sessions 		

**TABLE 2 - FRAMEWORK FOR
MUNICIPAL CLASS EA MONITORING PROGRAM**

What will be Monitored	What Indicators Will be Used	How Measured	How Will Data be Collected	Other Comments
	<ul style="list-style-type: none"> streamlined approvals self-assessment 	<ul style="list-style-type: none"> no. of projects which would otherwise be individual EAs qualitative assessment of Part II Order review process 	<ul style="list-style-type: none"> summary of Notices of Completion sent to MECP questionnaire responses from proponent municipalities questionnaire responses 	<ul style="list-style-type: none"> identify potential changes, enhancements, trends to be considered
	<ul style="list-style-type: none"> effectiveness of Integrated Approach (see Section A.2.9 of Municipal Class EA document) 	<ul style="list-style-type: none"> qualitative review of memos sent to MECP-EAAB and information received qualitative review of questionnaire responses qualitative review of related Ontario Municipal Board (OMB) decisions 	<ul style="list-style-type: none"> memos sent to MECP-EAAB discussions with MEA, MECP and MMAH questionnaire responses feedback from MMAH re: OMB decisions regarding municipal infrastructure. 	

TABLE 3 - 12 MONTH CALENDAR

Date	MEA	MECP	MMAH
January 1	<ul style="list-style-type: none"> send questionnaires to proponent municipalities, government review agencies and other key stakeholders requesting information by March 1 	<ul style="list-style-type: none"> co-ordinate MECP Regions' response to questionnaire 	<ul style="list-style-type: none"> co-ordinate MMAH's response to questionnaire and collection of information pertaining to the Integrated Approach
February 1	<ul style="list-style-type: none"> Feb 1 to May 1 - MEA summarizes information received from MECP re: Notices of Completion and Part II Order requests 	<ul style="list-style-type: none"> provide MEA with summary or copies of previous year's Notices of Completion and any memos re: Master Plans and the Integrated Approach received by MECP provide summary of projects which received Part II order requests and Minister response letters 	<ul style="list-style-type: none"> provide information about Integrated Approach to MEA
March 1	<ul style="list-style-type: none"> Receive questionnaires from proponent municipalities, agencies and other key stakeholders Review/interpret questionnaire responses 		
April 1	<ul style="list-style-type: none"> arrange annual meeting of Monitoring Committee to be held by June 30) complete draft Annual Monitoring Report 		
May 1	<ul style="list-style-type: none"> circulate draft Annual Monitoring Report to MEA Monitoring Committee and MECP/MMAH 	<ul style="list-style-type: none"> review draft Annual Monitoring Report 	<ul style="list-style-type: none"> review draft Annual Monitoring Report
June 1	<ul style="list-style-type: none"> hold annual meeting by June 30 	<ul style="list-style-type: none"> attend meeting and provide comments 	<ul style="list-style-type: none"> attend meeting and provide comments
July 1	<ul style="list-style-type: none"> July 1 to Sept 1 - revise report 		
August 1			
September 1			
October 1	<ul style="list-style-type: none"> submit report to Director of MECP-EAAB for approval by October 4 		
November 1			
December 1			

PART 3. RECENT ACTIVITIES

3.1 MCEA Reform

In November 2016, the Auditor General released their "Value for Money Audit" which included a 48 page section on Environmental Assessment. The Auditor General's report called for a number of improvements to Class EAs. Also, in early 2017, MEA, in partnership with RCCAO, submitted an Application for Review to the Environmental Commission. This application was widely supported by other stakeholders and we were pleased when, on April 13 the Ministry agreed to complete a review of the MCEA by December 31, 2018. Unfortunately, the work, to review the MCEA, did not begin until early 2018. Between March 21, 2018 and May 2, 2018, seven discussion group meetings were hosted to gather input related from various stakeholders related to MCEA reform. MEA's summary of the stakeholder consultation results dated May 22, 2018 is attached.

In January 2019, MECP responded to our Application for Review stating that a the Ministry would release a discussion paper on EA reform in the spring of 2019. On April 25th MECP release their Discussion Paper on EA reform and the next week they brought forward Bill 108 which amends a number of acts including the EA Act. There were two postings on the Environmental Registry related to EA Reform;

Immediate Short-Term Fixes ERO number 013-5102 In this posting MECP outlines amendments that they are proposing to the EA Act in Bill 108, specifically;

- 1) **To exempt low-risk activities/projects from the EA Act.**
- 2) **To ensure timeliness and certainty for the review of RIORs** by clearly defining which matters bump-ups can be requested on and creating a regulation that would prescribe limits on when the Minister must make decisions on requests. Only those that live in Ontario would be able to submit a PIOR.

Discussion Paper: Modernizing Ontario's EA Program ERO number 013-5101 In this posting MECP outlines potential improvements to the EA program and seeks input that would help ensure better alignment between the level of assessment and the level of risk, eliminate duplication, find efficiencies and go digital. The discussion paper repeats the intent to exempt low-risk activities/projects from the EA Act and ensure timeliness for PIOR decisions and then specifically seeks input on;

1. **Better alignment between the level of assessment and the level of environmental risk associated with a project.** This section of the discussion paper explains that, in Ontario, most public sector projects (even minor projects) require an Environmental Assessment whereas, unlike some other jurisdictions, many significant private sector projects do not require an Environmental Assessment. The idea of creating a clearly defined list of the types of major projects (both public and private sector), that must complete an environmental assessment is discussed.
2. **Eliminating duplication between environmental assessment and other planning and approvals.** This section of the discussion paper explains that there could be duplication and overlap between the EA process and other legislation such as the Federal EA. The primary issue that relates to MCEA is duplication with Planning Act applications.
3. **Find efficiencies in the environmental assessment process and related planning and approvals process to shorten the timelines from start to finish.** This section of the discussion paper explains that environmental assessments can be lengthy and frustrating processes to navigate. Coordination of multiple provincial planning and approvals; complex processes; and delays can create confusion and uncertain timelines.
4. **Go digital by permitting online submissions** - In this section of the discussion paper the creation of a centralized digital location for applicants and the ministry to provide interested persons with information about environmental assessments is proposed.

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Some of the changes to the MCEA process are changes that MEA has sought for many years (exempting Schedule A and A+ projects, deadlines for PIOR decisions) and are being implemented directly by the province through legislation/regulation/MECP practices.

However, other changes to the MCEA process must be initiated by the Class EA holders. MECP encouraged all Class EA holders to submit major amendments to their Class EAs to implement other desired improvements to their process. Amendments must be submitted by September 30, 2019. MEA had already begun preparing a major amendment that would rewrite and reorganize all of the project descriptions in Appendix 1 resulting in new projects in Schedule A, A+, B and C. However, rather than a simple amendment to replace Appendix 1, with all of the other changes, a more comprehensive amendment which involves many sections of the MCEA manual was justified. This amendment (attached) has now been submitted.

3.2 Recent Accomplishments

- ✓ MEA has completed a Companion Guide for the MCEA. It is hoped that this guide will provide useful tips and clarifications to MCEA users. This guide will be a living document and be updated as required.
- ✓ MECP has produced a PIIO Smart Form. This form must now be used when submitting a PIOR for any Class EA. MEA feels this will assist with the PIOR process.
- ✓ MEA has submitted the attached amendment to the MCEA that will introduce the following changes;

Roads

- All stockpiling salt is Schedule A
- A number of projects that were Schedule A if < \$2.4m or Schedule B if > \$2.4m are shifted to Schedule A or A+
- A number of projects that were Schedule A are shifted to Schedule A+ to ensure the community is notified
- All roads (**including collector and arterial**) that are required as a **specific** condition of a planning approval are Schedule A
- Road diets and Roundabouts are included in Schedule A+
- If the heritage aspects of a bridge are addressed, reconstruction with the same vehicle capacity is Schedule A+.
- Reconstruction of expressways is included in Schedule C

Water/Wastewater

- A number of existing items have been combined
 - 4 items that deal with standby power combined into 1 item
 - 10 items that deal with works yards combined into 1 item
 - 4 items that deal with retiring facilities combined into 1 item
- Projects must be required as a **specific** condition of a planning approval or **subject to** planning requirements and these terms will be added to the glossary.
- LID features have been added to Schedule A and A+
- A number of projects have been shifted from Schedule A to Schedule A+ to provide notice to the local community
- A number of projects have been shifted from Schedule B to Schedule A+ as the technical requirements are covered by an ECA and PTTW. Property acquisition is used as a trigger – most projects are Schedule A+ unless property acquisition is required.
- Infrastructure crossing a water course is clarified – Schedule A+ if replacement, trenchless or attached to existing bridge. New open cut or new bridge support is Schedule B.

Transit

- Make all traffic control devices and safety projects Schedule A+ to be consistent with the Roads section

- For water crossings refer to vehicle capacity not hydraulic capacity
- Shift reconstruction, new stations, new passenger pick up, and new maintenance facilities from Schedule B or C to Schedule A+ to provide notice to the local community and rely on the planning approval process.

Other Sections

- Executive Summary, Glossary and other sections re-written to include update information related to Bill 108, the EA renewal process and changes made to Appendix 1
- A.1.2.2 Project Schedules - Section is re-written to explain the exemption of Schedule A and A+ projects provided by Bill 108 and to describe the responsibilities of municipalities related to these projects to be accountable to their citizens
- Various sections revised to include information from the Companion Guide
- A.1.4 Phase-In - Section revised for current amendment
- A.1.5.1 Monitoring of Municipal Class EA – Section revised to include process for submitting notices to MECP
- A.1.7 MECP Codes of Practice – Section is updated to include current information about the Codes of Practice and Climate Change direction from the Companion Guide
- A.2.1.1 Level of Complexity – Section revised to highlight the use a Schedule A+ for many projects.
- A.2.7.1 The Master Planning Process – Section revised to explain expiry of a Master Plan and the abilities for a PIOR
- A.2.10 Relationship of Projects within the Class EA to other Legislation – Section revised to identify other relevant regulations
- A.3.5.3 Public Notices – Section revised to explain ability to establish notice requirements
- A.4.3 Revisions and Addenda to Environmental Study Report – Section revised to clarify expiry/lapse of time.
- Appendix 6 Sample Notices – New Sample Notices including for Schedule A+ are provided.

Sections Common with Other Class EAs

- A.1.5.2 Municipal Class EA Amending Procedures – MECP is to provide common wording.
- A.2.8 Changing the Project Status – Appeal Process – MECP is to provide common wording
- ✓ MEA has undated the training material and delivered MCEA training
 - January 30/31, 2019 in Sudbury
 - April 24/25, 2019 in Toronto
 - June 3/4, 2019 in Toronto
 - October 15/16, 2019 in Toronto (scheduled)
 - October 21/22, 2019 in Toronto (scheduled for CEO members)

3.3 Part II Order Decisions

MCEP reports that during the past year there have been 20 decisions related to PIORs. Two of the PIORs related to sewer/water projects while 18 related to transportation projects. One of the PIORs was mediated and the other 19 PIORs were denied. The time for a decision ranged from 115 days to 714 days with an average of 319 days. The PIOR decision that took 714 days was settled by mediation. Not including the high (714) and low (115) number of days, the average time for a decision/denial was 308 days.

MECP is to release a new regulation that will limit the scope of issues that can be considered in a PIOR and establish a deadline for a decision.

PART 4. CONCLUSION

4.1 PLAN TO MOVE FORWARD

- ▶ MECP advises that further EA reform will continue. MEA will continue to participate in this reform process.
- ▶ Finalize an updated Heritage Bridge Checklist with MTCS with changes that permit more self-assessment.
- ▶ Class EA holders have all asked for clearer language related to Indigenous Consultation but MECP has informed that this will not be available to include in this amendment.
- ▶ Even with the proposed amendment to Appendix 1, many of project descriptions in the tables will remain poorly worded. This has been discussed with MECP and we agreed that further improvements should be a separate exercise. The purpose of the 2019 amendment is to shift projects. The amendment combines and cleans up language for a few obvious descriptions (patrol yards, standby power) but further work is required.
- ▶ There seems to be a fundamental flaw with the MCEA Schedule B process as outlined in the attached Schedule B Process Analysis. This may also apply to other Class EAs. MECP recognizes this is an important issue but agrees it should be addressed in the future.
- ▶ Update the Companion Guide to mesh with Bill 108 and amendment to the MCEA.

4.2 Conclusion

For 30+ years, the Municipal Class EA was successfully used by municipalities to comply with the requirements of the EA Act and effectively meet the broad objectives of the Act to protect the environment. However, there is widespread support to improve the MCEA process.

Attachments

- 1) 2019 Amendment to the MCEA
- 2) Schedule B Process Analysis

2019 Amendment to the MCEA

**Table of Proposed Class EA Amendments
Other Sections (Version 2, September 30, 2019)**

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
O 1	Executive Summary	<p>INTRODUCTION</p> <p>In 1987, the first Municipal Class Environmental Assessments (EAs), prepared by the Municipal Engineers Association (MEA) on behalf of Ontario municipalities, were approved under the Ontario Environmental Assessment (EA) Act for municipal road projects, and municipal water and wastewater projects. In 1993, the Municipal Class EAs were reviewed, updated and their approval extended</p> <p>In 2000, the Class EAs for Municipal Road Projects and Municipal Water and Wastewater Projects were consolidated, updated, and approved under Part II.1 of the amended Ontario EA Act by Order-in-Council on October 4, 2000. Since many municipalities and stakeholders indicated that the process is working well, and, recognizing that much had been achieved over the years of working with and refining the Municipal Class EAs, the main guiding principle was to maintain the substance of the existing process while making any necessary changes.</p> <p>As part of its 5-year review of the Municipal Class EA (2000), MEA proposed a number of amendments which were posted on MEA's website under "Municipal Class EA – Change Management". The amendments are as follows:</p> <p><u>2007 – Amendment to create Schedule A+ and to create the Transit section.</u></p> <p><u>2011 – Amendment to revise Section A.2.9 Integration with the Planning Act</u></p> <p><u>2015 – Amendment to the Roads section of Appendix 1 to include active transportation</u></p>	Section updated to include recent amendments and Bill 108 changes

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p><u>facilities.</u></p> <p><u>2019 – Amendment to Appendix 1 and other various sections as described in A.1.6</u></p> <p>Minor Amendment – minor modification to the document</p> <p>Major Amendment – Part 1 addition of a new Project Schedule A+, defined as, “preapproved, however, the public is to be advised prior to implementation. The manner in which the public is to be advised is to be determined by the proponent.”</p> <p>i n e r e a s e c o s t t h r e s</p>	

#	Section	Current Text with track changes <i>(current text - e.g., screening process or current project category/schedule)</i>	Rationale
		held for road and project other changes identified	

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p style="text-align: center;">d d u r i n g r e v i e w</p> <p>Major Amendment – Part 2 – addition of Municipal Transit Projects</p> <p>With the approval of the amendments, MEA is releasing the amended Municipal Class EA which is referred to as:-</p> <p>Municipal Class Environmental Assessment October 2000, as amended in 2007</p> <p>DESCRIPTION OF THE CLASS OF UNDERTAKINGS</p> <p>The Municipal Class EA applies to municipal infrastructure projects including roads, water and wastewater <u>and transit</u> projects. Since projects undertaken by municipalities can vary in their environmental impact, such projects are classified in this Class EA in terms of schedules:</p> <p>• Schedule A - <u>geThese projects are limited in scale, have minimal adverse environmental effects and include various municipal maintenance and operational activities. These projects are exempt</u></p>	

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p>from the requirements of the EA normally includes normal or emergency operational and maintenance activities</p> <ul style="list-style-type: none">the environmental effects of these activities are usually minimal and, therefore, these projects are pre-approvedSchedule A+<ul style="list-style-type: none"><u>These projects are limited in scale and have minimal adverse environmental effects on the natural environment and matters of provincial importance. These projects include rehabilitation works and may be of interest to the local community. These projects are exempt from the requirements of the EA Act and may proceed to implementation without following the Class EA planning process.</u> <p><u>However, while these projects are exempt from the EA Act, this does not relieve the municipality from acting as a responsible level of government and consulting with</u></p>	

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p><u>their local community in 2007, MEA introduced Schedule A+. These projects are pre-approved, however, the public is to be advised prior to project implementation. The manner in which the public is advised is to be determined by the proponent. Schedule A+ is discussed in Section A.1.2.2.</u></p> <p>• Schedule B - <u>These projects have the potential for some adverse environmental effects. The proponent is required to undertake a screening process (see Appendix 1), involving mandatory contact with directly affected public and relevant review agencies, to ensure that they are aware of the project and that their concerns are addressed. If there are no outstanding concerns, then the proponent may proceed to implementation. Schedule B projects generally include improvements and minor expansions to existing facilities generally</u></p>	

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p>includes improvements and minor expansions to existing facilities-</p> <p>• there is the potential for some adverse environmental impacts and therefore the proponent is required to proceed through a screening process including consultation with those who may be affected-</p> <p>• Schedule C - <u>These projects have the potential for significant environmental effects and must proceed under the full planning and documentation procedures specified in this Class EA document. Schedule C projects require that an Environmental Study Report be prepared and filed for review by the public and review agencies. Schedule C projects generally include the construction of new facilities and major expansions to existing facilities. generally includes the construction of new facilities and major expansions to existing facilities-</u></p> <p>• these projects proceed through the</p>	

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#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p>environmental assessment—planning process outlined in the Class EA</p> <p>A detailed description of projects and activities that fall under each of these schedules is provided in Parts B, C, and D, and in Appendix 1.</p> <p>REASONS FOR USING A CLASS ENVIRONMENTAL ASSESSMENT WITH RESPECT TO UNDERTAKINGS IN THE CLASS</p> <p>The “parent” Municipal Class EA enables the planning of municipal infrastructure to be undertaken in accordance with an approved procedure designed to protect the environment. The Class EA approach to dealing with municipal infrastructure projects has been proven to be an effective way of complying with the EA Act through thirty <u>twenty</u> years of experience. It provides:</p> <ul style="list-style-type: none"> • a reasonable mechanism for proponents to fulfill their responsibilities to the public for the provision of municipal services in an efficient, timely, economic and environmentally responsible manner; • a consistent, streamlined and easily understood process for planning and implementing infrastructure projects; and, • the flexibility to tailor the planning process to a specific project taking into account the environmental setting, local public interests and unique project requirements. <p>Municipalities undertake hundreds of projects. The Class EA process provides a decision-making framework that enables the requirements of the EA Act to be met in an effective manner. The alternatives to a parent Class EA would be: to undertake individual environmental</p>	

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p>assessments for all municipal projects; for each municipality to develop their own class environmental assessment process; and/or, for municipalities to obtain exemptions. These alternatives would be extremely onerous, time consuming and costly. Three decades of experience have demonstrated that considerable public, economic and environmental benefits are achieved by applying the Class EA concept to municipal infrastructure projects.</p> <p>SIMILARITIES AND DIFFERENCES TO BE EXPECTED AMONG UNDERTAKINGS IN THE CLASS</p> <p>The undertakings subject to this Class EA involve municipal infrastructure. Accordingly, they share the following similarities:</p> <ul style="list-style-type: none"> • they generally address similar types of problems and opportunities • a common set of “alternatives to” and “alternative methods” apply • they follow the same EA planning process with similar phases • the types of impacts and approaches to environmental protection and mitigation are recurrent <p>Given that there are over 440 municipalities within Ontario with a variety of environmental settings, the main expected differences amongst undertakings in the Municipal Class EA are:</p> <ul style="list-style-type: none"> • project-specific problems and opportunities • project-specific environmental and community issues • project-specific solutions • varying levels of project complexity or sensitivity <p>The Class EA defines the minimum requirements for environmental assessment planning. There are Given—the potential differences amongst</p>	

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		<p>undertakings within the province, <u>therefore</u> however, the framework is flexible so that proponents may “customize” it to address the specific complexities and needs of a project including potential environmental effects.</p> <p>EXPECTED RANGE OF ENVIRONMENTAL EFFECTS</p> <p>The geographic setting for projects undertaken under this Class EA will vary widely throughout Ontario. For the purposes of environmental analysis, however, geographic settings can be broadly categorized as urban and rural areas. Potential environmental effects are discussed in Sections B.3, C.3, and D.3, and Appendix 2.</p> <p>POTENTIAL MITIGATING MEASURES</p> <p>Appendix 2 describes typical measures that could be taken to mitigate adverse environmental effects that may result from proceeding with undertakings in this Class EA.</p> <p>With the wide diversity of geographic settings and environmental conditions pertaining to municipal infrastructure projects throughout Ontario, it is not possible to identify specific mitigating measures which can be applied in all instances. The Class EA does, however, require proponents to identify acceptable measures which will allow the project to be undertaken at reasonable cost while at the same time protecting the environment against net negative impacts. The Class EA also requires proponents to make provision for post-construction monitoring to ensure that projects are built and operated in accordance with the approved design and that environmental impacts are as predicted.</p> <p>PROCESS TO CONSULT WITH THE PUBLIC AND THOSE WHO MAY BE AFFECTED BY THE UNDERTAKING</p>	

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p>Consultation early in, and during the planning process is a key feature of successful environmental assessment. The Municipal Class EA identifies mandatory consultation requirements. These are a minimum only and proponents must tailor the consultation program to address the needs of a specific project and its stakeholders. Consultation with municipal councils, review agencies, the public, interest groups and property owners is discussed in Section A.3 and Appendix 5.</p> <p>METHOD TO EVALUATE A PROPOSED UNDERTAKING</p> <p>The framework for evaluating alternatives is outlined in the description of the environmental assessment planning process in Sections A.1 and A.2. The key elements are:</p> <ul style="list-style-type: none"> • consideration of the effects of each alternative on all aspects of the environment; • systematic evaluation; • traceable decision-making; and • public and review agency input in the evaluation. <p>METHOD TO BE USED TO DETERMINE THE FINAL DESIGN OF A PROPOSED UNDERTAKING</p> <p>Section A.2.4 describes the process to determine the preferred design concept. Finalization of the detailed design occurs during Phase 5 after the Environmental Study Report (ESR) has been reviewed by the public and technical agencies. It is imperative that the commitments and decisions made during Phases 1 through 4 be clearly documented in the ESR and implemented during Phase 5.</p> <p>OVERVIEW OF THE MUNICIPAL CLASS EA</p>	

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p>(2000 <u>as amended</u>)</p> <p>In 2000, the Municipal Class EA was updated but retained the process identified in the previous Class EAs as well as much of the explanatory information that was previously provided. The document, however, was reformatted and reorganized. The main features of the 2000 Municipal Class EA were:</p> <ul style="list-style-type: none"> • consolidation of the Class EA for Municipal Road Projects and the Class EA for Municipal Water and Wastewater Projects into one document; • consolidation of common process elements in Part A, road projects in Part B and water and wastewater projects in Part C <u>and transit in Part D</u>; • no substantive changes to the basic five phase planning process or mandatory minimum requirements; • references to property acquisition in the process flow chart and text deleted due to the changes in the amended EA Act. • identification of optional steps in flow chart; • schedules are printed on yellow paper in Appendix 1; • provision to change the status of project (formerly referred to as the bump-up provision) was updated to reflect the new terminology and information in the amended EA Act and is now referred to as a "Part II Order" (see Section A.2.8); • a new provision was added for monitoring how the Municipal Class EA is applied. Proponents must now submit a copy of the Notice of Completion for Schedule B projects and a Notice of Completion of an ESR for Schedule C projects to the Environmental Assessment and Approvals Branch of the MECP (see Section A.1.5); • additional information on Master Plans was 	

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p>provided in Section A.2.7 and Appendix 4;</p> <ul style="list-style-type: none"> the means for co-ordination with the Planning Act were revised, streamlined and clarified in order to continue to encourage integrated infrastructure and land use planning under both the EA Act and the Planning Act (see Section A.2.9); and explanatory notes and helpful hints related to the Class EA process were highlighted in the margins in Part A. <p>The 2000 document was subsequently amended in 2007, 2011, 2015 and 2019. This is discussed in Section A.1.6</p>	
0 2	Glossary of Terms	<p><u>CAPACITY - BRIDGES</u> Means the number of through travel lanes for vehicles on the bridge. Adjusting lane width to current standards does not increase the number of travel lanes and cycling, parking, or turning lanes are not through travel lanes. Increasing the width of a narrow bridge (one lane with two way traffic) to the current standard to accommodate two way traffic (two lane) is not considered an increase in capacity.</p>	
		<p><u>SPECIFIC CONDITION OF APPROVAL</u> Means to be specifically described in the planning application. This means the location needs to be defined (for example by</p>	Two new items added

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p><u>showing the road allowance property on a draft plan of subdivision) and the details of the road (cross section) or water/wastewater facility (conceptual design) considered during the Planning Act application by both the public and in the environmental inventory studies. For example, a road illustrated with a line on a Schedule to the Official Plan does not sufficiently define a new road to qualify for classification as a Schedule A project. Furthermore, the municipality must be satisfied that the propose facility will provide the required function. The municipality must also ensure that there are sufficient controls in the Planning Act approval (specific clauses in the draft conditions) to ensure that the defined facility is constructed.</u></p> <p><u>Subject to Planning Act Requirements</u></p>	
		<p><u>Means that the project must conform to the normal standards established in the</u></p>	

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<u>zoning bylaw such as setbacks, buffering, grading, drainage and stormwater management, parking, traffic flow etc that are appropriate and apply to the project</u>	
O 3	A.1.1	<p>A.1.1 ONTARIO ENVIRONMENTAL ASSESSMENT ACT</p> <p>The purpose of the Ontario Environmental Assessment Act, R.S.O. 1990, Chapter E.18, as amended, (herein referred to as the EA Act), is to provide for... <i>the betterment of the people of the whole or any part of Ontario by providing for the protection, conservation and wise management in Ontario of the environment. (Part I-Section 2).</i></p> <p>“Environment” is applied in a broad sense and includes the natural, social, cultural, built and economic environments. The formal definition of the environment is included in the glossary of this document.</p> <p>In applying the requirements of the EA Act to undertakings, the EA Act identifies two types of environmental assessment planning and approval processes:</p> <p>Individual Environmental Assessments (Part II of the EA Act) - those projects for which a Terms of Reference and an individual environmental assessment are carried out and submitted to the Minister of the Environment for review and approval, or</p> <p>Class Environmental Assessments (Part II.1 of the EA Act) - those projects which are approved subject to compliance with an approved class environmental assessment process with respect to a class of undertakings. Providing the approved process is followed, a proponent has complied with</p>	Explains impact of Bill 108

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p>Section 13 (3)(a) of the EA Act.</p> <p>This feature of the amended EA Act is of note. Where previously Class EAs were enabled through Regulation 334, they are now embodied within the amended EA Act.</p> <p><u>In June 2019, the EA Act was further amended by Bill 108: the More Homes, More Choice Act, 2019. This amendment exempts low-risk, Schedule A and A+ projects from the requirements of the Act and makes changes to the Part II Order process. These changes include:</u></p> <ul style="list-style-type: none"> <u>• Authorizing the creation of a regulation that will focus the Part II Order process on matters related to adverse impacts on Aboriginal or treaty rights and other matters, as prescribed.</u> <u>• Authorizing the creation of a regulation that will prescribe time limits on when the Minister must make decisions on requests, and deadlines for making a Part II Order request.</u> <u>• Limiting the ability to request a Part II Order to residents of Ontario.</u> <p>Whether carrying out individual or Class EAs, the key principles of successful environmental assessment planning under the EA Act include:</p> <p>Consultation with affected parties early in and throughout the process, such that the planning process is a cooperative venture. The proponent should seek to involve potentially affected parties as early as possible, so that their concerns can be identified and addressed before irreversible decisions are made. Early consultation allows for improved understanding of environmental concerns before the undertaking is selected and focuses the planning on matters of concern. Potentially affected parties include technical</p>	

#	Section	Current Text with track changes <i>(current text - e.g., screening process or current project category/schedule)</i>	Rationale
		<p>agencies, the public, property owners, interest groups and other municipalities.</p> <p>Consideration of a reasonable range of alternatives, both the functionally different “alternatives to” and the “alternative methods” of implementing the solution. The “Do nothing” alternative, which provides a benchmark for the evaluation of alternatives, must be considered.</p> <p>Identification and consideration of the effects of each alternative on all aspects of the environment, i.e., the impact on the natural, social cultural, technical and economic/financial environment. The level of detail will vary depending primarily on the significance of the effect and the stage of the study.</p> <p>Systematic evaluation of alternatives in terms of their advantages and disadvantages, to determine their net environmental effects. The planning process must include distinct points where alternatives are evaluated and the net environmental effects are identified. The decision-making process should be phased, narrowing progressively to a preferred alternative. The process must recognize the dynamic nature of environmental decision-making, must be sensitive to changing conditions and new information, and must be flexible enough to deal with them.</p> <p>Provision of clear and complete documentation of the planning process followed, to allow “traceability” of decision-making with respect to the project. Documentation should set out the approach, and the way in which the principles of environmental assessment planning were followed in the planning process.</p>	

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
O 4	A.1.2.2	<p>A.1.2.2 Project Schedules</p> <p>Projects undertaken by municipalities vary in their environmental impact. Consequently, projects are classified in this Class EA in terms of schedules:</p> <p>Schedule A projects are limited in scale, have minimal adverse environmental effects and include various a number of municipal maintenance and operational activities. These projects are <u>exempt from the requirements of the EA Act</u> pre-approved and may proceed to implementation without following the full Class EA planning process. Schedule A projects generally include normal or emergency operational and maintenance activities.</p> <p>Schedule A+ projects are limited in scale and have minimal adverse environmental effects on the natural environment and matters of provincial importance. These projects include rehabilitation works and may be in of interest to the local community. These projects are exempt from the requirements of the EA Act and may proceed to implementation without following the Class EA process. As part of the 2007 amendments, Schedule A+ was introduced, where Schedule A+ projects are pre-approved, however, the public is to be advised prior to project implementation.</p> <p>The purpose of Schedule A+ is to ensure some type of public notification for certain projects that are pre-approved under the Municipal Class EA, it is appropriate to inform the public of municipal infrastructure project(s) being constructed or implemented in their area. There, however, would be no ability for the public to request a Part II Order. If the public has any comments, they should be directed to the municipal council where they would be more appropriately addressed.</p> <p><u>However, while these projects are exempt from the</u></p>	<p>Section is re-written to explain the exemption of Schedule A and A+ projects provided by Bill 108 and to describe the responsibilities of municipalities related to these projects to be accountable to their citizens</p>

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p><u>EA Act, this does not relieve the municipality from acting as a responsible level of government and consulting with their local community.</u></p> <p><u>The purpose of Schedule A+ is to identify projects where it is appropriate to inform the public of municipal infrastructure project(s) being constructed or implemented in their area. There, however, would be no ability for the public to request a Part II Order. If the public has any comments, they should be directed to the municipal proponent where they would be more appropriately addressed</u></p> <p>Schedule A+ activities may have been previously approved by a municipal council through annual budgets or specific mandates. Advising the public of the project implementation is a means to inform the public of what is to be undertaken in their local area. The public retains the opportunity to comment to municipal council. Given that these projects are pre-approved, there is no appeal to MECP on these projects.</p> <p>The manner in which the public is advised is to be determined by the proponent. This could be a notice provided to adjacent property owners, a notice posted at the site, a report to council, a list of projects posted on the municipality's website etc. (Note: the mandatory requirements for a "Public Notice" as outlined in Section A.3.5.3 do not apply to Schedule A+).</p> <p>(For Schedule A and A+, Section A.1.3 explains the differences between municipalities who are proponents of the Municipal Class EA and those who are not but use it, with regard to unconditional approval of Schedule A and A+ projects).</p> <p>Schedule B projects have the potential for some adverse environmental effects. The proponent is required to undertake a screening process (see Appendix 1), involving mandatory contact with</p>	

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		<p>directly affected public and relevant review agencies, to ensure that they are aware of the project and that their concerns are addressed. If there are no outstanding concerns, then the proponent may proceed to implementation. Schedule B projects generally include improvements and minor expansions to existing facilities.</p> <p>Schedule C projects have the potential for significant environmental effects and must proceed under the full planning and documentation procedures specified in this Class EA document. Schedule C projects require that an Environmental Study Report be prepared and filed for review by the public and review agencies. Schedule C projects generally include the construction of new facilities and major expansions to existing facilities.</p> <p>Provided the approved Class EA planning process is followed, a proponent has complied with Section 13(3) of the EA Act. The Class EA process therefore provides municipalities with significant relief from the application of the review requirements of the Act, while ensuring that an adequate environmental assessment process is followed. Class EAs place emphasis on project assessment and public and agency involvement rather than on review and approvals.</p> <p>Specific types of projects within these schedules are provided in Appendix 1. The types of projects and activities are intended generally to be categorized with reference to the magnitude of their anticipated environmental impact. In specific cases, however, a project may have a greater environmental impact than indicated by a Schedule. In these cases, the proponent may, at its discretion, change the project status by elevating it to a higher schedule. There is also an <u>opportunity to request a higher level of study for Schedule B and C projects through a Part II Order request to the Minister of Environment.</u></p>	

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		<u>Conservation and Parks. Part II Orders are appeal mechanism for Schedule B and C projects which is</u> discussed in Section A.2.8	
O 5	A.1.2.4	<p>A.1.2.4 Municipal Class EAs Renewal Project (19972015 to 20192000)</p> <p>On April 9, 1987, the first municipal Parent Class EAs prepared by the Municipal Engineers Association (MEA) were approved under the EA Act. <u>Since this first Municipal Class EA there have been various re-writes and revisions and in 2015 the Minister announced there would be a review of the EA Permitting process. This announcement prompted MEA to prepare a Position Paper dated November 2015 that described the improvements to the MCEA process that were recommended by MEA.</u></p> <p><u>The Residential Civil Construction Alliance of Ontario (RCCAO) provided comments on MEA's Position Paper and produced several papers on the MCEA process. In December 2016, the Auditor General released a report with 12 recommendations to improve the EA process. In January 2017, MEA and RCCAO jointly submitted an EBR Application for Review requesting the Ministry to conduct a formal review of the MCEA process. In April 2017, the Ministry agreed to complete the review of the MCEA process as requested and report their findings by January 31, 2019</u></p> <p><u>To kick-start the review process, on November 29, 2017, MEA and RCCAO jointly hosted a session for stakeholders - Evolution of the MCEA: A Workshop to Improve this Vital Process. During the winter of 2018, Ontario Good Roads Association (OGRA) gathered strong support for MCEA reform from their member municipalities and during the spring of 2018, the Ministry hosted seven full day stakeholder consultations in downtown Toronto.</u></p>	Historical information summarized and added a description of the 2019 amendment process.

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		<p><u>On April 25, 2019, MECP released their Discussion Paper on EA reform and the next week they introduced Bill 108 which amended several acts including the EA Act. There were two postings on the Environmental Registry related to EA Reform;</u></p> <p><u>Immediate Short-Term Fixes ERO number 013-5102</u></p> <p><u>In this posting MECP outlines amendments that they are proposing to the EA Act in Bill 108, specifically:</u></p> <p><u>1) To exempt low-risk activities/projects from the EA Act.</u></p> <p><u>2) To ensure timelines and certainty for the review of PIORs</u> by clearly defining which matters bump-ups can be requested on and creating a regulation that would prescribe limits on when the Minister must make decisions on requests. Only those that live in Ontario would be able to submit a PIOR.</p> <p><u>Discussion Paper: Modernizing Ontario's EA Program ERO number 013-5101</u></p> <p><u>In this posting MECP outlines potential improvements to the EA program and seeks input that would help ensure better alignment between the level of assessment and the level of risk, eliminate duplication, find efficiencies and go digital.</u></p> <p><u>Bill 108 was received Royal Assent in June 2019 and MEA has submitted an amendment to the MCEA that will re-organize the project classification tables in Appendix 1. At that time, two Class EAs were implemented to deal with 1) municipal road projects, and 2) municipal water and wastewater projects. The approval for these Class EAs was subject to review after five years. In 1993, the Class EAs were reviewed, updated and approved under the EA Act with an expiry date of May 31, 1998. A 1993 Regulation also</u></p>	

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		<p>brought certain private sector projects under the Class EAs. In 1994, regulations were passed amending certain provisions of the Class EAs with an expiry date of May 31, 1998. An extension to the 1993 Class EAs approval was approved. As a result, the 1993 Class EAs remained in force until they were replaced by the 2000 Municipal Class EA</p> <p>In 1997, the MEA in conjunction with the Environmental Assessment Branch (EA Branch), commenced the Municipal Class EAs Renewal Project which culminated in the preparation of an updated and consolidated "parent" Class EA for Municipal Projects, which was approved in 2000. The Renewal Project was carried out by MEA, on behalf of the proponent municipalities, under the direction of a Steering Committee of stakeholder representatives including:</p> <ul style="list-style-type: none"> • Municipal Engineers Association (Chair). • MOE – EA Branch. • City of Toronto. • Regional Municipality of Niagara. • Regional Municipality of Ottawa-Carleton. • Town of Carleton Place. • Regional Planning Commissioners. • Urban Development Institute. • Ontario Professional Planners Institute. • EA practitioners. <p>The Core Review Team included the MOE – Approvals Branch, the Ministry of Municipal Affairs and Housing, the Ministry of Natural Resources and the Ministry of Transportation.</p> <p>The Renewal Project itself was conducted in accordance with Section 13 of the EA Act. Accordingly, the main steps in the renewal process were:</p> <ol style="list-style-type: none"> 1) distribution of a questionnaire to over 1370 stakeholders including: <ul style="list-style-type: none"> • review agencies typically involved in Class EA projects. 	

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		<ul style="list-style-type: none"> all Ontario municipalities. waste management coordinators of Ontario. randomly selected consulting firms working with the Class EAs. contacts at the Canadian Environmental Law Association (CELA), Association of Municipalities of Ontario (AMO), Ontario Waste Managers Association (OWMA) and Professional Engineers of Ontario (PEO). randomly selected members of the Ontario Society of Environmental Management (OSEM) members of the Urban Development Institute (UDI). preparation and submission of Terms of Reference in accordance with requirements of the EA Act. summary of issues based on the questionnaire responses and feedback from the past five years draft outline of the updated Class EA. preparation of the draft updated Class EA for review with main stakeholders. submission of final Class EA to MOE for approval. <p>Consultation Consultation is an important component of the EA process and was carried out through:</p> <ul style="list-style-type: none"> contact with provincial and federal review agencies; the distribution of a questionnaire to over 1370 stakeholders to obtain information on the experience to date with the Municipal Class EAs; a series of Municipal Class EA Updates which were mailed to the study mailing list at key points in the study; and the use of the Municipal Class EA Internet Homepage to provide up-to-date information on the process. <p>Workshops were also held with EA practitioners at key points in the study. In addition, those stakeholders who indicated an interest were provided with a copy of the draft Class EA for</p>	

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		<p>review.</p> <p><u>Results</u></p> <p>From comments received since the Municipal Class EAs were first approved, and during the Renewal Project, municipalities as well as stakeholders have indicated that the process is working well. This was also borne out through the stakeholder survey.</p> <p>It is therefore important to recognize that much has been achieved over the years of working with and refining the Municipal Class EAs. In addition, with municipal constraints and staff reductions likely continuing for the foreseeable future, it became apparent that now is not the time for wholesale change of a process that many municipalities and practitioners have indicated is working well. Municipalities as well as stakeholders have become well versed with the Class EAs and would not benefit from extensive changes to those aspects that are working.</p> <p>Therefore, the underlying principle in the review and updating of the Class EAs was to maintain the substance of the existing process while making any necessary changes.</p> <p>Nevertheless, some issues were identified relating not only to components of the existing Class EAs but also to new features of the amended EA Act, potential opportunities to improve and enhance the Class EAs, and, evolving new issues.</p> <p>Based on input from the Steering Committee and stakeholders, the options for addressing the identified issues were assessed, a preferred option determined, and, pertinent changes incorporated into the updated Class EA or identified for subsequent follow-up separate from the Class EA Renewal Project.</p> <p>Table A.1 summarizes the main issues and how</p>	

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		they were addressed.	
O 6	A.1.2.5	<p>A.1.2.5 “Parent” Class EA Framework</p> <p>As noted earlier, comments received by MEA and the information collected through the Renewal Project indicated that, in general, the process is working well. There were, however, differing opinions with regard to the level of explanatory detail and amount of direction to be provided. This was to be expected given the broad scope of the document, and its application to a variety of projects being undertaken by numerous proponents.</p> <p><u>Annual monitoring of the MCEA process since 2000, demonstrates that, while there have been several serious specific issues, in general the MCEA process is working well and continues to serve the public.</u></p> <p>There are many proponents who are knowledgeable and experienced in applying the Municipal Class EA process to a full range of straightforward or complex projects either straightforward or complex, and, who have developed their own approach to Master Plans and co-ordinating EA Act requirements with Planning Act requirements. There are, however, some municipalities who desire greater direction, assistance or reassurance in carrying out their Class EA process, particularly when interpreting the schedules, conducting Master Plans, and co-ordinating with other legislation, particularly the Planning Act.</p> <p>This document does not provide exhaustive direction on how to manage complex projects or Master Plans. First and foremost, the Class EA provides the framework for environmental assessment planning of municipal infrastructure projects to fulfill the requirements of the EA Act. The key elements of the framework are provided in</p>	First paragraph revised to reflect recent issues with the MCEA process.

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		<p>Section A.2. The Class EA establishes principles and certain minimum mandatory requirements and has been set-up as a self assessment process which is flexible enough to allow different proponents to meet the needs of specific projects while ensuring that the requirements of the EA Act are met. <u>To assist proponents, MEA has created an MCEA Companion Guide that provides useful tips for proponents and illustrates minimum requirements with examples. This Guide, is available on MEA's web site and provides practical advice on satisfying the minimum requirements for Schedule A+, B and C projects with real life examples. It focuses on satisfying the minimum requirements for Advertising/Consultation, the EA process including investigation into options and detailed design and Documentation (Schedule A+, B and C) and explains when additional work could be considered. The Guide does not provide expanded information on each section of the MCEA. Look for the Companion Guide icon in the margin to see if further information is available</u> If a proponent determines that it requires more specific direction, then it may be appropriate for them to develop their own guidance documents to provide supplementary direction for project managers.</p>	
O 7	A.1.2.6	<p>A.1.2.6 Main Features of the 2000 Municipal Class EA</p> <p>The 2000 Municipal Class EA retained the process identified in the previous Class EAs as well as much of the explanatory information that was previously provided. The document, however, was reformatted and reorganized for easier use. The main features are:</p> <ul style="list-style-type: none"> • consolidation of the Class EA for Municipal Road Projects and the Class EA for Municipal Water and Wastewater projects into one document; • consolidation of common process elements (i.e. five phase process, consultation) in Part 	

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		<p>A, road projects in Part B and water and wastewater projects in Part C;</p> <ul style="list-style-type: none"> no substantive changes to the basic five phase planning process or mandatory minimum requirements; references to property acquisition in the process flow chart and text were deleted due to changes in the amended EA Act; identification of optional steps in flow chart; schedules were printed on yellow paper in Appendix 1; provision to change the status of project (formerly referred to as the bump-up provision) was updated to reflect the new terminology and information in the amended EA Act - now referred to as a "Part II Order" (see Section A.2.8); a new monitoring provision was added whereby proponents must submit a copy of the Notice of Completion for Schedule B projects and a Notice of Completion of an (Environmental Study Report) ESR for Schedule C projects to the <u>Environmental Assessment and Permissions</u> Branch (see Section A.1.5.1); additional information on Master Plans was provided in Section A.2.7 and Appendix 4; the means for co-ordination with the Planning Act has been revised, streamlined and clarified in order to continue to encourage integrated infrastructure and land use planning under both the EA Act and the Planning Act (see Section A.2.9); and explanatory notes and helpful hints related to the Class EA process were highlighted in the margins in Part A of the document. <p>The 2000 document was amended in 2007, 2011, 2015 and 2019. A summary of the amended document is discussed in Section A.1.6.</p>	

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O 8	A.1.4	<p>A.1.4 PHASE-IN</p> <p>Phase-in provisions</p> <p>For roads, water /and wastewater and transit projects, the following phase-in provisions are provided:</p> <p>1) <u>All Schedule A and A+ projects are exempt from EA Act requirements as of June 2019.</u></p> <p>2) Any Schedule B or C project for which a Notice of Commencement pletion has been issued under the 2000 Class EA <u>as amended in 2017, may shall</u> continue under the 2000 Class EA <u>as amended in 2017</u> until the project is completed <u>unless the proponent provides notice to impacted stakeholders that the process has been terminated and re-starts the EA process following the latest amended process</u></p> <p>3) Any Schedule B or C project for which a Notice of Completion has been issued under the 2000 Class EA as amended in 2017 shall continue under the 2000 Class EA as amended in 2017 until the project is completed and the commitments in the EA fulfilled unless the proponent provides notice to impacted stakeholders that the project has been terminated and re-starts the EA process following the latest amended process.</p> <p>2) Since there have been no substantive changes to the process or mandatory consultation requirements, and only minor revisions to the schedules, all other projects, as described in this document, are subject to the requirements of this Class EA as of the date of approval of this Municipal Class EA. Where changes to the Municipal Class EA do affect a project currently underway, then proponents can consult the EAA Branch to discuss the appropriate approach.</p>	New phase in provisions are provided

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		For transit projects, phase-in provisions are provided in Section D.1.1 "Implementation and Transition Provisions".	
O 9	A.1.5.1	<p>A.1.5.1 Monitoring of Municipal Class EA</p> <p>In order to monitor the effectiveness of the process in meeting the requirements of the EA Act, as well as municipal compliance, proponents are required to submit to the MOE – EAA Branch, (MEA.Notices.EAAB@ontario.ca), one copy of the "Notice of Completion" for each Schedule B project and the "Notice of Completion of Environmental Study Report" for each Schedule C project.</p> <p><u>The Ministry of the Environment, Conservation and Parks becomes aware of streamlined environmental assessments (e.g., class environmental assessment projects, electricity projects and waste management projects) through notifications by project owners. Notifying the ministry is an important step in the streamlined environmental assessment processes. As part of the ministry's ongoing efforts to improve processes and ensure the ministry has an opportunity to provide input on projects undergoing streamlined environmental assessments, the ministry has established dedicated email accounts in each regional office. These accounts will be used to receive notices as required in your class environmental assessment process along with a new "Project Information Form". As of May 1, 2018, proponents must use this new process.</u></p> <p><u>4 Step Process for Submitting Notices of Commencement for Streamlined EAs</u></p> <p><u>To submit your notice you need to do the following:</u></p>	Describes new process to submit notices. Re-write to mesh with info in Companion Guide

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		<p><u>1. Download and complete the Project Information Form.</u> (The Form can be found here Ontario.ca under "Streamlined EAs". It is an excel spreadsheet with columns that need to be filled out by the proponent. The form has been developed for ease of use (i.e. drop-down pick list for most fields). Instructions on filling out the form are contained in 2 tabs within the form itself).</p> <p><u>2. Create an email. The subject line of your email must include in this order: project location, type of streamlined EA and project name</u></p> <p>For example:</p> <ul style="list-style-type: none"> • York Region, MEA Class EA, Elgin Mills Rd East (Bayview to Woodbine) • Durham Region, Electricity Screening Process, New Cogeneration Station • City of Ottawa, Waste Management Screening Process, Landfill Expansion <p><u>3. Attach the completed Project Information Form (in excel format) and a copy of your project notice (in PDF format) to the email.</u></p> <p><u>4. Send by email to the appropriate ministry regional office:</u></p> <p>Central Region – eanotification.cregion@ontario.ca</p> <p>Eastern Region – eanotification.eregion@ontario.ca</p> <p>Northern Region – eanotification.nregion@ontario.ca</p> <p>South West Region – eanotification.swregion@ontario.ca</p> <p>West Central Region – eanotification.wcregion@ontario.ca</p>	

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		<p><u>3 Step Process for Submitting Notices of Completion for Streamlined EAs</u></p> <p>To submit your notice you need to do the following:</p> <p><u>1. Create an email. The subject line of your email must include in this order: project location, type of streamlined EA and project name</u></p> <p>For example:</p> <ul style="list-style-type: none"> • <u>York Region, MEA Class EA, Elgin Mills Rd East (Bayview to Woodbine)</u> • <u>Durham Region, Electricity Screening Process, New Cogeneration Station</u> • <u>City of Ottawa, Waste Management Screening Process, Landfill Expansion</u> <p><u>2. Attach a copy of your project notice (in PDF format) to the email.</u></p> <p><u>3. Send by email to the appropriate ministry regional office:</u></p> <p><u>Central Region</u> – <u>eanotification.cregion@ontario.ca</u></p> <p><u>Eastern Region</u> – <u>eanotification.eregion@ontario.ca</u></p> <p><u>Northern Region</u> – <u>eanotification.nregion@ontario.ca</u></p> <p><u>South West Region</u> – <u>eanotification.swregion@ontario.ca</u></p> <p><u>West Central Region</u> – <u>eanotification.wcregion@ontario.ca</u></p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> • <u>The hyperlink to the MECP District Officer Locator website, can be used to assist with determining what ministry region your project is located.</u> • <u>If your project is located in more than one ministry region, you need to submit your notices to all appropriate regions.</u> 	

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		<p>This in turn will provide a record of projects undertaken within the province for use during the next review of this Class EA.</p> <p>A sample cover sheet to accompany the copy of the Notice submitted to the MECP - EAA Branch is provided in Appendix 6.</p> <p>In addition, representatives of the MEA will meet with staff of the MECP^{OE} - EAA Branch on an annual basis to review any comments received.</p>	
O 10	A.1.6	<p>A.1.6 Amendments to the Municipal Class EA</p> <p>In 2000, the Municipal Class EA parent document, prepared by the MEA on behalf of proponent municipalities, was approved under the Ontario EAA. As part of the approval given by the Minister of the Environment, Conservation and Parks, the MEA is required to undertake annual monitoring of the Class EA process to ensure the effectiveness in its continued use. In addition, the MEA is required to carry out a more comprehensive review of the Class EA process as part of the five-year reviews that are required by the Notice of Approval given for the Class EA.</p> <p>Over the years, a number of minor and major amendments to the Class EA have been proposed and approved and the Class EA document updated accordingly. <u>These amendments include:</u></p> <p><u>2007 – Amendment to create the Schedule A+ and to create the Transit section.</u></p> <p><u>2011 – Amendment to revise Section A.2.9 Integration with the Planning Act</u></p> <p><u>2015 – Amendment to the Roads section of Appendix 1 to include active transportation facilities.</u></p>	<p>Section updated to list recent amendments.</p>

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		<p><u>2019 – Amendment to Appendix 1 and other various sections as described below:</u></p> <p><u>Roads</u></p> <ul style="list-style-type: none"> <u>a. All stockpiling salt is Schedule A</u> <u>b. A number of projects that were Schedule A if < \$2.4m or Schedule B if > \$2.4m are shifted to Schedule A or A+</u> <u>c. A number of projects that were Schedule A are shifted to Schedule A+ to ensure the community is notified</u> <u>d. All roads (including collector and arterial) that are required as a specific condition of a planning approval are Schedule A</u> <u>e. Road diets and Roundabouts are included in Schedule A+</u> <u>f. If the heritage aspects of a bridge are addressed, reconstruction with the same vehicle capacity is Schedule A+.</u> <u>g. Reconstruction of expressways is included in Schedule C</u> <p><u>Water/Wastewater</u></p> <ul style="list-style-type: none"> <u>h. A number of existing items have been combined</u> <ul style="list-style-type: none"> <u>i. 4 items that deal with standby power combined into 1 item</u> <u>ii. 10 items that deal with works yards combined into 1 item</u> <u>iii. 4 items that deal with retiring facilities combined into 1 item</u> <u>i. Projects must be required as a specific condition of a planning approval or subject to planning requirements and these terms will be added to the glossary.</u> <u>j. LID features have been added to Schedule A and A+</u> 	

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		<p><u>k. A number of projects have been shifted from Schedule A to Schedule A+ to provide notice to the local community</u></p> <p><u>l. A number of projects have been shifted from Schedule B to Schedule A+ as the technical requirements are covered by an ECA and PTTW. Property acquisition is used as a trigger – most projects are Schedule A+ unless property acquisition is required.</u></p> <p><u>m. Infrastructure crossing a water course is clarified – Schedule A+ if replacement, trenchless or attached to existing bridge. New open cut or new bridge support is Schedule B.</u></p> <p><u>Transit</u></p> <p><u>n. Make all traffic control devices and safety projects Schedule A+ to be consistent with the Roads section</u></p> <p><u>o. For water crossings refer to vehicle capacity not hydraulic capacity</u></p> <p><u>p. Shift reconstruction, new stations, new passenger pick up, and new maintenance facilities from Schedule B or C to Schedule A+ to provide notice to the local community and rely on the planning approval process.</u></p> <p><u>Other Sections</u></p> <p><u>q. Executive Summary, Glossary and other sections re-written to include update information related to Bill 108, the EA renewal process and changes made to Appendix 1</u></p> <p><u>r. A.1.2.2 Project Schedules - Section is re-written to explain the exemption of Schedule A and A+ projects provided by Bill 108 and to</u></p>	

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		<p><u>describe the responsibilities of municipalities related to these projects to be accountable to their citizens</u></p> <p>s. <u>Various sections revised to include information from the Companion Guide</u></p> <p>t. <u>A.1.4 Phase-In - Section revised for current amendment</u></p> <p>u. <u>A.1.5.1 Monitoring of Municipal Class EA – Section revised to include process for submitting notices to MECP</u></p> <p>v. <u>A.1.7 MECP Codes of Practice – Section is updated to include current information about the Codes of Practice and Climate Change direction from the Companion Guide</u></p> <p>w. <u>A.2.1.1 Level of Complexity – Section revised to highlight the use a Schedule A+ for many projects.</u></p> <p>x. <u>A.2.7.1 The Master Planning Process – Section revised to explain expiry of a Master Plan and the abilities for a PIIOR</u></p> <p>y. <u>A.2.10 Relationship of Projects within the Class EA to other Legislation – Section revised to identify other relevant regulations</u></p> <p>z. <u>A.3.5.3 Public Notices – Section revised to explain ability to establish notice requirements</u></p> <p>aa. <u>A.4.3 Revisions and Addenda to Environmental Study Report – Section revised to clarify expiry/lapse of time.</u></p> <p>bb. <u>Appendix 6 Sample Notices – New Sample Notices including for Schedule A+ are provided.</u></p> <p><u>Sections Common with Other Class EAs</u></p>	

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		<p><u>cc. A.1.5.2 Municipal Class EA Amending Procedures – MECP is to provide common wording.</u></p> <p><u>dd. A.2.8 Changing the Project Status – Appeal Process – MECP is to provide common wording.</u></p> <p>A comprehensive list of the amendments made to the Class EA process is available on the MEA's website (http://www.municipalclassea.ca/) and proponents are encouraged to review this information to ensure that they have the most current information. The MEA will continue in its efforts to notify its stakeholders of any future changes to the Class EA.</p> <p>As part of its 5-year review of the Class EA, MEA proposed a number of amendments which were posted on MEA's website under "Municipal Class EA – Change Management". The proposed amendments were identified as follows:</p> <p>Minor Amendment: _____ minor modifications to the document</p> <p>Major Amendment – Part 1: _____ addition of a new project Schedule A+, defined as, "preapproved, however, the public is to be advised prior to implementation. The manner in which the public is to be advised is to be determined by the proponent."</p>	

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		<p>increase cost thresholds for road projects</p> <p>other changes as identified during review</p> <p>Major Amendment – Part 2: addition of Municipal Transit Projects</p> <p>The preparation of these amendments was done in parallel. The amendments were approved by the Ministry of the Environment (MOE) on September 6, 2007. Thereafter, MEA incorporated the amendments into the Municipal Class EA and re-issued the document.</p>	
O 11	A.1.7	<p>A.1.7 MECPOE CODES OF PRACTICE (2007) AND CLIMATE CHANGE</p> <p>In August 2007, the Ministry of the Environment released a draft of the Code of Practice: Preparing, Reviewing and Using Class Environmental Assessments in Ontario which sets out the Ministry's expectations for the content of a "parent" class environmental assessment under 14 (2) of the Environmental Assessment Act. It also sets out the roles and responsibilities for all participants in the class environmental assessment process at the project stage and provides guidance to the public on how to navigate the class environmental assessment process for a particular project. In addition, it should be noted that on May 30, 2007, the Minister of the Environment approved three of the five Codes of Practice and one guidance document. They are:</p> <ul style="list-style-type: none"> • Code of Practice: Preparing and Reviewing Terms of Reference for Environmental Assessments in Ontario • Code of Practice: Consultation in Ontario's Environmental Assessment Process • Code of Practice: Using Mediation in Ontario's Environmental Assessment Process 	<p><u>Section is updated to include current information about the Codes of Practice and Climate Change direction from the</u></p>

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		<p><u>Federal/Provincial Environmental Assessment Coordination in Ontario: A Guide for Proponents and the Public</u></p> <p><u>The MECP has developed codes of practice to provide guidance on key aspects of the Class EA process. The codes of practice include:</u></p> <ul style="list-style-type: none"> <u>• Preparing, Reviewing and Using Class Environmental Assessments in Ontario</u> <u>• Consultation in Ontario's Environmental Assessment Process</u> <u>• Using Mediation in Ontario's Environmental Assessment Process</u> <p><u>Together, the codes of practice:</u></p> <ul style="list-style-type: none"> <u>• Set out the ministry's expectations for the content of a variety of environmental assessment documents and provide guidance on the roles and responsibilities of all participants in the environmental assessment process</u> <u>• Provide clear direction to proponents, environmental assessment practitioners, and other stakeholders involved in the environmental assessment process on class environmental assessments, consultation, and mediation</u> <u>• Promote the transparency of government involvement and the decision-making process when projects must meet the requirements of provincial environmental assessment legislation</u> <p><u>In addition to these codes of practice, the MECP has also developed the following guidance document:</u></p> <ul style="list-style-type: none"> <u>• Considering climate change in the environmental assessment process</u> <p><u>This guide is a companion to the codes of practice and sets out the ministry's expectations for considering climate change in the preparation, execution and documentation of environmental assessment studies and processes.</u></p> <p><u>The guide describes two types of climate change</u></p>	<p><u>Companion Guide</u></p>

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		<p><u>effects that can be considered. The first is the effect that a project can have on climate change. In this instance, the issue to be considered is the degree to which the project can provide some climate change mitigation measures by reducing carbon emissions and / or enhancing / protecting natural landscapes that act as carbon sinks. The second is the effect climate change has on a project. In this instance, the issue to be considered is the degree to which the project can demonstrate adaptation to climate change impacts.</u></p> <p><u>Climate Change Mitigation</u></p> <p><u>Climate change mitigation is a "big picture" issue. The most significant impact where decisions are made for climate change mitigation (i.e. green house gas emission reduction / protection and enhancement of natural areas as carbon sinks) relates to high level planning in a community. These types of planning decisions take place long before an undertaking is considered in the context of the Environmental Assessment Act. These decisions are made through the development of Official Plans and Secondary plans under the Planning Act.</u></p> <p><u>Provincial Policy Statements address the need for climate change considerations in these high-level planning decisions. Infrastructure system development, expansion and improvement projects that fall under the MCEA follow the strategic direction of these high-level planning decisions. The impact on climate change mitigation between alternative conceptual solutions (Phase 2 of the MCEA) or optional design approaches (Phase 3 of the MCEA) could be relatively minor at this stage of the development of an undertaking. This would be a basis for a proponent to scale the level of evaluation associated with climate change mitigation assessment in the project.</u></p>	

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		<p>A logical approach to incorporate some consideration into the Class EA evaluation, if warranted, is to include climate change mitigation criteria into the decision-matrix as one of the factors impacting the selection of a preferred solution (Phase 2 of the MCEA) and / or preferred project design option (Phase 3 of the MCEA). Possible criteria descriptions may be as follows:</p> <ul style="list-style-type: none"> • Potential for green house gas emission reduction measures • Potential for protecting / enhancing carbon sinks (i.e. natural landscapes) <p>These accommodate qualitative statements, such as "high / medium / low" to be part of the decision matrix based on potential measures that an option may be able to accommodate in reducing GHG emissions or protecting / enhancing carbon sinks.</p> <p><u>Climate Change Adaptation</u></p> <p>Climate change adaptation is a project specific issue. Any weather event related to climate change that exerts an influence on a project can be considered an effect of climate change on a project. Extreme weather events and phenomenon are changing the performance or level of service for existing infrastructure systems and impacting the basis of designing new systems for the future.</p> <p>Climate change effects can be localized to property / project specific sites (e.g. flooding from extreme rainfall events), or wide-spread over large areas or regions (e.g. higher community water demands from drought conditions, higher power demands for heating and cooling from cold and hot temperature extremes, ecosystem resilience issues from rain, drought, ice and wind storms or other extreme events of nature).</p> <p><u>Effects of climate change on wide-spread areas</u></p>	

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		<p><u>would typically be addressed in master plan and high-level planning studies of community infrastructure needs. As with climate change mitigation, many of these decisions would be addressed through higher level community planning processes under the Planning Act and aligning with appropriate Provincial Policy Statements that incorporate climate change considerations. The Province's EA program is developing more climate change guidance and tools for proponents. Reference is made to the MECP Climate Change website.</u></p> <p><u>Addressing the potential effects of climate change on localized properties and projects ultimately becomes part of the design process, where infrastructure systems and structures are designed in such a way as to adapt and be resilient to extreme weather events. The impact on climate change adaptation between alternative conceptual solutions (Phase 2 of the Municipal Class EA) or optional design approaches (Phase 3 of the Municipal Class EA) could be relatively minor at this stage of the development of an undertaking. This would be a basis for a proponent to scale the level of evaluation associated with climate change adaptation assessment in the project.</u></p> <p><u>A logical approach to incorporate some consideration into the evaluation, if warranted, is to include climate change adaptation criteria into the decision-matrix as one of the factors impacting the selection of a preferred solution (Phase 2 of the Municipal Class EA) and / or preferred project design option (Phase 3 of the Municipal Class EA). Possible criteria descriptions may be stated as follows:</u></p> <ul style="list-style-type: none"> <u>• Vulnerability of project / infrastructure to climate change effects</u> <u>• Flexibility to incorporate climate change adaptation measures in design</u> <p><u>These criteria accommodate qualitative</u></p>	

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		<p><u>statements, such as “high / medium / low” to be part of the decision matrix based on degree of vulnerability between options to climate change effects and flexibility to accommodate adaptation features into the design of an undertaking.</u></p> <p><u>Climate Change Conclusions</u></p> <p><u>The proponent should avoid including specific detailed design features in the EA analysis, particularly if these specific design features can be readily incorporated with any of the selected alternatives. Instead, the EA analysis should focus on factors that contribute to selecting the best alternative solution.</u></p> <p><u>The proponent would also decide what weighting the climate change criteria would carry relative to the other criterion in the decision matrix.</u></p> <p><u>The outcome of these considerations would result in proponent commitments through recommendations in the Phase 2 Report or Environmental Study Report to address adaption measures in the implementation of the preferred project (i.e. Phase 5 - design and construction of the Municipal Class EA).</u></p> <p><u>In summary, climate change considerations need to be incorporated into the Municipal Class EA process, but these must be scaled appropriately to be practically applied for the types of projects completed under the Class EA process.</u></p>	
O 12	A.2.1.1	<p>A.2.1.1 Level of Complexity</p> <p>The following sections describe the planning process in this Class EA. It is important, however, to recognize that there is flexibility within the process to be responsive to specific project and consultation needs, while ensuring that the requirements of the Class EA are met.</p>	Information from Companion Guide is included. See attached for Companion Guide. section.

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		<p>Level of complexity or sensitivity can relate to the nature of the problem or opportunity being addressed, the level of investigation required to assess alternatives and environmental effects, and public and agency issues and concerns. The level of complexity may affect the selection of the project schedule, and the scope of each phase in the Class EA process as well as the need to revisit steps in the process. The level of complexity will therefore affect the manner in which a project proceeds through the process.</p> <p>The complexity of a project is based on many components, including environmental effects, public and agency input and technical considerations, and how these interrelate on a specific project. Accordingly, the determination of complexity (and its ongoing assessment) requires sound professional judgement, is an inherent function of the management of a project and, is the responsibility of the proponent.</p> <p>Given the varying levels of complexity, the divisions amongst Schedules A, <u>A+</u>, B and C projects are therefore often not distinct. For example, a Schedule B project with many issues and broad community interest could approach the complexity of a Schedule C project. A particularly complex or controversial Schedule A or A+ project would likely warrant efforts beyond the minimum described in the MCEA. However, before deciding to elevate the project to a Schedule B process, the proponent should ask - for this particular project, would the community benefit from:</p> <p><u>1) More opportunity for public engagement?</u> <u>If yes, additional consultation can be undertaken. The proponent should carefully consider what type of consultation the community and stakeholders would most benefit from, ensuring a meaningful engagement process. Additional consultation</u></p>	

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		<p><u>(outside the requirements of the MCEA process) can be done in whatever form is most appropriate for the situation.</u></p> <p>2) <u>A very detailed consideration of alternatives?</u> <u>If yes, then additional consideration and evaluation of alternatives can be done. This additional level of detail is not required in other steps of the process, if is not deemed to be necessary.</u></p> <p>3) <u>Thorough documentation of the preferred solution and associated mitigating measures?</u> <u>If yes, then a report, memo, presentation, or other form of documentation (beyond the requirements of the MCEA) can be prepared to document the process, preferred solution, and next steps.</u></p> <p>4) <u>Having the ultimate decision regarding the project made outside the community?</u> <u>If yes, then the proponent should elevate the project to a Schedule B or C process and allow the community the opportunity to file a Part II Order Request. If warranted, the Minister will then make the final determination regarding the project.</u></p> <p>As a result, some proponents may choose to follow the process for a Schedule B, while others may decide to follow the process for a Schedule CA+ <u>with enhanced engagement, analysis or documentation.</u></p> <p>While the Class EA document defines the minimum requirements for environmental assessment planning, the proponent is responsible for “customizing” it to reflect the specific complexities and needs of a project.</p> <p><u>There is no need to automatically follow all of the steps of a higher Schedule. Instead, the proponent should expand the process to</u></p>	

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		<p><u>incorporate the components that will provide benefit to the community. All the above can be accomplished without elevating the project to a Schedule B or C process.</u></p> <p><u>IMPORTANT NOTE</u> – When a proponent has a <u>particularly complex or controversial project and decides to add extra steps (public engagement, more consideration of alternatives, extensive documentation or elevate a project to a higher Schedule), this extra effort should not become normal practice. Remember that this extra effort was justified for a specific project because of the unique circumstances. Unless the next project also has unique circumstances, the project should follow the process outlined in the Municipal Class EA.</u></p> <p>The foregoing should be considered not only at the outset of project planning but as one proceeds through the process and reviews and confirms the project schedule.</p> <p>All activities undertaken in the planning process must be documented and records maintained in a form which can be presented to the public for review. However, the proponent need only gather and document information which is likely to have a direct bearing on impacts and mitigating measures. The level of detail of the information to be inventoried should reflect the potential severity of the impacts predicted</p> <p>Lastly, it should also be noted that the process outlined in the following sections is not necessarily sequential. It can be an iterative process whereby the results of one Step may necessitate re-evaluation of a previous Step.</p>	
O 13	A.2.7.2	<u>A.2.7.2 Master Plan – Monitoring, Amending and Lapse of Time</u>	Includes advice on amending and lapse of time and

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		<p>In order to monitor the effectiveness and benefits of this approach, proponents are required to briefly summarize how the Master Plan followed Class EA requirements and copy this to the EAA Branch, including copies of mandatory notices.</p> <p><u>Master Plans are long term plans that will likely be implemented over many years. The inclusion of a project in a Master Plan does not provide EA Act approval – there is no Notice of Completion for a Master Plan and no associated approval. In order to meet the requirements of the EA process, a Notice of Completion for each of the identified Schedule B and C projects must be issued. As such, there is no lapse of time limit on a Master Plan.</u></p> <p><u>However, when the proponent wants to proceed with one of the identified Schedule B or C projects, the proponent needs to complete the Municipal Class EA process with complete and current information. If the Master Plan is dated and does not include complete and current information, the proponent will need to gather and analyze that information prior to issuing the Notice of Completion for the Schedule B or C project.</u></p> <p><u>It is recommended that proponents review and update (amend) their Master Plans on a regular basis. Regular updates will permit the proponent to simply reference the complete and current information in the Master Plan when proceeding with completion of the EA process for a project.</u></p>	recommends regular updates to keep Master Plans current.
O 14	A.2.10	<p>A.2.10 RELATIONSHIP OF PROJECTS WITHIN THE CLASS EA TO OTHER LEGISLATION</p> <p>This Class EA process can be conducted in such a way as to ensure compliance with other environmental legislation. The Class EA process, however, does not replace or exempt the formal processes of other applicable federal, provincial and municipal legislation and municipal by-laws, such as permits or approvals and the specific</p>	Updates entire section and includes traffic calming, source water protection, ECAs, transit reg and other regulations related to the MCEA

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		<p>public and agency consultation that they may require. Where possible, duplication between the Class EA process and other formal approval processes should be avoided.</p> <p><u>This section is not intended to be an exhaustive list of approvals or undergo regular updates to reflect ongoing changes to legislation.</u> It is well beyond the scope of this document to outline all the potential legislation and regulatory requirements of municipal projects. It is, therefore, the responsibility of the proponent to ensure that all <u>approval and permitting</u> requirements are met <u>prior to implementation</u>. Furthermore, good project management will endeavour to do this in a streamlined and efficient manner in order to minimize duplication where possible.</p> <p>The relationship to the following provincial legislation is discussed in the following sections:</p> <ul style="list-style-type: none"> • Planning Act, <u>2001-</u> see Section A.2.9 • Municipal Act, 2001 see Section A.2.10.1 • Ontario Water Resources Act, <u>1990-/</u> see Section A.2.10.2 • Environmental Protection Act, <u>1990</u> • Consolidated Hearings <u>Act, 1990</u> see Section A.2.10.3 • Ontario Regulation 586/06 see Section A.2.10.4 • Drainage Act, <u>1990</u> see Section A.2.10.5 <p>Other key provincial, <u>plans and policies</u> legislation includes:</p> <ul style="list-style-type: none"> • the Provincial Policy Statement (PPS); • the Oak Ridges Moraine Conservation Act 2001, and the Oak Ridges Conservation Plan enacted 	

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		<p>in 2004;</p> <ul style="list-style-type: none"> the Ontario Safe Water Drinking Act, 2002 and its regulations; the Nutrient Management Act, 2002 and its regulation; the Niagara Escarpment <u>Planning and Development Act, and Niagara Escarpment Plan;</u> the Greenbelt <u>Act, 2005 and the Greenbelt Plan;</u> Places to Grow Act, <u>2005 and the Growth Plan for the Greater Golden Horseshoe;</u> Ontario Heritage Act, <u>1990 and its regulations;</u> Ontario Regulation 116/01 (Electricity Regulation); Clean Water Act, 2006 <u>and its regulations;</u> Great Lakes – St. Lawrence River Basin Sustainable Water Resources Agreement, December 2005; <u>Safeguarding and Sustaining Ontario's Water Act, 2007.</u> <p><u>• The Endangered Species Act, 2007 and its regulations;</u></p> <p><u>• The Lake Simcoe Protection Act, 2008 and the Lake Simcoe Protection Plan;</u></p> <p><u>• Water Opportunities Act, 2010;</u></p> <p><u>• Ontario Regulation 101/07.</u></p> <p>•</p> <p><u>Also, proponents should be aware of the following:</u></p> <p>In addition it should be noted that, Section 3.3(1) of the Ontario EA Act removes traffic calming from being subject to the Ontario EA Act.</p> <p><u>Ontario Regulation 116/01 (Exempts Standby Power)</u></p> <p><u>Ontario Regulation 334/90 (Exempts projects not defined in Class EA if < \$3.5m)</u></p> <p><u>Ontario Regulation 345/93 (Exempts private proponents)</u></p> <p><u>Ontario Regulation ???/19 (Establishes process for Part II Order Requests)</u></p>	

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		<p>Municipal projects must also comply with the requirements of the Canadian Environmental Assessment Act (CEAA) <u>federal Impact Assessment Act (IAA)</u> where applicable. This is discussed in Section A.2.11. In addition, there are a number of Federal Acts that are relevant to municipal projects including:</p> <ul style="list-style-type: none"> • Fisheries Act (see Section A.2.11.1). • Navigable Waters Protection Act (see Section A.2.11.2). • Species at Risk Act (see Section A.2.11.3). • Migratory Birds Convention Act. • Canadian Transportation Act. <p>Federal agencies have prepared a document entitled, "Information Requirements for Municipal Class Environmental Assessment Projects – Guidance Document". The focus of this Guidance Document is on projects for which Fisheries and Oceans Canada, Transport Canada (Navigable Water Protection Program), Environment <u>and Climate Change</u> Canada and Industry Canada are involved, since these are the departments that most frequently have an interest in municipal projects</p>	
O 15	A.2.10.1	<p>A.2.10.1 Municipal Act / <u>City of Toronto Act</u></p> <p>The <u>Municipal Act</u> sets out the powers of municipalities and the division of responsibilities in all municipal systems. It provides the authority under which municipalities may operate. Proponents are urged to coordinate requirements under the EA Act and the Municipal Act where possible and appropriate, for example, public notification.</p> <p><u>The City of Toronto Act is a permissive legislative framework created for the City of Toronto that provides the city with broader powers to pass by-laws on matters ranging from health and safety to the city's economic, social and environmental well-being.</u></p>	

Commented [CR1]: Suggest that this subsection be renamed 'Municipal Act / City of Toronto Act' and that the section clarify that the City of Toronto Act applies to the City of Toronto instead of the Municipal Act.

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A.2.10.6	A.2.10.6 The Clean Water Act	<p>The purpose of the <i>Clean Water Act</i> (CWA) is to protect existing and future sources of municipal drinking water. Under the CWA, <u>four types of vulnerable areas</u> have been delineated around surface water intakes and wellheads for every existing and planned municipal residential drinking water system that is located in a <u>Source Protection Area (SPA)</u>. These vulnerable areas are known as a Wellhead Protection Areas (WHPAs), or surface water Intake Protection Zones (IPZs), <u>Highly Vulnerable Aquifers (HVAs) and Significant Groundwater Recharge Areas (SGRAs)</u>. <u>In addition, portions of the vulnerable areas may include Issues Contributing Areas (ICAs) and Events-based Areas (EBAs)</u>. Details regarding the location of vulnerable areas will be <u>are</u> available in approved Source Protection Plans/<u>Assessment Reports available on and from the</u> Conservation Authority/Source Protection Authority <u>websites</u>.</p> <p>Source protection plans set out the local approach to protecting sources of drinking water. Where an activity 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. Municipal Official Plans, planning decisions, Municipal Class EA projects (where a project includes a drinking water risk) and prescribed instruments must conform with policies that address significant risks to drinking water and must have regard for policies that address moderate or low risks.</p> <p>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 projects are proposed within a vulnerable area, the policies in source protection plans must be</p>	

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		<p>considered and the impact of the policies on those who may need to implement the policies or those who are otherwise impacted (e.g. land owners) should be given adequate consideration during the planning stage. Proponents undertaking a Municipal Class EA project must identify early in their process whether a project is or could potentially be occurring within a vulnerable area; this would fall within Phase 1 of the Class EA process and must be clearly documented in the project file or Environmental Study Report (ESR), as may be appropriate.</p> <p>Projects that create new or amended vulnerable areas:</p> <p>For any proposed projects that alter or result in new vulnerable areas, the vulnerable areas will have to be incorporated into updated Source Protection Plans/Assessment Reports. Examples of such projects include but are not limited to: municipal well or surface water intake (existing or draw on a new source of drinking water), new storm sewersheds due to new development (which can expand an intake protection zone). When this happens, landowners within new or amended vulnerable areas (IPZs or WHPAs) will be subject to source protection plan policies. These policies may impact existing or proposed land uses and the activities carried out by landowners. To fully understand the impact of establishing a new or expanded drinking water systems, it is recommended that the technical work required by the CWA to identify the vulnerable areas and potential drinking water threats be undertaken concurrently with the Municipal Class EA process. This will facilitate the assessment of potential impacts and allow a more comprehensive consultation process with potentially affected stakeholders. Coordinating this work will also expedite Source Protection Plan/Assessment Report amendments to incorporate the new system or any changes to existing systems that may be required. It will also</p>	

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		<p>minimize the likelihood of Municipal Class EA proponents having to amend completed Municipal Class EA projects to reflect the technical work required by the CWA.</p> <p>For further clarity information on source protection requirements, the proponent can should contact source protection staff at the local or regional the Conservation Authority/Source Protection Authority.</p>	
		Endangered Species Act	
		Impact Assessment Act	
O 16	A.3.1	<p>A.3.1 General</p> <p>Consultation early in and throughout the process is a key feature of environmental assessment planning. Consultation is a two-way communications process between the proponent and affected or interested stakeholders that provides opportunities for information exchange and for those consulted to influence decision-making. The degree to which decision-making can be influenced will depend on the nature of the problem or opportunity being addressed, the alternatives and their environmental effects, the nature of any concerns which are identified, and the responsibilities of the proponent. Through an effective consultation program, the proponent can generate meaningful dialogue between the project planners and stakeholders including the general public, property owners, community representatives, Indigenous communities, interest groups, review agencies and other municipalities. This allows an exchange of ideas and the broadening of the information base leading to better decision making. One of the principal aims of consultation, therefore, is to achieve resolution</p>	

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		<p>of differences of points of view, thus reducing or avoiding controversy and, ultimately, avoiding the use of the provision to require a project to comply with Part II of the EA Act which addresses individual environmental assessments.</p> <p>Furthermore, contact with review agencies will ensure compliance with all public policy and regulatory requirements that proponents are made aware of the government agency requirements that need to be addressed as part of the planning process or through the issuance of permits or approvals following the completion of a Class EA.</p> <p>This section discusses the main stakeholders and identifies the timing and type of mandatory notification requirements. These are a minimum only. Proponents must tailor the consultation program to address the needs of a specific project and its stakeholders. Supplementary information is provided in Appendix 5 while sample notices are provided in Appendix 6.</p>	
O 17	A.3.5.1	<p>A.3.5.1 Development of a Public Consultation Plan</p> <p>At the outset of the study, a proponent shall develop a public consultation plan to address the following while taking into consideration the minimum mandatory requirements and objectives of effective consultation:</p> <ul style="list-style-type: none"> • potential stakeholders and special requirements. • level of consultation. • appropriate means of contact. • general timing of contact. <p>A consultation plan is not necessarily a formal</p>	

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		<p>document. Rather, it is a proposed approach or methodology which is determined early in the study and which may be documented, for example, in a study design, minutes, memo to file or a report.</p> <p>This section provides some basic information and mandatory notice requirements while supplementary information and sample notices are provided in Appendices 5 and 6 respectively. It is strongly recommended that the Consultation Plan be prepared as a formal document. Be sure the methods for contacting the public are consistent with the Notice Requirements particularly if your municipality has developed its own unique minimum notice requirements. (see A.3.5.3 Public Notices).</p> <p><u>A Consultation Record should be maintained and included in the Project File Report or ESR as an appendix. The Consultation Record should be detailed, including copies of all consultation, proof of delivery of documents, follow-up contact and an explanation of how concerns were addressed. This is one of the first items that MECP will request from a proponent that is facing a Part II Order request and therefore it should be readily available. Also, a formal document will ensure that consultation is organized and complete.</u></p> <p><u>The following is an outline for the development of a Consultation Plan.</u></p> <ol style="list-style-type: none"> <u>1. Define goals and objectives for the Consultation Plan considering the complexity of the EA project in the context of the Problem / Opportunity statement</u> <u>2. Identify stakeholders and potential "hot button" issues</u> <u>3. Confirm minimum consultation requirements, per the MCEA, in the Consultation Plan</u> 	

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p><u>4. Develop strategies and communication activities (e.g. communication channels, materials, venues, etc.) to enhance the minimum consultation requirements.</u></p> <p><u>5. Implement and document the consultation plan process (record or log)</u></p> <p><u>6. Evaluate need for mid-course corrections</u></p>	
O 18	A.3.5.2	<p>A.3.5.2 Methods of Public Contact</p> <p>There are several a number of ways in which the public may be involved in the project. It is the proponent's responsibility to determine the most suitable and effective means of involving the public. It is recognized that methods vary from community to community and with the nature of the project and potential environmental effects.</p> <p>The proponent must decide which method of contact will best provide the public with sufficient information to provide input and reasonably address issues and concerns. What is suitable for a large controversial project in a populous urban location would be inappropriate in a small rural community undertaking a small straight forward project</p> <p>Appendix 5 outlines a number of methods for contacting and consulting with the public. A consultation plan will likely include one or more or a combination of these methods.</p> <p><u>Be sure the methods for contacting the public are consistent with the Notice Requirements, particularly if your municipality has developed its own unique minimum notice requirements. (A.3.5.3 of the MCEA). It is then necessary to document the method, timing, and content of all contact with the public, government agencies, other regulatory bodies, Indigenous groups, and any other identified stakeholders in a formal consultation record (see A.3.5.1 of the MCEA).</u></p>	<p>Re-write to mesh with info in- Companion Guide</p>

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
O 19	A.3.5.3	<p>A.3.5.3 Public Notices</p> <p>Each of the points of contact with the public shall be advertised by means of published Notices to the public. In some cases, the notice itself may constitute contact with the public and no further dialogue may be necessary other than to invite input. For larger projects, however, a public notice will give details about information centres or workshops, availability of information for review, or some other means of contact between the proponent and the public.</p> <p><u>Historically</u>For the purposes of this Class EA, the Municipal Class EA required that a published notice shall shall mean a notice be published in a local newspaper having general circulation in the area of the project. Two (2) published notices shall means the same <u>notice two (2) notices</u> appearing in <u>two (2) separate issues of the same newspaper.</u></p> <p><u>However, proponents are now encouraged to establish their own custom policies for providing notice to the public. Section 270(1)(4) of the Municipal Act, 2001 requires municipalities to adopt policies for providing notice to the public for a variety of circumstances and normally municipalities have complied with this section by adopting a municipal notice bylaw. Proponents are encouraged to develop notice procedures that suit their individual municipalities and work with the Municipal Clerk to incorporate these notice procedures into their municipal notice bylaw. Once incorporated into their municipal notice bylaw, proponents will comply with section A.3.5.3 of the Municipal Class EA if they follow the notice procedures set out in their municipal notice bylaw.</u></p> <p><u>For example, instead of the traditional “two notices in a local newspaper”, a municipality could decide that notices will be provided to stakeholders on the municipal web site a</u></p>	Re-written to mesh with info in Companion Guide

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale												
		<p><u>minimum of 10 days prior to the meeting. The consultation plan for each Municipal Class EA project would then set out specific details for consultation. Alternatively, a municipality may decide to adopt a detailed notice procedure that sets out the consultation process for all Municipal Class EA projects.</u></p> <p><u>Every reasonable effort should be made to ensure the notices are published in an accessible media with high visibility. This will typically mean publishing notices in multiple forms of media (newspaper, website, social media, flyers/posters in public spaces, printed notices delivered door to door, press release, etc.). The type, scale, and location of the project must be carefully considered.</u></p> <p><u>A sample of a detailed process follows:</u></p> <table border="1"> <thead> <tr> <th><u>Notice Type</u></th><th><u>Government Agencies</u></th><th><u>Public Stakeholders</u></th><th><u>Indigenous Communities</u></th></tr> </thead> <tbody> <tr> <td><u>Schedule B Notice of Commencement</u></td><td><u>Notice via email</u></td><td><u>Signage at project location</u> <u>Notice on Municipal web site and mail to directly impacted (adjacent) owners</u></td><td><u>Mail or email with minimum of one follow up communication and offer for a special meeting</u></td></tr> <tr> <td><u>Schedule C Notice of Commencement</u></td><td><u>Notice via email</u></td><td><u>Signage at project location</u> <u>and Notice on</u></td><td><u>Mail or email with minimum of one follow up communication</u></td></tr> </tbody> </table>	<u>Notice Type</u>	<u>Government Agencies</u>	<u>Public Stakeholders</u>	<u>Indigenous Communities</u>	<u>Schedule B Notice of Commencement</u>	<u>Notice via email</u>	<u>Signage at project location</u> <u>Notice on Municipal web site and mail to directly impacted (adjacent) owners</u>	<u>Mail or email with minimum of one follow up communication and offer for a special meeting</u>	<u>Schedule C Notice of Commencement</u>	<u>Notice via email</u>	<u>Signage at project location</u> <u>and Notice on</u>	<u>Mail or email with minimum of one follow up communication</u>	
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				<u>Municipal web site</u>	<u>ation</u>	
		<u>Schedule C</u> <u>Notice of Public Consultation (Minimum 10 days prior to meeting date)</u>	<u>Notice via email</u>	<u>Email to anyone that responded to the Notice of Commencement and</u> <u>Mail to directly impacted (adjacent) owners and</u> <u>Notice on Municipal web site</u>	<u>Mail or email with minimum of one follow up communication and offer for a special meeting</u>	
		<u>Schedule B & C</u> <u>Notice of Completion</u>	<u>Notice via email to interested agencies</u> <u>Email to MECP</u>	<u>Email to anyone that has expressed interest in the project and Notice on Municipal web site</u>	<u>Mail or email with minimum of one follow up communication</u>	
		Where no such newspaper exists, the proponent shall be responsible for determining the equivalent local means of achieving the same objective of adequate notification to the general public. In cases where a municipality has elected to establish a procedure for notifying the public regarding similar projects under other applicable provincial legislation, the proponent may use that procedure to fulfill their requirements for "published notice".				

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p>Proponents are encouraged to establish a procedure to coordinate the public notices for Schedule B and C projects with other municipal notice procedures. For example, notices for Schedule B and C projects, which are associated with a Planning Act application, should be coordinated with the notice required by the Planning Act. Municipalities should establish notice procedures for other Schedule B and C projects in a similar fashion to the notice procedures which they have adopted as required by the Municipal Act. The format for notices may vary from municipality to municipality, but the following points shall be considered as minimum mandatory requirements:</p> <p>Contents:</p> <ul style="list-style-type: none"> • name and address of the proponent. • a brief description of the project which outlines the nature of the problem or opportunity and the need for a solution. • reference to the project following the requirements of the Municipal Class Environmental Assessment. • details of when and where information, (e.g. ESR) is available to the public. • name or title of a contact person to whom comment should be directed. • in the case of Notices of Completion for both Schedule B and C projects <ol style="list-style-type: none"> i) date by which comment/input is to be received by the proponent; ii) advice of the public's right with regard to the provisions to request a Part II Order, with date by which the request must be received by the Minister, <u>information on the mandatory form and where the form can be submitted</u>the address of the Minister. <p>First mandatory point of contact:</p>	

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p>Schedule B and C projects - two (2) published notices. In addition, where appropriate, notices mailed, delivered or posted to all properties abutting the project and to all persons who might reasonably have an interest in the project.</p> <p>Where possible, and in larger projects, the proponent should notify and solicit input from the public in ways other than newspaper advertisements alone.</p> <p>Second mandatory point of contact:</p> <ul style="list-style-type: none"> • Schedule B projects - two (2) published Notices of Completion • Schedule C projects - two (2) published Notices. <p>Third mandatory point of contact:</p> <p>Schedule C projects - two (2) published Notices of Completion of Environmental Study Report</p> <p>For both the Second and the Third mandatory points of contact, the proponent shall also mail or deliver copies of the notices to all who had expressed interest in the project. For this purpose, the proponent shall maintain throughout the Class EA planning process, a list of all persons who provide comment and input to the process or otherwise express an interest in the project.</p> <p>Sample Notices for Schedule B and Schedule C projects and for each point of public contact are included at Appendix 6. The Notices describe hypothetical projects in a hypothetical municipality and are intended only as a guide</p> <p>The proponent should endeavour in its notices and other material presented to the public to use plain, simple language which can be readily understood by the lay person.</p>	

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
O 20	A.3.8	<p>A.3.8 REVIEW OF THE ENVIRONMENTAL STUDY REPORT/<u>PROJECT FILE REPORT</u></p> <p>It is good practice to provide review agencies with the opportunity to comment on a draft copy of the <u>Project File or ESR. It is advisable to allow review agencies approximately one month to review draft reports.</u></p> <p>When completed, the <u>Project File or ESR</u> shall be placed on the public record and be available for review by the public and review agencies for a period of at least 30 calendar days.</p> <p>For most municipalities, placing on the public record will mean placing a copy <u>on the municipality's web site with hard copies available for viewing at selected convenient locations. For complex projects, a summary of the Project File or ESR could be place on the web site with hard copies of the full version available at selected locations, with the Municipal Clerk and formal input and comment to the municipality will in turn be received by the Municipal Clerk.</u></p> <p>In some cases however, particularly in larger municipalities, or in those municipalities where the Municipal Project Manager may be located in a different building from the Municipal Clerk, it may be more appropriate to have the ESR available at another Office and for the Municipal Project Manager to receive input and comment. This arrangement would equally well satisfy the requirement for the ESR to be placed on the public record.</p> <p>It is sometimes inconvenient for members of the public to review the ESR during normal municipal office hours at the offices of the municipality. Copies of the ESR shall therefore be placed at</p>	Modernized include posting ESR on web not hard copy in Library.

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		public libraries, community centres, or at other places of convenient public access, where the document may be viewed for longer periods of time during the day, particularly outside normal office hours. The public should not be placed in a position of having insufficient time in which to review the ESR in order to make meaningful and informed comment to the municipality on the project.	
O 21	A.4.1 and A.4.1.1	<p>A.4.1 SCHEDULE B – PROJECT FILE</p> <p>Formal planning of Schedule B projects ends at the conclusion of Phase 2. At this point, documentation of the planning process followed through Phases 1 and 2 shall be finalized and a Notice of Completion shall be issued, allowing the public at least a 30 calendar day period during which documentation may be reviewed and comment and input received. Documentation of the planning process shall be prepared and maintained in such a way that it is suitable for easy review by the public at any time</p> <p>Proponents shall maintain a Project File for all Schedule B projects. The location of the file shall be made known to the public through the Notices issued. Only one file need be maintained although the proponent may wish to duplicate it for purposes of convenience.</p> <p>The Project File shall be organized chronologically in such a way as to clearly demonstrate that the appropriate steps in Phases 1 and 2 have been followed and explain the following:</p> <ul style="list-style-type: none"> • background to the project and earlier studies. • the nature and extent of the problem or opportunity, to explain the source of the concern or issue and the need for a solution. • description / inventory of the environment. • the alternative solutions considered and the 	Modernized/updated

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p>evaluation process followed to select the preferred solution.</p> <ul style="list-style-type: none"> • follow-up commitments, including any monitoring necessary. <p>the public consultation program employed and how concerns raised have been addressed.</p> <p>The Project File shall contain a complete record of all activities associated with the planning of the project and shall include:</p> <ul style="list-style-type: none"> • correspondence. • copies of notices, letters, bulletins relating to public consultation. • memoranda to file explaining the proponent's rationale in developing stages of the project. • copies of reports prepared by consultants and others. <p>Proponents may wish to include in the Project File, a short summary listing key activities and the principal decisions/conclusions. Copies of <u>the Project File and</u> such a summary <u>should be made available on the municipality's web site with hard copies available for viewing at selected convenient locations.</u> could readily be made available to review agencies or other interested persons/parties.</p> <p>A.4.1.1 Revisions to Schedule B Projects</p> <p>It may be necessary to revise Schedule B projects due to the environmental implications of changes to the project or due to a delay in implementation.</p> <p>Significant modifications to Schedule B projects, as presented to the public during the screening process and as set out in the Notice of Completion shall be reviewed by the proponent. Similarly, if the period of time from <u>(i) the filing of the Notice of Completion in the public record, or</u> <u>(ii) the Minister's or delegate's denial of any Part II</u></p>	

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p><u>Order request(s), to the commencement of construction for the project exceeds ten (10) years, the proponent shall review the planning and design process and environmental setting to ensure that the project and the mitigating measures are still valid given the current planning context. The ten (10) year review will begin from the date of the Minister's or delegate's decision on any Part II Order request(s), or at the end of the public review period following the posting of the Notice of Completion where there is no Part II Order request.</u></p> <p>In either event, the reviews shall be documented in the Project File and the proponent shall issue a Revised Notice of Completion to all potentially affected members of the public and review agencies. A period of 30 calendar days shall be provided for review and response by the public. The Notice shall include the public's right to request a Part II Order within the 30-day review period (see Section A.2.8). If no Part II Order request is received by the Minister, the proponent is free to proceed with implementation and construction. Where implementation of a project has already 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 termination of the review period.</p>	
O 22	A.4.2	<p>A.4.2 SCHEDULE C – ENVIRONMENTAL STUDY REPORT</p> <p>An Environmental Study Report (ESR) must be prepared for each project that proceeds through the Schedule C planning process described in this</p>	

Commented [CR2]: Item 79 of table.

#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p>Class EA. The ESR will be prepared when the preferred design has been selected and design work has progressed to the point where the details of any environmental protective measures to be incorporated in the construction package have been finalized.</p> <p><u>A notice indicating completion of the ESR and its filing on the public record will be issued to the public and to all parties who have been previously contacted and who have indicated the desire to stay involved in the planning of the undertaking. The notice will indicate that the project may proceed to construction after the 30 calendar day review period following the placing of the ESR on the public record, provided no request for a Part II Order has been made to the Minister.</u></p> <p>The ESR will be placed on the public record for a period of at least 30 calendar days and will be available for inspection by the public, <u>Indigenous communities</u>, or by any interested parties. In the case where a request for a Part II Order has been submitted to the Minister, the ESR shall be submitted to the Ministry's Regional EA Coordinator and to the Environmental Assessment Services Section Branch immediately upon the proponent becoming aware of the request.</p> <p>A notice indicating completion of the ESR and its filing on the public record will be issued to the public and to all parties who have been previously contacted and who have indicated the desire to stay involved in the planning of the undertaking. The notice will indicate that the project may proceed to construction after the 30 calendar day review period following the placing of the ESR on the public record, provided no request for a Part II Order has been made to the Minister.</p>	
O 23	A.4.3	A.4.3 Revisions and Addenda to Environmental Study Report	Explains expiry/lapse of

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#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p>Change in Project or Environment</p> <p>Due to unforeseen circumstances, it may not be feasible to implement the project in the manner outlined in the ESR. Any significant modification to the project or change in the environmental setting for the project which occurs after the filing of the ESR shall be reviewed by the proponent and an addendum to the ESR shall be written. The addendum shall describe the circumstances necessitating the change, the environmental implications of the change, and what, if anything can and will be done to mitigate any negative environmental impacts. The addendum shall be filed with the ESR and Notice of Filing of Addendum (see Sample Notice, Appendix 6) shall be given immediately to all potentially affected members of the public and review agencies as well as those who were notified in the preparation of the original ESR. It should be made clear to review agencies and the public that when an Addendum to an ESR is issued, only the items in the addendum (i.e. the changes) are open for review, i.e. only the proposed changes to the recommended undertaking are open for review.</p> <p>A period of 30 calendar days following the issue of the Notice of Filing of Addendum shall be allowed for review and response by affected parties. The Notice shall include the public's right to request a Part II Order within the 30-day review period (see Section A.2.8). If no request is received by the Minister or delegate, the proponent is free to proceed with implementation and construction. During the 30-day addendum review period, no work shall be undertaken that will adversely affect the matter under review. Furthermore, where implementation of a project has already commenced, those portions of the project which are the subject of the addendum, or have the potential to be directly affected by the proposed change, shall cease and shall not be</p>	<p>time and defines start implementing project.</p>

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#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p>reactivated until the termination of the review period.</p> <p>Lapse of time</p> <p>A time lapse may occur between the filing of the ESR and the implementation of the project. In such cases, the proposed project and the environmental mitigation measures proposed may no longer be valid.</p> <p>If the period of time <u>from</u> (i) filing of the Notice of Completion of ESR in the public record or (ii) the MECP's denial of a Part II Order request(s), to the proposed commencement of construction for the project exceeds ten (10) years, the proponent shall review the planning and design process and the current environmental setting to ensure that the project and the mitigation measures are still valid given the current planning context. The review shall be recorded in an addendum to the ESR which shall be placed on the public record.</p> <p>The 10 year review will begin from the date of the Minister's or delegate's decision of any Part II Order requests, or at the end of the public review period following the posting of the Notice of Completion where there is no Part II Order request.</p> <p><u>The project must commence construction within ten (10) years of the above date. Commence construction means to begin work in a meaningful way such at it is obvious to stakeholders that the project is proceeding. Sometimes the preferred solution determined by the EA process involves a project that is constructed in phases.</u></p> <p><u>Examples could include expanding the capacity of a treatment facility by first expanding one component of the treatment process first followed by a second phase to expand other components of the plant or expand the capacity of a road by</u></p>	

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#	Section	Current Text with track changes (current text - e.g., screening process or current project category/schedule)	Rationale
		<p><u>expanding bridges and intersections followed by a second phase to expand the road sections between the intersections.</u></p> <p><u>In these examples, the EA should be clear that the solution to the one problem is a series of phased projects. As long as the proponent has begun construction on a part of the solution (one of the component projects) within the 10 year window, then proponent can proceed with implementing the solution by constructing the remaining component projects. To proceed, it is recommended that the proponent document how proceeding is effectively implementing the main solution as per the original ESR.</u></p> <p>Notice of Filing of Addendum shall be placed on the public record with the ESR <u>or Project File</u>, and shall be given to the public and to the review agencies; a period of 30 calendar days shall be provided for review and response. The Notice shall include the public's right to request a Part II Order (see Section A.2.8) during the 30-day addendum review period. If no request is received, the proponent is free to proceed with implementation and construction.</p>	
O 26	APPEN DIX 6		Update with new sample notices

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September 2019 Proposed Amendment				
Description of the Project (Note: The Schedules shall be reviewed inclusively to ensure that the correct schedule is selected)	Exempt		Class EA	
	A	A+	B	C
OPERATIONAL AND MAINTENANCE				
1. Normal or emergency operation and maintenance of bridges, linear paved facilities, cycling lanes/facilities & multi-purpose paths, sidewalks, parking lots and related facilities located within or outside existing rights- of-way	X			
2. Shaping and cleaning existing roadside ditches	X			
3. Gravel replacement and reshaping on existing roadways.	X			
4. Plowing and Sanding	X			
5. Snow and de-icing operations that comply with MECP Guideline B-4 "snow Disposal and De-icing Operations in Ontario"	X			
6. Stockpiling sand, gravel and fill	X			
7. Stockpiling of de-icing material at existing service facility that comply with MECP Guideline B-4 "Snow Disposal and De-icing Operations in Ontario"	X			
8. Culvert repair and replacement where the capacity of the culvert is not increased beyond the minimum municipal standard or the capacity required to adequately drain the area, whichever is greater, and where there is no change in drainage area.	X			
ROAD RELATED FACILITIES				
9. Establishment of a roadside park or picnic area.	X			
10. Expansions, improvements and modifications to existing patrol yard and maintenance facilities where land acquisition is required provided project is subject to Planning Act requirements and complies with municipal and other requirements.	X			
11. Establish new patrol yards or maintenance facilities provided project is subject to Planning Act requirements and complies with municipal and other requirements	X			
12. Construction of new parking lots not associated with a building.	X			
OTHER APPROVALS				
13. Projects planned and approved under Ontario Regulation 586/06 (see Section A.2.10.4 of Municipal Class EA.	X			
14. Construction of all roads which are required as a	X			

September 2019 Proposed Amendment				
Description of the Project <i>(Note: The Schedules shall be reviewed inclusively to ensure that the correct schedule is selected)</i>	Exempt		Class EA	
	A	A+	B	C
specific condition of approval on a site plan, consent, plan of subdivision or plan of condominium which will come into effect under the Planning Act prior to the construction of the road.				

Description of the Project (Note: The Schedules shall be reviewed inclusively to ensure that the correct schedule is selected)	Exempt		Class EA	
	A	A+	B	C
RECONSTRUCTION OF ROADS WITH NO INCREASE TO TRAVEL LANES				
15 a) Urban: Resurfacing, with no change to horizontal alignment b) Urban: Patching and frost heave treatment c) Rural: Resurfacing, patching and frost heave treatment with no change to horizontal alignment		X		
16 Streetscaping (e.g. decorative lighting, sidewalk improvements, benches, landscaping not part of another project).		X		
17 a) Construction of localized operational improvements at specific locations including roundabouts b) Installation of guide rails		X		
18 Construction of a new culvert or increase culvert size due to change in the drainage area		X		
19 Reconstruction where the reconstructed road or other linear paved facilities (e.g. HOV lanes) will be for the same purpose, use, capacity and at the same location (e.g. addition or reduction of cycling lanes/facilities or parking lanes - motor vehicle lanes may decrease but not increase)		X		
20 Redesignation of a Linear Paved Facility through signage or pavement marking modifications (i.e. not requiring physical construction beyond localized operational improvements described in activity No.12 above): • addition or removal of parking or turning lane markings on an existing roadway • conversion of one-way or two-way streets • redesignation of existing General Purpose Lane (GPL) or on-street parking to High Occupancy Vehicle (HOV) or cycling lanes/facilities; vice versa: • addition or removal of cycling lanes/facilities New Construction or removal of sidewalks, multi-purpose paths or cycling facilities including water crossings outside existing right-of-way		X		
21 Construction of noise barriers, i.e. structures such as walls and berms or a combination of the two		X		
22 Retirement of existing roads and road related facilities including bridges		X		
23 Retirement of existing laneways		X		
24 Construction or removal of sidewalks or multi-purpose paths or cycling facilities within existing or protected rights-of-way		X		
25 Utility removal, modification or relocation for safety or		X		

Description of the Project (Note: The Schedules shall be reviewed inclusively to ensure that the correct schedule is selected)	Exempt		Class EA	
	A	A+	B	C
aesthetic purposes				
26 New fence installations not associated with another project		X		
27 Installation, construction or reconstruction of traffic control devices (e.g. signing, signalization).		X		
28 Installation of safety projects (e.g. lighting including "high mast", grooving, glare screens, safety barriers, energy attenuators)		X		

Description of the Project (Note: The Schedules shall be reviewed inclusively to ensure that the correct schedule is selected)	Exempt		Class EA	
	A	A+	B	C
RECONSTRUCTION OF BRIDGES WITH NO INCREASE TO TRAVEL LANES				
29 Reconstruction of a water crossing where the reconstructed facility will be for the same purpose, use, capacity and at the same location. (Capacity refers to road capacity but does not include alterations to include or remove facilities for cycling, pedestrians or to support utilities.) This includes ferry docks.		X		
30 Reconstruction or alteration of a structure or the grading adjacent to it when the structure is over 40 years old which, after appropriate evaluation, is found not to have cultural heritage value or, where there is cultural heritage value, the cultural heritage features are protected or replicated to the satisfaction of MTCS. Determination of cultural heritage value will be in accordance with a screening checklist developed with the Ministry of Tourism and Culture (MTC) and posted on the MEA website.		X		
NON-VEHICLE BRIDGES				
31 Construction of new or reconstruction or alteration of existing underpasses or overpasses or bridges for pedestrian, cycling, recreational or agricultural use		X		
RECONSTRUCTION WITH INCREASE TO TRAVEL LANES				
32 Reconstruction or widening where the reconstructed road or other linear paved facilities (eg HOV lanes) will include additional lanes for vehicle travel but will remain at the same location			X	
33 Reconstruction of a water crossing where the reconstructed facility will not be for the same purpose, use, capacity but remains at the same location. (Capacity refers road capacity but does not include alterations to include or remove facilities for cycling, pedestrians or to support utilities.) This includes ferry docks			X	
34 Reconstruction or alteration of a structure or the grading adjacent to it when the structure is over 40 years old, which after appropriate evaluation is found to have cultural heritage value but the heritage features will not be protected. Determination of cultural heritage value will be in accordance with a screening checklist developed with the Ministry of Tourism and Culture (MTC) and posted on the MEA website.				X
NEW ROADS and BRIDGES and EXPRESSWAYS				
35 Construction of new roads or other linear paved facilities (e.g. HOV lanes)				X
36 Reconstruction or expansion of existing expressway				X
37 Construction of new water crossings. This includes				X

ferry docks				
38 Construction of new grade separations				X

Description of the Project (Note: The Schedules shall be reviewed inclusively to ensure that the correct schedule is selected)	Exempt		Class EA	
	A	A+	B	C
DRINKING WATER SYSTEMS				
1 Normal or emergency operational activities (see Glossary definition of "Operation"). Such activities may include but are not limited to the following: <ul style="list-style-type: none"> • modify, repair, reconstruct existing facilities to provide operational maintenance or other improvements such as reducing odour, insulating of buildings to reduce noise levels and conserve energy, landscaping • on-going maintenance activities • normal operation of water treatment plants • install new service connections, hydrants and appurtenances from existing water mains • maintenance and/or minor improvements to grounds and structures • addition of minor buildings, sheds and equipment and materials storage areas • repairs or cleaning of a well or intake • repairs and renovations to treatments and pumping plant equipment, water storage facilities, distribution mains and appurtenances • installation of corrosion protection systems • cleaning and/or relining existing watermains. 	X			
2 Install chemical or other process equipment or provide additional treatment facilities such as filtration for operational or maintenance purposes in existing pumping stations.	X			
3 New water systems for which an approval under the Safe Drinking Water Act is not required	X			
4 Establish, extend or enlarge a water distribution system and all works necessary to connect the system to an existing system or water source, provided all such facilities are in either an existing road allowance or an existing utility corridor		X		
5 Construct new or increase pumping station capacity by adding or replacing equipment with no property acquisition		X		
6 Retire any water infrastructure facility (see Glossary for definition of Retirement)		X		
7 Establish new or replace/expand existing water storage facilities provided all such facilities are in either an existing road allowance or an existing utility corridor or		X		

Description of the Project <i>(Note: The Schedules shall be reviewed inclusively to ensure that the correct schedule is selected)</i>	Exempt		Class EA	
	A	A+	B	C
where no land acquisition is required.				

Description of the Project (Note: The Schedules shall be reviewed inclusively to ensure that the correct schedule is selected)	Exempt		Class EA	
	A	A+	B	C
8 Establish, extend or enlarge a water distribution system including water storage facilities or pumping stations and all works necessary to connect the system to an existing system or water source, where such facilities are not in either an existing road allowance or an existing utility corridor.			X	
9 Construct new water system including a water distribution system.				X
WASTEWATER SYSTEMS				
10 Normal or emergency operational activities (see Glossary definition for Operation). Such activities may include, but are not limited to, the following: <ul style="list-style-type: none"> • modify, repair, reconstruct existing facilities to provide operational, maintenance or other improvements such as reducing odour, insulating buildings to reduce noise levels and conserve energy, landscaping • on-going maintenance activities • normal operation of sewage treatment plants • installation of new service connections, catch basins and appurtenances from existing sewers • maintenance and/or minor improvements to grounds and structures • addition of minor buildings, sheds and equipment and materials storage areas • repairs, cleaning, renovations or replacement of sewage treatment facilities, pumping plant equipment or outfalls • cleaning, relining, repairs and renovations to existing sewage collection system 	X			
11 Install chemical or other process equipment for operational or maintenance purposes in existing sewage collection system or existing sewage treatment facility.	X			
12 Roadside ditches, culverts and other such incidental stormwater works constructed solely for the purpose of servicing municipal road works	X			
13 Retire any wastewater infrastructure facility (see Glossary for definition of Retirement)		X		
14 Establish, extend, or enlarge a sewage collection system and all necessary works to connect the system to an existing sewage or natural drainage outlet, provided all such facilities are in either an existing road		X		

allowance or an existing utility corridor including LID features provided they are approved with an ECA.				
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Description of the Project (Note: The Schedules shall be reviewed inclusively to ensure that the correct schedule is selected)	Exempt		Class EA	
	A	A+	B	C
15 Construct new pumping station or increase pumping station capacity by adding or replacing equipment where no land acquisition is required		X		
16 Establish, extend or enlarge a sewage collection system including pumping stations and all works necessary to connect the system to an existing sewage outlet where such facilities are not in an existing road allowance or an existing utility corridor			X	
17 Communal sewage systems (new or expanded) with subsurface effluent disposal subject to approval under Section 53 of the Ontario Water Resources Act			X	
18 A new Municipal holding tank that is designed for the total retention of all sanitary sewage disposed into it and requires periodic emptying			X	
19 Construct new sewage system, including outfall to receiving water body and/or a constructed wetland for treatment				X
STORMWATER MANAGEMENT				
20 Roadside ditches, culverts and other such incidental stormwater works constructed solely for the purpose of servicing municipal road works	X			
21 Modify, retrofit, or improve a retention/detention facility including outfall or infiltration system for the purpose of stormwater quality control. Biological treatment through the establishment of constructed wetlands is permitted.		X		
22 Establish new or replace or expand existing stormwater detention/retention ponds or tanks and appurtenances including outfall to receiving water body provided all such facilities are in either an existing utility corridor or an existing road allowance where no additional property is required		X		
23 Enlarge stormwater retention/detention ponds/ tanks or sanitary or combined sewage detention tanks by addition or replacement, at substantially the same location where additional property is required.			X	
24 Construct a stormwater control demonstration or pilot facility for the purpose of assessing new technology or procedures. Note – only applies to projects that are not covered by items 21 or 22			X	

25 Establish stormwater infiltration system for groundwater recharge. Note – does not include LID features			X	
26 Construct new or modify, retrofit or improve existing retention/detention facility or infiltration system for the purpose of stormwater quality control where chemical or biological treatment or disinfection is included, including outfall to receiving water body				X

Description of the Project (Note: The Schedules shall be reviewed inclusively to ensure that the correct schedule is selected)	Exempt		Class EA	
	A	A+	B	C
WATER TREATMENT FACILITIES				
27 Increase water treatment plant capacity including intake through improvements to operations and maintenance activities only, but without construction of works to expand, modify or retrofit the plant, where the increase does not increase the limit in the Permit to Take Water.	X			
28 Install chemical or other process equipment or provide additional treatment facilities such as filtration for operational or maintenance purposes in existing treatment plants.	X			
29 Expand / refurbish / upgrade water treatment plant with minor increase to rated capacity (<50%) where no land acquisition is required		X		
30 Replacement of water intake pipe for a surface water source.		X		
31 a) Establish facilities for disposal of process wastewater (e.g. install sewer connection, construct holding pond, dewatering and hauling operations to disposal sites) that does not require new property and is not located in a source protection vulnerable area		X		
31 b) Establish facilities for disposal of process wastewater that requires property acquisition			X	
32 Expand existing water treatment plant including intake where land acquisition is required. Major expansions to capacity (>50%) are Schedule C			X	
33 Construct new water treatment plant or major expansion (>50%) to rated capacity for existing water treatment plant				X
34 Establish a new surface water source				X
35 Artificially recharge an existing aquifer from a surface water source for purposes of water supply				X
WASTEWATER TREATMENT FACILITIES				
36 Increase sewage treatment plant capacity beyond existing rated capacity through improvements to operations and maintenance activities only, but without construction of works to expand, modify or retrofit the plant or the outfall to the receiving the water body, with no increase to total mass loading to receiving water body as identified in the Certificate of Approval	X			
37 Dispose of, utilize, or manage biosolids on an interim basis (e.g. further treatment in drying beds, composting, temporary holding at transfer stations), at:	X			

Description of the Project (Note: The Schedules shall be reviewed inclusively to ensure that the correct schedule is selected)	Exempt		Class EA	
	A	A+	B	C
a) An existing sewage treatment plant where the biosolids is generated, or b) An existing landfill site, incinerator or organic soil conditioning site, where the biosolids is to be utilized or disposed of.				
38 Expand / refurbish / upgrade sewage treatment plant including outfall with minor (<50%) increase to rated capacity where no land acquisition is required.		X		
39 Establish sewage flow equalization tankage or a hauled waste receiving station in existing sewer system or at existing sewage treatment plants, or at existing pumping stations for influent and/or effluent control.		X		
40 Provide additional treatment facilities in existing lagoons, such as aeration, chemical addition, post treatment, including expanding lagoon capacity up to existing rated capacity, provided no land acquisition nor additional lagoon cells are required.		X		
41 Expansion of the buffer zone between a lagoon facility or land treatment area and adjacent uses where the buffer zone is entirely on the proponent's land.		X		
42 Establish a new biosolids organic soil conditioning site.		X		
43 Add additional lagoon cells or establish new lagoons, or install new or additional sewage storage tanks at an existing sewage system, where land acquisition is required			X	
44 Expansion of the buffer zone between a lagoon facility or land treatment area and adjacent uses, where the buffer zone extends onto lands not owned by the proponent.			X	
45 Expand sewage treatment plant, including relocation or replacement of outfall to receiving water body where new land acquisition is required.			X	
46 Establish biosolids management facilities at: a) A sewage treatment plant where the biosolids were not generated. b) An existing landfill site, incinerator or organic soil conditioning site where the biosolids are not to be disposed of nor utilized.			X	
47 Construct new sewage treatment plant or major expansion (>50%) to rated capacity for existing sewage treatment plant including outfall to receiving water body.				X
48 Establish new lagoons or expand existing lagoons or install new or additional sewage storage tanks which will				X

Description of the Project (Note: The Schedules shall be reviewed inclusively to ensure that the correct schedule is selected)	Exempt		Class EA	
	A	A+	B	C
increase beyond existing rated capacity.				
49 Construct new sanitary or combined sewage retention / detention facility at a new location				X
50 Provide for land application of sewage effluent through spray irrigation system or overland flow.				X
51 Establish a new biosolids landfill site or new biosolids incineration site for purposes of biosolids disposal.				X
52 Establish a new transfer station or new storage lagoon not located at a sewage treatment plant, incinerator, landfill site, or organic soil conditioning site, for purposes of biosolids management.				X
WELLS				
53 Install new or replacement wells or deepen existing wells or increase pumping capacity of existing wells, at an existing municipal well site, where the existing rated yield will not be exceeded.	X			
54 Install new wells or deepen existing wells or increase pump capacity of existing wells at an existing municipal well site where the existing rated yield will be exceeded. If a new water system is also required, this will become a Schedule C project.		X		
55 Establish a well at a new municipal well site			X	
56 Construct new water system including a new well.				X
WATER CROSSING				
57 Replacement of water or wastewater infrastructure crossing a water course		X		
58 Installation of water or wastewater infrastructure crossing a water course using Trenchless Technology or support from an existing bridge for water crossings.		X		
59 Construct new water or wastewater infrastructure crossing a water course via open cut or supported by a new structure.			X	
SHORELINE/IN WATER WORKS				
60 Replace traditional materials in an existing watercourse or in slope stability works with material of equal or better properties, at substantially the same location and for the same purpose.		X		
61 Reconstruct an existing dam weir at the same location and for the same purpose, use and capacity.		X		
62 Construct berms along a watercourse for purposes of flood control in areas subject to damage by flooding.			X	
63 Modify existing water crossings for the purposes of			X	

Description of the Project (Note: The Schedules shall be reviewed inclusively to ensure that the correct schedule is selected)	Exempt		Class EA	
	A	A+	B	C
flood control.				
64 Works undertaken in a watercourse for the purposes of flood control or erosion control, which may include: <ul style="list-style-type: none"> • bank or slope regrading • deepening the watercourse • relocation, realignment or channelization of watercourse • revetment including soil bio-engineering techniques • reconstruction of a weir or dam. 			X	
65 Construction of spillway facilities at existing outfalls for erosion or sedimentation control.			X	
66 Construct a fishway or fish ladder in a natural watercourse, expressly for the purpose of providing a fishway.			X	
67 Reconstruct existing weir or dam at the same location where the purpose, use and capacity are changed.			X	
68 Removal of an existing weir or dam.			X	
69 Enclose a watercourse in a storm sewer			X	
70 Construction of a diversion channel or sewer for the purpose of diverting flows from one watercourse to another.				X
71 Construct new shore line works, such as off-shore breakwaters, shore-connected breakwaters, groynes and sea walls				X
72 Construct a new dam or weir in a watercourse.				X
OTHER APPROVALS				
73 Installation and operation of standby power equipment	X			
74 Construct new or expand/modify existing service facilities (e.g. patrol yards, storage and maintenance facilities, parking lots for service vehicles) provided project is subject to Planning Act requirements and complies with municipal and other requirements.	X			
75 Projects planned and approved under Ontario Regulation 586/06 Local Improvement Charges – Priority Lien Status (see Section A.2.10.4 of Municipal Class EA).	X			
76 Construction of the following infrastructure provided the infrastructure is required as a specific condition of approval on a consent, site plan, plan of subdivision or condominium which will come into effect under the Planning Act prior to the construction of the facility:	X			

Description of the Project (Note: The Schedules shall be reviewed inclusively to ensure that the correct schedule is selected)	Exempt		Class EA	
	A	A+	B	C
<ul style="list-style-type: none"> - Construction of stormwater management facilities, including LID features - Establish, extend, or enlarge a sewage collection system and all necessary works to connect the system to an existing sewage outlet - Establish, extend or enlarge water distribution system and all necessary works to connect the system to an existing system, 				
77 Any water or wastewater project which would otherwise be subject to this Class EA and has fulfilled the requirements outlined in Section A.2.9 of this Class EA and for which the relevant Planning Act documents have been approved or have come into effect under the Planning Act, R.S.O. 1990, Chapter P.13, as amended.	X			

Table of Proposed Class EA Amendments – Transit (Version 2, September 30, 2019)

#	Section	Current Text Revisions in Red	Proposed Amendment Revisions in Red	Rationale
T1	Appendix 1	<p>6. Installation, construction or reconstruction of traffic control devices (i.e. signing, signalization) with no or minimal adverse environmental effects Schedule A+</p> <p>7. Installation, construction or reconstruction of traffic control devices (i.e. signing, signalization) with the potential for some adverse environmental effects Schedule C</p>	<p>6. Installation, construction or reconstruction of traffic control devices (i.e. signing, signalization) Combine items and shift to Schedule A+</p>	<p>Impacts on the natural environment from this type of project are minimal. To be consistent with Roads, projects of this type should be classified as Schedule A+ which ensures the local community is advised and citizens have the opportunity to engage their municipal government.</p> <p>Schedule A+ activities are exempt from the EA Act. However, as discussed in A.1.2.2.2, the proponent needs to provide notice of these projects prior to proceeding. Notice for these types of projects should be provided to the general community (perhaps as part of the budget approval for the work) as well as specific notice to those directly impacted. This specific notice should include;</p> <ul style="list-style-type: none"> - a description of the planned work, - identify how the work will impact the owner's property, - provide a schedule for the work and - explain how to obtain

#	Section	Current Text Revisions in Red	Proposed Amendment Revisions in Red	Rationale
				further information related to the work. Once the proponent recognizes that the activity is a Schedule A+ activity/project and provides notice, the proponent may proceed with the activity/project without any further notice or documentation
T2	Appendix 1	<p>9. Installation of safety projects (i.e. lighting, glare screens, safety barriers, energy attenuation) with no or minimal adverse environmental effects. Schedule A+</p> <p>10. Installation of safety projects (i.e. lighting, glare screens, safety barriers, energy attenuation) with the potential for some adverse environmental effects. Schedule C</p>	<p>9 Installation of safety projects (i.e. lighting, glare screens, safety barriers, energy attenuation). Combine items and shift to Schedule A+</p>	<p>Impacts on the natural environment from this type of project are minimal. To be consistent with Roads, projects of this type should be classified as Schedule A+ which ensures the local community is advised and citizens have the opportunity to engage their municipal government.</p> <p>Schedule A+ activities are exempt from the EA Act. However, as discussed in A.1.2.2.2, the proponent needs to provide notice of these projects prior to proceeding. Notice for these types of projects</p>

#	Section	Current Text Revisions in Red	Proposed Amendment Revisions in Red	Rationale
				<p>should be provided to the general community (perhaps as part of the budget approval for the work) as well as specific notice to those directly impacted. This specific notice should include;</p> <ul style="list-style-type: none"> - a description of the planned work, - identify how the work will impact the owner's property, - provide a schedule for the work and - explain how to obtain further information related to the work. <p>Once the proponent recognizes that the activity is a Schedule A+ activity/project and provides notice, the proponent may proceed with the activity/project without any further notice or documentation</p>
T3	Appendix 1	13. Reconstruction of water crossing where the reconstructed facility will be for the same purpose, use, capacity and at the same location as the facility being reconstructed (capacity refers to hydraulic capacity).	13. Reconstruction of water crossing where the reconstructed facility will be for the same purpose, use, capacity and at the same	The hydraulic capacity is no longer included as a trigger. Raising a bridge to match road grades or to meet minimum clearances above high water elevations or widening a bridge to reduce the impact on the shoreline should not trigger a higher level of

#	Section	Current Text Revisions in Red	Proposed Amendment Revisions in Red	Rationale
		<p>Schedule A+</p> <p>14. Reconstruction of water crossing where the reconstructed facility will not be for the same purpose, use, capacity and at the same location as the facility being reconstructed (capacity refers to hydraulic capacity).</p> <p>Schedule B</p>	<p>location as the facility being reconstructed</p> <p>Remains Schedule A+</p> <p>14. Reconstruction of water crossing where the reconstructed facility will not be for the same purpose, use, capacity or not at the same location as the facility being reconstructed.</p> <p>Remains Schedule B</p>	<p>assessment. With Roads, increasing the vehicle capacity is a trigger that requires a higher level of assessment. For this Transit section 'same purpose, use capacity' means where the objective and application remains unchanged and there is no substantial change in location – see D.1.3.1.</p>
T4	Appendix 1	<p>18. Reconstruction of linear components of a transit system for different vehicle technology where there is no change in footprint or general purpose traffic operations.</p> <p>Schedule B</p>	<p>18. Reconstruction of linear components of a transit system for different vehicle technology where there is no change in footprint or general purpose traffic operations.</p> <p>Shift from Schedule B to Schedule A+</p>	<p>With no change to footprint the impact on the natural environment is minimal. Schedule A+ which ensures the local community is advised and citizens have the opportunity to engage their municipal government.</p>

#	Section	Current Text Revisions in Red	Proposed Amendment Revisions in Red	Rationale
T5	Appendix 1	<p>22. Construction of new stations not in or adjacent to residential land-use or an environmentally-sensitive area including natural heritage features, cultural heritage and archaeological resources, recreational or other sensitive land-uses. Schedule A+</p> <p>23. Construction of new stations in or adjacent to residential land-use or an environmentally-sensitive area including natural heritage features, cultural heritage and archaeological resources, recreational or other sensitive land-uses. Schedule B</p>	<p>22. Construction of new stations that are located within a road allowance or are subject to Planning Act requirements. Remains Schedule A+</p> <p>23. Construction of new stations that are not subject to Planning Act requirements Remains Schedule B</p>	Amendment encourages coordination with Planning Act approvals. Projects that are not governed by a Planning Act approval process should follow the Schedule B process. Consistent with Road section.
T6	Appendix 1	24. Construction of new passenger pick-up/drop off areas (e.g. Kiss and Ride), and park and ride lots not in or adjacent to residential land-use or an environmentally-sensitive area including natural heritage features, cultural heritage and archaeological	24 Construction of new passenger pick-up/drop off areas (e.g. Kiss and Ride), and park and ride lots that are located within a road allowance or subject to Planning Act requirements	Amendment encourages coordination with Planning Act approvals. Projects that are not governed by a Planning Act approval process should follow the Schedule B process.

#	Section	Current Text Revisions in Red	Proposed Amendment Revisions in Red	Rationale
		resources, recreational or other sensitive land-uses. Schedule A+ 25. Construction of new passenger pick-up/drop off areas (e.g. Kiss and Ride), and park and ride lots in or adjacent to residential land-use or an environmentally-sensitive area including natural heritage features, cultural heritage and archaeological resources, recreational or other sensitive land-uses. Schedule B	and complies with municipal and other requirements. Remains Schedule A+ 25 Construction of new passenger pick-up/drop off areas (e.g. Kiss and Ride), and park and ride lots that are not subject to Planning Act requirements and complies with municipal and other requirements. Remains Schedule B	
T7	Appendix 1	30. Construction of new maintenance facilities not in or adjacent to residential land-use or an environmentally-sensitive area including natural heritage features, cultural heritage and archaeological resources, recreational or other sensitive land-uses. Schedule B 31. Construction of new maintenance facilities in or adjacent	30 Construction of new maintenance facilities provided project is subject to Planning Act requirements and complies with municipal and other requirements Shift to Schedule A+ 31 Construction of	To be consistent with Roads, projects of this type should be classified as Schedule A+ which ensures the local community is advised and citizens have the opportunity to engage their municipal government. The Planning Act requirements protect the natural environment.

#	Section	Current Text Revisions in Red	Proposed Amendment Revisions in Red	Rationale
		to residential land-use or an environmentally-sensitive area including natural heritage features, cultural heritage and archaeological resources, recreational or other sensitive land-uses. Schedule C	new maintenance facilities that are not subject to Planning Act requirements and complies with municipal and other requirements Remains Schedule C	
T8	Appendix 1	32. Construction of new storage facilities not in or adjacent to residential land-use or an environmentally-sensitive area including natural heritage features, cultural heritage and archaeological resources, recreational or other sensitive land-uses. Schedule A	32 Construction of new storage facilities provided project is subject to Planning Act requirements and complies with municipal and other requirements. Shift to Schedule A+	To be consistent with Roads, projects of this type should be classified as Schedule A+ which ensures the local community is advised and citizens have the opportunity to engage their municipal government. The Planning Act requirements protect the natural environment.
		33. Construction of new storage facilities in or adjacent to residential land-use or an environmentally-sensitive area including natural heritage features, cultural heritage and archaeological resources, recreational or other sensitive land-uses.	33 Construction of new storage facilities that are not subject to Planning Act requirements and complies with municipal and other requirements. Remains Schedule B	

#	Section	Current Text Revisions in Red	Proposed Amendment Revisions in Red	Rationale
		Schedule B		
T9	Appendix 1	34. Construction of new Transit System i.e. involving construction of new infrastructure. (For implementation of new transit services not requiring construction of new infrastructure i.e. using existing roads, see Project #2) Schedule C	34. Construction of new Transit System or new components on a new alignment for an existing transit system i.e. involving construction of new infrastructure. (For implementation of new transit services not requiring construction of new infrastructure i.e. using existing roads, see Project #2) Remains Schedule C 35. Construction of new transit lanes for an existing transit service within an existing road allowance or utility corridor. New item – Schedule B	Clarifies that new components on a new alignment for an existing system are included in Schedule C. New transit infrastructure within an existing road allowance is Schedule B. This is consistent with the Roads section where adding additional travel lanes are also Schedule B.

**APPENDIX 6
SAMPLE NOTICES**

SAMPLE NOTICES

The following Sample Notices are provided:

Schedule A+:

- Mandatory contact - Notice of Project to Public
- Alternative - Opportunity for Public to Obtain Detailed Information
- Alternative - Notice and Invitation for Public to provide Feedback

Schedule B:

- 1st mandatory contact, Phase 2 - Public Comment Invited or Notice of Study Commencement
- 2nd mandatory contact, Phase 2 - Notice of Completion

Schedule C:

- 1st mandatory contact, Phase 2 Commencement - Public Comment Invited or Notice of Study
- 1st mandatory contact Phase 2 - Notice with Optional Public Consultation
- 2nd mandatory contact, Phase 3 - Notice of Public Consultation Centre
- 3rd mandatory contact, Phase 4 Report - Notice of Completion of Environmental Study
- Revisions and Addenda to ESR - Notice of Filing of Addendum

NOTE:

- 1 The notices describe hypothetical projects in a hypothetical municipality and are intended only as a guide.
- 2 The format, style, title or content may vary from municipality to municipality to suit specific circumstances and local requirements. **However, the following points shall be included in all notices as minimum mandatory requirements:**

- **Project name, description, purpose**
- **Proponent name**
- **Proponent contact information (address, phone, fax, email)**
- **Name of the Class EA being followed (e.g. the Municipal Class EA)**
- **Map of where project is located (where applicable)**
- **Public record locations where documents are located for viewing or information (where applicable)**
- **Meeting locations (where applicable)**
- **Project web site address (where applicable)**
- **Freedom of Information and Protection of Privacy (FIPPA) disclaimer**
- **Schedule of Class EA being followed (A+, B, C)**
- **Time period for comments and time when PII request can be made**

Page 2

during 30 day review

- **Opportunity for a Part II Order request if reasons are provided as to why a higher level of assessment should be undertaken**
- **Part II Order request to be sent to proponent contact; Minister (correct address) and Environmental Approvals Branch (EAB) Director;**
- **Date the Notice was issued**

Circulation to ministry of the Environment, Conservation and Parks (MECP)

- **Proponent to send all notices to the applicable MECP Regional Offices;**
- **Proponent to submit all Notice of Commencement and Notice of Completion to MECP as outlined in A.1.5.1.**

3 Notices should be written in language that is easy to understand.

**SCHEDULE A+
MANDATORY PUBLIC CONTACT**

**Sample Letter to Adjacent Property Owners – Opportunity for Public to Obtain
Detailed Information**

RE: 2019 Capital Construction – Reconstruct Frank St.

Dear

The Town of South Falls is planning to reconstruct Frank Street from Lake Avenue West to Emily Street during the 2019 construction season. Reconstruction will include sanitary sewer and watermain replacement (including services on private property, if required) from Lake Avenue West to John Street. Upgrades to the storm sewer, new road base and surface, curbs and sidewalks are also planned from Lake Avenue West to Emily Street.

The Town's current policy concerning newly constructed streets is that no road cuts will be permitted for a two year period after the placement of new pavement. This being the case, if homeowners are considering changing or upgrading services (i.e., natural gas conversion, underground bell, hydro or cable service), it is recommended that these agencies be contacted in order to coordinate necessary work.

There will be an Open House regarding the 2019 Construction Program on Wednesday, April 17th, 2019 in the Council Chambers of the South Falls Town Hall from 4:00 p.m. to 7:00 p.m. This Open House will provide residents with an opportunity to review construction plans and schedules and meet with Public Works staff to address questions and/or concerns relating to this project. Should you be unable to attend this meeting, you may contact the undersigned or John Smith, Public Works Inspector at xxx-xxx-xxxx.

We have attempted to notify all tenants of the planned construction and Open House. If you have tenants in the affected area please advise them of the planned construction so they may attend the Open House if they wish.

Yours truly

K.J. Brown, P. Eng. Town Engineer
Town of South Falls

SCHEDULE A+

MANDATORY PUBLIC CONTACT

Sample Letter to Adjacent Property Owners – Notice of Project to Public

RE: 2019 Capital Construction – Install Fence along McNeely Ave

Dear

The Town of South Falls is planning to install a new fence along the east side of McNeely Ave from Lake Ave to Patterson Cres during the 2019 construction season. Work is scheduled to begin on June 3, 2019 and be completed by July 31, 2019. The new fence will be a wooden privacy fence and will be installed on the municipal side of your rear property line. This fence will be the Town's fence and maintenance will be the municipality's responsibility. The contractor should not need to access or disturb your property during construction.

We have attempted to notify all tenants of the planned construction.

If you have tenants in the affected area please advise them of the planned construction.

Please direct any questions regarding this project to;

John Smith
519-222-3300
jsmith@southfalls.ca

Yours truly

K.J. Brown, P. Eng. Town Engineer
Town of South Falls

**SCHEDULE A+
MANDATORY PUBLIC CONTACT**

Sample Notice of Project and Invitation for the Public to Provide Feedback

**Engineering Design of London – Beckwith Bikeway: Public Consultation Session
Tuesday, November 20, 2018
Falls Community Centre**

Members of the public are invited to attend the public consultation meeting any time between 5:00 p.m. and 7:00 p.m. An optional walking tour will start at 6:00 p.m.

The City of North Falls is proposing active transportation infrastructure improvements on London Street and Beckwith Avenue. This project will complete engineering design work needed to extend the existing separated cycling facilities on London Street (between York Street and Mills Road) to Queen Street in the south and to Taylor Avenue in the north. The design of this project will be completed in two phases:
Insert sketch showing location and phases

The purpose of the Public Consultation Session is to introduce North Falls residents to the London – Beckwith Bikeway project and to gather input on the proposed work. This public meeting will provide residents with the opportunity to discuss and share feedback on the potential cycling facility types.

The public meeting will be drop-in format and will display information on the study process, proposed design treatments and future steps. An optional walking tour will be offered as part of the public meeting to review existing cycling facilities at Paris Street and Franktown Road. Project staff from the City and Consultant will be available to answer questions and respond to any concerns.

The design work for this project began in October 2018 and is expected to be completed by April 2019.

For further information, please contact:

Bob Brown, P.Eng
Project Engineer
City of North Falls, ON
705-222-3300
bbrown@northfalls.ca

NOTICE OF STUDY COMMENCEMENT

**MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT –
EXPAND CAPACITY OF WATER TREATMENT PLANT**

South Falls is growing rapidly and the new growth requires access to municipal water. The Town of South Falls will study and then identify and consider options to expand the capacity of the existing water treatment plant on John St. Additional property may be required to accommodate a project to expand the water treatment plant.

INSERT SKETCH

The project is being completed as a **Schedule “B”** project in accordance with the **Municipal Class Environmental Assessment** (October 2000, amended in 2007, 2011 & 2015). For further information on the project, or on the planning process being followed consult www.southfalls.ca/expandcapacitywtp or contact

Town of South Falls - Paul Smith, P.Eng. Project Manager 175 Bridge Street South Falls, ON, K7C 2V8 Tel: 613-257-6207 E-mail: psmith@southfalls.ca

ABC Associates Limited - Andrew Black, Address, Phone, ablack@consultant.com

Public input and comment is invited, for incorporation into the planning and design of this project and will be received until June 10, 2018. Subject to the identification of a preferred plan to expand the capacity of the water treatment plant, and the receipt of necessary approvals, the Town of South Falls intends to proceed with this project in the next five years.

This Notice issued April 26, 2018

NOTICE OF STUDY COMPLETION**MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT –
EXPAND CAPACITY OF WATER TREATMENT PLANT**

South Falls is growing rapidly and the new growth requires access to municipal water. The Town of South Falls has studied alternatives and determined that the capacity of the water treatment plant should be expanded by installing another treatment filter, installing an addition high lift pump and expanding the size of the clear well for water storage. To minimize the visual impact of this project, the clear well water storage tank will be underground. Additional property for this project will be acquired prior to construction. The estimated cost of \$2.5m will be funded entirely from development charges.

INSERT SKETCH

The Town has planned this project under Schedule 'B' of the Municipal Class Environmental Assessment (October 2000, amended in 2007, 2011 & 2015). As such, public and technical agency input played a key role in developing the study recommendations.

A Project File documenting the planning process undertaken, details of the study recommendations as well as potential impacts and mitigation measures, has been completed and by this Notice is being placed in the public record for review. Subject to comments received as a result of this Notice and the receipt of approvals, the Town intends to proceed with construction of the recommended project as outlined in the Project File

The Project File is available for review on the Town's website (www.southfalls.ca) and at the South Falls Town Hall (175 Bridge Street) during regular hours of operation Monday to Friday. Further information may be obtained from one of the following members of the project team:

Town of South Falls - Paul Smith, P.Eng. Project Manager 175 Bridge Street South Falls, ON, K7C 2V8 Tel: 613-257-6207 E-mail: psmith@southfalls.ca

ABC Associates Limited - Andrew Black, Address, Phone, ablack@consultant.com

Interested persons may provide written comments to the project team by April 12, 2019. If concerns regarding this project cannot be resolved in discussion with the project team, a person may request that the Minister of the Environment, Conservation and Parks (MECP) make an order for the project to comply with Part II of the Environmental Assessment Act (Part II Order). Requests must be received by the Minister by April 12, 2019. Part II Order Request Forms are available on the MECP website. Send your

completed Part II Order Request Form to the Minister of Environment, Conservation and Parks and to the Director of Environmental Assessment and Permissions Branch at the addresses below:

Minister Ministry of the Environment, Conservation and Parks
Floor 11, 77 Wellesley Street West
Toronto ON M7A 2T5
E-mail: Minister.mecp@ontario.ca

Director, Environmental Assessment and Permissions Branch
Ministry of the Environment, Conservation and Parks
135 St. Clair Avenue West, 1st Floor
Toronto ON M4V 1P5
E-mail: enviropermissions@ontario.ca

A copy of your written Part II Order request should also be sent to the Town of South Falls by mail or by e-mail.

This Notice issued March 14, 2019

NOTICE OF STUDY COMMENCEMENT

MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT FOR REPLACEMENT OF THE CENTRAL BRIDGE

Bridge Street is the major arterial road in downtown South Falls and is the central link across the River. The traffic volumes are impeding traffic flow, particularly for through traffic, and business operations in the downtown. .

The Town of South Falls will identify and then consider options to improve traffic congestion on Bridge St. These options could potentially include widening Bridge St to four lanes or constructing a new parallel arterial road on to which some traffic could be diverted.

INSERT SKETCH

The project is being completed as a **Schedule “C”** project in accordance with the **Municipal Class Environmental Assessment** (October 2000, amended in 2007, 2011 & 2015). As such, extensive public and technical agency consultation will play a key role in developing the study recommendations. At this time, it is anticipated that two (2) Public Consultation Centres (PCC) will be held during the study.

If you would like more information prior to the first public consultation centre, or to be included on the mailing list for this project, please contact one of the following members of the Project Team:

Town of South Falls - Paul Smith, P.Eng. Project Manager 175 Bridge Street South Falls, ON, K7C 2V8 Tel: 613-257-6207 E-mail: psmith@southfalls.ca

ABC Associates Limited - Andrew Black, Address, Phone, ablack@consultant.com

This Notice issued April 26, 2018

**NOTICE OF STUDY COMMENCEMENT
With Optional PUBLIC CONSULTATION CENTRE**

**MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT FOR
REPLACEMENT OF THE CENTRAL BRIDGE**

Bridge Street is the major arterial road in downtown South Falls, is the central link across the River. The traffic volumes are impeding traffic flow, particularly for through traffic, and business operations in the downtown. .

The Town of South Falls needs to identify and then consider options to improve traffic congestion on Bridge St. These options could potentially included widening Bridge St to four lanes or constructing a new parallel arterial road on to which some traffic could be diverted.

INSERT SKETCH

The project is being completed as a **Schedule “C”** project in accordance with the **Municipal Class Environmental Assessment** (October 2000, amended in 2007, 2011 & 2015). As such, extensive public and technical agency consultation will play a key role in developing the study recommendations. At this time, it is anticipated that three (3) Public Consultation Centres (PCC) will be held during the study.

The first PCC will be held to present preliminary information on the project and to receive input from the public on the key issues and constraints within the study area. The PCC will be held as an informal “Open House” format with materials pertaining to the study on display and members of the project team on hand to answer questions and discuss issues related to the project.

Public Consultation Centre #1:

Date: Wednesday May 16, 2018

Time: 4:00 to 7:30 pm

Location: South Falls Canoe Club, 179 John St.

If you would like more information prior to the first public consultation centre, or to be included on the mailing list for this project, please contact one of the following members of the Project Team:

Town of South Falls - Paul Smith, P.Eng. Project Manager 175 Bridge Street South Falls, ON, K7C 2V8 Tel: 613-257-6207 E-mail: psmith@southfalls.ca

ABC Associates Limited - Andrew Black, Address, Phone, ablack@consultant.com

This Notice issued April 26, 2018

**NOTICE OF
1st PUBLIC CONSULTATION CENTRE**

**MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT
TRAFFIC CONGESTION ON BRIDGE ST**

Bridge Street is the major arterial road in downtown South Falls, is the central link across the River. The traffic volumes are impeding traffic flow, particularly for through traffic, and business operations in the downtown. .

The Town of South Falls is considering options to improve traffic congestion on Bridge St including widening Bridge St to four lanes or constructing a new parallel arterial road on to which some traffic could be diverted.

INSERT SKETCH

The project is being completed as a **Schedule “C”** project in accordance with the **Municipal Class Environmental Assessment** (October 2000, amended in 2007, 2011 & 2015). As such, extensive public and technical agency consultation will play a key role in developing the study recommendations.

This first PCC is being scheduled to present general alternatives being considered to improve traffic congestion on Bridge St. The PCC will be held as an informal “Open House” with materials pertaining to the study on display and members of the project team on hand to answer questions and discuss issues related to the project.

Public Consultation Centre #1:

Date: Wednesday June 27, 2018

Time: 4:00 pm to 7:30 pm

Location: Town Hall – Auditorium (175 Bridge Street, South Falls, ON)

If you would like more information prior to the public consultation centre or to be added to the study mailing list, please contact one of the following members of the Project Team:

Town of South Falls - Paul Smith, P.Eng. Project Manager 175 Bridge Street South Falls, ON, K7C 2V8 Tel: 613-257-6207 E-mail: psmith@southfalls.ca

ABC Associates Limited - Andrew Black, Address, Phone, ablack@consultant.com

This Notice issued June 14, 2018.

NOTICE OF 2nd PUBLIC CONSULTATION CENTRE**MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT
TRAFFIC CONGESTION ON BRIDGE ST.**

Bridge Street in downtown South Falls is congested and through traffic flow must be improved on this important arterial road. To address this congestion, the Town of South Falls is considering options for locating a new parallel arterial road on to which some traffic could be diverted.

The project is being completed as a Schedule "C" project in accordance with the Municipal Class Environmental Assessment (October 2000, amended in 2007, 2011 & 2015). As such, extensive public and technical agency consultation will play a key role in developing the study recommendations. Preliminary project information and planning alternatives were presented at the 1st Public Consultation Centres.

INSERT SKETCH

A 2nd Public Consultation Centre (PCC) is being scheduled to present alternative design concepts of the preferred solution to construct a new arterial road.

The PCC will be held as an informal "Open House" with materials pertaining to the study on display, and members of the project team on hand to answer questions and discuss issues related to the project.

Public Consultation Centre #2

Date: Monday November 19, 2018

Time: 4:00 pm to 7:30 pm

Location: Town Hall – Auditorium (175 Bridge Street, South Falls, ON)

If you would like more information prior to the public consultation centre or to be added to the study mailing list, please contact one of the following members of the Project Team:

Town of South Falls - Paul Smith, P.Eng. Project Manager 175 Bridge Street South Falls, ON, K7C 2V8 Tel: 613-257-6207 E-mail: psmith@southfalls.ca

ABC Associates Limited - Andrew Black, Address, Phone, ablack@consultant.com

This Notice first issued November 8, 2018.

NOTICE OF STUDY COMPLETION

MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT TRAFFIC CONGESTION ON BRIDGE STREET

The Town of South Falls has completed a Class Environmental Assessment study to address traffic congestion on Bridge St in the Downtown. The recommended solution is to construct a new arterial road to the east that parallels Bridge St and provides an alternative route on to which traffic will be diverted.

INSERT SKETCH

The Town has planned this project under Schedule 'C' of the Municipal Class Environmental Assessment (October 2000, amended in 2007, 2011 & 2015). As such, public and technical agency consultation played a key role in developing the study recommendations.

An Environmental Study Report (ESR) documenting the planning process undertaken, details of the study recommendations as well as potential impacts and mitigation measures, has been completed and by this Notice is being placed in the public record for review. Subject to comments received as a result of this Notice and the receipt of approvals, the Town intends to proceed with construction of the recommended project as outlined in the ESR.

The ESR is available for review on the Town's website (www.southfalls.ca) and at the South Falls Town Hall (175 Bridge Street) during regular hours of operation Monday to Friday. Further information may be obtained from one of the following members of the project team:

Town of South Falls - Paul Smith, P.Eng. Project Manager 175 Bridge Street South Falls, ON, K7C 2V8 Tel: 613-257-6207 E-mail: psmith@southfalls.ca

ABC Associates Limited - Andrew Black, Address, Phone, ablack@consultant.com

Interested persons may provide written comments to the project team by April 12, 2019. If concerns regarding this project cannot be resolved in discussion with the project team, a person may request that the Minister of the Environment, Conservation and Parks (MECP) make an order for the project to comply with Part II of the Environmental Assessment Act (Part II Order). Requests must be received by the Minister by April 12, 2019. Part II Order Request Forms are available on the MECP website. Send your completed Part II Order Request Form to the Minister of Environment, Conservation and Parks and to the Director of Environmental Assessment and Permissions Branch at the addresses below:

Minister Ministry of the Environment, Conservation and Parks
Floor 11, 77 Wellesley Street West
Toronto ON M7A 2T5
E-mail: Minister.mecp@ontario.ca

Director, Environmental Assessment and Permissions Branch
Ministry of the Environment, Conservation and Parks
135 St. Clair Avenue West, 1st Floor
Toronto ON M4V 1P5
E-mail: enviropermissions@ontario.ca

A copy of your written Part II Order request should also be sent to the Town of South Falls by mail or by e-mail.

This Notice issued March 14, 2019

**REVISIONS AND ADDENDA TO
ENVIRONMENTAL STUDY REPORT
NOTICE OF FILING OF ADDENDUM**

**TOWNSHIP OF DARTFORD
CLASS ENVIRONMENTAL ASSESSMENT
WATER SUPPLY AUGMENTATION
FIRST CONCESSION RECHARGE SYSTEM
NOTICE OF FILING OF ADDENDUM**

Construction of the First Concession Recharge System commenced in the summer of 2014. The York River Pumping Station and the trunk watermain were completed in late September. Due to unexpected soil conditions at the southerly end of Dartford Hill however, construction of the lagoons and infiltration trenches was halted to allow a review of the design to be undertaken.

An Addendum has now been completed to the Environmental Study Report which was issued 1st June, 2014. The Addendum contains details of the revised recharge system and the amended construction schedule. Please note that only the changes proposed in the Addendum are open for review.

By this Notice, the Addendum is being placed on the public record for review in accordance with the requirements of the Municipal Class Environmental Assessment. Subject to comments received as a result of this Notice, the Township intends to proceed with the construction of this project in the summer of 2000. The estimated cost is \$225,000.

The addendum is available for review at www.dartford.ca and at the following location(s):

Township Office,
Township of Dartford,
Township Road 20,
Dartford, ON.

Mon-Fri: 8:30 a.m. - 4:30 p.m.
Telephone: (519) 765-4321

Resource Centre, YM-YWCA,
3rd Floor, 123 First Avenue,
Dartford, ON.

Mon-Sat: 9:00 a.m. - 9:00 p.m.
Telephone: (519) 456-7123

Further information may be obtained from the Township's consultants, ABC Engineering Limited, 100 Main Street, Huntington, ON K0L 1C0. Telephone (519) 123-4567. Attention Ms. Julie Appleby, Chief Hydrogeologist jappleby@ABC.com

Interested persons should provide written comment to the municipality on the proposal within 30 calendar days from the date of this Notice. Comment should be directed to the Town Engineer at Town Hall.

A person or party may request that the Minister of the Environment, Conservation and Parks order a change in the project status and require a higher level of assessment under an individual Environmental Assessment process (referred to as a Part II Order). Reasons must be provided for the request. Copies of the Request Form must be sent to:

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

-and-

Ministry of the Environment, Conservation and Parks
Environmental Approvals Branch
135 St. Clair Avenue West
1st Floor
Toronto, ON M4V 1P5

-and-

Township Office Resource Centre
Township of Dartford 3rd Floor
Township Road 20
Dartford, Ontario
Mon-Fri: 8:30 a.m. - 4:30 p.m.

If there is no "request received by August 31, 2014", the Township will proceed to carry out design and construction of the recharge system as presented in the planning documentation.

Please note that ALL personal information included in a Part II Order submission – such as name, address, telephone number and property location – is collected, maintained and disclosed by the Ministry of the Environment, Conservation and Parks for the purpose of transparency and consultation. The information is collected under the authority of the Environmental Assessment Act or is collected and maintained for the purpose of creating a record that is available to the general public as described in s.37 of the Freedom of Information and Protection of Privacy Act. Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential. For more information, please contact the ministry's Freedom of Information and Privacy Coordinator at 416-327-1434.

Schedule B Process Analysis

Delivering the MCEA course and preparing the major amendment related to Appendix 1 has provided the opportunity to really study the projects identified as Schedule B or C and consider the difference between the B and C process. In general terms the schedules have been defined as:

- Schedule A – maintenance; reconstruction like for like
- Schedule B – minor expansion; same location
- Schedule C – major expansion or new

These general descriptions make sense and Exhibit A.2 from the MCEA describes the MCEA process for each Schedule. In phase 2, proponents evaluate alternatives and select the preferred solution and then in phase 3 alternative design concepts are considered. Schedule B exits the process at the end of phase 2 whereas Schedule C is more rigorous and includes evaluation of design concepts in phase 3.

There is a problem! – for a Schedule B project (minor expansion) it should be dead simple to demonstrate that adding a lane to increase traffic capacity or adding a filter to increase treatment capacity is the correct solution. Schedule B projects then exit the process without any consideration of conceptual design alternatives. This is where I see a problem. The Schedule B process skips phase 3 (considering design alternatives) which should be the critical part of the analysis. Phase 2 (considering alternative solutions) is a critical component for Schedule C projects but is a foregone conclusion for many Schedule B projects.

Should we revise the MCEA and Exhibit A.2 so that Schedule B projects skip over phase 2 (just document why expansion in current location is best) but then complete phase 3 and consider alternative design concepts prior to filing the project file? The public would then see conceptual design details as part of the Schedule B MCEA process. To illustrate the problem I have described with a real example, last year in Carleton Place we completed an EA related to replacing the bridge on our main street downtown. Because of the heritage aspects and the

estimated cost of \$5.0m, the project was a Schedule C.

The slides below show the phase 2 analysis and conclusions



MUNICIPAL CLASS
ENVIRONMENTAL ASSESSMENT
CENTRAL BRIDGE REPLACEMENT

ALTERNATIVE SOLUTIONS

Central Bridge

- 1 Do Nothing**
No improvements to address structural deficiencies and other repairs identified in recent inspections.
- 2 Repair Existing Bridge**
Undertake repairs to the existing structure, including road closures during construction. All modes of travel including active transportation to be considered.
- 3 Replace Bridge along existing alignment**
Complete replacement of bridge structure, including full road closure during construction. All modes of travel including active transportation to be considered.
- 4 Keep existing bridge for pedestrians and cyclists only**
Permanently close Central Bridge to vehicular traffic and maintain existing bridge as a pedestrian and cyclist crossing.
- 5 Remove Bridge**
Permanent removal of the Central Bridge. Vehicular, pedestrian and cyclist traffic redirected to other crossings.



EVALUATION SUMMARY –
Central Bridge

MUNICIPAL CLASS
ENVIRONMENTAL ASSESSMENT
CENTRAL BRIDGE REPLACEMENT

EVALUATION CRITERIA	ALTERNATIVE SOLUTIONS				
	Alt 1 - Do Nothing	Alt 2 - Rehabilitate Bridge	Alt 3 - Replace Bridge	Alt 4 - Retain existing bridge for pedestrians and cyclists only	Alt 5 - Remove existing bridge / redirect traffic to another crossing
Technical/Structural	Structural issues not addressed. Bridge would continue to deteriorate.	Rehabilitation not recommended due to age, condition and configuration of the bridge.	Addresses load restrictions and bridge structural requirements.	Existing bridge adequate to accommodate pedestrian & cyclist loads.	Military Ave and Highway 7 bridges adequate to accommodate additional traffic loads.
Traffic/Operations and Safety	Continued deterioration would render the bridge unsafe for vehicular, pedestrian and cyclist traffic.	Current traffic operations not adequately addressed. Continued deterioration would render the bridge unsafe for vehicular traffic.	Addresses future traffic operations. PMO response times not impacted during construction.	Increased travel time and delay due to removal of key north/south link. Vehicular traffic would be rerouted by other crossings.	Increased travel time and delay due to removal of key north/south link. Vehicular traffic would be rerouted by other crossings.
Socio-Economic/Environment	Continued deterioration of the bridge would lead to eventual rerouting of traffic away from local businesses.	Short term impacts to local businesses due to traffic rerouting during repairs.	Opportunity to improve bridge and area aesthetics. Short term impact to local businesses due to traffic rerouting during construction. Increased pedestrian and cyclist traffic supports a healthy village and benefits local businesses.	Significant impacts to local businesses and increased traffic pollution into residential neighbourhoods due to traffic rerouting.	Significant impacts to local businesses and increased traffic pollution into residential neighbourhoods due to traffic rerouting.
Natural Environment	No impacts to surrounding environmental features.	Minor impacts to fisheries and aquatic habitat can be mitigated.	Minor impacts to fisheries and aquatic habitat can be mitigated.	No impacts to surrounding environmental features.	Minor impacts to fisheries and aquatic habitat caused by bridge demolition could be mitigated.
Cultural/Heritage/Environment	No impacts to built heritage, cultural or archaeological features.	Potential for moderate disturbance to archaeological and/or cultural heritage resources.	Potential for moderate disturbance to archaeological and/or cultural heritage resources.	No impacts to built heritage, cultural or archaeological features.	No impacts to built heritage, cultural or archaeological features.
Cost	Deteriorating bridge structure would result in increased maintenance and future reconstruction costs.	Lower capital costs to rehabilitate but would require significant costs to maintain.	Aprox. \$4.5M in capital cost (replacement only, does not include widening to accommodate cyclists). Reduced maintenance costs.	Increased capital costs to accommodate alternate traffic routes.	Increased capital costs to accommodate alternate traffic routes.
	NOT RECOMMENDED	NOT RECOMMENDED	RECOMMENDED TO BE CARRIED FORWARD	NOT RECOMMENDED	NOT RECOMMENDED

➔ **RECOMMENDATION:** Alternative No. 3 (Replace Central Bridge along existing alignment) is recommended to be carried forward. This alternative addresses identified structural issues but would require traffic to be temporarily rerouted to another river crossing during construction. The ability to accommodate pedestrians and cyclists on the new bridge is to be evaluated further in Phase 3.



R.V. Anderson Associates Limited
Engineering • Environmental • Urban Design

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Alternative solutions and evaluation for various components of this project were presented at PCC #2 on June 27, 2018. The following solutions were recommended based on the evaluation and comments received.

Replace Central Bridge along existing alignment.
This solution addresses identified structural issues but will require traffic to be temporarily rerouted to another river crossing during construction. The ability to accommodate pedestrians and cyclists on the new bridge is evaluated in the design concepts.

Undertake repairs to Gillies Bridge to address deficiencies.
The following alternatives were also carried forward, pending development of McArthur Island:

- ### Water Servicing

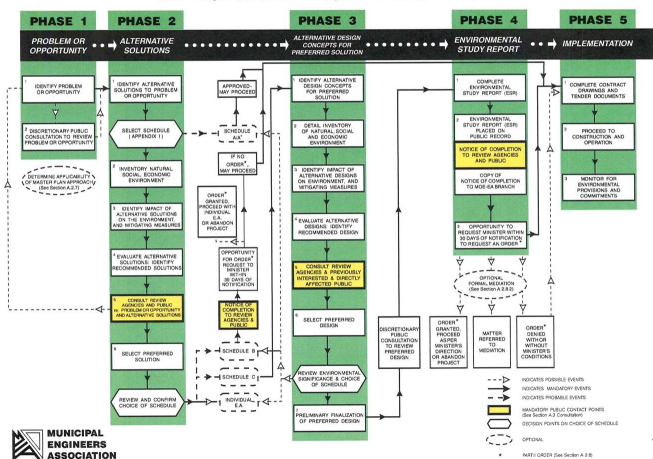
Construct new watermain crossing and provide a 3rd crossing for redundancy.

- Replace watermain at current location (i.e. on Central Bridge)
- New watermain under the Mississippi River at Bridge Street
- New watermain crossing at McArthur Island

Alternative design concepts for the preferred solutions are presented in the next boards, followed by evaluation of the design concepts.



NOTE: This flow chart is to be read in conjunction with Part A of the Municipal Class EA.



It was a pretty easy to conclude that the bridge would be replaced in the same location – there was really no discussion of any other option. All of the discussion was about the design details; addressing the heritage components, determining the cross section (cycling lanes or not) and this was done during phase 3 as per the MCEA process.

However, had this been a shorter bridge (but with all the same complications) with an estimated cost <\$2.4m, the EA process would have ended after reaching the conclusion that the bridge would be replaced in the current location.

This example is just one project type – all project types need to be considered. The table below lists all of the schedule B projects and comments on the appropriate process.

ROADS – Schedule B Projects	For these projects, the preferred solution to increase the capacity is obvious so there is little value from feedback during phase 2 consultation. However, considering design alternatives and completing phase 3 is recommended.
33 Reconstruction or widening where the reconstructed road or other linear paved facilities (eg HOV lanes) will include additional lanes for vehicle travel but will remain at the same location	To accomplish this the MCEA process would need to be modified so that the Schedule B process skips Phase 2 consultation but requires completion of Phase 3.
34 Reconstruction of a water crossing where the reconstructed facility will not be for the same purpose, use, capacity but remains at the same location. (Capacity refers road capacity but does not include alterations to include or remove facilities for cycling, pedestrians or to support utilities.) This includes ferry docks	
35 Reconstruction or alteration of a structure or the grading adjacent to it when the structure is over 40 years old, which after appropriate evaluation is found to have cultural heritage value but the heritage features will not be	

protected. Determination of cultural heritage value will be in accordance with a screening checklist developed with the Ministry of Tourism and Culture (MTC) and posted on the MEA website.	
<p>WATER/WASTEWATER – Schedule B Projects</p> <p>WW3B Enlarge stormwater retention/detention ponds/ tanks or sanitary or combined sewage detention tanks by addition or replacement, at substantially the same location where additional property is required.</p> <p>WW5B Add additional lagoon cells or establish new lagoons, or install new or additional sewage storage tanks at an existing sewage system, where land acquisition is required but existing rated capacity will not be exceeded.</p> <p>W3B Expand existing water treatment plant including intake up to existing rated capacity where land acquisition is required.</p> <p>WW22B Reconstruct existing weir or dam at the same location where the purpose, use and capacity are changed.</p> <p>WW15B Construct berms along a watercourse for purposes of flood control in areas subject to damage by flooding.</p> <p>WW16B Modify existing water crossings for the purposes of flood control.</p> <p>WW17B Works undertaken in a watercourse for the purposes of flood control or erosion control, which may include:</p> <ul style="list-style-type: none"> • bank or slope regrading 	<p>For these projects, the preferred solution to increase the capacity is obvious so there is little value from feedback during phase 2 consultation. However, considering design alternatives and completing phase 3 is recommended.</p> <p>To accomplish this the MCEA process would need to be modified so that the Schedule B process skips Phase 2 consultation but requires completion of Phase 3.</p>

<ul style="list-style-type: none"> • deepening the watercourse • relocation, realignment or channelization of watercourse • revetment including soil bio-engineering techniques • reconstruction of a weir or dam. • <p>WW18B Construction of spillway facilities at existing outfalls for erosion or sedimentation control.</p> <p>WW19B Construct a fishway or fish ladder in a natural watercourse, expressly for the purpose of providing a fishway.</p> <p>WW6B Establish biosolids management facilities at:</p> <p>a) A sewage treatment plant where the biosolids were not generated.</p> <p>b) An existing landfill site, incinerator or organic soil conditioning site where the biosolids are not to be disposed of nor utilized.</p> <p>WW8B Expand sewage treatment plant, including relocation or replacement of outfall to receiving water body, up to existing rated capacity where new land acquisition is required.</p> <p>WW24B Establish stormwater infiltration system for groundwater recharge.</p>	
<p>WW13B Expansion of the buffer zone between a lagoon facility or land treatment area and adjacent uses, where the buffer zone extends onto lands not owned by the proponent.</p> <p>W8B Establish a well at a new municipal well site, or install new wells or deepen</p>	<p>For these projects, alternatives should be considered prior to selecting the preferred solution so there is value from feedback during phase 2 consultation. However, the design details are well understood and there is no merit in considering design alternatives and complete phase 3.</p>

existing wells or increase pump capacity of existing wells at an existing municipal well site where the existing rated yield will be exceeded. If a new water system is also required, this will become a Schedule C project. *New wells at a new site remain Schedule B. Projects at an existing site is Schedule A+. Technical merits will be approved by the ECA and PTTW process and must comply with source water protection regulations*

WW25B A new holding tank that is designed for the total retention of all sanitary sewage disposed into it and requires periodic emptying.

WW1B Establish, extend or enlarge a sewage collection system and all works necessary to connect the system to an existing sewage outlet where such facilities are not in an existing road allowance or an existing utility corridor.

WW11B Communal sewage systems (new or expanded) with subsurface effluent disposal subject to approval under Section 53 of the Ontario Water Resources Act.

WW14B Water crossing by a new sewage facility except for the use of Trenchless Technology for water crossings

W9B Water crossing by a new or replacement water facility except for the use of Trenchless Technology for water crossings.

W1B Establish, extend or enlarge a water distribution system and all works necessary to connect the system to an existing system or water source, where

This reflect the current Schedule B process.

such facilities are not in either an existing road allowance or an existing utility corridor.

WW23B Removal of an existing weir or dam.

WW2B Establish new stormwater retention/detention ponds and appurtenances or infiltration systems including outfall to receiving water body where additional property is required.

In the analysis all of the Schedule B projects have been classified as being;

- a) Projects where the preferred solution to increase the capacity is obvious so there is little value from feedback during phase 2 consultation. However, considering design alternatives and completing phase 3 is recommended. To accomplish this the MCEA process would need to be **modified so that the Schedule B process skips Phase 2 consultation but requires completion of Phase 3**. All of the road projects and about ½ of the water/wastewater projects fit this classification.
- b) Projects where alternatives should be considered prior to selecting the preferred solution so there is value from feedback during phase 2 consultation. However, the design details are well understood and there is no merit in considering design alternatives and completing phase 3. **This reflect the current Schedule B process**. About ½ of the water/wastewater projects fit this classification.

So – what do we do? There is a clear flaw in the current Schedule B process where it directs proponents to end the EA process after Phase 2 and not consider design concepts for projects like;

- 33 Reconstruction or widening where the reconstructed road or other linear paved facilities (eg HOV lanes) will include additional lanes for vehicle travel but will remain at the same location
- 35 Reconstruction or alteration of a structure or the grading adjacent to it when the structure is over 40 years old, which after appropriate evaluation is found to have cultural heritage value but the heritage features will not be protected. Determination of cultural heritage value will be in accordance with a screening checklist developed with the Ministry of Tourism and Culture (MTC) and posted on the MEA website. (see attached email explanation)
- W3B Expand existing water treatment plant including intake up to existing rated capacity where land acquisition is required.
- WW22B Reconstruct existing weir or dam at the same location where the purpose, use and capacity are changed.

Options include;

- 1) Do/say nothing. I am surprised but not aware of anyone having a problem with the current Schedule B process. Likely for appropriate projects proponents are already including some consideration of design concepts
- 2) Leave the Schedule B process as is. With this option. The projects where there is no value from phase 2 but phase 3 is recommended should be shifted to either A+ or C.
- 3) Amend the Schedule B process to skip Phase 2 consultation but require completion of Phase 3. With this option, the projects where there is value from phase 2 consultation but no merit in phase 3 should be shifted to either A+ or C
- 4) Identify this issue and provide guidance in the Companion Guide and the training course suggesting that proponents include an appropriate consideration of conceptual design details with a Schedule B process. Further EA reform is anticipated and this issue could be address at that time.

MEA and MECP agree with option 4) – Identify this issue and guidance.

