



Ontario

Ministry of the Environment,
Conservation and Parks

Form: Application for Investigation

Part V, *Environmental Bill of Rights, 1993*

Disclaimer: This form is not, and should not be construed as, legal advice. Please refer to the applicable statutes and regulations for the exact legal requirements.

General information about Applications for Investigation

Part V of the *Environmental Bill of Rights, 1993* allows any two persons resident in Ontario to jointly request that a [ministry](#) investigate if they believe that someone has contravened or violated a prescribed Act, a regulation or instrument made under a prescribed Act, or a classified instrument.

In order to have a complete application, you will need to include evidence the alleged violation.

You may only ask for an investigation to be undertaken in relation to certain Acts, regulations under those Acts or instruments. For a list of prescribed acts, regulations, and instruments, please refer to [Ontario Regulation 73/94](#) (General).

The ministries responsible for the Acts, regulations, and instruments which may form the subject matter of an application for investigation are listed on page 13, along with contact information.

The personal information requested in this Application is gathered under the authority of section 61 of the EBR. The collection, use, and disclosure of this information is governed by the *Freedom of Information and Protection of Privacy Act*. In addition, pursuant to section 72 of the EBR, notices to persons with direct interest in matters raised in this application and notices of the minister's decision(s) will not disclose your personal information.

The information collected by this form is required by the EBR and will be used to assist the minister to determine whether an existing policy, act, regulation or instrument of Ontario should be reviewed, or to decide whether there is a need for a new policy, act or regulation. The personal information collected will be used to notify you of the minister's decision whether to conduct a review and, if so, to notify you of the outcome of the review.

For more information about this Application form and the EBR, or any questions about the collection of personal information, please contact the EBR lead for the specific ministry you wish to submit your application to. See List of Ministries and Acts that are subject to the application for investigation provisions under the EBR on page 13.

Instructions

1. Type or print clearly in ink
2. Ensure both applicants sign and date the form
3. Complete all the sections
4. Answer all the questions
5. Ensure that your affidavit is attached and properly sworn or affirmed before a commissioner for taking affidavits in Ontario
6. Clearly indicate the section of the form to which any additional documentation applies
7. Keep a copy of the complete application for your files

Submit your original form and supporting documents to the minister responsible (or who would be responsible) for the policy, act, regulation or instrument. See page 13 for a listing of these ministries, along with contact information for each.

1. Applicants

Any two Ontario residents can apply to a minister to investigate if they believe someone has contravened or violated a prescribed act, a regulation made under a prescribed act, or a classified instrument.

Please complete 1(a) and 1(b) OR complete 1(a) and 1(c) if one of the applicants is a corporation. If both applicants are corporations, please copy the declaration form for 1(c) and attach the second completed declaration form to this application.

1(a) Applicant Number One

Name

Address Apartment

ONTARIO

City Province Postal Code

()

Telephone e-mail address

Declaration of Ontario Residency:

I _____ am an Ontario resident and have been since _____
(Print Name) (Month, Year)

(Date) (Signature) _____

1(b) Applicant Number Two

Name

Address Apartment

ONTARIO

City Province Postal Code

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Telephone e-mail address

Declaration of Ontario Residency:

I _____ am an Ontario resident and have been since _____
(Print Name) (Month, Year)

(Date) (Signature) _____

1(c) Corporate Applicant

Name of Corporation	Name of Position of Corporate Officer	
		ONTARIO
Address	City	Province
		()
Postal Code		Telephone
e-mail address		

Declaration of Incorporation in Ontario:

The _____ is an Ontario or Canadian Federal
(Name of Corporation)

Corporation, carrying on business with its head office in Ontario established by articles of incorporation in _____.
(Month, Year)

(Date)

(Name of Officer and Position)

(Company Number)

(Signature)

Sworn Statement

Each applicant (or, if the applicant(s) are corporations, a director or officer of the corporation) must make a sworn statement that he or she believes that the facts alleged in the Application to be true. After you have completed this Application, bring the Application before a commissioner for taking affidavits in Ontario, and have the Application sworn or affirmed before you forward it to the appropriate minister.

If you need documents to be notarized or commissioned for private and commercial transactions, check the [Yellow Pages](#) or consult with your [local library](#) on how to locate a notary or commissioner in your community.

For more general information on affidavits view the Ministry of the Attorney General's [website](#).

Application for Investigation Checklist

Before you send your application for investigation and supporting documents to the appropriate minister, make sure you have:

- Completed the forms for Applicant Number One AND Applicant Number Two, including the signatures and declarations of Ontario residency of both applicants
- If you are (a) corporate applicant(s), provided the proper legal name of the corporation AND completed the declaration of incorporation in Ontario
- Provided a sworn statement from EACH applicant that the applicant believes that the facts alleged in the application are true
- Specified the section(s) of the act(s), regulation(s) or instrument(s) that you believe was/were contravened
- Double checked that the act(s), or the regulation(s) or instrument(s) made or issued under the act, are prescribed for the purpose of applications for investigation under the EBR
- Provided the names and addresses (if possible) of each person alleged to have been involved in the commission of the contravention(s)
- Described the nature of the alleged contravention(s)
- Included as much information as you can to support your application, including the names and addresses of any witnesses, any documents or materials that you believe should be considered in the investigation, and copies of any documents or other evidence (if possible)
- Provided details of any previous contact that you have had with any ministry or an officer of the Legislative Assembly regarding the alleged contravention(s)
- Retained a copy of your Application for Investigation and supporting documents for your own records

See page 13 for a list of ministries that are responsible for applications for investigation and corresponding contact information.

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List of Ministries and Acts that are subject to the application for investigation provisions under EBR

The following ministries are subject to applications for investigation:

Ministry of the Environment, Conservation and Parks

Submit your application to:

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

Ministry of Energy and Mines (Mines)

Submit your application to:

Minister of Energy and Mines
Strategic Policy Division
C/O Jennifer.Szeto-Cox, Policy
Advisor 777 Bay St
Toronto, ON
M5G 2R3
Jennifer.Szeto-Cox@ontario.ca

Ministry of Natural Resources

Submit your application to:

Minister of Natural Resources
C/O Environmental Planning Team
Strategic and Indigenous Policy Branch
3rd Flr S, 300 Water St,
Peterborough, ON
K9J 3C7
environmental.planning.team@ontario.ca

Ministry of Public and Business Service Delivery and Procurement

Submit your application to:

Minister of Public and Business Service Delivery and Procurement
Corporate Services Division
Corporate Coordination Unit,
777 Bay Street, 2nd Flr
Toronto ON
M5G 2E5
alexandra.radley@ontario.ca