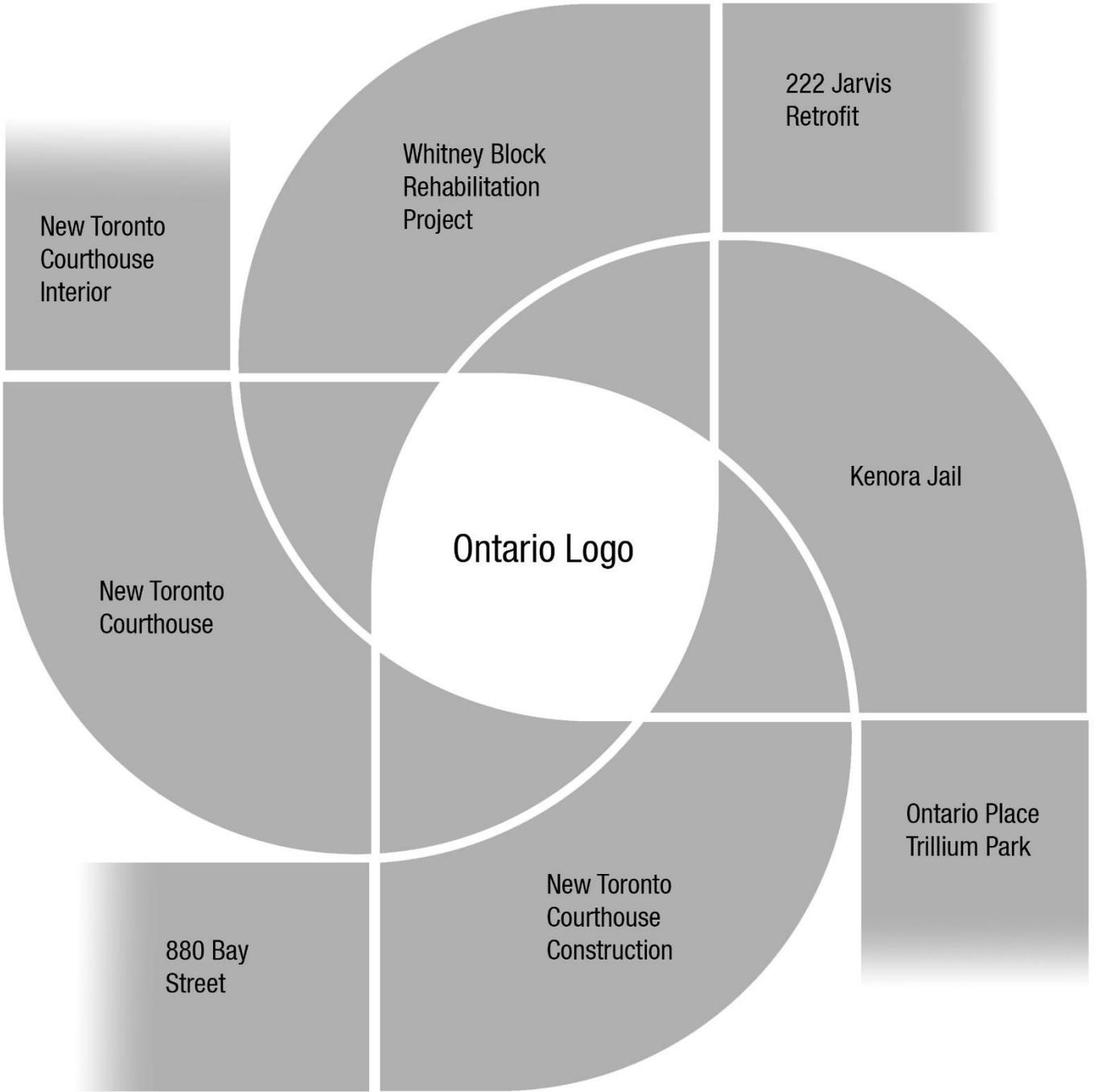




Ministry of Infrastructure
Government Property
Class Environmental Assessment

February 2024



New Toronto
Courthouse
Interior

Whitney Block
Rehabilitation
Project

222 Jarvis
Retrofit

Ontario Logo

Kenora Jail

New Toronto
Courthouse

Ontario Place
Trillium Park

New Toronto
Courthouse
Construction

880 Bay
Street

Ministry of Infrastructure

Government Property
Class Environmental Assessment

February 2024 Version

Pursuant to the *Environmental Assessment Act*:

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

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

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

Administrative amendments made by the Director under s 15.4 of the *Environmental Assessment Act* came into effect on July 8, 2020; and

Amendments to the Ministry of Infrastructure Public Work Class Environmental Assessment approved by the Minister of the Environment, Conservation and Parks came into effect on December 18, 2023 and included changing the name of the Class Environmental Assessment to the “Government Property Class Environmental Assessment”.

Amendments to the Government Property Class Environmental Assessment approved by the Minister of the Environment, Conservation and Parks in February 2024.

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

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1 INTRODUCTION

The *Environmental Assessment Act* (EAA) provides for the “protection, conservation, and wise management” of the environment in Ontario. Part II.1 of the *EAA* sets out rules respecting approved class environmental assessments. An approved Class EA permits certain undertakings that form part of the class to proceed without the need for a comprehensive environmental assessment, provided they proceed in accordance with the Class EA.

The Government Property Class EA (this Class EA) sets out a process that when followed allows a proponent to meet its EAA requirements. The approval history for this Class EA, since the version was approved in 2004, can be found in Appendix 1.

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

1.1 Reasons for Using this Class EA

This Class EA is a planning tool for assessing potential environmental effects of proposed projects in respect of Government property (see Section 1.5 regarding the definition). The classes of projects to which this Class EA applies have predictable and manageable environmental effects and typically do not give rise to significant concerns from Indigenous communities and stakeholders. In accordance with the EAA this Class EA must be used to assess undertakings to which it applies, subject to the possibility that the proponent applies to the Minister for approval to proceed with the undertaking as a Part II.3 project, as part of a comprehensive environmental assessment (Part II.3 of the EAA). The main goals of this Class EA are:

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

1.2 The Applicant

The Minister responsible for Government property under the *Ministry of Infrastructure Act, 2011* is the applicant for this Class EA. The applicant is responsible for seeking approvals of this Class EA and any proposed amendments (see Section 8.6 regarding amendments).

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

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

1.3 Proponents, Co-Proponents and Coordination

1.3.1 Proponents

Any provincial ministry or agency of the provincial Crown that has the authority to control Government property may proceed with undertakings in accordance with this Class EA. Control exists where a ministry or agency has authority to acquire land, buildings or structures or manage or dispose of Government property.

The Minister as that term is used in the *Ministry of Infrastructure Act, 2011* (the Minister responsible for Government property) is a proponent under this Class EA as is any Crown agency to which the Minister has delegated their responsibility or authority. Ontario Infrastructure and Lands Corporation, also known as Infrastructure Ontario, has been delegated such responsibilities.

Additional proponents may also be authorized by the Lieutenant Governor in Council pursuant to section 15.2 of the EAA.

Proponents must adhere to this Class EA when planning and developing a project, which includes the application of good environmental and project management principles and meaningful consultation with Indigenous communities and stakeholders, as well as seeking to resolve issues raised during the development of the project; and preparing documentation made available to Indigenous communities and stakeholders.

Proponents are required to report to the Minister responsible for Government property regarding the use of the Class EA to assess projects as is required in Section 8.4.

Proponents are also responsible for responding to requests received by the Minister of the Environment, Conservation and Parks to make an order under section 16 of the EAA regarding projects proponents are proposing to undertake. Refer to Section 8.3 for further information on the section 16 order process.

1.3.2 Co-Proponents

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

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

When carrying out a project under a co-proponency arrangement, co-proponents should

determine and clearly identify who the co-proponents are and their respective responsibilities early in the assessment process and to include this information in notification and documentation associated with the project.

Each co-proponent of the project must be eligible to be a proponent under this Class EA (e.g., would not include federal government or municipalities). Co-proponents will choose a lead proponent that will be responsible for ensuring that requirements of this Class EA are met.

1.3.3 Coordination of Approval Activities

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

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

1.3.4 Coordination with Other Approvals

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

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

1.3.5 Coordination with Other Class EA Processes

Where this Class EA and one or more other Class EA process(es) apply to a project or related projects, the proponents will coordinate, where possible, to achieve efficiencies.

At the start of project planning, the proponents under their respective Class EAs should identify common coordination points for the respective Class EA processes. While there are benefits of coordination, there are also times when differences in approval requirements may make it impossible or too difficult to coordinate Class EA processes.

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

1.3.6 Coordination with Federal Assessment Processes

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

Where a federal assessment applies, this Class EA process and other formal approval processes should be coordinated as effectively as possible to avoid duplication. The proponent will aim to coordinate this Class EA and federal assessment processes in accordance with the Canada-Ontario Agreement on Environmental Assessment Cooperation (2004), as amended, or an agreement between Canada and Ontario that replaces this agreement). The intent of these coordinating efforts is to produce a single body of documentation on environmental effects that will meet the information needs of both the federal and provincial governments.

1.4 What is a Project?

A Project consists of one or more undertakings.

1.5 When this Class EA Applies

This Class EA applies to projects in respect of Government property. For the purposes of this Class EA, Government property has the same meaning as in the *Ministry of Infrastructure Act, 2011*.

This Class EA is intended to be used for projects with predictable and manageable environmental effects. Proponents must follow this Class EA and undertake a self-assessment and decision-making process. The projects to which this Class EA applies are those undertaken in respect of Government property, such as property maintenance, alterations, renovations, restorations, new construction, physical work in or adjacent to environmental features and land development.

This Class EA only applies to projects in respect of Government Property. Activities carried out after disposition, where as a result of the disposition the property is no longer Government property, are not subject to this Class EA. Activities carried out by future owners including future uses of the lands and any planning or development applications are not part of the project to sell or dispose of the lands as these activities are not proposed by the proponent.

The proponent is responsible to determine what category the project falls under in this Class EA. Category B means any project in respect of government property that is not exempt from the EAA and has not been identified, through the process outlined in the Class EA, as a Category C project or a project that could be exempt through a screening. Category C means

a project identified, through the process outlined in the Class EA, as a Category C project. The project should be consistent with the nature of those activities and projects in this Class EA (noted in Section 1.5.1 and 1.7). The proponent may wish to consult with the MECP on a specific project to determine whether the project should fall within the categories or whether it should proceed through a comprehensive EA.

1.5.1 Category B Projects

Category B projects are any projects in respect of Government property that are not exempt undertakings (e.g., the list of exempt undertakings set out in Section 1.6.3 of this Class EA, projects / undertakings exempt by regulation, see Section 1.6 below for details) or exempt due to screening (under Section 3 of this Class EA). This may include, but is not limited to the following types of projects (Section 9 Definitions and Acronyms must be consulted for additional clarification of these project types):

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

1.5.2 Category C Projects

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

1.6 When this Class EA Process Does Not Apply

The following sub-sections describe situations in which this Class EA is not applicable.

1.6.1 Policies and Plans

Policies or plans of the provincial government in respect of Government property, which set out government direction, and do not identify specific projects, and are not plans or policies in respect of undertaking(s) as defined under the EAA would not be subject to the Act or this Class EA. Projects that support or implement the government's policies or plans would be subject to this Class EA, where applicable.

1.6.2 Exclusions from the Class

This Class EA does not apply to an undertaking if any of the following criteria are met:

1. Another Class EA applies to the same undertaking and a proponent of the undertaking is eligible to proceed under that other Class EA. For greater certainty, this rule does not apply if the undertaking under the other Class EA is merely related or overlapping with the undertaking under this Class EA, rather than the same undertaking.
2. The undertaking is a Part II.3 project, as that term is defined in the EAA.
3. If and when Part II.4 of the EAA has been proclaimed into force, the undertaking is a Part II.4 project, as that term is defined in the EAA.
4. The undertaking was exempt from any part of the EAA on the day before the 2024 amendments to this Class EA came into effect.

1.6.3 Exempt Undertakings

The following is the list of projects to which the EAA does not apply and that are consequently exempt in accordance with subsections 15.3(1) and (2) of the EAA. The exempt projects listed below are defined based on project type. Section 9 Definitions and Acronyms must be consulted when a proponent is determining if the exemption applies.

1. Acquisition
2. Alteration or restoration or rehabilitation of a building or structure without adding substantially to its footprint or height
3. Ceasing or changing government use of a property (e.g. retirement, decommissioning)
4. Granting or obtaining access to a property (e.g. licence, permit, Voltage Rights)
5. Landscaping (minor)
6. Management of excess soils
7. Physical work for a small structure (not on or adjacent to water)
8. Physical work not in or adjacent to natural environmental features
9. Property maintenance and repair (routine)
10. Remediation and Abatement
11. Response to Emergency Situations (refer to Section 1.6.3.2)
12. Restoration of property related to unauthorized activities or use
13. Sale of Density or Air Rights
14. Transfer of administration and control within the Crown
15. Any other undertaking related to Government property that does not include a physical activity

Where undertakings undergo the evaluation of screening criteria (refer to Figure 3 in Section 3), and as a result of that evaluation the EAA does not apply to the undertaking, then those projects are exempt from the EAA in accordance with subsections 15.3(1) and (2) of the EAA.

Undertakings described in subsections 15.3(3) and (4) of the EAA are exempt from the EAA.

1.6.3.1 When Exemptions Do Not Apply

Despite anything else in this Class EA, the EAA applies to an undertaking and the undertaking is not exempt from it in accordance with subsections 15.3(1) and (2) of the EAA if either of the following criteria are met:

1. Another Class EA applies to the undertaking and a proponent of the undertaking is eligible to proceed under that other Class EA.
2. The undertaking is subject to an order under section 3.1 of the EAA or a declaration under section 3.2 of the EAA, or is an undertaking to which an exemption from the EAA or part of the EAA applies that is conditional on completing a specified process.

This Class EA does not apply to the undertaking if the undertaking is not exempt from the EAA and but for this section of the Class EA (Section 1.6.3.1) the undertaking would be exempt from the EAA in accordance with subsections 15.3(1) and (2) of that Act.

1.6.3.2 Response to Emergency Situations

The EAA does not apply to responses to emergency situations as defined in this section. These projects are exempt from the EAA in accordance with subsections 15.3(1) and (2) of the EAA.

Responses to emergency situations arise where the proponent must take action immediately after detection of an imminent or potential threat:

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

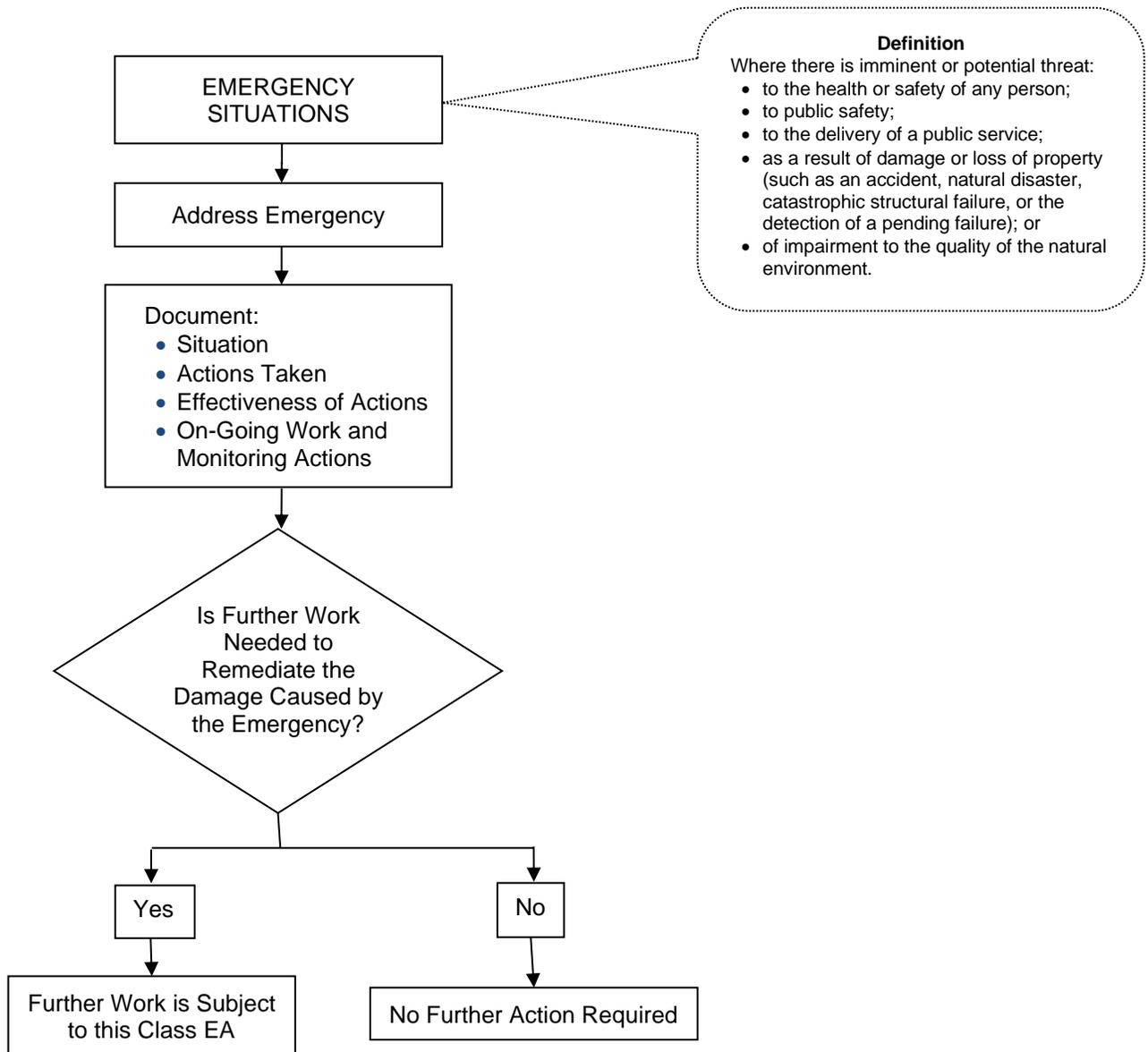
Response to emergency situations includes taking immediate action to comply with Government Orders that bind the provincial Crown and may include containment, cleanup and disposal of material. Any further work required to remediate the damage (e.g., cleanup, waste disposal, re-construction) caused by the emergency that does not require immediate action to address the emergency would be a separate project and subject to this Class EA. These further works would follow this Class EA process to determine if a Class EA would be required or whether the work is exempt under the EAA.

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

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

Figure 1 provides a flowchart for responses to emergency or further work to remediate emergency situations.

Figure 1: Response to Emergency Situations



1.6.3.3 Exemption by Regulation

Regulations may provide that certain undertakings in respect of Government property are exempt from provisions of the EAA. Refer to regulations under the EAA to determine whether there is a relevant exemption that applies to an undertaking.

1.6.4 Declaration Orders Issued

Proponents may reference the Declaration Order Table, as amended from time to time, that is available on IO's website of orders made since 1976 declaring that the EAA, its regulations, provisions of the EAA or its regulations or any matter provided for under the EAA does not apply to certain undertakings in respect of Government property. Refer to the declaration orders to determine whether an undertaking is affected by them.

1.6.5 Activities Permitted Before Authorization to Proceed

There are activities that may, in accordance with the EAA, proceed before the assessment is complete. Since the proponent may carry out these activities in advance of being authorized to proceed with a project, the proponent recognizes that they assume any risk that may result if the project changes or does not proceed.

The following activities are permitted before authorization to proceed with a project as per subsection 15.1.2(1) of the EAA.

- take any action in connection with the project that may be necessary to comply with the EAA;
- acquire property or rights in property in connection with the project;
- prepare a feasibility study and engage in research in connection with the project; or
- establish a reserve fund or another financing mechanism in connection with the project.

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

The text in this section is provided as guidance only and proponents should consult the up-to-date text of the EAA which prevails over anything written in this section.

1.6.6 Consideration of Other Approvals and Permits

Proponents are responsible to identify and obtain any legislative or other approvals (under other regulations, legislation, policies, guidelines, etc.) required to implement the project.

Heritage Properties

The approach to managing heritage properties has been defined by the 2010 MHSTCI Standards and Guidelines for the Conservation of Provincial Heritage Properties (S&Gs). Each proponent must comply as required under the S&Gs. For buildings, structures and landscapes, this includes the assessment of heritage value to identify the significance of the

site and individual features, and the development of heritage impact assessments and strategic conservation plans to help define how projects may proceed and what mitigation measures might apply. For archaeology, this involves the investigation and mitigation of impacts to significant resources. Category B or C project on heritage properties, proponents have heritage processes (S&Gs) to address the management of heritage properties the outcomes of which could inform the EA and could be included as mitigation measures.

1.6.7 Application to Certain Projects

Waste Management Regulation

Despite Section 1.5 of this Class EA, this Class EA does not apply to projects in respect of a “waste disposal site” as that term defined in Part V of the *Environmental Protection Act* and as such these projects do not need to follow the process outlined here. Regulations under the EAA may provide for an evaluation and consultation process that apply to those undertakings.

Waterfront projects

A project relating to the alteration of shoreline in the Great Lakes-St. Lawrence River system may be designated by regulation under the EAA as a Part II.3 project, as that term is defined in the EAA. In accordance with section 1.6.2, this Class EA does not apply to undertakings that are Part II.3 projects, including Part II.3 projects relating to the alteration of shoreline in the Great Lakes-St. Lawrence River system.

1.7 Definition of Class EA Categories

This Class EA defines three categories for projects.

- **Exempt Projects:** Projects that are on the list are small in scale, have no or minimal potential net adverse environmental effects and a low level of concern is anticipated from Indigenous communities and stakeholders. The potential adverse environmental effects of these undertakings are predictable and well understood by the proponent and can be addressed by known mitigation measures. The EAA does not apply to these.
- **Category B:** Category B means any project in respect of government property that is not exempt from the EAA (including as a result of the screening process) and has not been identified, through the process outlined in the Class EA, as a Category C project. Applies to projects where: a) there is the potential for some adverse environmental effects and there are appropriate measures that can be applied to mitigate these effects; or b) where there is more than a low level of concern anticipated from Indigenous communities and stakeholders. These effects are generally well understood from a technical perspective and there are sufficient environmental controls (e.g., regulation, guidelines) in place for these undertakings to proceed with appropriate mitigation.
- **Category C:** Category C means a project identified, through the process outlined in

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

1.8 Structure of the Government Property Class Environmental Assessment

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

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

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

1.9 Duty to Consult

The duty to consult is a Constitutional obligation that must be fulfilled by the provincial Crown when it has knowledge of an established or credibly asserted Aboriginal or treaty right and contemplates conduct that may adversely impact that right. The provincial Crown also has a duty, where appropriate, to accommodate rights holders in respect of the potential adverse impact on an established or asserted right. Each ministry within the provincial government is responsible for assessing and completing the duty to consult obligations related to its proposed activities. The Ministry of Indigenous Affairs (IAO) is available to assist ministries in this regard.

When the duty to consult is triggered, the proponent will be responsible for fulfilling the provincial Crown's duty to consult for projects to which this Class EA applies. The proponent must identify the Indigenous communities to be consulted, determine the extent of the consultation required, and whether any accommodation is required.

The proponent should keep a record of the consultation carried out, including by a delegate. This is because the proponent is responsible for assessing whether the duty to consult has been fulfilled, and because the proponent may be required to demonstrate how it was fulfilled. For example, the consultation record may be requested by MECP as part of its decision-making process related to requests for s.16 Orders.

Proponents using this Class EA may have their own process for meeting their DTC obligations and may sequence their DTC obligations differently. This Class EA does not instruct on how and when to complete DTC obligations.

Even where the Crown does not have a duty to consult obligation in relation to a project, the

proponent may be required to consult with Indigenous communities as interested persons, pursuant to the requirements of this Class EA. Refer to Section 2: Considerations for Consultation for further information about consulting with Indigenous communities.

2 CONSIDERATIONS FOR CONSULTATION

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

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

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

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

2.1 Defining the Stakeholders

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

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

- Interested individuals and the General Public;

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

2.2 Consultation with Indigenous Communities

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

When preparing a list of Indigenous communities to be consulted, the proponent may wish to contact relevant provincial and federal ministries for guidance. Special consideration should be given to how best to reach out to Indigenous communities and the best methods of consulting with them. These methods should be reflected in the consultation plan.

The consultation plan should have a section on consultation with Indigenous communities. Methods of consultation outlined in the consultation plan should be designed while considering the participation of those Indigenous communities potentially affected.

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

- how the Indigenous communities were identified and consulted;
- what issues, if any, were raised, including any information shared by an Indigenous community in relation to its asserted or established Aboriginal or treaty rights and any potential adverse impacts of the proposed project on such rights; and
- how those issues were avoided, prevented, mitigated or addressed, including any project changes.

If an Indigenous community identifies to a proponent that it is providing Indigenous traditional knowledge on a confidential basis as part of the environmental assessment process under this Class EA then the proponent will not release this knowledge as part of the EA documentation although the knowledge may inform the assessment. The proponent will advise the Indigenous community that it may be compelled by law to release the information including by order of a Court or tribunal.

2.3 Methods of Consultation

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

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

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

2.4 Guidelines for Consultation

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

- 1) Initiate consultation as early in the EA process as possible, ideally at the point where meaningful information on the project can be provided.
- 2) Ensure that there is a range of consultation opportunities so that all Indigenous communities and stakeholders have a chance to participate and there is an open, transparent and flexible consultation process.
- 3) Ensure that project information is made available in a timely manner and that there is adequate time provided to review and respond to project information. The proponent should also ensure that adequate and timely notification is given for consultation events.
- 4) In cases where disagreement or conflict arises, consider the use of alternative dispute resolution methods such as mediation to resolve issues.
- 5) Establish objectives for consultation at the outset of the EA planning process as part of development of the consultation plan. Clearly articulated objectives help to provide a strong foundation for the design and implementation of a consultation plan. In addition,

Indigenous communities and stakeholders must be informed as to how their input will be incorporated in the planning process.

- 6) Ensure the consultation plan and events are flexible and can adapt if the context for the consultation changes. For instance, it may become apparent that additional consultation methods are needed in cases of projects that generate a high degree of community interest. Proponents should also be prepared to alter the format or agenda of consultation events should this be determined to be desirable.
- 7) Ensure that proper notice is given for all consultation opportunities and that adequate time is provided for Indigenous communities and stakeholders to review EA documentation. Generally, a 30-calendar day comment period (identified in the Notice of Completion) will apply in most circumstances. This 30-calendar day comment period could be extended as appropriate by the proponent.
- 8) Ensure background or study-related materials to be reviewed by Indigenous communities and stakeholders, such as newsletters or background papers, are written in clear and concise language to facilitate useful and informed feedback.
- 9) Listen and record issues as they are raised. Concerns raised by Indigenous communities and stakeholders must be treated seriously and be fully documented. Where possible, issues should be recorded using the same terminology as the Indigenous community and stakeholder who raised them and circulated to those Indigenous communities and stakeholders who participated for review and comment.
- 10) Where applicable, comply with the *French Language Services Act*.
- 11) Where there are additional consultation requirements every possible effort should be made to combine the consultation activities, including any associated notification, reporting and documentation, where this is in compliance with the applicable legislation.
- 12) Attempt to resolve any concerns raised as early as possible. If a concern cannot be resolved through discussions with the proponent, the person or party raising the concern may request, in writing, that the proponent voluntarily change the project to a higher EA Category. Any comments received on category change requests will be considered by the proponent and they will use their discretion as to whether the category should change or stay the same.

2.5 Notices

Depending on the category of the project, this Class EA requires the issuance of various notices as discussed in Steps B3, B12, B13 and B14 and C3, C14, C16 and C18 in the Category B and C process respectively. Sample notices are provided in Appendix 4. The following is a list of notices that are required for Category B and C Projects:

- Notice of Commencement
- Notice of Completion

- Notice of Addendum, if applicable for modifications to Category B projects
- Notice of Addendum, if applicable for modifications to Category C projects
- Notice of Intent, if applicable

The proponent is required to submit copies of all notices to:

- Applicable MECP Regional Office for the project
 - Central Region – eanotification.cregion@ontario.ca;
 - Eastern Region – eanotification.eregion@ontario.ca;
 - Northern Region – eanotification.nregion@ontario.ca;
 - Southwest Region – eanotification.swregion@ontario.ca; or
 - West Central Region – eanotification.wcregion@ontario.ca).

Project notices (except the Notice of Completion and Notice of Addendum) or other documents regarding consultation activities will include the following FIPPA disclaimer statement:

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

The Notice of Completion and Notice of Addendum will include the following FIPPA disclaimer statement:

All personal information included in your request – such as name, address, telephone number and property location – is collected under the authority of section 30 of the *Environmental Assessment Act* and is collected and maintained for the purpose of creating a record that is available to the general public. As this information is collected for the purpose of a public record, the protection of personal information provided in the *Freedom of Information and Protection of Privacy Act* does not apply (s.37). 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.

2.6 Resolution of Conflicts and Disputes

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

2.6.1 Facilitation

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

2.6.2 Negotiation

Negotiation is possible when all sides want resolution of the outstanding issues and are willing to engage in negotiations. A third party is not always necessary but may be helpful in assisting the proponent and Indigenous communities and stakeholders to form their own positions and responses to what the other is proposing.

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

2.6.3 Mediation

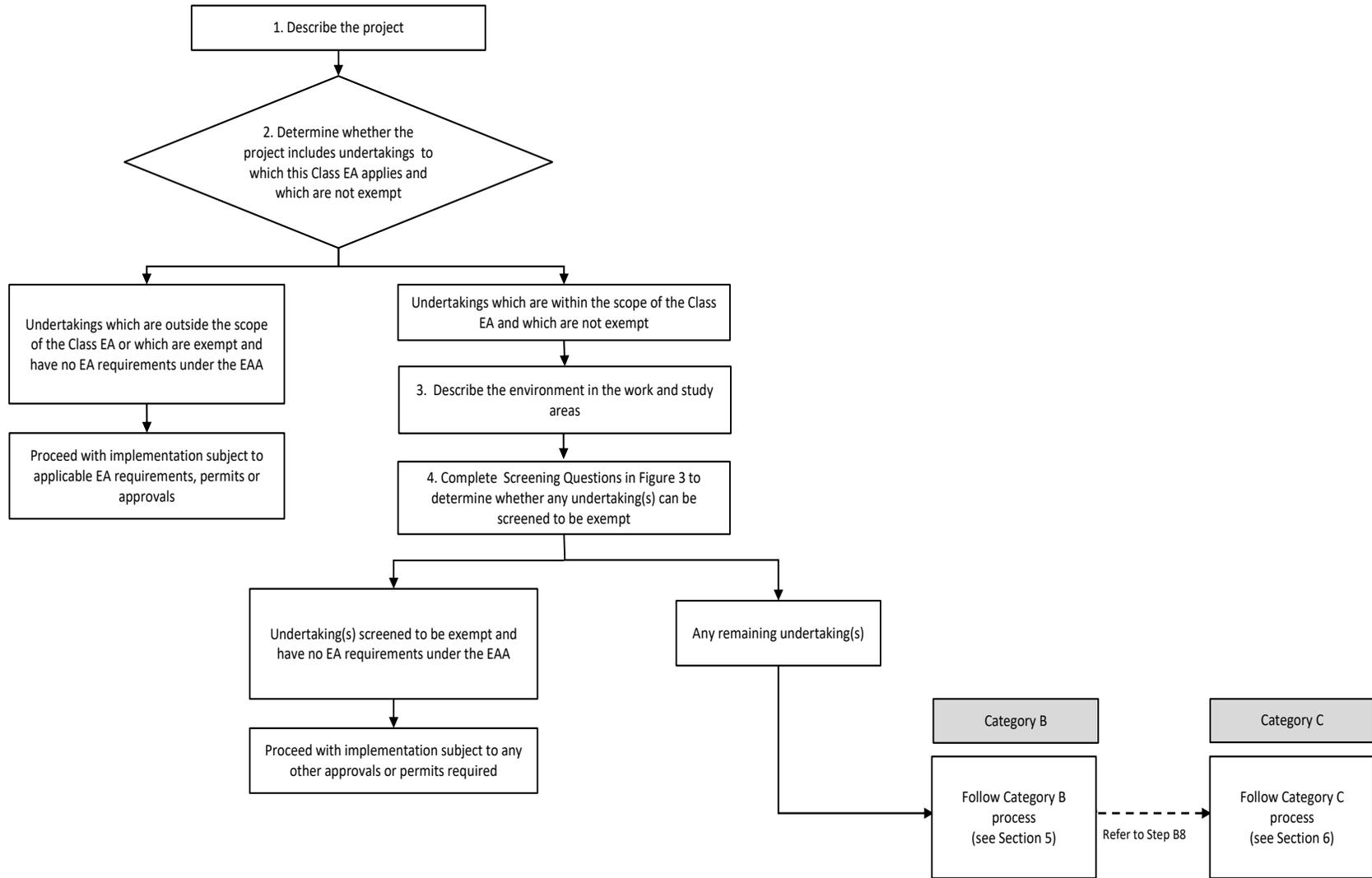
Mediation may be appropriate when the proponent and participants have reached the point where no further discussion is possible without the intervention of a neutral third party. Mediation is a process designed to facilitate parties to reach a consensus on how to resolve a dispute or conflict. This approach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

3 CLASS EA APPLICABILITY AND CATEGORIZATION

Projects are defined as consisting of one or more undertakings. “Categorization” is the assignment of an EA Category to a project. The proponent works through the steps of the categorization process that is initiated by determining the Class EA applicability of the undertakings. Proponents follow the steps in the flowchart (Figure 2) to determine if a project is to be assessed using the Class EA process. If it is determined that this Class EA does not apply to any undertaking (see Section 1.6 of this Class EA), those undertakings may proceed. Any remaining undertakings are assigned a Category B. Through the Category B process there is an opportunity for more complex projects or ones with a potential for more significant negative environmental effects to be re-categorized by the proponent to Category C.

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

Figure 2: Determining Class EA Applicability for Undertakings



Step 1: Describe the Project

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

Step 2: Determine whether the Project includes undertakings to which this Class EA applies and which are not exempt

The proponent will review Section 1.6 to determine undertakings which are outside the scope of the Class EA or which are exempt (have no EA requirements under the EAA). Any of these undertakings (e.g., on the list of Exempt Projects) the proponent can proceed with. However, if these undertakings form part of a larger project, they should be included in the description of the project (Step 1) for information purposes (to fully understand all components of a project) but listed as undertakings that have no EA requirements under the EAA. For projects where there are undertakings which are within the scope of the Class EA and which are not exempt the proponent continues to Step 3 for those undertakings.

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

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

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

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

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

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

The screening questions in Figure 3 provide a tool to document the environment described in Step 3 and perform the necessary analysis to determine if the project can be screened exempt or requires further assessment through this Class EA process. The responses to the Screening Questions must be documented. Where a project has been screened to be exempt the proponent is required to retain a copy of the completed document as part of the screening process. The proponent may proceed with these undertakings as the EAA no longer applies to them. The project description (Step 1) can be modified to also list these as undertakings that are not subject to the requirements of the EAA.

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

If environmental features are present, the proponent will consider the potential for environmental impacts and review mitigation measures (refer to Appendix 3 for typical mitigation measures) to determine if the potential impacts identified can be mitigated. The proponent determines if there are potentially no or minimal net negative effects on any of the environmental features. Factors that can be considered to assist in this determination include: geographic extent, location, duration, frequency and timing. For example, under the socio-economic environment consideration could be given to the proximity of receptors to the project for potential nuisance impacts (e.g., noise, air, vibration) during construction.

If the proponent determines that the project would result in no or minimal net negative effects on environmental considerations/features, the proponent moves on to complete the Community Concerns analysis. If the proponent determines that the project would have an adverse effect or it is unknown if this would occur, then further assessment through the Class EA process is required for any remaining undertakings and the project is assigned a Category B. For all other projects the second stage of analysis related to Community Concerns is undertaken.

The screening tool documents and assists in the analysis of Indigenous and other Community Concerns. The proponent will notify by posting on the proponent's website and forwarding to directly affected public (e.g., residents adjacent to the project location), Indigenous communities and relevant agencies of its intent to exempt the project through screening. The notification will provide a description of the project; location of the project; name of the proponent; date of issue; date to provide comments by and a name and email of a project contact person. Any comments received will be documented and considered.

If there is no community interest identified or if documented concerns or potential effects can be addressed or mitigated, the project can be considered to be screened exempt and would

not be subject to the requirements of the EAA. The proponent will notify the MECP of all projects exempt through the screening process (refer to Section 2.5 for MECP email requirements for the notice). A copy of the Notice of Exemption through Screening will be sent to the MECP, posted on the proponent's website and forwarded to any party that provided comments during the process.

The Notice of Exemption through Screening (see example in Appendix 4) will include:

- Description of the project;
- Location of the project;
- Name of the proponent;
- Summary of basis for decision to exempt the project;
- Statement that the project is screened exempt and is not subject to the requirements of the EAA;
- Date of issue; and
- Name and email of a project contact person.

Figure 3: Screening Questions (Determine if the Project has a Low Environmental Risk)

<p style="text-align: center;">Environmental Considerations</p> <p>For each criterion, check off the environmental considerations that are present in the work and study areas. A proponent must confirm the presence/absence of any of these features through secondary sources (e.g., maps, municipal planning documents, discussions with property manager, media searches) before proceeding to the Analysis below.</p>	<p style="text-align: center;">Description/Explanation of Identified Consideration(s)</p> <p>Provide brief description of identified considerations and include the information source(s).</p>
<p>CRITERION: Natural Environment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Designated Natural Areas (e.g., ESAs, ANSIs, Natural Heritage Systems, Greenbelt Areas) <input type="checkbox"/> Distinctive Natural Features (e.g., forests, woodlots, floodplain) <input type="checkbox"/> Provincially or Locally Significant Wetlands <input type="checkbox"/> Species at Risk and Their Habitat <input type="checkbox"/> Water bodies <input type="checkbox"/> Watercourses <input type="checkbox"/> Wildlife Habitat Areas <input type="checkbox"/> Source Water Protection Areas/Vulnerable Areas including Well Head Protection Areas, Intake Protection Zones, Aquifer Vulnerability and Significant Groundwater Recharge Areas <input type="checkbox"/> Other (describe) <input type="checkbox"/> None present 	<p>CRITERION: Natural Environment</p>
<p>CRITERION: Socio-Economic Environment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agricultural Operations <input type="checkbox"/> Built-up or urban development areas <input type="checkbox"/> Commercial Facilities (e.g. private businesses) <input type="checkbox"/> Designated Trails (e.g., bicycling, hiking) <input type="checkbox"/> Institutional Facilities (e.g., Hospitals, Schools, Child Care Centres /Retirement Facilities, Places of Worship) <input type="checkbox"/> Landfills (active or closed) <input type="checkbox"/> Private Residences or Private Entrances <input type="checkbox"/> Public use of the property (authorized or unauthorized) <input type="checkbox"/> Major Transportation Routes (e.g., provincial highway, railway or airports/aerodromes) <input type="checkbox"/> Other (describe) <input type="checkbox"/> None present 	<p>CRITERION: Socio-Economic Environment</p>
<p>CRITERION: Cultural Heritage Resources Environment (Archaeological, Built Heritage and Cultural Heritage Landscapes)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Archaeological Resources (known) <input type="checkbox"/> Cemeteries <input type="checkbox"/> Potential Cultural Heritage Resources (Built or Landscapes) <input type="checkbox"/> Recognized or protected Cultural Heritage Resources (includes municipal, federal and international registers, designations or planning mechanisms) <input type="checkbox"/> Provincial Heritage Properties or Provincial Heritage Properties of Provincial Significance (identified using Ontario Regulations 9/06 or 10/06 respectively) <input type="checkbox"/> Other (describe) <input type="checkbox"/> None present 	<p>CRITERION: Cultural Heritage Resources Environment</p>

ANALYSIS: Natural, Socio-Economic or Cultural Environment Features and Concerns	Categorization
1. Are there any environmental features present? <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes – proceed to Question 2 No – proceed to ANALYSIS: Community Concerns
2. Would the project, with mitigation measures applied, have more than a minimal negative effect on environmental features checked off above? <input type="checkbox"/> Yes / Unknown <input type="checkbox"/> No	Yes / Unknown – Assign Category B No – proceed to ANALYSIS: Community Concerns Provide Rationale (refer to mitigation measures where applicable):
Community Concerns	Description of Concerns
CRITERION: Indigenous community Concerns <input type="checkbox"/> The concerns raised by Indigenous communities could include concerns with the project’s proximity to community or effect on rights (such as harvesting or other treaty rights) <input type="checkbox"/> Concerns referenced by or known from Traditional Indigenous Knowledge <input type="checkbox"/> Presence/knowledge of Indigenous archaeological resources <input type="checkbox"/> Identified interest in property/project <input type="checkbox"/> None present CRITERION: Community Concerns <input type="checkbox"/> Evidence of community concerns <input type="checkbox"/> None identified	Provide discussion on how concerns have been considered and addressed
ANALYSIS: Community Concerns	Categorization
1. Have any community concerns been raised? <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes – proceed to Question 2 No – Project is exempt
2. Are there community concerns raised that have not been addressed or resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes / Unknown – Assign Category B No – Project is exempt Provide Rationale:

3.1 Review for Project Changes

If modifications to the description of the project (refer to Step 1) may change the potential for adverse net environmental effects, the proponent must go back and apply the Class EA Applicability process (Figure 2) to the modified description of the project. This process would determine if any of the modifications are undertakings considered to be exempt or to confirm the Category B applies to these modifications.

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

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

4 OVERALL CATEGORY B AND C PROCESS

This Class EA defines three EA categories for projects as noted above in Section 1.7. The following generally describes each category:

- **Exemptions:** Undertakings are exempt from meeting the requirements of the EAA and can proceed to implementation.
- **Category B:** Applies to projects where: a) there is potential for some adverse environmental effects and there are appropriate measures that can be applied to mitigate these effects; or b) where there is more than a low level of concern anticipated from Indigenous communities and stakeholders. These effects are generally well understood from a technical perspective and there are sufficient environmental controls (e.g., regulation, guidelines) in place for these undertakings to proceed with appropriate mitigation.
- **Category C:** Applies to projects where: a) there is the potential for more significant adverse environmental effects and mitigation measures may not be well known and may need to be designed for the project to mitigate these effects; or b) where there is a significant level of concern anticipated from Indigenous communities and stakeholders. A Category C undertaking would typically have a larger study area and may result in longer term (generally beyond the construction period) potential environmental effects.

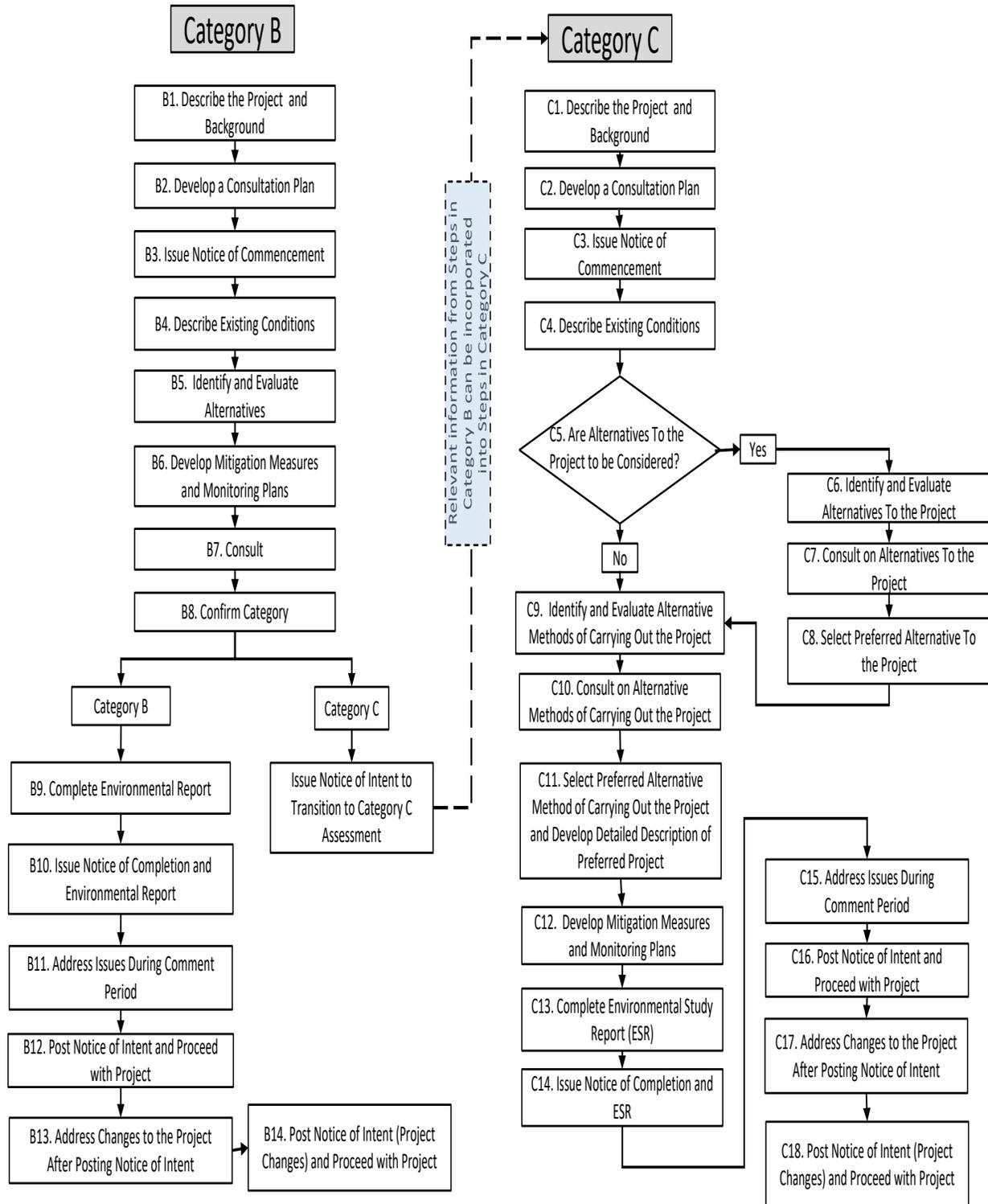
Figure 4 provides a flowchart of the steps for each Category B and C assessment process.

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

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

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

Figure 4: Category B and C Process Flowchart



5 CATEGORY B PROCESS

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

Step B1: Describe the Project and Background

Project Description

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

Project Background

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

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

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

Step B2: Develop a Consultation Plan

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

the mandatory points of contact, including the posting of project notices. The consultation plan should include a separate section on Indigenous community consultations.

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

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

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

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

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

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

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

Step B3: Issue Notice of Commencement

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

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

The proponent must issue the Notice as specified in the consultation plan and provide a copy of all notices to the MECP. Refer to Section 2.5 for additional requirements for the Notice.

The proponent must provide the MECP with a completed Project Information Form (PIF) for all Class EAs in a manner and form specified by MECP. The proponent must submit the PIF to the MECP on the same date that the Notice of Commencement is circulated, and it must include a copy of the Notice of Commencement.

Step B4: Describe Existing Conditions

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

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

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

Step B5: Identify and Evaluate Alternatives

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

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

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

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

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

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

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

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

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

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

Step B6: Develop Mitigation Measures and Monitoring Plans

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

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

The monitoring plans should:

- define the objectives of the monitoring;
- identify which parameters may be monitored during construction of the project;

- outline a general schedule of monitoring and reporting; and
- outline responsibility for developing and implementing monitoring.

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

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

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

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

Step B7: Consult

Consultation should be undertaken once the results and conclusions from studies and investigations are available and the net environmental effects have been identified and assessed for the preliminary preferred alternative.

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

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

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

- No changes are required – no further consultation is required;

- Changes are required – but are insignificant and do not require further consultation; or
- Significant changes are required – additional consultation is required to be carried out before the category is confirmed.

Step B8: Confirm Category

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

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

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

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

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

The proponent may consider the project to have the potential for significant and undetermined effects or community concerns without the potential for effective mitigation. In that case, this Class EA is not the appropriate mechanism to evaluate the project. The proponent may decide to apply for approval to proceed with the project through the comprehensive EA process.

Step B9: Complete Environmental Report

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

Chapter 1 – Introduction & Background

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

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

Chapter 2 – Class EA Overview

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

Chapter 3 – Description of Existing Conditions

Natural Environment
Socio-Economic Environment

- Indigenous and Community Interests
- Built Environment / Artwork

Cultural (Archaeological, Built Heritage and Cultural Heritage Landscapes) Environment
Other

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

Chapter 4 – Evaluation of Alternatives and Analysis of Environmental Effects

Evaluation methodology
Natural Environment
Socio-Economic Environment
Cultural (Archaeological, Built Heritage and Cultural Heritage Landscapes) Environment
Other
Evaluation of alternatives and selection of preferred alternative
Detailed description of preferred alternative

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

Chapter 5 – Description of Proposed Mitigation Measures and Monitoring Plans

Natural Environment
Socio-Economic Environment
Cultural (Archaeological, Built Heritage and Cultural Heritage Landscapes) Environment
Other

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

Chapter 6 – Consultation

Overview of the consultation plan
How the consultation plan was implemented

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

Appendices

Note – Include appendices as appropriate.

Step B10: Issue Notice of Completion and Environmental Report

The proponent will issue a Notice of Completion (see example in Appendix 4) to advise that the Environmental Report has been issued on the public record and is available for comment for a minimum 30 calendar days. The Notice will provide the start and end dates of the comment period. The Notice should also include a statement that comments or issues regarding the assessment can be raised with the proponent during this time; date of issue, applicable FIPPA disclaimer; and name, address and title of a contact person to whom comments should be directed. The Notice should be released as specified in the consultation plan. Refer also to Sections 2.5 and 8.3 for additional requirements for the Notice.

The Notice shall also include a statement that a s.16 Order request can be made on a limited basis (see section 16 of the EAA) related to existing Aboriginal or treaty rights and may be submitted to the Minister of the Environment, Conservation and Parks regarding the assessment. The Notice references that the written request must follow MECP's process and be submitted to the Minister of the Environment, Conservation and Parks and the proponent within the comment period.

Step B11: Address Issues During Comment Period

If no issues have been received during the comment period specified in the Notice of Completion, or if the proponent determines that issues raised are insignificant and would not affect the assessment, the project can proceed as planned, subject to the mandatory 30-day period after the end of the public comment period identified in the Notice of Completion and the section 16 order process described in Section 8.3 of this document. The proponent will advise the Indigenous communities and stakeholder(s) who raised the issue(s) of this decision.

If significant issues are raised, the proponent must advise or consult the Indigenous communities and stakeholders of/on this decision. See Section 2.6 of this document for more information. Where resolutions result in a change to the assessment, the Environmental Report will be modified to reflect these changes and the proponent may post the revised Environmental Report for a further review comment period. Modifications to the Environmental Report will include a record of issues raised and their resolutions.

Step B12: Post Notice of Intent

The proponent must post a Notice of Intent (to Proceed to Project Implementation) on their website prior to implementation of the project. The purpose of the notice is to provide notification that the project is proceeding to implementation. For greater certainty, the project is not authorized to proceed under this Class EA until the Notice of Intent has been posted.

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

Due to unforeseen circumstances, it may not be feasible to implement the project in the manner outlined in the Environmental Report. Any significant modifications to the project or in the environmental setting for the project which occurs after posting the Notice of Intent shall be reviewed by the proponent and a Notice of Addendum will be circulated to the Indigenous communities and stakeholders and will be filed in the public record along with the revisions to the Environmental Report. A 30-calendar day comment period must be provided for review and response. A s.16 Order may be issued in respect of the change to the project. The Notice must provide the start and end dates of the comment period.

Following completion of the comment period, if the comment period lapses with no comment, comments have been addressed (as described in Step B11), or any s.16 Order requests are resolved in accordance with this Class EA then the project can proceed as amended subject to the mandatory 30-day period after the end of the public comment period identified in the Notice of Addendum and the section 16 order process described in sSection 8.3 of this document.

Step B14: Post Notice of Intent (Project Changes)

The proponent will post a Notice of Intent (Proceed to Project Implementation with Project Changes) on their website prior to implementation of the revised project. The purpose of the Notice is to provide notification that the project is proceeding to implementation.

6 CATEGORY C PROCESS

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

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

Step C1: Describe the Project and Background

Project Description

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

Project Background

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

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

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

Step C2: Develop a Consultation Plan

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

should include a separate section on Indigenous community consultations.

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

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

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

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

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

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

Step C3: Issue Notice of Commencement

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

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

The proponent must issue the Notice as specified in the consultation plan and provide a copy of all notices to the MECP. Refer also to Section 2.5 for additional requirements for the Notice.

The proponent must submit a Project Information Form (PIF) for all Class EAs in the manner and form specific by the MECP. The proponent must submit the PIF to the MECP on the same date that the Notice of Commencement is circulated and it must include a copy of the Notice of Commencement.

Step C4: Describe Existing Conditions

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

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

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

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

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

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

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

Step C6: Identify and Evaluate Alternatives To the Project

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

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

While evaluation methods may vary, they should have the common objective of identifying the alternative that best prevents, mitigates or remedies the effect on the natural, social, cultural, economic and built environments, and their interrelationships. Both positive and negative effects are to be identified and assessed. Impacts on environmental components as broadly defined in the EAA, and their interrelationships are identified and considered. Mitigation measures and their likely effectiveness in dealing with adverse effects at all stages of the project are described, and the net environmental effect is predicted. The evaluation process must be thorough and present detailed reasons for the selection of the preferred alternative. The evaluation process used to assess potential environmental effects should be described in

enough detail that it can be followed and understood by Indigenous communities and stakeholders.

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

Step C7: Consult on Alternatives To the Project

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

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

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

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

Step C8: Select Preferred Alternative To the Project

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

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

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

assessment is more in-depth than for a Category B to address the potential for more significant adverse environmental effects, the fact that mitigation measures may not be well known, or the anticipation of a significant level of concern from Indigenous communities and stakeholders.

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

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

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

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

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

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

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

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

Additional consultation should occur after the results and conclusions from studies and investigations are available and the net environmental effects have been identified and assessed.

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

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

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

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

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

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

Step C12: Develop Mitigation Measures and Monitoring Plans

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

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

The monitoring plans should:

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

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

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

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

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

Step C13: Complete Environmental Study Report (ESR)

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

Chapter 1 – Introduction & Background

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

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

Chapter 2 – Class EA Overview

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

Chapter 3 – Description of Existing Conditions

Natural Environment
Socio-Economic Environment

- Indigenous and Community Interest
- Built Environment / Artwork

Cultural (Archaeological, Built Heritage and Cultural Heritage Landscapes) Environment
Other

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

Chapter 4 – Evaluation of Alternatives and Analysis of Environmental Effects

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

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

Chapter 5 – Detailed Description of Preferred Project

Chapter 6 – Description of Proposed Mitigation Measures and Monitoring Plans

Natural Environment

Socio-Economic Environment

Cultural (Archaeological, Built Heritage and Cultural Heritage Landscapes) Environment

Other

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

Chapter 7 – Consultation

Overview of the consultation plan

How the consultation plan was implemented

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

Appendices

Note – Include appendices as appropriate.

Step C14: Issue Notice of Completion and ESR

The proponent must issue a Notice of Completion (see example in Appendix 4) to advise that the ESR has been issued on the public record and is available for comment for a minimum 30 calendar days. This Notice must provide the start and end dates of the comment period. The Notice should also include a statement that comments or issues regarding the assessment can be raised with the proponent during this time; date of issue, applicable FIPPA disclaimer; and name, address and title of a contact person to whom comments should be directed. The Notice should be released as specified in the consultation plan. Refer also to Sections 2.5 and 8.3 for additional requirements for the Notice.

The Notice must also include a statement that a s.16 Order request can be made on a limited basis (see section 16 of the EAA) related to existing Aboriginal or treaty rights and may be submitted to the Minister of the Environment, Conservation and Parks regarding the assessment.

Step C15: Address Issues During Comment Period

If no issues have been received during the comment period specified in the Notice of Completion or if the proponent determines that issues raised are insignificant and would not affect the assessment, the project can proceed as planned, subject to the mandatory 30-day waiting period provided for in the EAA after the end of the public comment period identified in the Notice of Completion, and the section 16 order process described in Section 8.3 of this Class EA. The proponent will advise the Indigenous communities and stakeholder(s) who raised the issue(s) of this decision.

If significant issues are raised, the proponent will determine how to address them and will advise or consult the Indigenous communities and stakeholders of/on this decision. See Section 2.6 of this document for more information. Where resolutions result in a change to the assessment, the ESR will be modified to reflect these changes and the proponent may post the revised ESR for a further comment period. Modifications to the ESR will include a record of issues raised and their resolutions.

Step C16: Post Notice of Intent

The proponent must post a Notice of Intent (to Proceed to Project Implementation) on their website prior to implementation of the project. The purpose of the Notice is to provide notification that the project is proceeding to implementation. For greater certainty, the project is not authorized to proceed under this Class EA until the proponent has posted the Notice of Intent.

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

Due to unforeseen circumstances, it may not be feasible to implement the project in the manner outlined in the ESR. Any significant modifications to the project or in the environmental setting for the project which occurs after posting the Notice of Intent shall be reviewed by the proponent and the proponent must issue a Notice of Addendum to the Indigenous communities and stakeholders consulted during the original assessment and file the Notice of Addendum in the public record along with the revisions to the ESR. A 30-calendar day comment period must be provided for review and response and a section 16 order may be made in respect of the change. The Notice must provide the start and end dates of the comment period.

Following completion of the comment period, if the comment period lapsed with no comment, or comments have been addressed (as described in Step C15), the change to the project can proceed subject to the mandatory 30-day period after the end of the public comment period identified in the Notice of Addendum and the section 16 order process set out in Section 8.3, as provided for in the EAA.

Step C18: Post Notice of Intent (Project Changes)

The proponent must post a Notice of Intent (Proceed to Project Implementation with Project Changes) on their website prior to implementation of the change to the project. The purpose of the Notice is to provide notification that the change to the project is proceeding to implementation.

7 MITIGATION AND MONITORING

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

7.1 Mitigation

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

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

Developing Mitigation Measures

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

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

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

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

7.2 Monitoring of the Project

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

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

8 GENERAL PROVISIONS

This section describes general provisions applicable to this Class EA.

8.1 Transition

The coming into effect of major amendments to this Class EA on December 18, 2023 does not affect any Category B or C assessment where a Notice of Completion was issued prior to that date. Projects must proceed in accordance with the Class EA as it read before the amendment, including in respect of any changes to the project.

Where the assessment of a project has been commenced but a Notice of Completion has not been issued before the coming into effect of the amendments on December 18, 2023 and consultation with Indigenous communities, stakeholders or the public has occurred, the project may proceed under this Class EA as it read before that date, including in respect of any changes to the project. Alternatively, the proponent may choose to abandon the assessment and commence the assessment again in accordance with this version of the Class EA.

For all other projects where assessments were commenced before the amendments to this Class EA came into effect on December 18, 2023, the proponent must abandon the assessment and commence the assessment again in accordance with this version of the Class EA.

This version of the Class EA applies to any assessment commenced after the amendments that came into effect on December 18, 2023.

8.2 Lapse of Time

There may be instances where a proponent may not implement a project immediately upon completing the assessment. If the period of time from the latter of (i) the last day of the comment period after the Notice of Completion is issued or (ii) the decision date from the Minister of the Environment, Conservation and Parks on a s.16 Order request, to the proposed commencement of physical actions on the site for the project exceeds ten (10) years, the proponent must review the project and must not proceed before completing the review. For periods of less than 10 years a review may be completed at the proponent's discretion.

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

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

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

- Category B - a Notice of Addendum and revisions to the Environmental Report are issued and filed in the public record with the revisions to the Environmental Report forwarded to the Indigenous communities and stakeholders identified in the consultation plan and consulted with during the original assessment; or
- Category C - Revisions to the ESR and a Notice of Addendum are issued and filed in the public record with the revisions to the ESR forwarded to the Indigenous communities and stakeholders identified in the consultation plan and consulted with during the original assessment.

A period of 30-calendar days shall be provided for review and response during which Indigenous communities and stakeholders will again have the right to request a s.16 Order on the modifications proposed. The Notice shall provide the start and end dates of the comment period.

Following completion of the comment period, if the comment period lapsed with no comment, comments have been addressed (as described in Steps B11 and C15), or any s.16 Order requests are resolved in accordance with this Class EA then the project can proceed as amended subject to the mandatory 30-day period after the end of the public comment period identified in the Notice and the section 16 process summarized in Section 8.3 of this document..

The proponent will post a Notice of Intent (Proceed to Project Implementation) on their website prior to implementation of the project. The purpose of the Notice is to provide notification that the project is proceeding to implementation. Where a Notice of Intent (Proceed to Project Implementation) was previously issued it should be referenced in the new Notice.

8.3 Section 16 Orders

The EAA provides the MECP Minister, or delegate, with the authority to make two types of orders with respect to an undertaking proceeding in accordance with a Class Environmental Assessment.

The following summarizes the MECP Minister's (or delegate's) authority under section 16 and associated rules in sections 15.1.1 and 16.1 of the EAA. To the extent that there is a conflict between what is set out below and the provisions in the EAA, the provisions in the EAA prevail.

The MECP Minister (or delegate) may require a proponent to undertake a comprehensive EA, referred to as a section 16(1) Order, or impose conditions on an undertaking, referred to as a

section 16(3) Order. These Orders may be made on the Minister's own initiative (within a limited time period) or in response to a request under section 16(6) of the Act.

Section 16(1) and 16(3) Orders on Minister's Own Initiative

The MECP Minister (or delegate) may make an order of their own initiative no later than 30 calendar days after the end of the comment period set out in the Notice of Completion or Notice of Addendum, unless a Notice of Proposed Order is provided to the proponent. If the MECP Director provides a Notice of Proposed Order to the proponent, within the 30-day period, advising the proponent that the MECP Minister is considering making an order (Notice of Proposed Order) the MECP Minister may make the order within 30 calendar days of the Director's notice being provided to the proponent unless the notice includes a request for information.

If the Notice of Proposed Order includes a request for information, the proponent must provide that information to the MECP Director within the deadline contained in the notice. When received, the MECP will review the information and if the MECP Director is satisfied that the submitted information meets the request, the MECP Director will notify the proponent (Notice of Satisfactory Response). The MECP Minister (or delegate) will then have 30 calendar days to make an order.

In this case, the following outcomes could apply:

- If the MECP Minister (or delegate) issues a section 16(1) Order, the proponent cannot proceed with the project without first seeking and obtaining approval through a comprehensive EA.
- If the MECP Minister (or delegate) issues a section 16(3) Order, the proponent must meet the conditions outlined in the order in proceeding with their project.
- If the MECP Minister (or delegate) does not issue an order within 30 calendar days of the MECP Director giving a Notice of Satisfactory Response, the proponent can proceed with their project (subject to the possibility of a request, considered below).

If the MECP Director is not satisfied with the information provided (the proponent fails to provide the information requested within the timeline provided in the MECP Director's notice or the information is not complete), the MECP Director will issue a Notice of Unsatisfactory Response and the proponent will be required to issue a new Notice of Completion or Notice of Addendum. The new Notice of Completion (or Addendum), providing for a new comment period of at least 30 days, must be issued within the time period and following any directions specified by the MECP Director in the notice (e.g., post information to the proponent's website). In addition, the information specified in the Notice of Unsatisfactory Response must be provided to the MECP Director for review. If the MECP Director is satisfied with the information provided to the MECP with the new Notice of Completion or Addendum, the MECP Director will issue a Notice of Satisfactory Response. Once the Notice of Satisfactory Response is given, the MECP Minister (or delegate) may issue an order within 30 calendar days if the MECP Minister (or delegate) chooses to do so. In this case, the following outcomes could apply:

- If the MECP Minister (or delegate) issues a section 16(1) Order, the proponent cannot proceed with the project without obtaining approval through an individual/comprehensive EA.
- If the MECP Minister (or delegate) issues a section 16(3) Order, the proponent must meet the conditions outlined in the order in proceeding with their project.
- If the MECP Minister (or delegate) does not issue an order within 30 calendar days of the MECP Director giving a Notice of Satisfactory Response, the proponent can proceed with their project (subject to the possibility of a request, considered below).

However, if the MECP Director remains unsatisfied with the information provided when a new Notice of Completion (or Addendum) is issued or the proponent fails to provide the requested information within the specified deadline, the MECP Director will issue another Notice of Unsatisfactory Response, thereby requiring the proponent to again issue a new Notice of Completion (or Addendum) in accordance with any directions specified by the MECP Director and provide the requested information to the MECP Director. The time limit for the Minister to make an order of their own initiative continues to be extended accordingly.

Requests for section 16 Orders on the grounds that the order may prevent, mitigate or remedy adverse impacts on Aboriginal or treaty rights.

The EAA allows a person to request the MECP Minister make a section 16(1) Order requiring an comprehensive EA or a section 16(3) Order imposing conditions on the project on the grounds that it may prevent, mitigate or remedy adverse impacts to Aboriginal or treaty rights. This is known as requesting a section 16 Order. Purported requests not made on these grounds will not be considered by the MECP Minister.

If a section 16 Order request is received to the MECP Minister, no one is permitted to proceed with the project until a decision is made by the MECP Minister on the request.

The proponent of an undertaking proceeding in accordance with the Government Property Class EA shall provide accurate and detailed information on the section 16 Order request process to the public and to Indigenous communities. At a minimum, proponents must include information on the section 16 Order request process in the Notice of Completion and any Notice of Addendum. The information in the Notices should include: what the grounds for a request must be (i.e., that the order may prevent, mitigate or remedy adverse impacts on Aboriginal or treaty rights), how to submit a request for a section 16 Order and information that must be submitted to the MECP in making a request.

This includes:

- Requestor contact information, including full name;
 - Project name;
 - Proponent name;
 - The type of order that is being requested (requiring a comprehensive EA approval before being able to proceed, or that conditions be imposed on the project);
 - Specific reasons on how an order may prevent, mitigate or remedy potential adverse impacts on Aboriginal or treaty rights;
 - Information about efforts to date to discuss and resolve concerns with the proponent;
- and,

- Any other information in support of statements in the request.

8.4 Monitoring Compliance with this Class EA

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

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

8.4.1 Information Provided by the Applicant in the Annual Report

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

- 1) A statement of the effectiveness of this Class EA in providing an effective and efficient planning process, in protecting the environment and public consultation, among other relevant themes.
- 2) A statement by the applicant on how they have complied with this Class EA and with the conditions contained in the Notice of Approval of this Class EA until satisfied. A copy of the Notice of Approval of this Class EA will be attached for this purpose.
- 3) The identification of any common problems experienced in projects that may suggest a problem in this Class EA parent document.
- 4) The identification of any amendments to this Class EA or changes to proponent's practices and procedures that would serve to improve this Class EA or its administration.
- 5) Action that the applicant has or will be proposing to address problems, deficiencies and non-compliance with this Class EA and the terms and conditions contained in the Notice of Approval of this Class EA and the EAA.
- 6) Any amendments made to this Class EA during the reporting period.
- 7) Findings and recommendations of internal audits or third party audits.
- 8) The number of projects where s.16 Order requests were received during the reporting period. Provide a summary of the project name, location, category and report on the outcomes of the s.16 Order requests.
- 9) A summary table listing all Category B and C projects carried out following this Class EA that should include the following information for Category B and C projects:

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

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

8.4.2 Information Provided by the Proponent

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

- 1) The identification of any amendments to this Class EA or changes to proponent's practices and procedures that would serve to improve this Class EA or its administration.
- 2) The identification of any problems experienced in the use of this Class EA.
- 3) A statement by the proponent on how they have complied with this Class EA.
- 4) Findings and recommendations of any internal audits or third party audits completed during the reporting period.
- 5) A summary table listing all Category B and C projects carried out following this Class EA that should include the following information for Category B and C projects:
 - Name and brief description of the project;
 - Name of EA Project Manager;
 - Location of the project; and
 - Category of the project.

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

- 6) The number of projects where s.16 Order requests were received during the reporting period. Provide a summary of the project name, location, category and report on the outcomes of the s.16 Order requests.

8.5 Review of this Class EA

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

during the comment period, and an analysis of how the issues will be addressed and an explanation of the proposed amendments. Any proposed amendments should be made using the amending procedure described in Section 8.6.

8.6 Amendment Procedures for Class EAs

Amending Class EA Documents

The following summarizes the process for requesting amendments to Class EAs and the authority for the EAB Director and the Minister of the Environment, Conservation and Parks to make amendments to the Class EA. To the extent that there is a conflict between what is set out below and the provisions in the *Environmental Assessment Act* in respect of the authority of the Minister of the Environment, Conservation and Parks or EAB Director, the provisions in the Act prevail.

Section 15.4 of the *Environmental Assessment Act* sets out the authority for the Minister of the Environment, Conservation and Parks and the EAB Director to amend the Class EA. An amendment may be made at any time and may be initiated by the Minister of the Environment, Conservation and Parks or the EAB Director, or as a result of a request for an amendment.

The Minister of the Environment, Conservation and Parks may amend the Class EA if the Minister of the Environment, Conservation and Parks is satisfied that the amendments are consistent with the purpose of this Act and the public interest. Examples of the types of amendments that the Minister of the Environment, Conservation and Parks may make include:

1. Improving the efficiency or the effectiveness of the process described in the document;
2. Adding new projects to the Class EA;
3. Recategorizing existing undertakings/projects in the Class EA; and
4. Updating the Class EA to be consistent with new or updated guidelines, policies, regulations or legislation.

The EAB Director may amend the Class EA to make any of the administrative changes set out in section 15.4(5) of the EAA as described below.

1. Correcting errors that are editorial or typographical in nature;
2. Updating references to a guideline, Act or regulation, or provisions or other portions of an Act or regulation;
3. Updating references to bodies, offices, persons, places, names, titles, locations, websites or addresses; or
4. Clarifying the existing text of the Class EA.

Written requests for amendments to a Class EA must be submitted to the EAB Director. In some cases, the Minister of the Environment, Conservation and Parks may not consider a requested amendment until the next review period, as described below.

If an amendment is made, the proponent shall incorporate the amendment into the revised Class EA document. Amendments can be appended to the Class EA document or incorporated directly into the body of the document.

8.7 Amendment Process

The two types of amendments, EAB Director and Minister of the Environment, Conservation and Parks, are described in the following sections.

Director Amendments

To request an EAB Director's amendment, a formal written request must be submitted to the EAB Director and must include details on the proposed amendment and the reason for the request.

Based on the information before the EAB Director, the EAB Director will decide whether to amend the Class EA. The EAB Director will notify the proponent of any amendments so that the proponent can update the Class EA document and make the amended document available.

The EAB Director may also initiate an administrative amendment on their own initiative. The proponent will be advised in writing if an administrative amendment is made by the EAB Director. The amendment will come into effect upon publication of a notice of the amendment in the registry under the *Environmental Bill of Rights, 1993*.

Minister Amendments

Requests for Minister of the Environment, Conservation and Parks amendments should be made in writing to the EAB. The request should include the current text in the Class EA, the proposed changes and rationale for the changes, and revised text. The Ministry (MECP) may request additional information regarding the requested amendment.

The Minister of the Environment, Conservation and Parks may also initiate an amendment on their own initiative. The proponent will be advised by the ministry (MECP) in writing if a Minister's amendment is being considered.

As part of the request for an amendment, a consultation plan must be submitted to the ministry (MECP). The consultation plan may outline the method for consultation on the proposed amendments and identify the persons, agencies, ministries and Indigenous communities to be consulted. The proponent will undertake consultation in accordance with the plan and is required to address and respond to any concerns that are raised during the consultation and provide those concerns and responses to the ministry (MECP) for consideration as the Minister of the Environment, Conservation and Parks is required to ensure adequate public notice and an opportunity for public comment has been given in respect of any proposed amendments.

The Ministry (MECP) will undertake consultation on any Minister of the Environment, Conservation and Parks initiated amendments and may undertake additional consultation on requested amendments.

Based on the information before the Minister of the Environment, Conservation and Parks, the Minister of the Environment, Conservation and Parks may:

- a. amend the Class EA, as requested or amend with changes to what was requested; or,
- b. refuse to amend the Class EA.

The Minister of the Environment, Conservation and Parks will give notice of the Minister of the Environment, Conservation and Parks' decision, together with written reasons to the proponent of the Class EA and any other person the Minister of the Environment, Conservation and Parks determines appropriate. The Minister of the Environment, Conservation and Parks' amendments to the Class EA come into effect following publication of notice in the registry under the *Environmental Bill of Rights, 1993*.

9 DEFINITIONS AND ACRONYMS

9.1 Definitions

ACQUISITION

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

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

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

Substantial refers to actions performed on functional elements of a building rather than increasing its size (e.g., new floors or building additions) for program expansion. Examples of additions to a building or structure's footprint or height that would not be considered substantial include:

Related to footprint

- structures to improve accessibility or health and safety (ramps, elevator shafts or covered stairs),
- sally ports to improve security,
- covered structures at entrances or between buildings,
- additions that house mechanical elements (generators)

Related to height

- dormers
- HVAC units or other mechanical elements on the roof

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

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

Substantial refers to actions performed on functional elements of a building rather than increasing its size (e.g., new floors or building additions) for program expansion.

ALTERNATIVES TO THE PROJECT

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

ALTERNATIVE METHODS OF CARRYING OUT THE PROJECT

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

APPLICANT

The Minister responsible for Government property under the *Ministry of Infrastructure Act, 2011* is the applicant when seeking approval of any amendments to this Class EA.

ARCHAEOLOGICAL SITE

Any property that contains an artifact or any other physical evidence of past human use or activity that is of cultural heritage value or interest.¹

ARCHAEOLOGICAL RESOURCES

Includes artifacts, archaeological sites, marine archaeological sites, as defined under the *Ontario Heritage Act*. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the *Ontario Heritage Act*.¹

BUILDING

A structure that has a roof and walls.

BUILT HERITAGE RESOURCE

A building, structure, monument, installation or any manufactured or constructed part or remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Indigenous community. Built heritage resources are located on property that may be designated under Parts IV or V of the *Ontario Heritage Act*, or that may be included on local, provincial, federal and/or international registers.¹

CATEGORIZATION

Assignment of an EA Category to a project under this Class EA.

CEASING OR CHANGING GOVERNMENT USE OF A PROPERTY

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

COMPLIANCE MONITORING

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

COMPREHENSIVE ENVIRONMENTAL ASSESSMENT or COMPREHENSIVE EA

Means the environmental assessment process set out in Part II.3 of the EAA.

CONSULTATION

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

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

CULTURAL HERITAGE LANDSCAPE

A defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Indigenous community. The area may include features such as buildings, structures, spaces, views, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association. Cultural heritage landscapes may be properties that have been determined to have cultural heritage value or interest under the *Ontario Heritage Act*, or have been included on federal and/or international registers, and/or protected through official plan, zoning by-law, or other land use planning mechanisms.¹

DETAILED DESIGN

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

DIRECTOR AT MECP (DIRECTOR)

Director at Ministry of the Environment, Conservation and Parks responsible for considering amendments to this Class EA (Director of the Environmental Assessment Branch).

DISPOSITION

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

ENVIRONMENT

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

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

For the purpose of this definition:

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

ENVIRONMENTAL EFFECT

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

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

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

LANDSCAPING

Minor

Work to modify existing ornamental grounds, gardens or a landscape design. These actions would have minimal environmental effects and result in no potential negative effects to watercourses or little to no change in grade.

Major

Landscape work that has significant changes to an existing property or grounds such as substantially altering the contours of a property (e.g., re-grading), altering or removing sensitive features (e.g., watercourses) on a property and associated activities related to landscape features (e.g., woodlots).

MANAGEMENT OF EXCESS SOILS

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

MITIGATION MEASURE

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

MINISTER RESPONSIBLE FOR GOVERNMENT PROPERTY UNDER THE *MINISTRY OF INFRASTRUCTURE ACT*

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

MONITORING

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

an adaptive management approach.

NET ENVIRONMENTAL EFFECTS

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

PHYSICAL WORK FOR A SMALL STRUCTURE

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

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

PHYSICAL WORK NOT IN OR ADJACENT TO NATURAL ENVIRONMENTAL FEATURES

Physical work that would not be carried out within or adjacent to the boundaries of natural environmental features², or within prescribed buffer zones of these features. Examples include site servicing projects, wells, tanks, septic, linear features such as trails, hard surfaces such as parking lots and the installation of mobile trailers. This is not intended to capture complex projects such as new building construction or facility redevelopment.

² Refer to Figure 3: Screening Questions for Categorization Determination for examples of natural environmental features.

PRELIMINARY DESIGN

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

PROJECT

Consists of one or more undertakings. See definition of undertaking below.

PROPERTY MAINTENANCE AND REPAIR (ROUTINE)

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

PROPONENT

An entity who:

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

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

PROVINCIAL HERITAGE PROPERTY

Real property, including buildings and structures on the property, that has cultural heritage value or interest and that is owned by the Crown in right of Ontario or by a prescribed public body; or that is occupied by a ministry or a prescribed public body if the terms of the occupancy agreement are such that the ministry or public body is entitled to make the alterations to the property that may be required under the heritage standards and guidelines (S&Gs).

PROVINCIAL HERITAGE PROPERTY OF PROVINCIAL SIGNIFICANCE

Provincial heritage property that has been evaluated using the criteria found in *Ontario Heritage Act* O.Reg. 10/06 and has been found to have cultural heritage value of interest of provincial significance.

REMEDIATION AND ABATEMENT

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

RESPONSE TO EMERGENCY SITUATIONS

Response to emergency situations includes taking immediate action after detecting a situation where there is imminent or potential threat, and includes taking immediate action to comply with Government Orders that bind the provincial Crown and may include containment, cleanup and disposal of material. See Section 1.6.3.2 for details of imminent and potential threats.

RESTORATION OF PROPERTY RELATED TO UNAUTHORIZED ACTIVITIES OR USE

Removal of anything (e.g., smaller structures used for occupancy, waste, (such as garbage, tires, wood)) from, and any required property restoration associated with unauthorized activities and or use (e.g., encroachment) to, Government property.

RETIREMENT

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

SALE OF DENSITY OR AIR RIGHTS

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

STAKEHOLDERS

Those organizations or individuals who are identified by the proponent as having an interest in or who could affect or be affected by the project. These may include: communities, directly affected agencies and public, government and non-government entities, interested persons, public, ratepayer associations, review agencies, etc.

STRUCTURE

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

Small Structure

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

STUDY AREA

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

TRANSFER OF ADMINISTRATION AND CONTROL WITHIN THE CROWN

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

UNDERTAKING

When used as a noun, has the same meaning as in the *Environmental Assessment Act*.

WORK AREA

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

¹ These definitions are from the *Ontario Heritage Act* and the Provincial Policy Statement, which may be amended from time to time.

9.2 Acronyms

Class EA	Class Environmental Assessment
EA	Environmental Assessment
EAA	<i>Environmental Assessment Act</i>
EAB	Environmental Assessment Branch (MECP)
FIPPA	<i>Freedom of Information and Protection of Privacy Act</i>
IO	Infrastructure Ontario - Ontario Infrastructure and Lands Corporation
IAO	Ministry of Indigenous Affairs Ontario
MECP	Ministry of the Environment, Conservation and Parks
MOI	Ministry of Infrastructure
OHA	<i>Ontario Heritage Act</i>
NGO	Non-Government Organization
O. Reg.	Ontario Regulation
PIF	Project Information Form

LIST OF APPENDICES

Appendix 1 – Class EA History

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

Appendix 3 – Typical Mitigation Measures and Guidelines and Regulatory References

Appendix 4 – Sample Notifications

APPENDIX 1
CLASS EA HISTORY

CLASS EA HISTORY

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

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

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

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

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

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

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

Minor amendments to the Ministry of Energy and Infrastructure Class Environmental Assessment process for Realty Activities Other Than Electricity Projects were approved by the Director, Environmental Approvals Branch (Ministry of the Environment) on October 31, 2012. These minor amendments brought the MEI Class EA in line with changes to the Ministry and its agents involved in the development of MOI public works.

In summary, the 2012 minor, administrative amendments included:

1. Changing the name to the “Ministry of Infrastructure Public Work Class Environmental Assessment Process” (PW Class EA) which included updating the Ministry name and adding reference to “public work.
2. The references that required updating included:
 - Replacing references to the MEI with MOI;
 - Replacing references to the ORC and Infrastructure Ontario with Ontario Infrastructure and Lands Corporation (IO); and
 - Updating the names of the proponents from MEI/IO/ORC/Agency to MOI/IO. It also makes provision for a new agency carrying out public works for MOI to be a proponent.
3. A change to O.Reg.334 under the EAA was required to “transfer” the former ORC’s responsibilities under the Class EA to IO. Prior to the merger, all undertakings by the former ORC were subject to the EAA. The new section was included to clarify the status quo application of the EAA to IO. Based on the changes, if IO carried out undertakings related to public works that were previously carried out by former ORC, these undertakings would be subject to the EAA. All non-public work undertakings carried out by IO that were not subject to the EAA would continue to be exempt.
4. Including reference to the definition of public work, which covers the activities undertaken by MOI and by IO on behalf of MOI. The issue of proponentcy and MOI agencies is also clarified by indicating that “Should another agency be given responsibility by the Minister of Infrastructure for undertaking or carrying out public work projects for MOI, then this Class EA would apply to that agency as a proponent.”

Administrative amendments made by the Director under s 15.4 of the Environmental Assessment Act came into effect on July 8, 2020.

Amendments came into effect on December 18, 2023, to better align assessment requirements with potential environmental impact, and included changing the name of the class EA from public work to government property.

Amendments came into effect in February 2024, to align with the coming into force of amendments to the *Environmental Assessment Act* and new regulations made under the Act including the comprehensive EA projects regulation.

APPENDIX 2

**CLIMATE CHANGE, SOURCE WATER PROTECTION AND CUMULATIVE
ENVIRONMENTAL EFFECTS**

CLIMATE CHANGE

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

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

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

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

SOURCE WATER PROTECTION

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

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

To determine if the project is occurring within a vulnerable area the proponent can use the mapping tool provided by MECP at:

<https://www.lioapplications.lrc.gov.on.ca/SourceWaterProtection/index.html?viewer=SourceWaterProtection.SWPViewer&locale=en-CA>

Given the importance of minimizing impacts to water quality (groundwater and surface water) in source water protection areas, the description of potential environmental effects of a project will include potential impacts on the quality and/or quantity of surface water and groundwater resources in source water protection areas/vulnerable areas including Intake Protection Zones, high groundwater table, recharge areas and Well Head Protection Areas.

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

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

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

Projects Located Within a Vulnerable Area

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

CUMULATIVE ENVIRONMENTAL EFFECTS

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

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

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

APPENDIX 3

**TYPICAL MITIGATION MEASURES AND GUIDELINES AND REGULATORY
REFERENCES**

Typical Mitigation Measures

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

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

This table does not replace the need to complete due diligence and permitting associated with existing legislation, regulations and policies. A list of some of these can be found at the end of this Appendix. In some instances, the legislative requirement will dictate mitigation measures to address environmental impacts. For example, Part III of the *Ontario Heritage Act*, which contains the Standards and Guidelines for Provincial Heritage Properties, outlines required due diligence which will result in the identification of appropriate mitigation measures to address cultural heritage attributes of properties. Similarly, regulations under the *Endangered Species Act* outlines streamlined approaches to mitigating impacts such as habitat compensation and monitoring.

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
CRITERION: Natural Environment			
Designated Natural Areas (e.g., ESAs, ANSIs, Natural Heritage Systems, Greenbelt Areas)	Potential impact to these areas	<ul style="list-style-type: none"> Select alternate project area to avoid / minimize encroachment and protect the area Comply with the requirements of the <i>Niagara Escarpment Planning and Development Act</i> Ensure project complies with existing guidelines for Oak Ridges Moraine Indicate that any future development or site alteration in a floodplain would be subject to the Niagara Peninsula Conservation Authority's Regulations 	Planning, design
		<ul style="list-style-type: none"> Use grading and structural design to avoid incursion into these areas Use landscape planting plan to provide buffer 	Design
		<ul style="list-style-type: none"> Enforce retention / protection measures, exercise careful work habits, and implement landscape plan 	Construction
	Impairment of an ESA	<ul style="list-style-type: none"> Limit heavy equipment use and storage to the project area and to hard surfaces (e.g., asphalt, concrete) where possible 	Design, construction

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		<ul style="list-style-type: none"> • Install silt fencing and other erosion control mechanisms before beginning construction work and maintain it in place until groundcover is re-established or runoff prevention has been installed • Avoid soil movement activities when heavy rains are forecast • Establish soil stockpiles outside of the buffer area for an ESA • Establish covers and other erosion control mechanisms to prevent soil loss • Conduct a thorough analysis to determine the impact of the project on an adjacent ESA. Develop and implement mitigation measures if the adjacent ESA is adversely affected 	
	Severance	<ul style="list-style-type: none"> • Avoid / protect these areas by selecting an alternate project area 	Planning
		<ul style="list-style-type: none"> • Shift project area to avoid impact • Establish alternative linkage 	Design
	Intrusion	<ul style="list-style-type: none"> • Protect area using silt fence / tree protection • Protect area by prohibiting access • Restore damage areas by repair, grading, landscaping • Prepare an environmental impact statement for development applications to identify limits of development, setbacks and other measures to mitigate potential environmental impacts 	Construction
Distinctive Natural Features (e.g., forests, woodlots, floodplain)	Effects on woodlands and other vegetated areas	<ul style="list-style-type: none"> • Select alternate project area that would avoid / minimize encroachment 	Planning
		<ul style="list-style-type: none"> • Use grading design to permit maximum retention of existing resources and minimize impacts • Use landscape planting plan to mitigate impacts resulting from tree removal 	Design
		<ul style="list-style-type: none"> • Enforce retention / protection measures, exercise careful work habits, and implement landscape plan to avoid / mitigate effects 	Construction
	Impacts to floodplains	<ul style="list-style-type: none"> • Carry out sufficient topographical and geotechnical studies required by a local Conservation Authority to confirm what hazards are present on or near a project area and apply the regulated guidelines 	Planning, Design

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		<ul style="list-style-type: none"> Ensure that permitted development meets the protection work standard and incorporates flood proofing to the flood protection standards specified by the local Conservation Authority Obtain a permit from the local Conservation Authority if required 	
	Impacts to significant vegetation communities	<ul style="list-style-type: none"> Minimize clearing and provide for revegetation following construction 	Construction
Provincially or Locally Significant Wetlands	Severance of / loss of wetlands	<ul style="list-style-type: none"> Choose an alternate project area to protect ecosystems Select project area with least impact 	Planning
		<ul style="list-style-type: none"> Use design measures (e.g., design of structures) to minimize intrusion 	Design
	Severance of / encroachment of identified aquatic / wetland ecosystems	<ul style="list-style-type: none"> Choose an alternate project area to protect ecosystems Select project area with least impact 	Planning
	Intrusion into sensitive area	<ul style="list-style-type: none"> Use silt fence / tree protection to protect area Prohibit access to protect area 	Construction
Species at Risk and Their Habitat	Effect on Species at Risk	<ul style="list-style-type: none"> Choose an alternate project area to protect species locations Apply appropriate setbacks from known habitats 	Planning
		<ul style="list-style-type: none"> Avoid impacts on species(e.g. Species at Risk, Vulnerable/Threatened/Endangered Species, Conservation priorities) of both flora and fauna <p>NOTE: Indigenous communities may identify species of concern or interest to their communities - medicinal, traditional, etc.</p>	Design
	Threat to habitats of threatened, endangered, rare or vulnerable species	<ul style="list-style-type: none"> Where species protected under the Provincial <i>Endangered Species Act</i> or their habitat are not associated with a project area, specify the appropriate measures for species xxxx (include measures listed to ensure no impacts to suspected species) Where species protected under the Provincial <i>Endangered Species Act</i> or their habitat are associated with a project area, put development restrictions in place to protect threatened species in the vicinity. Make sure that future development decisions reflect the existence of this habitat. If required, obtain permits from the MECP under the <i>Endangered Species Act</i> before starting a development. Ensure that there are no impacts to species or their protected habitat 	Design

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
	Wildlife mortality	<ul style="list-style-type: none"> • Use appropriate design measures (e.g., culverts, etc.) to protect corridors to provide wildlife access across Right of Way • Use appropriate signage to increase driver awareness 	Design
Water bodies	Contamination of surface waters	<ul style="list-style-type: none"> • Remove or contain contaminated material • Clean out catch basins in storm sewer systems • Restrict equipment from entering water • Use equipment refuelling setbacks from water bodies and other precautions • Set back stockpiles from water bodies • Use enclosures on structural rehabilitation work and contain spent blasting media • Prohibit use of hydraulic cleaning methods in sensitive areas • Prohibit stockpiling of materials in sensitive areas (e.g., within floodplain of watercourse or other designated areas) • Direct run-off away from sensitive areas • Contain and clean-up spills quickly and effectively • Report spills quickly and accurately • Develop detailed specifications to address common project-specific environmental effects including, but not limited to water/sediment management, waste management, spills protection 	Construction
		<ul style="list-style-type: none"> • Limit heavy equipment use and storage to the project area and to hard surfaces (e.g., asphalt, concrete) where possible • Install silt fencing and other erosion control mechanisms before beginning construction work and maintain it in place until groundcover is re-established or runoff prevention has been installed • Avoid soil movement activities when heavy rains are forecast • Establish soil stockpiles a minimum of 30m from a water body • Establish covers and other erosion control mechanisms to prevent soil loss 	Design, construction
Watercourses	Increased water quantity to receiving watercourse (flood levels and erosion)	<ul style="list-style-type: none"> • Adjust project area to avoid sensitive watercourse crossings (flooding and erosion) • Acquire or protect property for stormwater management ponds (flooding and erosion) 	Design

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		<ul style="list-style-type: none"> Minimize amount of impervious area 	
	Increase in pollutants to receiving watercourse (water quality)	<ul style="list-style-type: none"> Adjust project area to avoid erodible soils Adjust project area to avoid sensitive watercourse crossings Acquire or protect property for stormwater management facilities Maximize grassed areas (median ditches and outside ditches) Develop detailed specifications to address common project-specific environmental effects including, but not limited to water/sediment management, spills protection 	Design
	Increase in pollutants to receiving watercourses and resulting damage to water quality	<ul style="list-style-type: none"> Carry out a stormwater management study to identify stormwater management practices (SWMPs) to be incorporated into the design package 	Design
	Increase in surface erosion to receiving watercourses	<ul style="list-style-type: none"> Incorporate erosion and sediment control measures into contract package Develop detailed specifications to address common project-specific environmental effects including, but not limited to water/sediment management 	Design
	Increase in runoff from construction site to receiving watercourses	<ul style="list-style-type: none"> Require temporary detention basin / pond Require contractor to have an adequate drainage conveyance system during construction Monitor to ensure erosion and sediment control measures are installed and maintained Develop detailed specifications to address common project-specific environmental effects including, but not limited to water/sediment management 	Construction
Wildlife Habitat Areas	Direct loss of fish habitat	<ul style="list-style-type: none"> Modify project area to protect or avoid critical fish habitat and sensitive water crossings Choose a project area with the least impact on sensitive watercourses 	Planning
		<ul style="list-style-type: none"> Develop alternate structure types and designs to avoid loss of critical fish habitat Develop alternate structure types and designs to minimize all other in-stream and floodplain habitat loss 	Design

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		<ul style="list-style-type: none"> • Restore disturbed vegetation and aquatic habitat features (e.g., substrate) • Minimize stream relocations and channelization • Design stream relocations and channelization so that habitat features are maintained or enhanced • Minimize changes to stream gradients • Minimize removal of trees and other vegetation adjacent to streams • Stabilize existing unstable banks and reaches to compensate for lost / altered habitat • Enhance existing in-stream and floodplain habitat to compensate for lost / altered habitat • Enhance stream flow characteristics (e.g., flow deflectors) to compensate for lost / altered habitat • Remove existing barriers to fish passage to compensate for lost / altered habitat • Obtain permits and approvals from the local Conservation Authority (on behalf of the Department of Fisheries and Oceans) before initiating work in an area with a Provincially significant species, or its habitat 	
		<ul style="list-style-type: none"> • Minimize work within watercourses • Minimize access to and across watercourses • Enhance existing fish habitat to compensate for lost or altered habitat (see above) • Ensure spawning, feeding, and movement are not restricted • Comply with the requirements of the <i>Fisheries Act</i> 	Construction
	Indirect loss of aquatic habitat through sedimentation and debris	<ul style="list-style-type: none"> • Prevent sediment from entering a watercourse • Prevent debris from entering a watercourse • Isolate work area from a watercourse • Stabilize disturbed soils • Also see "Erosion and Sediment Control" 	Construction
		<ul style="list-style-type: none"> • Develop detailed specifications to address common project-specific environmental effects including, but not limited to water/sediment management. 	

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
	Inhibition of fish passage	<ul style="list-style-type: none"> Ensure culvert / structure design and placement permits fish passage or does not further impair fish passage 	Design
	Loss of wildlife habitat	<ul style="list-style-type: none"> Choose an alternate project area that protects the ecosystem Use a high structure if crossing a valley Choose a project area with the least impact 	Planning
		<ul style="list-style-type: none"> Modify the project area to protect the ecosystem Follow edges of habitat areas and / or crossing habitat areas at narrowest location to minimize impacts Use appropriate design measures to minimize impact on edge or any part of the area 	Design
	Obstructing wildlife movement	<ul style="list-style-type: none"> Avoid wildlife area, as above Select route with fewest crossings of wildlife corridors 	Planning
		<ul style="list-style-type: none"> Use appropriate design measures (e.g., culverts, etc.) to protect corridors to provide wildlife access across Right of Way 	Design
Source Water Protection Areas/Vulnerable Areas including Well Head Protection Areas, Intake Protection Zones, Aquifer Vulnerability and Significant Groundwater Recharge Areas (see also Groundwater)	Impairment of water quality or reduction in vulnerable area identified in local assessment report	<ul style="list-style-type: none"> Ensure compliance with local source protection plan Carry out hydrogeological and geotechnical studies Obtain permits if required 	Design
	Increased pollutants to groundwater in source water protection areas / recharge area	<ul style="list-style-type: none"> Carry out Stormwater Management Plan (Study) to minimize water quality impacts to groundwater recharge areas, and incorporate recommended stormwater management practices into the design package Avoid infiltration measures 	Design
Environmentally sensitive area	Loss of / encroachment on environmentally sensitive areas	<ul style="list-style-type: none"> Prohibit entry and equipment storage in environmentally sensitive areas 	Construction
	Fragmentation of designated environmentally sensitive areas	<ul style="list-style-type: none"> Avoid project areas that fragment environmentally sensitive areas 	Planning
Groundwater	Changes to groundwater quality and quantity	<ul style="list-style-type: none"> Modify project area to avoid ground water recharge areas Select project area with the least impact on ground water recharge areas 	Planning

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		<ul style="list-style-type: none"> • Carry out hydrogeological and geotechnical studies to describe groundwater conditions • Obtain permits if required 	
		<ul style="list-style-type: none"> • Control stormwater through Stormwater Best Management Practices (e.g., grassed swales, extended detention ponds) • Prohibit water removal from low-volume streams • Design culverts / stormwater facilities to account for groundwater upwelling areas 	Design
	Increased pollutants to groundwater recharge areas	<ul style="list-style-type: none"> • Carry out Stormwater Management Plan (Study) to minimize water quality impacts to groundwater recharge areas, and incorporate recommended stormwater management practices into the design package • Avoid infiltration measures 	Design
	Impacts of groundwater quality (increased pollutants) and quantity (fluctuation of ground water levels)	<ul style="list-style-type: none"> • Adjust project area to avoid source water protection areas, areas with high groundwater table, recharge areas and wells • Carry out hydrogeological and geotechnical studies • Obtain permits if required 	Planning
	Increased / Decreased runoff (water quantity) to groundwater recharge areas	<ul style="list-style-type: none"> • Carry out Stormwater Management Study and incorporate recommendation(s) in design package • Reduce depth of cuts in areas of shallow groundwater 	Design
	Potential impacts to well water levels and quality due to the proposed design	<ul style="list-style-type: none"> • Identify wells of high potential for impacts due to the proposed design • Consider pre-construction monitoring (sampling) of wells 	Design
	Interference with the quality and / or quantity of water supply (wells) due to construction activities	<ul style="list-style-type: none"> • Provide temporary water supply • Monitoring (sampling) of wells 	Construction
	Contamination of groundwater due to contractor activities (refuelling spills, etc.)	<ul style="list-style-type: none"> • Require equipment refuelling restrictions • Remove or contain contaminated material • Minimize disturbance of septic systems • Use good management practices for establishing and abandoning wells and septic systems • Ensure positive drainage 	Construction

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		<ul style="list-style-type: none"> Conduct monitoring of problems or potential problems as necessary 	
CRITERION: Socio-Economic Environment			
Agricultural Operations	Loss of specialty crop lands and class 1,2,3 agricultural soils	<ul style="list-style-type: none"> Select an alternate project area to avoid / protect these lands Prepare an environmental impact statement for development applications to identify limits of development, setbacks and other measures to mitigate potential environmental impacts 	Planning
	Fragmentation of designated prime agricultural areas		
	Permanently removing existing access	<ul style="list-style-type: none"> Provide new access 	Planning
	Temporarily closing agricultural access	<ul style="list-style-type: none"> Provide alternative temporary access 	Construction
	Disrupting agricultural operations	<ul style="list-style-type: none"> Schedule construction to avoid work during active farm operations (e.g., cultivation, harvesting, etc.) and rehabilitate areas disturbed by construction 	Construction
	Disrupting livestock by creating noise and dust	<ul style="list-style-type: none"> Provide dust control / suppression, require equipment to be in good repair 	Construction
	Contaminants in run-off affecting crops	<ul style="list-style-type: none"> Direct run-off away from sensitive areas 	Construction
Built-up or urban development areas	Air quality effects	<ul style="list-style-type: none"> See Institutional Facilities (e.g., Hospitals, Schools, Child Care Centres/Retirement Facilities, Places of Worship) 	
	Noise effects	<ul style="list-style-type: none"> See Institutional Facilities (e.g., Hospitals, Schools, Child Care Centres /Retirement Facilities, Places of Worship) 	
Commercial Facilities (e.g. private businesses)	Air quality effects	<ul style="list-style-type: none"> See Institutional Facilities (e.g., Hospitals, Schools, Child Care Centres /Retirement Facilities, Places of Worship) 	
	Noise effects	<ul style="list-style-type: none"> See Institutional Facilities (e.g., Hospitals, Schools, Child Care Centres /Retirement Facilities, Places of Worship) 	
	Loss of business	<ul style="list-style-type: none"> Protect businesses by selecting an alternate project area Avoid impacting core business areas 	Planning
	Temporarily closing driveway / business access	<ul style="list-style-type: none"> Provide alternate access Use signs and detours to minimize inconvenience for both businesses and potential customers Minimize the time when access is affected 	Construction

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		<ul style="list-style-type: none"> Stage construction to minimize inconvenience where possible, and be as responsive as possible to the needs of individual businesses 	
	Permanently removing existing entrance / exit	<ul style="list-style-type: none"> Provide alternate entrance / exit 	Design
	Permanently removing existing driveway / business access	<ul style="list-style-type: none"> Provide new access 	Design
	Disrupting business operations	<ul style="list-style-type: none"> Schedule construction to avoid work during business hours / peak tourist periods Provide signage to direct potential customers Compensate for business losses 	Construction
Designated Trails (e.g., bicycling, hiking)	Temporarily closing pedestrian / bicycle routes / access	<ul style="list-style-type: none"> Provide alternate routes / access 	Construction
	Permanently closing pedestrian / bicycle access	<ul style="list-style-type: none"> Provide alternate route / access 	Design
Institutional Facilities (e.g., Hospitals, Schools, Child Care Centres /Retirement Facilities, Places of Worship)	Long-term exposure to exceedances of current air quality standards may cause: <ul style="list-style-type: none"> health impacts plant and crop damage property deterioration / cleanliness 	<ul style="list-style-type: none"> Control exposure by maintaining a buffer zone of approximately 20 to 40 m between the project area and homes, schools, etc., based on variables of topography, wind, etc. 	Planning
		<ul style="list-style-type: none"> Minimize impact through appropriate design measures (e.g., in problem areas where air quality problems exist) 	Design
	Short-term effects of construction operations on air quality of adjacent sensitive receivers (i.e., residences, schools, hospitals, flora and fauna, etc.)	<ul style="list-style-type: none"> Include special provisions in contract to ensure no unnecessary idling of vehicles Provide dust control / suppression Locate contractors' yards away from sensitive areas Use incentive / disincentive clauses in contract to reduce the duration of construction Control equipment exhaust, dust and odour during construction 	Construction
	Increased noise levels	<ul style="list-style-type: none"> Avoid residential areas / homes Avoid other noise sensitive areas (e.g., hospitals, long-term care facilities, etc.) 	Planning
	Construction noise disturbance	<ul style="list-style-type: none"> Restrict night-time operations 	Construction

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		<ul style="list-style-type: none"> Require equipment to be in good repair Prohibit construction staging areas in noise sensitive areas (e.g., hospitals, long-term care facilities, etc.) Conform with local bylaws as to hours of construction 	
Landfills (active or closed)	Encroachment upon waste disposal sites	<ul style="list-style-type: none"> Avoid waste disposal sites and contaminated property 	Planning
		<ul style="list-style-type: none"> Monitor work in vicinity of waste disposal site as necessary to ensure absence of contamination 	Construction
Private Residences or Private Entrances	Air quality effects	<ul style="list-style-type: none"> See Institutional Facilities (e.g., Hospitals, Schools, Child Care Centres /Retirement Facilities, Places of Worship) 	
	Noise effects	<ul style="list-style-type: none"> See Institutional Facilities (e.g., Hospitals, Schools, Child Care Centres /Retirement Facilities, Places of Worship) 	
	Dust accumulation on private property	<ul style="list-style-type: none"> Provide dust control / suppression Use temporary erosion control methods for staged construction 	Construction
	Disruption of residents	<ul style="list-style-type: none"> Provide community relations program (e.g., provide information on timing of construction, project schedule, contact person to deal with day-to-day issues) Provide contractor incentives to maintain or shorten construction schedule Schedule construction to avoid disruption of peak outdoor activities of residents 	Construction
Wells and Septic Systems	Impacts to septic system	<ul style="list-style-type: none"> Repair septic system 	Construction
	Environmental impairment during abandonment/decommissioning of wells and septic systems	<ul style="list-style-type: none"> Use good management practices for establishing and abandoning wells and septic systems Ensure positive drainage Ensure septic systems removed from service are properly abandoned / decommissioned Monitor problems and potential problems 	Construction
Easement	Easement encroachment	<ul style="list-style-type: none"> Obtain approvals, including any necessary easement encroachment agreements from easement holders before starting a project 	Design
Contaminated Property	Encroachment upon contaminated or potentially contaminated property	<ul style="list-style-type: none"> Avoid contaminated property 	Planning
		<ul style="list-style-type: none"> Remediate contaminated property as necessary 	Design, construction

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		<ul style="list-style-type: none"> ○ Carry out remediation of soil and/or groundwater contamination, in accordance with O. Reg. 153/04 and updates ● Minimize encroachment through design measures (e.g., change project area) ● If soil and/or groundwater contamination are identified while a project is being carried out: <ul style="list-style-type: none"> ○ Stop work immediately and notify proponent or its designate ○ Engage an environmental consultant to investigate the soil and/or groundwater contamination and advise about the next steps before initiating work again 	
		<ul style="list-style-type: none"> ● Monitor work in vicinity of contaminated property as necessary to ensure absence of contamination ● Carry out site or item-specific monitoring and / or testing to identify contamination and determine viable options where necessary ● Remediate contamination in accordance with legislation and guidelines ● Ensure good property and materials management practices to minimize negative impacts to the environment 	Construction
Designated Substances and Hazardous Materials	Exposure of workers and others to these substances and materials	<ul style="list-style-type: none"> ● Consult the survey of designated substances and hazardous materials when developing the specifications for demolition and/or construction. Specifications must reference applicable regulations and guidelines, and address the abatement of designated substances and hazardous materials through handling, management and disposal of these substances and materials. ● Where there is no survey of designated substance and hazardous materials, a site inspection is required at a minimum before work that may disturb them. Where the presence of these substances and materials is suspected during an inspection, sampling and analysis must be carried out to confirm if they are designated or hazardous. If they are. They must be addressed as described in the bullet above. ● Develop detailed specifications to address common project-specific environmental effects including, but not limited to health and safety 	Planning, Design

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
	Release of asbestos or lead into the air / environment	<ul style="list-style-type: none"> Carry out controlled removal of asbestos / lead-containing materials Handle and dispose of asbestos / lead waste properly (e.g., as specified by regulation) 	Construction
Fuel spills management during construction	Impairment of air, soil and water quality and ecological damage	<ul style="list-style-type: none"> Limit refuelling to designated areas in a project area. Where possible, these areas must be a minimum of 30m from a water body and take place on hard surfaces (asphalt, concrete). Keep spill kits on the site during construction and train staff to use them 	Construction
CRITERION: Cultural Environment			
Archaeological Resources (known or unknown)	Disturbance or loss of archaeological resources	<ul style="list-style-type: none"> Before initiating ground disturbing activities, have a licensed archaeologist complete appropriate assessments to determine if there are any archaeological resources or potential for such resources in the vicinity and to develop appropriate mitigation measures Engage Indigenous communities and/or descendent communities, and other related parties as applicable, in assessment planning and development of mitigation measures Choose an alternate project area to avoid known resources 	Planning, design
		<ul style="list-style-type: none"> Define and implement buffers and no-go zones, as per the Ontario Heritage Act and the Standards and Guidelines for Consultant Archaeologists Engage a licensed archaeologist to monitor in-ground work near buffers protecting known sites Engage a licensed archaeologist to document and remove artifacts as per the Ontario Heritage Act and the Standards and Guidelines for Consultant Archaeologists Include provisions in contract to stop construction in areas where archaeological resources are discovered during construction 	Design, Construction
	Deterioration of archaeological sites as a result of environmental changes	<ul style="list-style-type: none"> Decrease harmful environmental condition changes such as vibration, altered water table, erosion, etc. associated with the project or property 	Design
Cemeteries	Impacts to registered and unregistered cemeteries which	<ul style="list-style-type: none"> Choose an alternate project area to avoid resources 	Planning

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
	have been identified and documented	<ul style="list-style-type: none"> In some instances, relocation may be possible. Engage a licensed archaeologist when working at or within 5 meters of a known cemetery or burial 	
Provincial Heritage Properties (PHP) Provincial Heritage Properties of Provincial Significance (PHPPS) Recognized or protected Cultural Heritage Resources (includes municipal, federal, and international registers, designations and/or planning mechanisms) Potential Cultural Heritage Resources (Built or Landscapes)	Impacts to or partial loss of heritage attributes, resources, and/or value.	<ul style="list-style-type: none"> Choose an alternate project area to avoid or minimize impacts to known heritage features When vacating a building/property, take timely steps to appropriately mothball the property according to heritage requirements and best practices Engage a heritage specialist to conduct appropriate assessments/studies (CHE, HIA, SCP, ARS, etc.) and/or provide advice regarding potential heritage impacts, alternative options, appropriate mitigation measures, and implementing the use of acceptable heritage designs, materials and methodologies to minimize impacts 	Planning, Design
		<ul style="list-style-type: none"> Engage applicable and appropriate stakeholders, communities, and/or individuals that have an interest in the cultural heritage value of the property Document the impact or removal of the resources, and/or salvage features/materials from buildings/structures prior to or during removal, under advice and guidance from a qualified heritage specialist Commemoration and/or interpretation of heritage attributes impacted or removed, or of lost heritage value 	Design, Construction

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
	Complete loss of heritage attributes, resources and/or value (e.g., demolition)	<ul style="list-style-type: none"> • Apply other mitigation measures as defined by heritage specialist assessments, studies and advice • Demolition or removal of heritage attributes must be considered as a last resort • Engage a heritage specialist to conduct appropriate assessments/studies (CHE, HIA, SCP, ARS, etc.) or provide advice regarding potential heritage impacts, alternative options and appropriate mitigation measures • Engage applicable and appropriate stakeholders, communities, and/or individuals that have an interest in the cultural heritage value of the property • Ensure complete documentation of resources and/or salvage features/materials from buildings/structures prior to or during demolition, under advice and guidance from a qualified heritage specialist • Consider options for commemoration and/or interpretation of heritage resources permanently lost • Apply other mitigation measures as defined by heritage specialist assessments, studies and advice • For PHPPS, obtain consent as required by the Ontario Heritage Act, Part III.1 	Planning
	Deterioration of heritage attributes as a result of environmental changes (includes buildings, structures, and cultural landscape attributes)	<ul style="list-style-type: none"> • Decrease harmful environmental condition changes such as vibration, altered water table, etc. associated with the project or property • Take action to protect heritage attributes from demolition by neglect • Engage a heritage specialist to conduct appropriate assessments/studies (HIA, SCP, ARS, etc.) or provide advice regarding potential heritage impacts, alternative options and appropriate mitigation measures • Apply other mitigation measures as defined by heritage specialist assessments, studies and advice 	Design
	Impacts to cultural heritage landscape (CHL) attributes, including structures, plantings, design, views to/from/within the	<ul style="list-style-type: none"> • Choose an alternate project area that protects the CHL heritage value • Choose an alternate project area to avoid these attributes or minimize encroachment on CHL 	Planning

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
	property, etc.	<ul style="list-style-type: none"> Engage a heritage specialist to conduct appropriate assessments/studies (HIA, landscape studies, etc.) or provide advice regarding potential heritage impacts, alternative options and appropriate mitigation measures 	
		<ul style="list-style-type: none"> Retain and maintain the visual settings and other physical relationships that contribute to the CHL heritage value Apply grading design to minimize impact/removal and permit maximum retention of existing features and attributes Use landscape planting plan to provide mitigation, and enhancement of attributes Ensure structural/lighting design is consistent with visual settings, attributes, and other physical relationships that contribute to the CHL heritage value Apply other mitigation measures as defined by heritage specialist assessments, studies and advice. 	Design
		<ul style="list-style-type: none"> Mitigate effects through enforcement of retention / protection measures, exercise careful work habits, and implementation of landscape plan Enforce retention / protection of aesthetic, visual setting, attributes, and other features that contribute to the CHL heritage value Apply other mitigation measures as defined by heritage specialist assessments, studies and advice 	Construction
Key Definitions for Cultural Environment Mitigation Measures	<p>Adaptive Reuse Study (ARS): Analyses the potential for changing the use of a heritage building or property (from vacant to active use, from a jail to an office, etc.) and provides recommendations for best uses and/or options in relation to heritage conservation. An ARS also includes analysis of building condition, applicable parameters considered (heritage, architectural, security, planning, etc.) and order of magnitude cost estimates for adapting the property/building.</p> <p>Cultural Heritage Evaluation (CHE): Assess a property for cultural heritage value or interest, assesses whether the property meets the criteria for local significance (OHA O.Reg. 9/06) and/or provincial significance (OHA O.Reg. 10/06), and recommends a statement of cultural heritage value or interest as applicable.</p> <p>Cultural Heritage Landscape (CHL): A defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community. The area may include features such as buildings, structures, spaces, views, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association. Cultural heritage landscapes may be identified heritage properties under the Ontario Heritage Act, or have been included on municipal, federal and/or international registers, designations, or other land use planning mechanisms.</p>		

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
	<p>Heritage Impact Assessment (HIA): Determines whether a specific planned project activity or design has the potential to impact the heritage value of a property. Where impacts to heritage attributes may occur, the HIA addresses alternative considerations and outlines mitigation strategies.</p> <p>Strategic Conservation Plan (SCP): Outlines the key vision, goals and strategies for the long-term conservation of a heritage property, in balance with the current use or status of a property (e.g. vacant, surplus, program use, or a combination) and in accordance with the OHA. For properties of provincial significance, SCPs require approval under Part III of the OHA.</p>		
CRITERION: Community Concerns			
Indigenous community concerns	Proximity to community, impacts to Traditional harvesting/country food, failure to collect or include Indigenous Knowledge, Presence/knowledge of Indigenous archaeological resources, identified interest in property/project	<ul style="list-style-type: none"> • Work with Indigenous communities to identify these concerns. 	Planning, construction or Design
Community Concerns Evidence of community concerns	Loss of recreational / community facilities	<ul style="list-style-type: none"> • Avoid these facilities by selecting an alternate project area • Mitigate impacts by acquiring property at fair market value 	Planning
	Disrupting character of area	<ul style="list-style-type: none"> • Preserve existing amenities as much as possible • Retain and / or plant vegetative buffer areas • Grade site to pleasing lines; use berms • Design and site structures to blend with adjacent areas 	Design
	Potential impacts on public transit routes	<ul style="list-style-type: none"> • Consult transit authorities to minimize conflicts • Maintain liaison / coordinate construction with transit authorities 	Design
	Potential impacts on existing transportation routes	<ul style="list-style-type: none"> • Eliminate or reduce impediments to present traffic flow 	Construction
	Potential impacts on emergency response routes	<ul style="list-style-type: none"> • Consult response agencies during design to minimize disruption and coordinate activities 	Design
		<ul style="list-style-type: none"> • Maintain liaison / coordinate construction with responding agencies 	Construction
	Disruption of community infrastructure / services	<ul style="list-style-type: none"> • Consult utilities (electricity / water / sewer / gas / telephone / cable) to minimize disruption and coordinate activities 	Design

Criterion	Typical Potential Adverse Effect	Typical Mitigation Measure	Project Phase
		<ul style="list-style-type: none"> • Maintain liaison with utilities • Consider coordinating construction and utility maintenance / upgrading to minimize disruption 	Construction
	Noise, dust, vibration	<ul style="list-style-type: none"> • Develop detailed specifications to address common project-specific environmental effects including, but not limited to, dust suppression, noise/vibration management, water/sediment management, waste management, spills protection and health and safety 	Design

GUIDELINES AND REGULATORY REFERENCES

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

- *Aggregate Resources Act*, R.S.O. 1990, c.A.8
- *Building Code Act, 1992*, S.O. 1992, c.23
- *Cemeteries Act (Revised)*, R.S.O. 1990, c. C.4
- Considering Climate Change in the Environmental Assessment Process ([Guide](#))
- *Drainage Act*, R.S.O. 1990, c. D. 17
- *Endangered Species Act, 2007*, S.O. 2007, c. 6
- *Environmental Protection Act*, R.S.O. 1990, c. E. 19
- *Expropriations Act*, R.S.O. 1990, c. E.26
- *Canada Health Act*, R.S.C., 1985, c. C-6
- *Lakes and Rivers Improvement Act*, R.S.O. 1990, c. L.3
- *Lake Simcoe Protection Act, 2008*, S.O. 2008, c. 23
- Lake Simcoe Protection [Plan](#)
- [Minimum Distance Separation](#) (MDS 1 & 2)
- *Mining Act*, R.S.O. 1990, c. M.14
- Ministry of Natural Resources, District Land Use Guidelines
- *Niagara Escarpment Planning and Development Act*, R.S.O. 1990, c. N.2

- Niagara Escarpment Plan
- *Nutrient Management Act, 2002*, S.O. 2002, c.4
- *Oak Ridges Moraine Conservation Act, 2001*, S.O. 2001, c. 31
- Oak Ridges Moraine Conservation Plan
- *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1
- *Ontario Heritage Act*, R.S.O. 1990, c. O.18
- Ontario Living Legacy Land Use Strategy
- *Ontario Planning and Development Act, 1994*, S.O. 1994, c. 23, Sched. A
- *Ontario Provincial Parks and Conservation Reserves Act*, R.S.O. 1990, c. P.34
- Ontario Regulation 345/07: Work Permits, made under the *Provincial Parks and Conservation Reserves Act, 2006*, S.O. 2006, c.12
- Ontario Regulation 347/07: Provincial Parks: General Provisions, made under the *Provincial Parks and Conservation Reserves Act, 2006*, S.O. 2006, c.12 347
- *Ontario Water Resources Act*, R.S.O. 1990, c. O.40
- Parkway Belt West Plan
- Provincial Policy Statement
- *Public Lands Act*, R.S.O. 1990, c. P.43

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

APPENDIX 4

SAMPLE NOTIFICATIONS

SAMPLE NOTIFICATIONS

CONTENTS

- Item 1 Sample Notification: Notice of Commencement
- Item 2 Sample Notification: Notice of Completion (Category B)
- Item 3 Sample Notification: Notice of Completion (Category C)
- Item 4 Sample Notification: Notice of Addendum (Category B Project Changes)
- Item 5 Sample Notification: Notice of Addendum (Category C Project Changes to ESR)
- Item 6 Sample Notification: Notice of Intent
- Item 7 Sample Notification: Notice of Public Information Session
- Item 8 Sample Notification: Notice of Exemption through Screening

NOTICE OF COMMENCEMENT

GOVERNMENT PROPERTY CLASS ENVIRONMENTAL ASSESSMENT

Macdonald Block Reconstruction Project

900 Bay Street, Toronto

About the Project

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

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

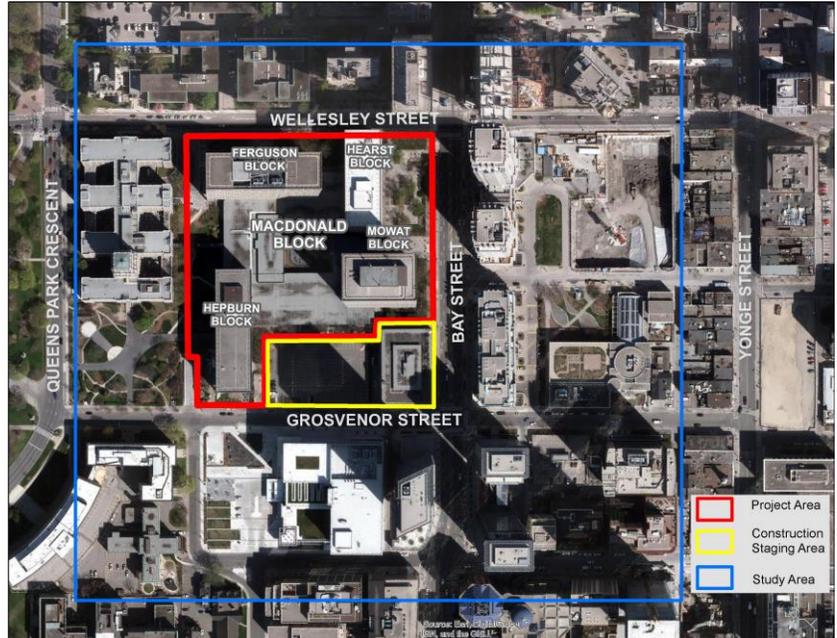
The reconstruction project will result in an efficient, accessible and environmentally responsible workplace that will continue to serve as a critical hub of Ontario government operations for years to come. This initiative will also reduce the cost of government operations and help the province meet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

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

Class Environmental Assessment

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

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



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

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

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

Name
Title
Ministry / Company
Mailing Address
Email:

Cet avis est disponible en français sur demande.

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

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

This is a placeholder for Proponents to insert Notice of Collection text, as required, under any protection of privacy legislation (e.g., FIPPA, MFIPPA).

This Notice was issued on XXXXXX date (month, day, year).



NOTICE OF COMPLETION
CATEGORY B
GOVERNMENT PROPERTY CLASS ENVIRONMENTAL ASSESSMENT

Macdonald Block Reconstruction Project
900 Bay Street, Toronto

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

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

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

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

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

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

Interested persons may provide written comment to the following Project contact for 30 calendar days from **[insert date of Notice issue]** to **[insert end date]**:

Name
Title
Ministry / Company
Mailing Address
E-mail:

In addition, a request may be made to the Ministry of the Environment, Conservation and Parks (MECP) for an order requiring a higher level of study (i.e., requiring a comprehensive EA approval before being able to proceed), or that conditions be imposed (e.g., require further studies), only on the grounds that the requested order may prevent, mitigate or remedy adverse impacts on constitutionally protected Aboriginal or treaty rights. Requests on other grounds will not be considered. Requests should include the requester contact information and full name.

Requests should specify what kind of order is being requested (request for conditions or a request for a comprehensive environmental assessment), how an order may prevent, mitigate or remedy potential adverse impacts on Aboriginal or treaty rights, and any information in support of the statements in the request. This will ensure that MECP is able to efficiently begin reviewing the request.

The request should be sent in writing or by email to:

Minister of the Environment, Conservation and Parks
Ministry of the Environment, Conservation and Parks
777 Bay Street, 5th Floor
Toronto ON M7A 2J3
minister.mecp@ontario.ca

and

Director, Environmental Assessment Branch
Ministry of the Environment, Conservation and Parks
135 St. Clair Ave. W, 1st Floor
Toronto ON, M4V 1P5
EABDirector@ontario.ca

Requests should also be copied to the Ministry of Infrastructure by mail or by e-mail. Please visit MECP's website for more information on requests for orders under section 16 of the *Environmental Assessment Act* at: <https://www.ontario.ca/page/class-environmental-assessments-part-ii-order>.

Cet avis est disponible en français sur demande.

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

All personal information included in your request - such as name, address, telephone number and property location – is collected under the authority of section 30 of the *Environmental Assessment Act* and is collected and maintained for the purpose of creating a record that is available to the general public. As this information is collected for the purpose of a public record, the protection of personal information provided in the *Freedom of Information and Protection of Privacy Act* does not apply (s.37). 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.

This is a placeholder for Proponents to insert Notice of Collection text, as required, under any protection of privacy legislation (e.g., FIPPA, MFIPPA).

This Notice was issued on XXXXXX date (month, day, year).



NOTICE OF COMPLETION

CATEGORY C

GOVERNMENT PROPERTY CLASS ENVIRONMENTAL ASSESSMENT

Macdonald Block Reconstruction Project

900 Bay Street, Toronto

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

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

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

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

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

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

Interested persons may provide written comment to the following Project contact within 30 calendar days from **[insert date of Notice issue]** to **[insert end date]**:

Name
Title
Ministry / Company
Mailing Address
E-mail:

In addition, a request may be made to the Ministry of the Environment, Conservation and Parks (MECP) for an order requiring a higher level of study (i.e., requiring an individual/comprehensive EA approval before being able to proceed), or that conditions be imposed (e.g., require further studies), only on the grounds that the requested order may prevent, mitigate or remedy adverse impacts on constitutionally protected Aboriginal or treaty rights. Requests on other grounds will not be considered. Requests should include the requester contact information and full name.

Requests should specify what kind of order is being requested (request for conditions or a request for an individual/comprehensive environmental assessment), how an order may prevent, mitigate or remedy potential adverse impacts on Aboriginal or treaty rights, and any information in support of the statements in the request. This will ensure that MECP is able to efficiently begin reviewing the request.

The request should be sent in writing or by email to:

Minister of the Environment, Conservation and Parks
Ministry of the Environment, Conservation and Parks
777 Bay Street, 5th Floor
Toronto ON M7A 2J3
minister.mecp@ontario.ca

and

Director, Environmental Assessment Branch
Ministry of the Environment, Conservation and Parks
135 St. Clair Ave. W, 1st Floor
Toronto ON, M4V 1P5
EABDirector@ontario.ca

Requests should also be copied to the Ministry of Infrastructure by mail or by e-mail. Please visit MECP's website for more information on requests for orders under section 16 of the *Environmental Assessment Act* at: <https://www.ontario.ca/page/class-environmental-assessments-part-ii-order>.

Cet avis est disponible en français sur demande.

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

All personal information included in your request – such as name, address, telephone number and property location – is collected under the authority of section 30 of the *Environmental Assessment Act* and is collected and maintained for the purpose of creating a record that is available to the general public. As this information is collected for the purpose of a public record, the protection of personal information provided in the *Freedom of Information and Protection of Privacy Act* does not apply (s.37). 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.

This is a placeholder for Proponents to insert notice of collection text, as required, under any protection of privacy legislation (e.g., FIPPA, MFIPPA).

This Notice was issued on XXXXXX date (month, day, year).



NOTICE OF ADDENDUM

CATEGORY B

GOVERNMENT PROPERTY CLASS ENVIRONMENTAL ASSESSMENT

Macdonald Block Reconstruction Project

900 Bay Street, Toronto

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

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

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

** Insert Map showing:

- location of project
- project change, if possible
- work area

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

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

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

Interested persons may provide written comment on the project changes to the following Project contact for 30 calendar days from **[insert date of Notice issue]** to **[insert end date]**:

Name
Title
Ministry / Company
Mailing Address
E-mail:

In addition, a request may be made to the Ministry of the Environment, Conservation and Parks (MECP) for an order requiring a higher level of study (i.e. requiring an individual/comprehensive EA approval before being able to proceed), or that conditions be imposed (e.g., require further studies), only on the grounds that the requested order may prevent, mitigate or remedy adverse impacts on constitutionally protected Aboriginal or treaty rights. Requests on other grounds will not be considered. Requests should include the requester contact information and full name.

Requests should specify what kind of order is being requested (request for conditions or a request for an individual/comprehensive environmental assessment), how an order may prevent, mitigate or remedy potential adverse impacts on Aboriginal or treaty rights, and any information in support of the statements in the request. This will ensure that MECP is able to efficiently begin reviewing the request.

The request should be sent in writing or by email to:

Minister of the Environment, Conservation and Parks
Ministry of the Environment, Conservation and Parks
777 Bay Street, 5th Floor
Toronto ON M7A 2J3
minister.mecp@ontario.ca

and

Director, Environmental Assessment Branch
Ministry of the Environment, Conservation and Parks
135 St. Clair Ave. W, 1st Floor
Toronto ON, M4V 1P5
EABDirector@ontario.ca

Requests should also be copied to the Ministry of Infrastructure by mail or by e-mail. Please visit MECP's website for more information on requests for orders under section 16 of the *Environmental Assessment Act* at: <https://www.ontario.ca/page/class-environmental-assessments-part-ii-order>.

Cet avis est disponible en français sur demande.

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

All personal information included in your request – such as name, address, telephone number and property location – is collected under the authority of section 30 of the *Environmental Assessment Act* and is collected and maintained for the purpose of creating a record that is available to the general public. As this

information is collected for the purpose of a public record, the protection of personal information provided in the *Freedom of Information and Protection of Privacy Act* does not apply (s.37). Personal information you provide will become part of a public record that is available to the general public unless you request that your personal information remain confidential.

This is a placeholder for Proponents to insert notice of collection text, as required, under any protection of privacy legislation (e.g., FIPPA, MFIPPA).

This Notice was issued on November 1, 2022.



NOTICE OF ADDENDUM
CATEGORY C
GOVERNMENT PROPERTY CLASS ENVIRONMENTAL ASSESSMENT

Macdonald Block Reconstruction Project
900 Bay Street, Toronto

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

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

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

- ** Insert Map showing:

 - location of project
 - project change, if possible
 - work area

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

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

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

Interested persons may provide written comment on the project changes to the following Project contact for 30 calendar days from **[insert date of Notice issue]** to **[insert end date]**:

Name
Title
Ministry / Company
Mailing Address E-mail:

In addition, a request may be made to the Ministry of the Environment, Conservation and Parks (MECP) for an order requiring a higher level of study (i.e., requiring an individual/comprehensive EA approval before being able to proceed), or that conditions be imposed (e.g., require further studies), only on the grounds that the requested order may prevent, mitigate or remedy adverse impacts on constitutionally protected Aboriginal or treaty rights. Requests on other grounds will not be considered. Requests should include the requester contact information and full name.

Requests should specify what kind of order is being requested (request for conditions or a request for an individual/comprehensive environmental assessment), how an order may prevent, mitigate or remedy potential adverse impacts on Aboriginal or treaty rights, and any information in support of the statements in the request. This will ensure that MECP is able to efficiently begin reviewing the request.

The request should be sent in writing or by email to:

Minister of the Environment, Conservation and Parks
Ministry of the Environment, Conservation and Parks
777 Bay Street, 5th Floor
Toronto ON M7A 2J3
minister.mecp@ontario.ca

and

Director, Environmental Assessment Branch
Ministry of the Environment, Conservation and Parks
135 St. Clair Ave. W, 1st Floor
Toronto ON, M4V 1P5
EABDirector@ontario.ca

Requests should also be copied to the Ministry of Infrastructure by mail or by e-mail. Please visit MECP's website for more information on requests for orders under section 16 of the *Environmental Assessment Act* at: <https://www.ontario.ca/page/class-environmental-assessments-part-ii-order>.

Cet avis est disponible en français sur demande.

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

All personal information included in your request – such as name, address, telephone number and property location – is collected under the authority of section 30 of the *Environmental Assessment Act* and is collected and maintained for the purpose of creating a record that is available to the general public. As this information is collected for the purpose of a public record, the protection of personal information provided in the *Freedom of Information and Protection of Privacy Act* does not apply (s.37). 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.

This is a placeholder for Proponents to insert notice of collection text, as required, under any protection of privacy legislation (e.g., FIPPA, MFIPPA).

This Notice was issued on November 1, 2022.



NOTICE OF INTENT

GOVERNMENT PROPERTY CLASS EA

Macdonald Block Reconstruction Project

900 Bay Street, Toronto

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

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

- Project Will Not Proceed at this Time**
- To Transition to Category C Assessment**
- To Proceed to Project Implementation**
[provide brief description of initial construction activities, start date, etc.]
- To Proceed to Project Implementation with Project Changes Included**
[provide brief description of initial construction activities, start date, etc.]

****OPTIONAL**

Insert Map showing:

- location of project
- Construction staging area

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

Name
Title
Company/Ministry
Mailing Address E-mail:

This Notice was issued on January 20, 2022.



NOTICE OF PUBLIC INFORMATION SESSION

GOVERNMENT PROPERTY CLASS ENVIRONMENTAL ASSESSMENT

Macdonald Block Reconstruction Project 900 Bay Street, Toronto

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

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

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

** Insert Map showing:

- location of project
- work area
- study area

PUBLIC INFORMATION SESSION

Date: Tuesday September 6, 2022

Time: 6:00 pm to 9:00 pm

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

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

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

Name:

Title:

Ministry / Company:

Mailing Address:

Email:

Cet avis est disponible en français sur demande.

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

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

This is a placeholder for Proponents to insert notice of collection text, as required, under any protection of privacy legislation (e.g., FIPPA, MFIPPA).

This Notice was issued on August 16, 2022.



NOTICE OF EXEMPTION THROUGH SCREENING

GOVERNMENT PROPERTY CLASS EA

Courthouse Landscape Redesign Project xx Street Name, Municipality

The Ministry of Infrastructure is the proponent of the Courthouse Landscape Redesign Project, which involves substantially redesigning the lands surrounding the existing courthouse. The landscape redesign will include re-grading of the property, plantings, walkways to a small patio and installation of a sprinkler system.

The courthouse structure will not be impacted, there are no watercourses present on or adjacent to the property and the vegetation present on the property is mowed lawns. The property is located in an urban environmental and the redesign is seen as improvements to the landscape of the property. There are no cultural heritage features present that will be affected and the community is supportive of the landscaping and naturalizing of the property. Most of the anticipated impacts will be on-site and will occur over the short timeframe of the construction phase. Based on the screening questions in the Government Property Class EA it was determined that there would be no to minimal adverse environmental impacts from the landscape redesign project.

****OPTIONAL**

Insert Map showing:
- location of project

This notification is to inform you that the project is screened exempt and is not subject to the requirements of the Environmental Assessment Act.

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

Name
Title
Company/Ministry
E-mail:

This Notice was issued on January 4, 2022.



