# Appendix B: Notification templates

## Notice of Commencement of Terms of Reference

insert Name of Proposed Study, Name of Proponent

The name of proponent is beginning an environmental assessment under the *Environmental Assessment Act* to preliminary purpose of study.

### The Process

This study will be carried out in accordance with the requirements of the *Environmental Assessment Act*. The first step of the process is the preparation of a terms of reference. The terms of reference will set out the proponent’s framework and work plan for addressing the *Environmental Assessment Act* requirements when preparing the environmental assessment, including such things as the alternatives that will be considered and the public consultation activities that will be carried out. If approved by the Minister, the terms of reference will provide the framework and requirements for the preparation of the environmental assessment.

proponent to insert any more information that it thinks is important

### Consultation

Members of the public, agencies, Aboriginal communities and other interested persons are encouraged to actively participate in the planning process by attending consultation opportunities or contacting staff directly with comments or questions. Consultation opportunities are planned throughout the planning process and will be advertised identify how (for example, on a project website, local newspapers, direct mail out).

insert any more information the proponent thinks is important

For further information on the proposed study, please contact:

insert proponent and/or consultant contact information

insert project website address

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 s.37 of the *Freedom of Information and Protection of Privacy Act*. Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential. For more information, please contact the Ministry of the Environment and Climate Change’s Freedom of Information and Privacy Coordinator at 416-327-1434.

insert date this notice is published

## Notice of Commencement of Environmental Assessment

insert Name of Study, Name of Proponent

The name of proponent is beginning an environmental assessment under the *Environmental Assessment Act* to purpose of study.

provide additional pertinent information about the undertaking

insert study area map

### The Process

In insert date terms of reference was approved, the Minister of the Environment and Climate Change approved the terms of reference for the name of environmental assessment. A copy of the approved terms of reference is available at:

provide website address where the terms of reference may be accessed

identify other locations where the approved terms of reference is available, for example, proponent office, libraries

This study will be carried out according to the approved terms of reference and the requirements of the *Environmental Assessment Act*. Results from this study will be documented in an environmental assessment, which will be submitted to the ministry for review. At that time, the public, Aboriginal communities and other interested persons will be informed when and where the environmental assessment can be reviewed.

### Consultation

Members of the public, agencies, Aboriginal communities and other interested persons are encouraged to actively participate in the planning of undertaking by attending consultation opportunities or contacting staff directly with information, comments or questions. Consultation opportunities are planned throughout the planning process 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 for example, timing for an upcoming consultation event; seeking input, information, knowledge about the local community, environmental conditions; alternatives being investigated

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

provide proponent and/or consultant contact information

provide project website address

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 s.37 of the *Freedom of Information and Protection of Privacy Act*. Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential. For more information, please contact the Ministry of the Environment and Climate Change’s Freedom of Information and Privacy Coordinator at 416-327-1434.

## Notice of Submission of Terms of Reference

insert Name of Proposed Study, Name of Proponent

As part of the planning process for the name of undertaking/problem or opportunity, a terms of reference was submitted to the Ministry of the Environment and Climate Change for review as required under the *Environmental Assessment Act*. If approved, the terms of reference will serve as a framework for the preparation and review of the environmental assessment for the proposed undertaking.

briefly describe undertaking or purpose of study

insert study area map

You may inspect the proposed terms of reference during normal business hours at the following locations:

1. 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.

1. Ministry of the Environment and Climate Change regional and/or district office closest to study area
2. Proponent’s office
3. Other public viewing locations (for example, municipal offices, libraries)
4. Website address where the terms of reference is posted

Your written comments about the terms of reference must be received before insert last day in the thirty-day comment period. All comments must be submitted to:

name of Project Officer, Project Officer

Ministry of the Environment and Climate Change

Environmental Approvals Branch

135 St. Clair Avenue West, 1st Floor

Toronto, Ontario M4V 1P5

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

Fax: 416-314-8452

A copy of all comments will be forwarded to the proponent for its consideration.

For further information on the proposed study please contact:

insert proponent 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 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 s.37 of the *Freedom of Information and Protection of Privacy Act*. Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential. For more information, please contact the 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 published

## Notice of Submission of Environmental Assessment

insert Name of Study, Name of Proponent

The name of proponent has completed the name of study. As required under section 6.2(1) of the *Environmental Assessment Act* and according to the terms of reference approved by the Minister of the Environment and Climate Change on insert date terms of reference was approved, the name of proponent has submitted its environmental assessment to the Ministry of the Environment and Climate Change for review and approval.

briefly describe the undertaking, its purpose, and location

insert study area map

As required under the *Environmental Assessment Act*, the environmental assessment will be available for public review and comment from insert start date of review period to insert last day in the seven week review period

You may review the environmental assessment during normal business hours at the following locations:

1. 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.

1. Ministry of the Environment and Climate Change regional and/or district office closest to study area
2. Proponent’s office
3. Other public viewing locations (for example, municipal offices, libraries)
4. Website address where the a copy of the environmental assessment can be accessed

Anyone wishing to provide comments on the environmental assessment must submit their comments in writing and/or by fax to the Ministry of the Environment and Climate Change by insert last day in the seven week review period. All comments must be submitted to:

name of Project Officer, Project Officer

Ministry of the Environment and Climate Change

Environmental Approvals Branch

135 St. Clair Avenue West, 1st Floor

Toronto, Ontario M4V 1P5

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

Fax: 416-314-8452

A copy of all comments will be forwarded to the proponent for its consideration.

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

insert proponent 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 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 s.37 of the *Freedom of Information and Protection of Privacy Act*. Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential. For more information, please contact the Project Officer or the Ministry of the Environment and Climate Change’s Freedom of Information and Privacy Coordinator at 416-327-1434.

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