# Appendix B: Notification templates

## 1. Notice that the project will proceed template

insert date this notice is given to the Ministry of the Environment and Climate Change

Director, Environmental Approvals Branch

Ministry of the Environment and Climate Change

135 St. Clair Avenue West, 1st Floor

Toronto, Ontario M4V 1P5

Fax: 416-314-8452

E-mail: EAASIBGen@ontario.ca

And

Director, appropriate regional office of the Ministry of the Environment and Climate Change

regional office address

regional office fax or e-mail address

Re: Notice to Proceed Under choose either: Part II of the Environmental Assessment Act or approved class environmental assessment for insert Name of Transit Project, Name of Proponent(s)

In accordance with subsection 2(6) of *Ontario Regulation 231/08*, insert name of proponent(s) does not want the exemption provided under this regulation to apply to the above-noted transit project.

insert name of proponent(s) intends to follow choose either the “individual” EA process under Part II of the Environmental Assessment Act or the class EA process under an approved class EA – provide name of class environmental assessment document for insert name of transit project.

A copy of this notice has also been posted on the project website provide website address.

If you have any questions or need further information about this transit project, please contact:

insert proponent(s) and/or consultant contact information

Yours truly,

proponent(s) signature

name of proponent(s)

## 2. Template for contacting Director, Environmental Approvals Branch

insert date

Director, Environmental Approvals Branch

Ministry of the Environment and Climate Change

135 St. Clair Avenue West, 1st Floor

Toronto, Ontario M4V 1P5

Fax: 416-314-8452

E-mail: EAASIBGen@ontario.ca

Re: Request for List of Bodies That May Assist in Identifying Aboriginal Communities for insert Name of Transit Project, Name of Proponent(s)

The insert name of proponent(s) is conducting pre-planning activities/proposing a name of transit project.

include brief project description, and where available indicate area of study or map of project site

It is expected that insert name of proponent(s) will follow *Ontario Regulation 231/08* (Transit Projects Regulation) for this proposal/project.

In accordance with subsection 7(4) of *Ontario Regulation 231/08*, the insert name of proponent(s) is requesting the list of bodies that may assist us in identifying and contacting Aboriginal communities that may be interested in the above-noted transit project. The insert name of proponent(s) will contact those bodies you identify and ask that these bodies identify specific Aboriginal communities that should be consulted.

If you have any questions or need further information about this transit project, please contact:

insert proponent(s) and/or consultant contact information

Yours truly,

proponent(s) signature

name of proponent(s)

## 3. Notice of Commencement of Transit Project Assessment Process Template

### Notice of Commencement of Transit Project Assessment Process

insert Name of Transit Project, Name of Proponent

#### The Project

The name of proponent(s) is proposing provide physical description of all components of transit project, including a site map. The purpose of describe purpose of transit project.

provide additional pertinent information e.g. pre-planning studies carried out in support of the transit project, if any

#### The Process

The environmental impact of this transit project will be assessed according to the transit project assessment process as prescribed in *Ontario Regulation 231/08*, Transit Projects and Metrolinx Undertakings. As part of the transit project assessment process, an Environmental Project Report is being prepared. All information produced as part of this project is available at provide website address for viewing all transit project-related information, for example, posting all notices distributed; preliminary studies, environmental studies, impact analyses carried out; summaries of publicly available documents; etc

identify other locations where all information and documents related to the project are available, for example, proponent office, project site, libraries

#### Consultation

Members of the public, agencies and other interested persons are encouraged to participate actively in the transit project assessment process by attending consultation opportunities or contacting staff directly with information, comments or questions. Consultation opportunities are planned if known, indicate purpose, number, timing and nature of additional public contacts and will be advertised identify how – for example, on a project website, local newspapers, direct mail out.

provide additional relevant information (ex. timing for an upcoming consultation event; seeking input, information, knowledge about the local community, environmental conditions; alternatives being investigated; draft EPR has been prepared)

If you would like to be added to our project mailing list or have project-related questions, please contact:

provide proponent(s) and/or consultant contact information

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

insert date this notice is first published/distributed

## 4. Notice of Issue Template

insert date this notice is given to the Ministry of the Environment and Climate Change

Director, Environmental Approvals Branch

Ministry of the Environment and Climate Change

135 St. Clair Avenue West, 1st Floor

Toronto, Ontario M4V 1P5

Fax: 416-314-8452

E-mail: EAASIBGen@ontario.ca

And

Director, appropriate regional office of the Ministry of the Environment and Climate Change

regional office address

regional office fax or e-mail address

Re: Notice of Issue for insert Name of Transit Project, Name of Proponent(s)

The name of transit project is following the transit project assessment process as prescribed in *Ontario Regulation 231/08*. name of proponent(s) is of the opinion that this transit project may have a negative impact on describe the matter(s) of provincial importance that relates to the natural environment or has cultural heritage value or interest, or on a constitutionally protected Aboriginal or treaty right.

Under subsection 10(1) of *Ontario Regulation 231/08*, if a notice of issue is given, the 120-day consultation period stops running and will resume when the above-noted issue(s) have been addressed and a notice of resumption has been provided to you.

A copy of this notice of issue has also been posted on the project website provide website address.

If you have any questions or need further information about this transit project, please contact:

insert proponent(s) and/or consultant contact information

Yours truly,

proponent(s) signature

name of proponent(s)

## 5. Notice of Resumption Template

insert date this notice is given to the Ministry of the Environment and Climate Change

Director, Environmental Approvals Branch

Ministry of the Environment and Climate Change

135 St. Clair Avenue West, 1st Floor

Toronto, Ontario M4V 1P5

Fax: 416-314-8452

E-mail: EAASIBGen@ontario.ca

And

Director, appropriate regional office of the Ministry of the Environment and Climate Change

regional office address

regional office fax or e-mail address

Re: Notice of Resumption for insert Name of Transit Project, Name of Proponent(s)

Further to our notice of issue provide date when notice of issue was given, indicating that a time out from the 120-day consultation period was being taken for this transit project, this notice is to advise you that we will be resuming the transit project assessment process. As required under *Ontario Regulation 231/08*, the date by which the Notice of Completion of the Environmental Project Report for this project must be given has been extended to provide new date of when notice must be given on or before.

describe issue or matter of provincial importance that relates to the natural environment or has cultural heritage value or interest, or on a constitutionally protected Aboriginal or treaty right

describe what actions were taken to deal with the issue and the results of those efforts

A copy of this notice of resumption has also been posted on the project website provide website address.

If you have any questions or need further information about this transit project, please contact:

insert proponent(s) and/or consultant contact information

Yours truly,

proponent(s) signature

name of proponent(s)

## 6. Notice of Completion of Environmental Project Report Template

### Notice of Completion of Environmental Project Report

insert Name of Transit Project, Name of Proponent(s)

#### The Project

The name of proponent(s) has completed an Environmental Project Report in accordance with *Ontario Regulation 231/08* for name of transit project.

provide physical description of all components of transit project

insert site map

#### The Process

The environmental impact of this transit project was assessed and an Environmental Project Report prepared according to the transit project assessment process as prescribed in *Ontario Regulation 231/08*, Transit Projects and Metrolinx Undertakings.

The Environmental Project Report for name of transit project is now available for a 30-day review period starting insert date at the following locations:

* Ministry of the Environment and Climate Change

Environmental Approvals Branch

135 St. Clair Avenue West, 1st Floor, Toronto, Ontario M4V 1P5

416-314-8001 / 1-800-461-6290 Monday to Friday 8:30 a.m. – 5:00 p.m.

* Ministry of the Environment and Climate Change regional and/or district office closest to project site
* Proponent’s office
* Other public viewing locations (for example, municipal offices, libraries, project site)
* Website address where the Environmental Project Report is posted

Interested persons are encouraged to review this document and provide comments by insert date to project contacts listed below:

insert proponent and/or consultant contact information

There are circumstances where the Minister of the Environment and Climate Change has the authority to require further consideration of the transit project, or impose conditions on it. These include if the Minister is of the opinion that:

* The transit project may have a negative impact on a matter of provincial importance that relates to the natural environment or has cultural heritage value or interest; or,
* The transit project may have a negative impact on a constitutionally protected Aboriginal or treaty right.

Before exercising the authority referred to above, the Minister is required to consider any written objections to the transit project that he or she may receive within 30 days after the Notice of Completion of the Environmental Project Report is first published.

If you have discussed your issues with the proponent and you object to the identified change to the project, you can provide a written submission to the Minister of the Environment and Climate Change no later than insert date to the address provided below. All submissions must clearly indicate that an objection is being submitted and describe any negative impacts to matters of provincial importance (natural/cultural environment) or Aboriginal rights.

Environmental Approvals Access and Service Integration Branch

Ministry of the Environment and Climate Change

135 St. Clair Avenue West, 1st Floor

Toronto, Ontario M4V 1P5

Attention: insert name, Project Officer

Tel: 416-314-8001 / 1-800-461-6290

Fax: 416-314-8452

E-mail: EAASIBGen@ontario.ca

If not already provided, a copy of the objection will be forwarded to the proponent by the ministry.

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

insert date this notice is first published/distributed

## 7. Notice of Objection Template

insert date this notice is given to the Ministry of the Environment and Climate Change

Minister of the Environment and Climate

77 Wellesley Street West

11th Floor, Ferguson Block

Toronto, Ontario M7A 2T5

Fax: 416-314-7337

E-mail: Minister.moe@ontario.ca

And

Environmental Approvals Branch

Ministry of the Environment and Climate Change

135 St. Clair Avenue West, 1st Floor

Toronto, Ontario M4V 1P5

Attention: insert name, Project Officer

Tel: 416-314-8001 / 1-800-461-6290

Fax: 416-314-8452

E-mail: EAASIBGen@ontario.ca

Re: Notice of Objection for insert Name of Transit Project, Name of Proponent(s)

This notice is to inform you that I am objecting to the environmental impact assessment conducted by insert name of proponent(s) for name of transit project.

describe why you are objecting to the transit project

Objections should be based on proponent not addressing a potential negative impact on a matter of provincial importance relating to the environment or has cultural heritage value, or that may have a negative impact on an Aboriginal or treaty right

describe/list how you have participated in the transit project assessment project for the transit project

describe how the proponent responded or did not respond to your concerns

if available, append documentation of your participation/involvement in the transit project assessment process for this project

Yours truly,

objector signature

name and address of objector

c: insert proponent(s) contact information

## 8. Notice of Withdrawal of Objection Template

insert date this notice is given to the Ministry of the Environment and Climate Change

Minister of the Environment and Climate Change

77 Wellesley Street West

11th Floor, Ferguson Block

Toronto, Ontario M7A 2T5

Fax: 416-314-7337

E-mail: Minister.moe@ontario.ca

And

Director, Environmental Approvals Branch

Ministry of the Environment and Climate Change

135 St. Clair Avenue West, 1st Floor

Toronto, Ontario M4V 1P5

Fax: 416-314-8452

E-mail: EAASIBGen@ontario.ca

Re: Notice of Withdrawal of Objection for insert Name of Transit Project, Name of Proponent(s)

This notice is to inform you that further to my objection dated insert date of notice of objection, I am withdrawing my objection to the name of transit project.

The insert name of proponent(s) has responded to and addressed my concerns.

Yours truly,

objector signature

name and address of objector

c: Insert proponent(s) contact information

## 9. Notice of Termination Template

insert date this notice is given to the Ministry of the Environment and Climate Change

Director, Environmental Approvals Branch

Ministry of the Environment and Climate Change

135 St. Clair Avenue West, 1st Floor

Toronto, Ontario M4V 1P5

Fax: 416-314-8452

E-mail: EAASIBGen@ontario.ca

And

Director, appropriate regional office of the Ministry of the Environment and Climate Change

regional office address

regional office fax or e-mail address

Re: Notice of Termination of the Transit Project Assessment Process for insert Name of Transit Project

The name of transit project is following/has followed the transit project assessment process as prescribed in *Ontario Regulation 231/08*.

The statement of completion for this transit project has not been submitted to the Ministry of the Environment and Climate Change.

describe what step the transit project is in or has completed, for example, in 120-day consultation phase; Notice of Completion of Environmental Project Report has been given; notice of Revised Environmental Project Report has been given

In accordance with subsection 6(3) of *Ontario Regulation 231/08*, we wish to terminate the transit project assessment process for name of transit project. However, in accordance with subsection 6(4), termination of the transit project assessment process for this transit project does not preclude insert name of proponent(s) from restarting the process again.

A copy of this notice of termination has also been posted on the project website provide website address.

If you have any questions or need further information about this transit project, please contact:

insert proponent(s) and/or consultant contact information

Yours truly,

proponent(s) signature

name of proponent(s)

## 10. Notice of Environmental Project Report Addendum Template

### Notice of Environmental Project Report Addendum

insert Name of Transit Project, Name of Proponent

#### The Project

In accordance with *Ontario Regulation 231/08*, name of proponent(s) conducted an environmental impact assessment of name of transit project. An Environmental Project Report for this transit project was completed insert date of Notice of Completion of Environmental Project Report and a Statement of Completion submitted to the Ministry of the Environment and Climate Change on insert date.

describe transit project

describe the change(s) to the transit project

provide reasons for the change(s)

insert site map relevant to the change(s) to the transit project

#### The Process

An addendum to the Environmental Project Report for name of transit project has been prepared and is now available for a 30-day review period starting insert date at the following locations:

* Ministry of the Environment and Climate Change

Environmental Approvals Access and Service Integration Branch

135 St. Clair Avenue West, 1st Floor, Toronto, Ontario M4V 1P5

416-314-8001 / 1-800-461-6290 Monday to Friday 8:30 a.m. – 5:00 p.m.

* Ministry of the Environment regional and/or district office closest to project site
* Proponent’s office
* Other public viewing locations (for example, municipal offices, libraries, project site)
* Website address where the Environmental Project Report Addendum is posted

Interested persons are encouraged to review this document and provide comments by insert date to project contacts listed below:

insert proponent and/or consultant contact information

There are circumstances where the Minister of the Environment and Climate Change has the authority to require further consideration of the change to the transit project, or impose conditions on it. These include if the Minister is of the opinion that:

* The change to the transit project may have a negative impact on a matter of provincial importance that relates to the natural environment or has cultural heritage value or interest; or,
* The change to the transit project may have a negative impact on a constitutionally protected Aboriginal or treaty right.

Before exercising the authority referred to above, the Minister is required to consider any written objections to the change to the transit project that he or she may receive within 30 days after the Notice of Environmental Project Report Addendum is first published.

If you have discussed your issues with the proponent and you object to the identified change to the project, you can provide a written submission to the Minister of the Environment and Climate Change no later than insert date to the address provided below. All submissions must clearly indicate that an objection is being submitted and describe any negative impacts to matters of provincial importance (natural/cultural environment) or Aboriginal rights.

Environmental Approvals Branch

Ministry of the Environment and Climate Change

135 St. Clair Avenue West, 1st Floor

Toronto, Ontario M4V 1P5

Attention: insert name, Project Officer

Tel: 416-314-8001 / 1-800-461-6290

Fax: 416-314-8452

E-mail: EAASIBGen@ontario.ca

If not already provided, a copy of the objection will be forwarded to the proponent by the ministry.

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

insert date this notice is first published/distributed