**Appendix 3:** Notice Templates

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# Notice of a Proposal

**by:** [Insert Applicant Name] **to engage in a Renewable Energy Project**

**Project Name:** [*Insert Project Name*]

**OPA Reference Number:** [*Insert OPA Reference Number*]

**Project Location:** [*Insert a description of the lands on which the project is being proposed*]

**Dated at:** [*Insert local municipality*] **this the** [*insert day*] **of** [*insert month and year*]

[*Insert Name of Applicant*] is planning to engage in a renewable energy project in respect of which the issuance of a renewable energy approval is required. The distribution of this notice of a proposal to engage in this renewable energy project and the project itself are subject to the provisions of the *Environmental Protection Act* (Act) Part V.0.1 and the Ontario Regulation 359/09 (Regulation). This notice must be distributed in accordance with section 15 of the Regulation prior to an application being submitted and assessed for completeness by the Ministry of the Environment and Climate Change.

## Project Description:

Pursuant to the Act and Regulation, the facility, in respect of which the project is to be engaged in, is considered to be a [*insert type of renewable energy source*] Facility [*if the facility is classified under the Regulation, include the classification here*]. If approved, this facility would have a total maximum name plate capacity of \_\_\_MW. The project location is described in the map below.

The project is being proposed in accordance with the requirements of the Act and Regulation. The Draft Project Description Report titled [Insert title of document] describes the facility as [*insert brief description of the proposed facilities, equipment or technology that will be used to convert the renewable energy source or any other energy source to electricity*]. A written copy of the Draft Project Description Report is being made available for public inspection at [*insert public location where documents can be inspected or insert applicants website address*].

## Project Contacts and Information:

To learn more about the project proposal or to communicate concerns please contact:

*[insert proponent and/or consultant contact information]*

*[insert project website address if applicable]*

*[insert map showing the project location and lands within 300 metres]*

*[insert project location]*

*[insert scale bar and north arrow]*

# Notice of Public Meeting

**To be held by** [*Insert Applicant Name*] **regarding a Proposal to Engage in a Renewable Energy Project**

**Project Name**:[*Insert Project Name*]

**IESO Reference Number:** [*Insert IESO Reference Number*]

**Project Location:** [*Insert a description of the lands on which the project is being proposed*]

**Dated at** [Insert local municipality] **this the** [Insert day] **of** [Insert month and year]

[*Insert Name of applicant*] is planning to engage in a renewable energy project in respect of which the issuance of a renewable energy approval is required. The proposal to engage in the project and the project itself is subject to the provisions of the *Environmental Protection Act (ACT)* Part V.0.1 and Ontario Regulation 359/09 (Regulation). This notice must be distributed in accordance with section 15 of the Regulation prior to an application being submitted and assessed for completeness by the Ministry of the Environment and Climate Change.

## Meeting Location:

Date: [*Insert Date*]

Time: [*Insert Time*]

Place: [*Insert facility name, address and municipality*]

## Project Description:

Pursuant to the Act and Regulation, the facility, in respect of which this project is to be engaged in, is a [*Insert type of renewable energy source and classification, if the facility is classified under the Regulation*] Facility [*If the facility is classified under the Regulation, indicate the classification as well]*. If approved, this facility would have a total maximum name plate capacity of [*Insert proposed MW here*] MW. The project location is described in the map below.

## Documents for Public Inspection:

The Draft Project Description Report titled [*Insert title of document*] describes the project as [*Insert a brief description of the proposed facilities, equipment or technology that will be used to convert the renewable energy source or any other energy source to electricity*.] A written copy of the Draft Project Description Report was made available for public inspection on [*Insert date*] at [*Insert public location where documents can be inspected* or *Insert applicant’s website address if the document has been posted there*].

Further, the applicant has obtained or prepared, as the case may be, the following supporting documents in order to comply with the requirements of the Act and Regulation. Written copies of the draft supporting documents will be made available for public inspection on [*Insert date*] at [*Insert public location where documents can be inspected* or [*Insert applicants website address*].

## Project Contacts and Information:

To learn more about the project proposal, public meetings, or to communicate concerns please contact:

[*Insert proponent and/or consultant contact information*]

[*Insert project website address if applicable*]

[*Insert map showing the project location and lands within 300 meters*]

[*Insert project location*]

[*Insert scale bar and north arrow*]

# Notice of a Draft Site Plan

**by** [*Insert Applicant Name*] **to Engage in a Renewable Energy Project**

**Project Name:** [*Insert Project Name*]

**IESO Reference Number:** [*Insert IESO Reference Number*]

**Project Location:** [*Insert a description of the lands shown in the map below*]

**Dated at** [*Insert local municipality*] **this the** [*Insert day*]**of***[Insert month and year]*

[*Insert Name of applicant*] is planning to engage in a renewable energy project in respect of which the issuance of a Renewable Energy Approval (REA) is required. The distribution of this Notice of a Draft Site Plan and the project itself are subject to the provisions of the *Environmental Protection Act (Act)* Part V.0.1 and Ontario Regulation 359/09 (Regulation). This Notice must be distributed in accordance with section 54.1 of the Regulation prior to an application being submitted to the Ministry of the Environment and Climate Change.

## Documents for Public Inspection:

**A Draft Site Plan,** including the proposed changes to the transformer substations or wind turbines, has been made available to the public. The legal effect of this Notice is such that, pursuant to the Regulation,[*Insert Project Name*] must consider noise receptors as defined by the Act that existed only as of [Insert the date one day before the first published or posted notice of the draft site plan]. A written copy of the Draft Site Plan Report is being made available for public inspection at*[Insert public location where documents can be inspected* *and applicant’s website address if the applicant has a website*].

**Noise Assessment Report** *[delete section if applicant is using the setback matrix provided in section 55 of the regulation]* that demonstrates how the placement of turbines and transformer substations comply with the Ministry of the Environment and Climate Change’s 2008 publication entitled “Noise Guidelines for Wind farms”, has been issued for this project. A written copy of the Noise Assessment Report is being made available for public inspection at [*Insert public location where documents can be inspected* *and applicant’s website address if the applicant has a website*].

## Project Contacts and Information:

To learn more about the project proposal or to communicate concerns please contact:

[*Insert proponent and/or consultant contact information*]   
[*Insert project website address, if applicable*]

[*Insert map showing the project location and lands within 300 meters, drawn to scale of at least 1 cm: 500 m*]

[*Insert project location*]

[*Insert scale bar and north arrow*]

# Notice of a Proposed Change to a Renewable Energy Project [and Public Meeting(s)]

[*delete text in brackets if one or more public meetings have not been required by the Director*]

**Project Name:** [*Insert Project Name*]

**MOECC Reference Number:** [*Delete reference if the application has not been submitted yet*]

**IESO Reference Number:** [*Insert IESO Reference Number*]

**Project Location:** [*Insert a description of the lands on which the project is being proposed*]

**Dated at** [*insert local municipality*] **this the** [*Insert day*]**of***[Insert month and year]*

[*Insert name of applicant*] is planning to engage in a renewable energy project in respect of which the issuance of a renewable energy approval is required. The project is subject to the provisions of the *Environmental Protection Act (Act)* Part V.0.1 and Ontario Regulation 359/09 (Regulation). This notice must be distributed in accordance with section 16.0.1 of the Regulation. This notice is being distributed to make the public aware of a **proposed change to the project** [and that one or more **public meetings about the change** are to be held]. *[Delete reference to public meetings if one or more has not been required by the Director]*

## Meeting Location:

*[Delete section if one or more additional public meetings were not required by the Director]*

Date: [*Insert Date*]

Time: [*Insert Time*]

Place: [*Insert facility name, address and municipality*]

## Project Description and Proposed Change:

Pursuant to the Act and Regulation, the facility, in respect of which this project was originally proposed to be engaged in, consisted of a [*Insert type of renewable energy source and classification, if the facility is classified under the Regulation*] Facility [*If the facility is classified under the Regulation, indicate the classification as well]*.

A **change is being proposed** to the project. The change consists of: *[Insert brief description of the proposed changes and note any change to the classification of the facility under the Regulation, if applicable]*

If approved with this change, this facility would have a total maximum name plate capacity of [*Insert number*] MW. The project location, taking the proposed change into account, is described in the map below.

## Documents for Public Inspection:

[*delete section if Director did not require supporting documents to be updated*]

[*Insert Name of applicant*] has been required to update the supporting documents that are required to form part of the application. Written copies of the draft supporting documents will be made available for public inspection on [*Insert date*] at [*Insert public location where documents can be inspected* *and applicant’s website address if the applicant has a website*]. Written copies of the Draft Project Description Report and supporting documents were last made available for public inspection on [*Insert date*] at [*Insert public location where documents were inspected* and *applicant’s website address if the documents were posted there*].

## Project Contacts and Information:

To learn more about the project proposal, [public meetings,] *[Delete reference to public meetings if one or more has not been required by the Director]* or to communicate concerns please contact:

[*Insert proponent and/or consultant contact information*]

[*Insert project website address, if applicable*]

[*Insert map showing the project location and lands within 300 meters*]

[*Insert project location*]

[*Insert scale bar and north arrow*]

# Notice of a Proposed Change to an Approved Renewable Energy Project [and Public Meeting(s)]

[*delete text in brackets if one or more public meetings have not been required by the Director*]

**Project Name:** [*Insert Project Name*]

Renewable Energy Approval Number:[*Insert Approval Number*]

IESO Reference Number: [*Insert IESO Reference Number*]

**Project Location:** [*Insert a description of the lands on which the project is being proposed*]

**Dated at** [*Insert local municipality*] **this the** [*Insert day*]**of***[Insert month and year]*

[*Insert Name of applicant*] was issued a Renewable Energy Approval on *[insert date]* in respect of the [*Insert Project Name*]. Information with respect to the decision on this project can be viewed on the Environmental Registry by searching *[Insert EBR #]*.

[*Insert name of applicant*] is proposing to make a change to the project and the project itself is subject to the provisions of the *Environmental Protection Act (Act)* Part V.0.1 and Ontario Regulation 359/09 (Regulation). This notice must be distributed in accordance with section 32.2 of the Regulation. This notice is being distributed to make the public aware of a **proposed change to the project** [and that one or more **public meetings about the change** are to be held]. *[Delete reference to public meetings if one or more has not been required by the Director]*

## Meeting Location:

[*Delete section if one or more additional public meetings were not required by the Director*]

Date: [*Insert Date*]

Time: [*Insert Time*]

Place: [*Insert facility name, address and municipality*]

## Project Description and Proposed Change:

Pursuant to the Act and Regulation, the project in respect of which the Renewable Energy Approval was issued, is a [*Insert type of renewable energy source and classification, if the facility is classified under the Regulation*] Facility [*If the facility is classified under the Regulation, indicate the classification as well]*.

An application has been made to the Ministry of the Environment and Climate Change to **change the project** and alter the terms and conditions of the existing Renewable Energy Approval. The proposed change consists of: *[Insert brief description of the proposed changes and note any change to the classification of the facility under the Regulation, if applicable]*

If approved with this change, this facility would have a total maximum name plate capacity of [*Insert number*] MW. The project location, taking the proposed change into account, is described in the map below.

## Documents for Inspection:

[*Delete section if updated documents were not required by the Director*]

[*Insert Name of applicant*] has been required to update the supporting documents that are required to form part of the application or which must otherwise be submitted to the Ministry of the Environment and climate change available to the public. Written copies of the draft supporting documents will be made available for public inspection on [*Insert date*] at [*Insert public location where documents can be inspected* *and applicant’s website address if the applicant has a website*].

## Project Contacts and Information:

To learn more about the project proposal, [public meetings,] [*Delete reference to public meetings if one or more has not been required by the Director*] or to communicate concerns please contact:

[*Insert proponent and/or consultant contact information*]

[*Insert project website address, if applicable*]

[*Insert map showing the project location and lands within 300 meters*]

[*Insert project location*]

[*Insert scale bar and north arrow*]