



Residual Waste Disposal Strategy Community Engagement Program

Prepared by

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London
CANADA

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1.0 Introduction

In London more than one tonne of waste is produced per person each year. This includes waste generated at home as well as waste generated by businesses. Much of this waste is diverted through numerous waste reduction, reuse, recycling, composting and recovery initiatives but the majority of waste produced still requires disposal. Waste that cannot be reduced, reused, recycled, composted or digested is garbage or can be considered Residual Waste (waste that remains after all these activities).

Most of the Residual Waste from London is currently disposed of at the City's W12A Landfill. At the current disposal rates this landfill is expected to reach capacity in 2025. Some of the business waste from London is taken to landfills located outside London for disposal.

To plan for the future, the City has started the development of a long-term Resource Recovery Strategy and a Residual Waste Disposal Strategy. The Resource Recovery Strategy involves the development of a plan to maximize waste reduction, reuse, recycling, resource recovery, energy recovery and/or waste conversion in an economically viable and environmentally responsible manner. The Residual Waste Disposal Strategy involves the development of a long-term plan to manage Residual Waste including the proposed expansion of the W12A Landfill.

Technical Jargon

Our commitment to you is to do our best to provide information in easy-to-understand words. We will try to minimize the use of technical words, however some will be necessary to address the requirements of the provincial government and other approval agencies to ensure legislation, regulation and policies are being met. *"Technical jargon"* used in this report has the first letter capitalized and the reader is referred to the Glossary (Appendix A) for definitions.

Additional residual disposal capacity will require a number of approvals including approval under the *Environmental Assessment Act*. The Environmental Assessment Process is a planning and decision-making process used to promote environmentally responsible decision-making which assesses the potential environmental effects of a proposed Undertaking and consists of two phases. The first phase is the development of a Terms of Reference (ToR). The ToR is the work plan for preparation of the Environmental Assessment (EA) which is the second phase in the EA Process.

The purpose of this report is to provide an overview of the proposed Community Engagement Program for the Terms of Reference (ToR) and the subsequent Environmental Assessment (EA). It is important that the Community Engagement Program for the Residual Waste Disposal Strategy is described separately as the Minister of Environment and Climate Change must see clear evidence that community engagement has been undertaken at an appropriate level before approval of the ToR or any EA.

Resource Recovery Strategy

Many of the community engagement tools, events and activities for the Residual Waste Disposal Strategy will also be used to obtain feedback from the community on the Resource Recovery Strategy.

Community Engagement with the public and other stakeholders is a key component of the EA Process. It enables stakeholders to participate in the planning process and enhance the quality of the Undertaking. The objectives of Community Engagement are:

- To engage key stakeholders from the beginning of the process through a variety of community engagement tools, events and activities. This is to ensure that there are adequate opportunities to learn about the Undertaking and to provide input, feedback and comments and that these comments are considered by the EA project team;
- To engage Indigenous Communities as early as possible in the process and to facilitate their involvement in ways that meet their interests and needs;
- To ensure the consultation process is open, transparent and inclusive;
- To document issues and concerns identified by the public, agencies and other stakeholders and to demonstrate how these concerns and issues have been incorporated into the final ToR; and,
- To fulfill the EA Process public consultation requirements.

2.0 Stakeholders

2.1 General

There are a number of stakeholders that will be involved in the EA Process. These stakeholders can be classified into broad categories as the general public, the Government Review Team and Indigenous Communities.

2.2 General Public

Key stakeholders from the general public include:

- Interested persons, businesses and groups;
- City of London Advisory Committees;
- W12A Landfill Public Liaison Committee; and,
- Waste Management Community Liaison Committee (to be created).

Feedback

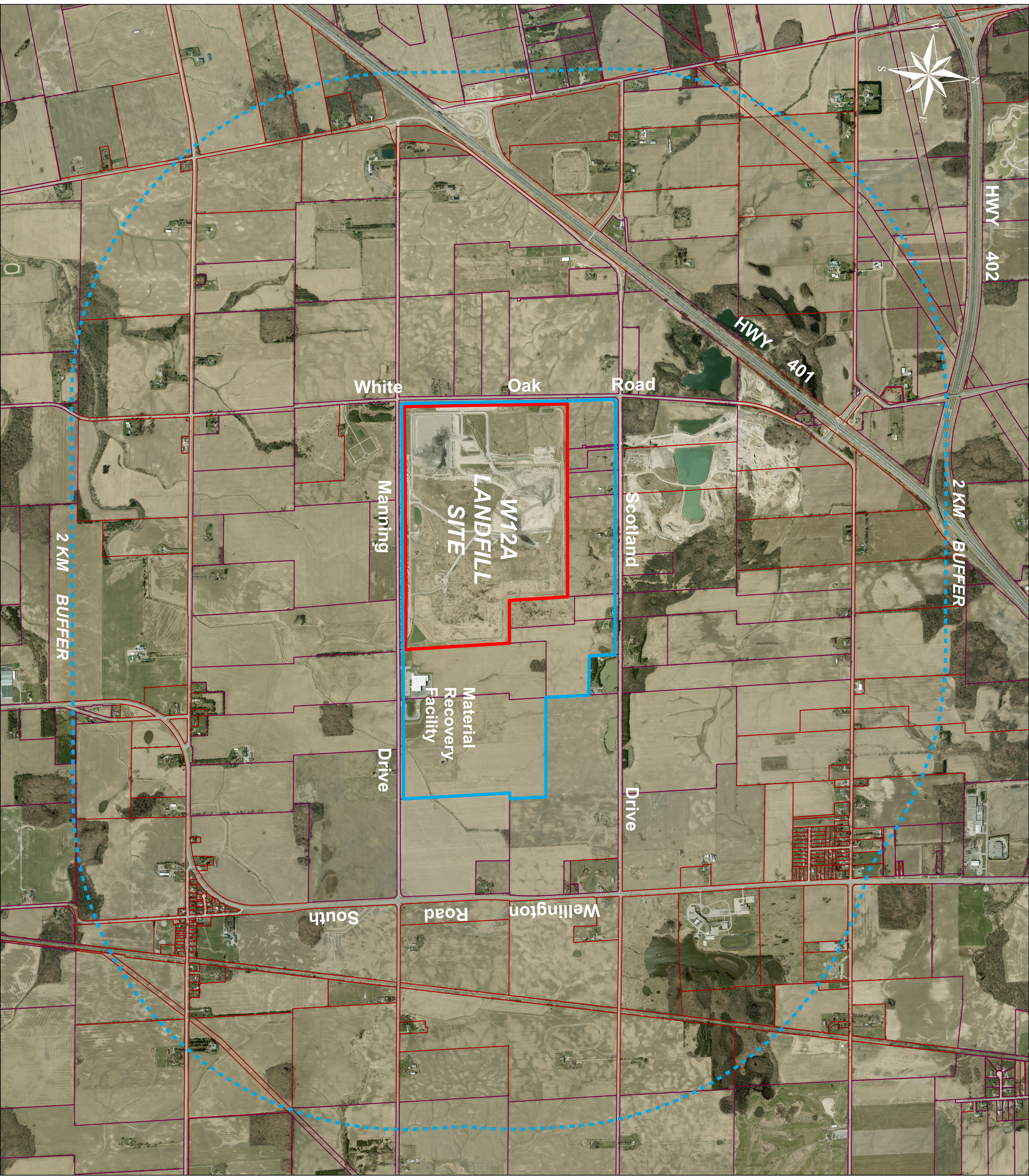
Feedback will be used to identify, for example:

- *Local issues and areas of concern;*
- *How persons or groups may be affected;*
- *Modifications to the Undertaking that may address their concerns; and*
- *Comments on draft ToR and EA documentation.*

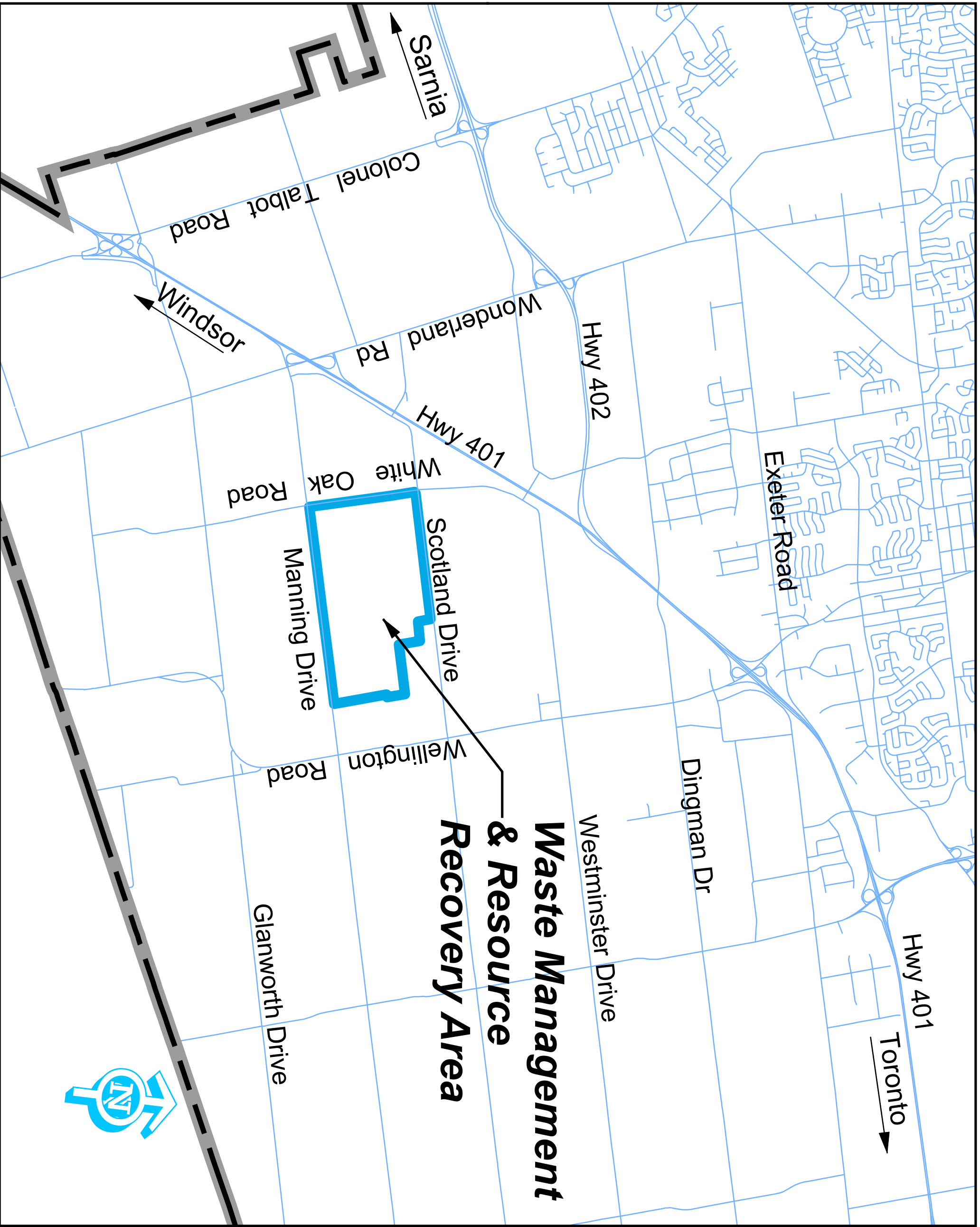
2.3 Interested Persons, Businesses and Groups

Broad base advertising (e.g., social media, newspaper advertisements) will be used to notify interested persons, businesses and groups of the EA Process. In addition, notices or newsletters regarding the EA Process will be mailed to all property owners and tenants within two kilometres of the Waste Management and Resource Recovery area which includes the W12A Landfill site (Figure 1).

The City will engage interested persons, businesses and groups and seek feedback through a variety of methods such as open houses, letter and email correspondence, social media, *getinvolved.London.ca* website, the City's website and newspaper advertisements.



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City of London

Residual Waste Strategy Community Engagement Plan

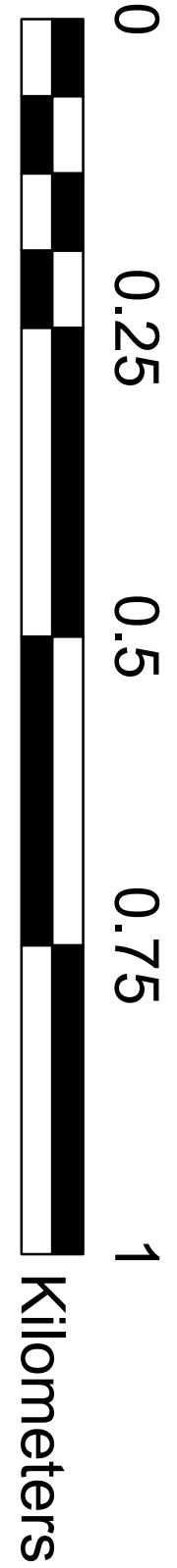
**Figure 1: Notification Area
Surrounding Waste Management
& Resource Recovery area**

Legend

- W12A Landfill Site
- Waste Management & Resource Recovery Area
- Notification Area 2 km Buffer

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Solid Waste Management Division

2.4 City of London Advisory Committees

The City of London has a number of Advisory Committees that are made up of residents and representatives for specific community and business organizations whose purpose is to provide information, advice and recommendations to City Council, through Standing Committees. Standing Committees, whose members consist of members from City Council, make recommendations to City Council with respect to a specific area of the City's responsibility.

Three Advisory Committees in particular may have interest in the EA and will be contacted early in the process to determine if and how they would like to participate in the process:

Advisory Committee on the Environment (ACE)

ACE reports to the Municipal Council through the Planning and Environment Committee. ACE provides input, advice and makes recommendations on environmental matters affecting the City of London.

Agriculture Advisory Committee (AAC)

AAC reports to Municipal Council through the Planning and Environment Committee. The AAC provides input on agricultural and rural issues as a major component of land use planning and development, provides liaison between agricultural and rural communities and Municipal Council and helps to ensure that the City of London maintains a secure and economically viable agricultural industry.

Environmental and Ecological Planning Advisory Committee (EEPAC)

EEPAC reports to Municipal Council through the Planning and Environment Committee. The EEPAC provides technical advice to the City of London on matters which are relevant to the City of London's Official Plan, including London's natural heritage systems (Environmentally Significant Areas, woodlands, stream corridors, etc.).

2.5 W12A Landfill Public Liaison Committee (PLC)

The W12A Landfill PLC serves as a focal point for the distribution, review and the exchange of information and monitoring results relevant to the operation of the City's landfill. The PLC is also responsible for recommending projects to the City that are paid for from monies in the Community Enhancement Fund. This fund receives a portion of the tipping fee revenue from the W12A Landfill.

The W12A Landfill PLC meets bi-monthly. It was established in 2009 by Council Resolution and has held about 40 meetings since its startup. The majority of its members live near the landfill. The W12A Landfill PLC will be sent all public notices on the process and be provided with regular updates at their meetings.

The W12A Landfill PLC will be given the opportunity to have one or two of its members be a part of the Waste Management Community Liaison Committee.

2.6 Waste Management Community Liaison Committee (CLC)

The City will establish a new liaison committee whose purpose is to ensure that the interests of multiple stakeholders are equally and adequately represented throughout the development of the Residual Waste Disposal Strategy and the accompanying Resource Recovery Strategy.

The Waste Management CLC will also function as a liaison (feedback) panel to assist City and technical consultant staff as part of the overall Community Engagement Program for the EA process. It will provide input on the ToR and the EA studies, provide input on communication materials to be used in the community engagement activities and provide feedback on issues and concerns received from the public, as appropriate.

The proposed composition of the Waste Management CLC is presented in Table 1.

Table 1 – Proposed Composition of Waste Management CLC

Member	Selection Process
One or two members from a community group with an interest in the environmental	Will approach London Environmental Network to recommend a participant
One or two members from a community association	Will approach London Urban League to recommend a participant
One or two members of the local business community	Will approach London Chamber of Commerce to recommend a participant
One or two waste management companies using the W12A Landfill and/or involved in resource recovery	Waste haulers will be invited to submit an application to participate
One or two members from the W12A Landfill Public Liaison Committee	Will approach W12A Landfill PLC to recommend a participant
Two (2) members at large	Public will be invited to submit an application to participate

Further details of the proposed Waste Management CLC are provided in Appendix B.

2.7 Government Review Team

The Government Review Team consists of staff from various government ministries and agencies (federal, provincial including local Conservation Authorities and municipal including local Boards of Health) who have an interest in the Undertaking. Details on who the members of the Government Review Team are and how they are selected are provided in Appendix C. At this point in time, 20 provincial level reviewers and four federal level reviewers have been included.

The Government Review Team will contribute to the process by:

- Providing information and guidance within their mandated areas of responsibility that the City should consider when preparing the ToR; and,
- Reviewing and providing comments on the draft ToR and EA documentation.

At a minimum, members of the Government Review Team will receive all mandatory notices and be provided a copy of all draft ToR and EA reports for review and comment.

Additional involvement by individual Government Review Team members will be made on a case by case basis as required.

2.8 Indigenous Communities

The City will engage Indigenous Communities as early as possible in the development of this ToR to facilitate their involvement in the process in ways that meet their interests and needs. The Indigenous groups will be consulted on how they would like to be involved in the EA Process.

A list of potentially affected Indigenous Communities was developed in consultation with the Ministry of Environment and Climate Change (MOECC), the Ministry of Indigenous Relations and Reconciliation, and Aboriginal Affairs and Northern Development Canada (Appendix D). The Indigenous Communities to be consulted in the EA Process with are shown in Table 2.

Table 2 – Indigenous Communities

First Nation	Contact Details
Aamjiwnaang First Nation	978 Tashmoo Avenue Sarnia, ON, N7T 7H5 Phone: 519-336-8410/ Fax: 519-336-0382
Bkejwanong (Walpole Island) First Nation	117 Tahgahoning Road R.R. #3, Wallaceburg, ON, N8A 4K9 Phone: 519-627-1481/ Fax: 519-627-0440
Caldwell First Nation	14 Orange Street Leamington, ON, N8H 1P5 Phone: 519-322-1766/ Fax: 519-322-1533
Chippewas of the Thames First Nation	320 Chippewa Road R.R. #1, Muncey, ON, N0L 1Y0 Phone: 519-289-5555/ Fax: 519-289-2230
Chippewas of Kettle and Stony Point	6247 Indian Lake, Kettle and Stony Point FN, ON, N0N 1J1 Phone: 519-786-2125 /Fax: 519-786-2108
Moravian of the Thames	14760 School House Line R.R. #3, Thamesville, ON, N0P 2K0 Phone: 519-692-3936/ Fax: 519-692-5522
Munsee-Delaware Nation	289 Jubilee Road R.R. #1, Muncey, ON N0L 1Y0 Phone: 519-289-5396/ Fax: 519-289-5156
Oneida Nation of the Thames	2212 Elm Avenue Southwold, ON, N0L 2G0 Phone: 519-652-3244/ Fax: 519-652-9287
Southern First Nations Secretariat	22361 Austin Line Bothwell, ON, N0P 1C0 Phone: 519-692-5868/ Fax: 519-692-5976

3.0 Management/Reporting Structure

3.1 General

There are a number of groups that will be involved in developing the ToR and the EA. These are listed below along with a brief description of their role and responsibilities. Ultimately City Council will make the final decision to approve submission of the ToR and subsequently the EA to the MOECC for final approval.

3.2 City Project Team

The City Project Team consists of City staff involved in overseeing the EA Process and responsible for its completion. Portions of the EA Process will be completed in-house by the City Project Team and other portions will be completed by outside technical consultants under the supervision of the City Project Team. The City Project Team will be managed by Jay Stanford, Director – Environment, Fleet and Solid Waste.

3.3 Technical Consultants

The City will be engaging a number of technical consultants to assist with completing the EA Process. Golder Associates has been hired to assist with the overall process and the analysis of alternatives. Other technical consultants will be hired as required to complete specific technical studies (e.g., air quality assessment, noise study, hydrogeology, etc.).

3.4 Waste Management Working Group

The Waste Management Working Group (WMWG) is comprised of members of Council and will meet on a regular basis to provide direction to the City Project Team, review findings and provide input to City Council, through the Civic Works Committee. The Terms of Reference for the WMWG is provided in Appendix E.

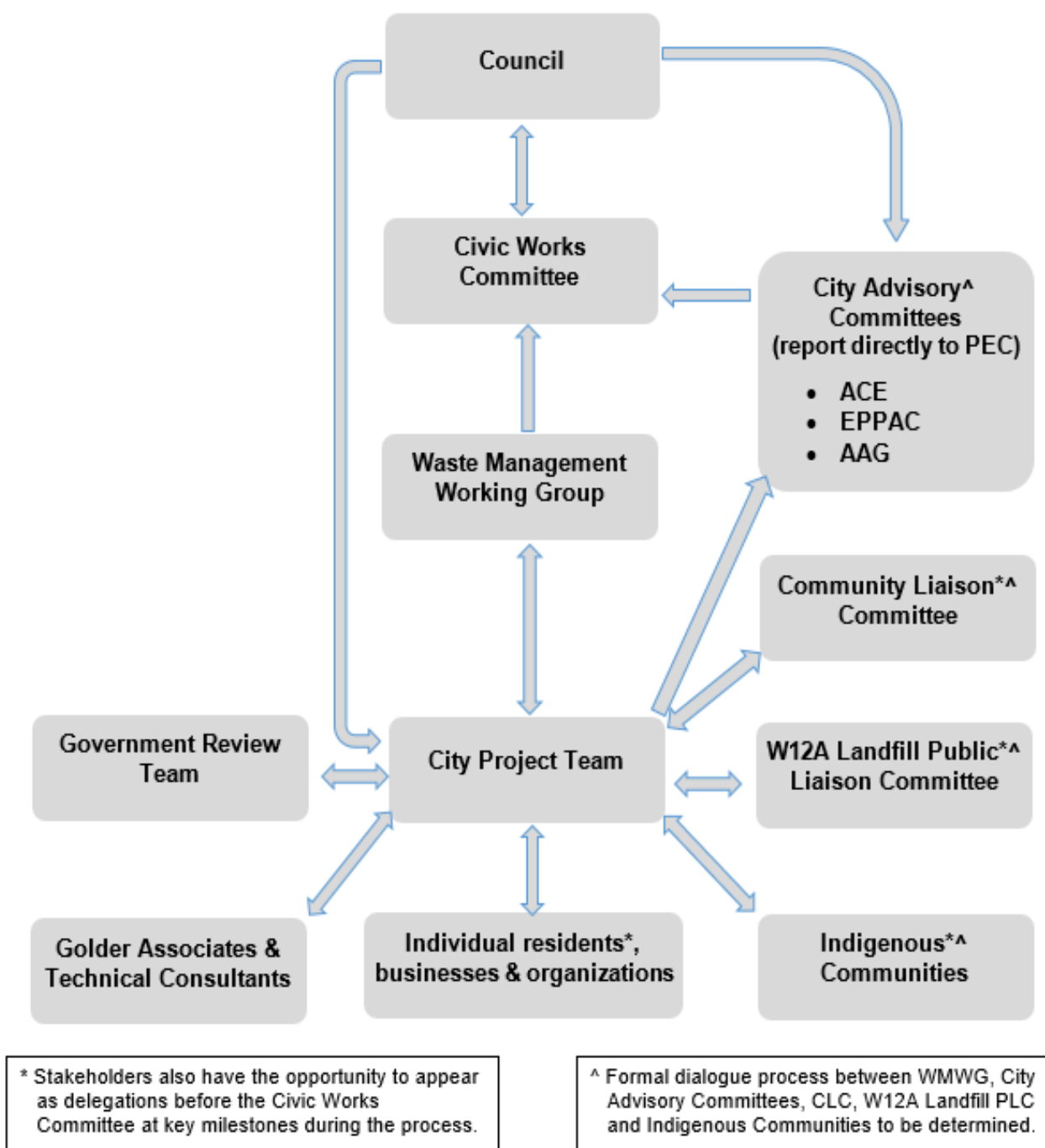
3.5 Civic Works Committee

The Civic Works Committee is a Standing Committee that deals with transportation, water, wastewater and solid waste matters, among others. As noted earlier, Standing Committees hear delegations from the public, reviews reports from staff and advisory committees and makes recommendations to City Council.

3.6 Flow of Information

The typical flow of information between the various groups listed above who:

- 1) develop the ToR/EA;
- 2) the stakeholders listed in Section 2 who review and comment what is proposed and;
- 3) City Council who has the final decision on what is submitted to the MOECC for approval (Figure 2).

Figure 2 – Typical Flow of Information/Reporting Structure

PEC – Planning & Environment Committee, a Standing Committee of Council

ACE – Advisory Committee on the Environment

EPPAC – Environmental and Ecological Planning Advisory Committee

AAC – Agricultural Advisory Committee

WMWG - Waste Management Working Group

4.0 Community Engagement

4.1 Terms of Reference Phase

The Community Engagement Program will be implemented to engage the public, Indigenous Communities, government agencies and other interested parties in the ToR process. As previously identified, a variety of methods will be used to reach the stakeholders including newspaper advertisements, letter/email correspondence, media releases, social media and the City's website.

Input will be obtained through a number of engagement activities, as proposed below. The results of the Community Engagement Program during preparation of the ToR will be presented in the ToR Report.

The proposed community engagement activities for the ToR phase are listed in the approximate order in which they are likely to occur.

- **Notice of Commencement (NOC)** - The NOC will announce the start of the ToR phase. The NOC will be advertised in The Londoner newspaper and posted on the City's *getinvolved.london.ca* website. It will provide a brief overview of the proposed Undertaking, the application process for participation in the Waste Management CLC, open house #1 and how to contact the City with questions and comments.

The NOC, accompanied by a letter of introduction from the City about the Undertaking, will be emailed or mailed to:

- Government Review Team members;
 - Indigenous Communities;
 - Businesses that use the W12A Landfill;
 - Properties located within a 2 km radius of the Waste Management and Resource Recovery area; and,
 - Key Community Organizations.
- **Website** - The City's website will allow stakeholders to stay up to date on the ToR Process, get background information and documents, find out about upcoming community engagement activities and will include a number of engagement tools to provide feedback including the new *getinvolved.London.ca* website.
- **Interested Stakeholders Contact List** - The City will maintain a contact list of anyone who has expressed an interest in being involved in the process. Anyone on the contact list will be notified of all community engagement events as well as be provided general updates on the status of the EA Process on a regular basis.
- **Advertising of Community Engagement Events** – The minimum advertising for specific community engagement events (e.g., open houses, circulation of Draft Terms of Reference, Notice of Submission) will be placement of an ad in The Londoner newspaper, information posted on the City's website and a notice mailed to persons and groups on the Interested Stakeholders Contact List.

- **Waste Management CLC Meetings** – The Waste Management CLC will meet on a regular basis to provide feedback to the City Project Team. These meetings will be open to the public.

- **Open House #1** – The first open house will be to inform the public about the EA Process, the Community Engagement Program and to seek input on the Undertaking (project) and the range of “Alternatives To” being considered.

General Format of Open Houses

The format of the open house is proposed to:

- *Be an informal setting*
- *Allow individuals to browse information on display boards*
- *Give residents access to the City Project Team to answer questions*
- *Provide presentations as required*

- **Open House #2** – The second open house is to inform the public about the preferred various “Alternatives To” being considered and to solicit input on proposed Comparative Evaluation Criteria and the various technical work plans (e.g., transportation, air quality, hydrogeology, etc.) to evaluate the alternatives.
- **Other Meetings/Presentations** - The City Project Team will be available to meet and/or make presentations to interested persons individually and/or to groups (depending on the preference of the persons) who want further details or who want to speak directly to staff about any concerns or input they have. Staff will customize the meeting/presentation to the needs of each group or individual but in general each will include an explanation the EA Process, provide information, answer questions and provide opportunities for residents to deliver feedback.

The City Project Team will proactively approach ACE, AAC, EEPAC, W12A Landfill PLC, the London Chamber of Commerce and the Urban League of London early in the process to offer to provide a presentation to each of their organizations and to encourage their involvement in the process.

- **Indigenous Communities** - In addition to the community engagement activities described above, consultation specific to individual Indigenous Communities will also be carried out. It is recognized that Indigenous Communities have specific interests and rights with regard to consultation on projects that might potentially affect them. The consultation with Indigenous Communities will provide insight into the potential effects on Indigenous communities, including the potential effects on use of lands for traditional purposes. It is also recognized that Indigenous communities may have specific and differing needs with regard to how they would like to be consulted.
- **Draft Terms of Reference** – A draft ToR will be prepared and circulated to key stakeholders for review. This allows potential issues to be identified and considered early on in the process. It also allows identification and feedback on major gaps and omissions that if not corrected may lead to amendments to the document once it is formally submitted.

- **Notice of Submission (NOS)** - The NOS will announce the formal submission of the completed ToR to the MOECC for approval. Stakeholders will have the opportunity to directly provide comments to the MOECC on the ToR.

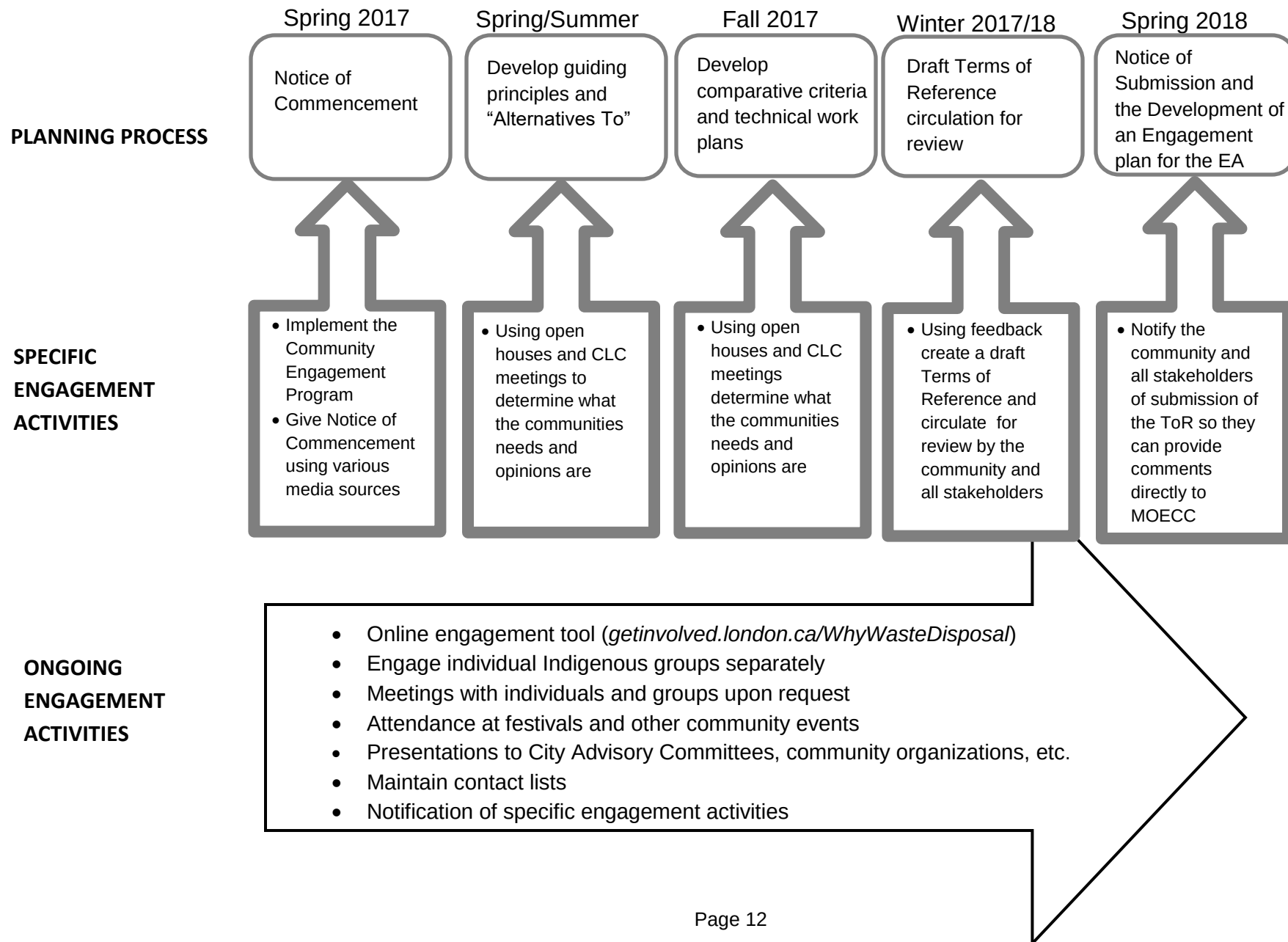
A flow chart showing the sequence of community engagement events is presented in Figure 3. It should be noted that additional community engagement activities may be added, as required, depending on the response from the stakeholders.

4.2 EA Phase

The Community Engagement Program for the EA phase will be developed at the end of the ToR Phase taking into account what worked, what did not work and what requires changes as a result of the ToR Community Engagement Program.

It is expected that the Community Engagement Program for the EA phase will have many of the same features used in the ToR phase including NOC, the use of the City website, the Interested Stakeholders Contact List, advertising of community engagement events, Waste Management CLC meetings and open houses.

Following approval of the ToR, the City will contact the identified Indigenous Communities and invite discussions on the EA Process to ensure that Indigenous Community concerns and input are received and incorporated. These concerns and input will be identified in the EA, and any measures required to be developed and implemented to mitigate these issues would be incorporated into the proposed Undertaking and described in the EA Report.

Figure 3 – Suggested Sequence of Community Engagement Events for Terms of Reference Phase

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Appendix A

Acronyms and Glossary of Terms

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“*Technical jargon*” used in this report has the first letter capitalized and their definitions are presented below. Many of the definitions listed below come from *Code of Practice: Consultation in Ontario’s Environmental Assessment Process* (MOECC, 2014) and *Code of Practice: Terms of Reference* (MOECC, 2014).

Acronym/Term	Definition
(the) Site	(the) W12A Landfill located at 3502 Manning Drive, London.
(the) Undertaking	The proposal and activities associated with the EA for the developing a long term Residual Waste Disposal Strategy as described in this ToR.
Aboriginal Peoples	The <i>Constitution Act</i> , 1982 specifies that Aboriginal Peoples include Indian, Inuit, and Métis peoples of Canada.
Indigenous Communities	Those aboriginal communities that are being asked for input in the Community Engagement Program. Those Aboriginal Communities being asked for input are Aamjiwnaang First Nation, Caldwell First Nation, Chippewas of Kettle & Stoney Point First Nation, Chippewas of the Thames First Nation, Delaware Nation- Moravian of the Thames, Munsee-Delaware Nation and Oneida Nation of the Thames.
Advisory Committee	A committee comprised of knowledgeable, prominent, and credible members of the public with expertise in agricultural, environmental, and ecological planning issues. These committees provide information, advice, and recommendations to City Council, through Standing Committees.
Alternative Methods	Alternative methods of carrying out the proposed undertaking are different ways of doing the same activity. Alternative methods could include consideration of one or more of the following: alternative technologies, alternative methods of applying specific technologies, alternative sites for a proposed undertaking, alternative design methods, and alternative methods of operating any facilities associated with a proposed undertaking.
Alternatives	Both alternative methods and alternatives to a proposed undertaking.
Alternatives to	Alternatives to the proposed undertaking are functionally different ways of approaching and dealing with a problem or opportunity.
Application	An application for approval to proceed with an undertaking under subsection 5(1) of the <i>Environmental Assessment Act</i> .
Approval	Permission granted by an authorized individual or organization for an undertaking to proceed. This may be in the form of program approval, certificate of approval or provisional certificate of approval.

Certificate of Approval (waste)	An approval issued by the Ministry of the Environment for the establishment and operation of a waste management site/facility. Now referred to as an Environmental Compliance Approval.
City of London	The Corporation of the City of London (the proponent), used when referencing the political or corporate administrative body.
CLC	Community Liaison Committee
Community Engagement Program	A plan which sets out the formal engagement activities the City of London will undertake throughout the ToR and EA Process.
Community Mitigative Measures Fund	The Community Mitigative Measures Fund addresses special circumstances in the broader community in the vicinity of the W12A landfill, that are not covered by the W12A Landfill Community Enhancement and Mitigative Measures Program ("right of first refusal payments, property value protection and property acquisition). The W12A Landfill Public Liaison Committee makes recommends to City Council on how to spend the money in the fund.
Conditions	Conditions of <i>Environmental Assessment Act</i> approval are legally binding and may be used as a compliance tool. Conditions can determine the way in which detail design, implementation and operation or closure of an undertaking will proceed. Conditions of <i>Environmental Assessment Act</i> approval will depend on the details of the undertaking and the Environmental Assessment and may be used to address Government Review Team and public community concerns.
Conservation Authority	A local, community-based natural resource management agency based in Ontario, Canada. London is home to three conservation authorities, The Upper Thames River Conservation Authority (UTRCA), the Lower Thames River Conservation Authority (LTRCA), and the Kettle Creek Conservation Authority (KCCA).
Engagement (or Consultation)	A two way communication process to involved interested persons in the planning, implementation and monitoring of a proposed undertaking. Engagement 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, provide guidance to the proponent about the preparation of the Terms of Reference and environmental assessment, ensure that relevant information is shared about the proposed Undertaking, encourage the submission of requests for further information and analysis early in the environmental assessment process, enable the ministry to make a fair and balanced decision.

CLC	Waste Management Community Liaison Committee
Council	The Municipal Council for the Corporation of the City of London
CR&D waste	Construction, Renovation and Demolition waste
EA	Environmental Assessment
EAA	<i>Environmental Assessment Act</i>
ECA	Environmental Compliance Approval
Environment	As defined by the <i>Environmental Assessment Act</i> , environment means: <ul style="list-style-type: none"> 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 f) Any part or combination of the foregoing and the interrelationships between any two or more of them
Environmental Assessment	Environmental assessment is a study, which assesses the potential environmental effects (positive or negative) or a proposal. Key components of an environmental assessment include consultation with government agencies and the public; consideration and evaluation of alternatives; and, the management of potential environmental effects. Conducting an environmental assessment promotes good environmental planning before decisions are made about proceeding with a proposal. This is also referred to as an “individual” environmental assessment.
<i>Environmental Assessment Act</i>	The Environmental Assessment Act is a provincial statute that sets out a planning and decision making process to evaluate the potential environmental effects of a proposed undertaking. Proponents wishing to proceed with an undertaking must document their planning and decision making process and submit the results from their environmental assessment to the minister for approval.
Environmental Effect	The effect that a proposed undertaking or its alternatives has or could potentially have on the environment, either positive or negative, direct or indirect, short or long term.
EPA	<i>Environmental Protection Act (Ontario)</i>

Flow of Information	The way in which information between the various groups involved in the environmental assessment moves.
Golder	Golder Associates, Ltd. The technical consultant assisting with the project.
Government Review Team	Staff from government ministries and agencies (federal; provincial, including local Conservation Authorities; and, municipal including local boards of health) who contribute to the review of environmental assessment documentation (terms of reference and environmental assessment) by providing comments from their mandated areas of responsibility.
GRT	Government Review Team
IC&I waste	Industrial, Commercial, and Institutional waste
Indicators	Specific characteristics of the environmental components that can be measured qualified or determined in some way.
Interested persons	Individuals or organizations with an interest in a particular undertaking. Persons with an interest in a particular undertaking often include neighbours and individuals, environmental groups or clubs, naturalist organizations, agricultural organizations, sports or recreational groups, organizations from the local community, municipal heritage committees, ratepayers associations, cottage associations, Aboriginal peoples and communities, Francophones and businesses.
London Chamber of Commerce	The London Chamber of Commerce is a politically independent, membership based, volunteer driven, not-for profit organization whose mission is to lead and serve the London business community by offering insightful and meaningful policy contributions, and leading initiatives that positively influence London's social and economic landscape.
Minister	Minister of the Environment and Climate Change
Ministry	Ministry of the Environment and Climate Change
Ministry Technical Reviewers	Ministry of the Environment and Climate Change staff, other than the Project Officer, who contribute to the review of the draft and final environmental assessment. They form part of the Government Review Team for the proposal.
MOAAND	Ministry of Aboriginal Affairs and Northern Development Canada
MOECC	Ministry of the Environment and Climate Change
MOIRR	Ministry of Indigenous Relations and Reconciliation
NOC	Notice of Commencement

Open House	An informal setting which allows for individuals from the public and community groups to browse information on display boards, ask questions to the Project team, and listen to a formal presentation
OWRA	<i>Ontario Water Resources Act</i>
Places of Public Record	Official locations where interested persons may review the environmental assessment.
PLC	Public Liaison Committee
Project Officer	The assigned staff person from the MOECC Environmental Approvals Branch who manages and coordinates the review of the components of an Environmental Assessment Act application for approval. The Project Officer also provides guidance on the environmental assessment process to proponents, government agencies, and other interested persons.
Proponent	A person, agency, group, or organization that carries out or proposes to carry out an undertaking or is the owner or person having charge, management or control of an undertaking.
Public Engagement (or Public Consultation)	A regulatory process by which the public's input on matters affecting them is sought. Its main goals are improving the efficiency, transparency, and public involvement on a project (such as development of a long term Residual Waste Disposal Plan).
Stakeholders	A person or group with an interest or concern in the long term plans for the management of residual waste.
Standing Committees	Standing Committees are permanent committees that meet regularly and report to City Council. These committees are made up of members from City Council.
Terms of Reference	A document prepared by the proponent and submitted to the Ministry of the Environment for approval. The Terms of Reference document sets out the framework for the planning and decision making process to be followed by the proponent during the preparation of an EA in other words, it is the City of London's (the proponent's) work plan for what is going to be studied. If approved, the EA must be prepared according to this ToR. The ToR also provides the frameworks for evaluating the EA.
ToR	Terms of Reference
Waste Management Community Liaison Committee	A group established specifically for this project with the objective of ensuring the interests of multiple stakeholders are equally and adequately represented throughout the EA Process.

Waste Management Working Group	The Waste Management Working Group is a committee of Council that will meet on a regular basis to provide direction to the City Project Team, review findings and make recommendations about the Residual Waste to the City Council, through the Civic Works Committee.
WMWG	Waste Management Working Group

Appendix B

Waste Management Community Liaison Committee (CLC) Terms of Reference

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Acronyms and Glossary of Terms

Acronym/Term	Definition
W12A Landfill	W12A is the City of London's landfill site located at 3502 Manning Drive. Currently the W12A Landfill accepts residential garbage for disposal, and household special waste for further management.
Certificate of Approval (C of A)	An approval issued by the Ministry of Environment & Climate Change for the establishment and operation of a waste management site/facility. Now referred to as an Environmental Compliance Approval (ECA).
Residual Waste Disposal Strategy	A Strategy that will address the need to manage residual waste in the City of London.
Resource Recovery Strategy	A Strategy to maximize waste reduction, reuse, recycling and resource recovery in an economically viable and environmentally responsible manner.
Environmental Assessment (EA)	An environmental assessment is a study which assesses the potential environmental effects (positive or negative) of an undertaking (i.e., project). Key components of an environmental assessment include consultation with government agencies and the public; consideration and evaluation of alternatives; and, the management of potential environmental effects. Conducting an environmental assessment promotes good environmental planning before decisions are made about proceeding with a proposal. This is also referred to as an "individual" environmental assessment as it deals with a landfill.
Waste Management Community Liaison Committee	The Waste Management Community Liaison Committee (CLC) is a committee made up of multiple stakeholders to ensure that the interests of community stakeholders are equally and adequately represented throughout the EA process for waste disposal (landfill expansion) including the development of a Resource Recovery Strategy. It is also designed to function as a liaison (feedback) panel to assist the City and project staff as part of the overall Community Engagement Program for the EA process.
Terms of Reference (ToR)	A document prepared by the proponent (in this case the City of London) and submitted to the Ministry of Environment & Climate Change for approval. The Terms of Reference document sets out the framework for the planning and decision making process to be followed by the proponent during the preparation of an EA; in other words, it is the City of London's work plan for what is going to be studied. If approved, the EA must be prepared according to the ToR. The ToR also provides the framework for evaluating the EA.

1.0 Background

In London more than one tonne of waste is produced per person each year. This includes waste generated at home as well as waste generated by businesses. Much of this waste is diverted through numerous reuse, recycling and composting/digesting programs. The waste that cannot be reduced, reused, recycled or composted/digested is considered Residual Waste (e.g., garbage).

City staff have been directed to develop a Resource Recovery Strategy which is a plan to maximize waste reduction, reuse, recycling, resource recovery, energy recovery and/or waste conversion in an economically viable and environmentally responsible manner. Resource Recovery strategies (i.e., often known as waste diversion strategies) are developed and approved at the local government level and do not require Provincial government approval. However, these strategies do serve as input into Provincial Government decision-making as related to approval of the Residual Waste Disposal component.

The Residual Waste Disposal Strategy involves the development of a long-term plan to manage residual waste (waste after resource recovery) and involves completion of an Individual Environmental Assessment (EA) as prescribed by the Ministry of Environment & Climate Change (MOECC). The Individual EA requires approval by the Minister of Environment & Climate Change and the Cabinet. The EA being undertaken by the City of London is going to focus on a landfill expansion of the W12A Landfill.

2.0 Understanding the Many Opportunities to Participate in the Environmental Assessment (EA) Process and the Development of the Resource Recovery Strategy

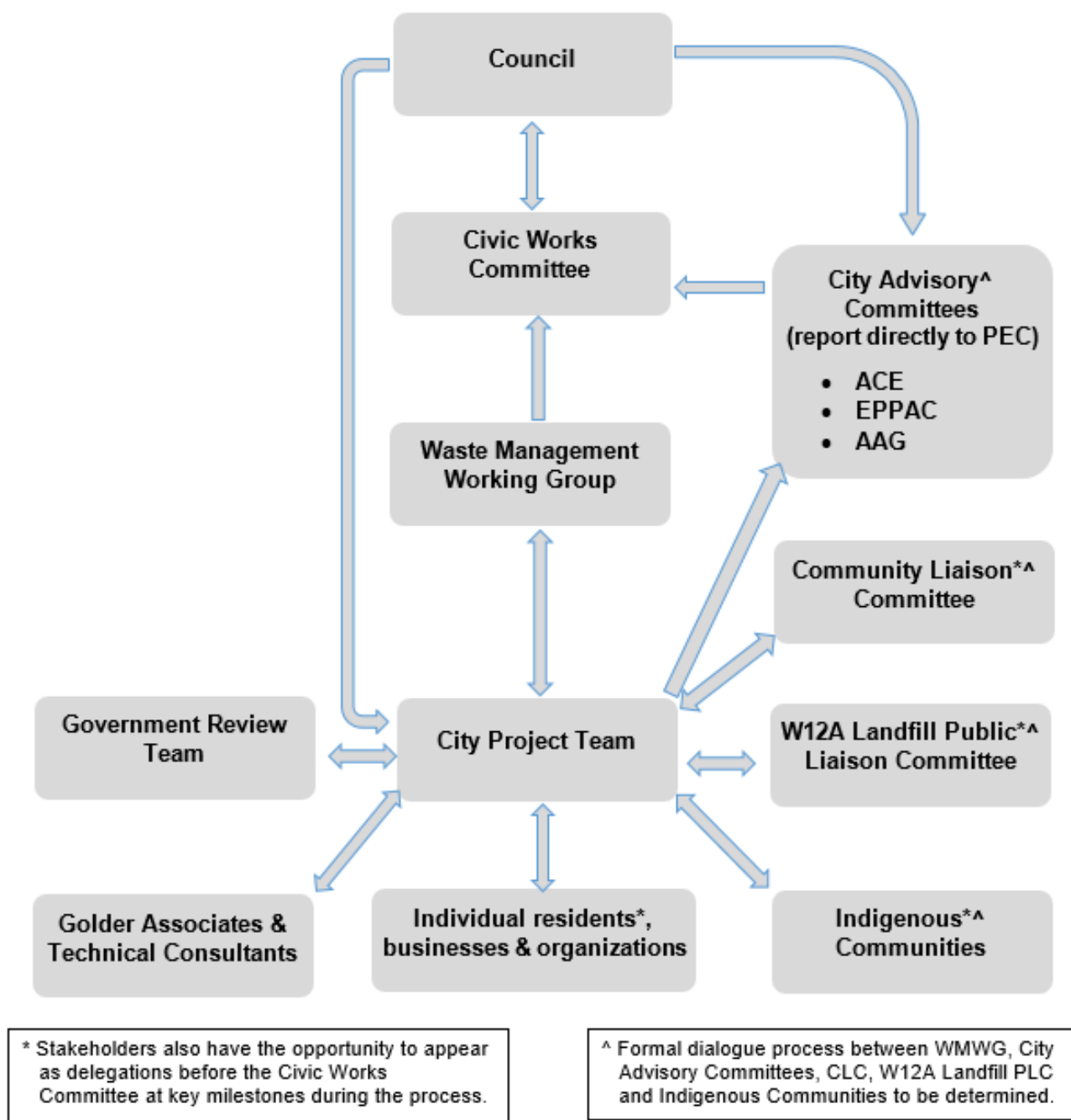
The Community Engagement Program approved by Municipal Council meets all requirements of the Provincial Government for undertaking EAs, plus it meets the City of London Community Engagement Policy. In many areas, City staff believe it exceeds what is required for engagement and what has been done in the past. The process, including reporting arrangements, is shown on Figure 1 on the next page.

3.0 Purpose/Mandate of Waste Management Community Liaison Committee (CLC)

There are two main purposes of the Waste Management Community Liaison Committee (hereafter referred to as the CLC). First, it is to make sure that the interests of multiple stakeholders are equally and adequately represented throughout the EA process and Resource Recovery Strategy development, by participation of key individuals representing specific stakeholders. City staff will strive to ensure that the Committee is as well-balanced as possible.

Second, the CLC has been designed to function as a liaison (feedback) panel to assist City and technical consultant staff as part of the overall Community Engagement Program for the EA process and Resource Recovery Strategy.

Figure 1 – Reporting Structure



PEC – Planning & Environment Committee, a Standing Committee of Council
Waste Management Working Group - comprised of members of Municipal Council
ACE - Advisory Committee on the Environment
EPPAC - Environmental and Ecological Planning Advisory Committee
AAC - Agricultural Advisory Committee

Responsibilities of the CLC will include providing:

- a channel for other citizens or businesses to share their views on matters within the CLC's terms of reference
- input and feedback on communication materials to be used in the community engagement program
- advice on relevant issues that are important to a community stakeholder category
- input and feedback on the ToR and EA Studies developed by City staff and/or technical consultants
- assistance in evaluating and understanding relevant issues identified from the public as appropriate, and
- a balanced discussion to ensure that all CLC members are heard, differing viewpoints are noted and thorough discussion occurs.

It is important to note that consensus on issues is not required. Differences of opinion are important and will be noted by stakeholder category. City staff welcome this important input, feedback and information exchange. In summary, the CLC is not designed to influence decisions, to ignore or prevent ideas from being discussed or to support specific community groups or individuals. It is designed to help ensure that everyone is heard, concerns are raised, opportunities and challenges are discussed, and that Londoners and businesses are being represented.

4.0 Composition

Unless otherwise agreed upon by the City of London, the following representatives will be selected to participate in the CLC:

- One or two members from a community group with an interest in the environment
- One or two members from a community association
- One or two members of the local business community
- One or two waste management companies using the W12A Landfill and/or involved in resource recovery
- One or two members from the W12A Landfill Public Liaison Committee
- Two (2) members at large

The public will be invited to submit an application to participate in the CLC. A maximum of 12 participants will be selected by the City of London (see section 5.0). The City reserves the right to expand the membership if there are stakeholder categories it feels are not being represented and/or other stakeholder categories come forward that have shown an interest in participating in the process through the CLC.

An ideal candidate will have a:

- direct interest in the London community as a resident, business owner or property owner benefitting from a local Residual Waste Disposal Strategy and Resource Recovery Strategy,

- willingness to listen to others between meetings and bring those points to a CLC meeting,
- willingness to be prepared for CLC meetings by reading background materials,
- positive attitude to work on subject matters that have different viewpoints,
- passion for the community, and
- commitment to work on a project over several years.

5.0 Member Selection Process

A short application must be completed and submitted to the City of London. The form is found at getinvolved.london.ca/WhyWasteDisposal. Completed applications can be e-mailed to tlee@london.ca, or faxed to the attention of T. Lee at (519) 661-2354 or sent by regular mail to the attention of T. Lee, Solid Waste Management, P.O. Box 5035, London, Ontario N6A 4L9. Applications must be received by April 20, 2017.

Step One

Eligible applicants for the stakeholder category of 'Member at Large' that would not be eligible for any of the other stakeholder categories will be considered first.

Step Two

If more than two eligible applicants apply for Member at Large, the Managing Director, Environmental & Engineering Services & City Engineer will randomly draw two names from all eligible applicants for appointment. The names of the remaining applicants will be retained for consideration should a subsequent vacancy in this category occur. The Managing Director, Environmental & Engineering Services & City Engineer will draw a name from all remaining eligible applicants to fill any vacancies, should a vacancy arise.

Step Three

Eligible applicants in each of the remaining categories will be considered.

Step Four

If more than two eligible applicants apply for any of the remaining stakeholder categories, the Managing Director, Environmental & Engineering Services & City Engineer will randomly draw two names from all eligible applicants within each category for appointment. The names of the remaining applicants will be retained for consideration should a subsequent vacancy in a particular category occur. The Managing Director, Environmental & Engineering Services & City Engineer will draw a name from all remaining eligible applicants to fill any vacancies within a particular category, should a vacancy arise.

Step Five

Applicants will be contacted by the City of London in order to be advised if they have been selected for appointment, if they will be considered for a future appointment, or if, for some reason, they are not eligible for appointment.

6.0 City Co-Chair and Election of a Community Co-Chair

The CLC will have two Co-Chairs. The City Co-Chair will be the Director, Environment, Fleet & Solid Waste. The backup will be the Project Manager for the EA. The Community Co-Chair and their back-up will be elected from amongst the members of the CLC at its first meeting. Any nominated individuals will have the opportunity to accept or decline the nomination. The person receiving the largest number of votes will be elected for the respective position.

The role of the City Co-Chair is to:

- a) ensure that the CLC meetings are run fairly
- b) ensure participation is being encouraged from all members
- c) prepare and circulate meeting materials
- d) arrange presentations
- e) prepare meeting records

The role of the Community Co-Chair is to:

- a) ensure that a variety of important topics are being considered by the CLC
- b) CLC members are available for community input to bring to the CLC meetings
- c) setting meeting agendas
- d) addressing concerns raised by individual members of the CLC

The role of both Co-Chairs is to:

- preside over meetings of the CLC,
- encourage balanced and professional discussions,
- encourage participation of all members and ensure that any individual does not dominate the discussion and prevent others from speaking,
- enforce the observance of order and decorum amongst members, and
- attend Open Houses.

7.0 Term

The active term for the CLC will be the duration of the EA process. The ToR for the EA and EA studies are currently estimated to run for three to four years. The development of the Resource Recovery Strategy will be completed in 2018.

No compensation will be paid to members of the CLC for their participation. Costs for parking and public transit will be covered by the City of London.

8.0 Proposed Meeting Schedule

All meeting dates will be established by the Co-Chairs in consultation with Committee members. It is anticipated that meetings will be every two months and would be scheduled to start at approximately 6:30pm and conclude about 9:00pm on a weekday evening.

In addition, it is anticipated that a meeting will be required ahead of all major community engagement events (e.g., Open Houses) and prior to the release of all major draft documents. Additional meetings outside those described above may be arranged by the Co-Chairs, if deemed necessary.

9.0 Meeting Structure

The City of London will advise of upcoming meeting dates at least two weeks in advance, unless emergent circumstances make it impossible to provide that amount of advance notice. A meeting Agenda and any attachments will be circulated electronically at least seven days in advance of the meeting (Other forms of distribution may be accommodated, if required), unless circumstances do not permit. Members will be notified if, for some reason, agendas cannot be circulated at least seven days in advance of a meeting.

No more than two delegations from the community shall appear on an Agenda unless agreed to by both Co-Chairs. Delegates will be permitted a maximum of 10 minutes. Written materials must be provided in advance by delegates, for inclusion on the Agenda.

CLC meetings will be open to the public. A meeting record will be kept by the City of London and provided to the CLC for approval. The record will include: outcomes, actions, and responsibilities. Meeting records shall be available to the public and will be forwarded to the Waste Management Working Group (WMWG).

Establishing a measure of support or non-support on certain items will be important. A method of determining support or non-support in such instances will be discussed at the first meeting. The City Co-Chair shall remain neutral and not be included in determining the level of support or non-support on any matter.

10.0 Quorum and Attendance

Quorum will be a simple majority of the CLC members (not including the City Co-Chair). As soon as there is quorum after the time set for the meeting, the Co-Chairs will call the meeting to order. If a quorum is still not present within 30 minutes after the time set for the meeting, then the names of the members present will be recorded and the meeting will be adjourned until the date of the next meeting. If quorum is lost during the meeting and not regained within 15 minutes, the meeting shall stand adjourned until the date of the next meeting.

The CLC may decide to replace a member if that member misses three consecutive meetings. The Community Co-Chair will contact the CLC member after missing two consecutive meetings and issue a reminder of the need to attend the next meeting. The decision to replace the member will be based on a majority vote of current members, excluding the City Co-Chair. When a member is to be replaced, the process identified in Section 5 shall be used to identify an individual to fill the vacancy.

11.0 Collection of Personal Information

The personal information requested on the application form is collected under the authority of the *Municipal Act, 2001* and will be used to assist The Corporation of the City of London employees in selecting appointees for the Waste Management CLC. Questions about this collection may be referred to Jay Stanford, Director, Environment, Fleet & Solid Waste, 300 Dufferin Avenue, London, ON; Tel: 519-661-2500 ext. 5411.

The application form also indicates that by signing or transmitting the application form, consent is given to the collection, use and disclosure of the personal information provided on the form. It is also understood and agreed that the personal information may be disclosed to the public and media by the City of London, upon request, and may be included in publicly disclosed Committee and Council reports, agendas and on the City of London's Internet website.

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Appendix C

Government Review Team

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Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
5.0 PROVINCIAL AGENCIES & MINISTRIES				
GO Transit and Metrolinx				
Jason Ryan Manager, Environmental Programs and Assessment Metrolinx 20 Bay Street, Toronto, ON, M5J 2W3	1 electronic copy	T: 416-202-4895 Jason.Ryan@gotransit.com	Projects of interest include; i) crossings of a GO Transit / Metrolinx transportation corridor or station facility, ii) is within 300m of a GO Transit / Metrolinx transportation corridor, station or maintenance facility, or iii) all transit projects.	Not included Project is not located in the GTA.
Ontario Power Generation				
Ms. Susan A. Rapin, Director Environment Services Ontario Power Generation 700 University Ave. Toronto ON M5G 1X6	Prefers email notifications	T: 416-592-6399 F: N/A susan.rapin@opg.com	Projects within 2 km of an OPG generating site or that could potentially directly impact any Ontario Power Generation generating site or any waterpower projects being built on the same river system as OPG waterpower facilities. If unsure, contact OPG before sending documents.	Not included Project is not known to be within 2 km of an OPG generating site.
Hydro One Networks Inc.				
Manager, Transmission Lines Sustainment Investment Planning Attn: Walter Kloostra Hydro One Networks Inc. 483 Bay Street, North Tower, 15th Floor Toronto ON M5G 2P5	2 hard copies or 1 hard copy if download available.	T: 416-345-5114 F: 416-345-5443 w.d.kloostra@HydroOne.com	Projects that could potentially directly impact HONI facilities or plants (including transmission/ distribution lines/stations). Proponents should clearly identify the proposal's location and outline the type of impact anticipated relative to HONI facilities/plants.	Not included No proposed work outside the existing property footprint.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Conservation Ontario				
Bonnie Fox, Policy and Planning Manager Conservation Ontario 120 Bayview Parkway, Box 11 Newmarket ON L3Y 4W3 www.conservationontario.ca	Electronic	T: 905-895-0716 Ext. 223 F: 905-895-0751 bfox@conservationontario.ca	Parent Class EAs or province-wide EA matters only.	Not included Not a parent class EA or province-wide EA matter.
Conservation Authorities For individual EAs and Class EAs, send to the local Conservation Authority covering the affected area. If no Conservation Authority exists for that area, then no circulation necessary.	1 hard copy	See Municipal Directory at http://www.mah.gov.on.ca/page1591.aspx or http://www.conservationontario.ca/find/index.html	All individual and Class EAs within area covered by the particular Conservation Authority. <u>Please Note:</u> Conservation Ontario and each individual Conservation Authority should be circulated any Class EA annual surveys which are committed to in the Parent Class EAs.	Included Project is an individual EA within the area covered by the Upper Thames River Conservation Authority as well as the Kettle Creek Conservation Authority.
Niagara Escarpment Commission				
Director, Senior Strategic Advisor Niagara Escarpment Commission 232 Guelph Street Georgetown ON L7G 4B1	2 hard copies or 1 if electronic available	T: 905-877-5191 F: 905-873-7452 necgeorgetown@ontario.ca	Projects with potential effects on the Niagara Escarpment Planning Area.	Not included The proposed project is not in close proximity to the Niagara Escarpment Planning Area

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Ministry of Aboriginal Affairs				
Ms. Rachael Manson-Smith, Manager(A) Ministry Partnerships Unit Ministry of Aboriginal Affairs 4 th Floor, 160 Bloor Street East Toronto ON M7A 2E6	Cover letter Project description and key map List of Aboriginal communities that have already been contacted List of previous approvals sought (if any) related to the project	T: 416-325-7032 maa.ea.review@ontario.ca	Projects where the proponent requires assistance from MAA in identifying Aboriginal communities for notification.	Not included The City of London has already obtained a list of Aboriginal communities from the MOECC that will be included in the project distribution list. This list was obtained from Beau Wansbrough, Project Officer, Environmental Approvals Branch, MOECC, on February 6, 2017.
Ministry of Advanced Education and Skills Development				
EAs to be sent to individual affected Colleges and Universities. Only contact Ministry when issues cannot be resolved at the local level. Ms. Kelly Shields, Director Postsecondary Finance and Information Management Branch Ministry of Training, Colleges & Universities Mowat Block, 7 th floor, 900 Bay Street Toronto ON M7A 1L2	1 hard copy	See INFO-GO for contact information of various colleges and universities. T: 416-325-1952 F: 416-326-3256 Kelly.shields@ontario.ca	Individual and Class EAs for projects affecting colleges and universities should be submitted directly to the affected institution. They should be consulted about any project within approximately 400m of the boundary of the institution and any of its campuses and for other projects which may impact an institution's property, buildings and facilities, faculty, staff, students and visitors (through air- and water- borne materials; noise, light, transmission and other vibration generated energies; pedestrian and public transportation route and volume changes, including impacts from commercial and industrial initiatives, demographic changes, etc.)	Not included The proposed will not directly affect colleges or universities and is not located within 400 m of a college or university.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Ministry of Agriculture, Food and Rural Affairs				
Mr. David Cooper, Manager Environmental & Land Use Policy Food Safety and Environmental Policy Branch Ministry of Agriculture, Food and Rural Affairs 1 Stone Road W, 3 rd Floor Guelph ON N1G 4Y2	Cover letter only for province-wide Parent Class EA documents and Individual EAs. Do not circulate Class EA projects (see regional office contacts below).	T: 519-826-3117 F: 519-826-3109 david.cooper@ontario.ca	All province-wide Parent Class EA documents and Individual EAs that are province-wide or include multiple regions that affect agricultural operations and prime agricultural areas (i.e. predominantly prime agricultural lands which include specialty crop areas and/or, Canada Land Inventory (CLI) Class 1, 2 and 3 soils, and any associated CLI Class 4 to 7 soils). Do not circulate Parent Class EA documents or Individual EAs that only include land in designated “settlement areas” (as defined by the Provincial Policy Statement). Do not circulate Class EA projects (see regional office contacts below).	Included Many of the lands surrounding the proposed project are agricultural and are classified as CLI Class 1, 2 or 3.
Ms. Michele Doncaster, Policy Advisor Environmental and Land Use Policy Ministry of Agriculture, Food and Rural Affairs 1 Stone Road, 3 rd Floor Guelph ON N1G 4Y2	1 hard copy of province-wide Parent Class EAs and Individual EAs and cover letters	T: 519-826-4369 F: 519-826-3109 Michele.doncaster@ontario.ca	All province-wide Parent Class EAs and Individual EAs that are province-wide or include multiple regions that affect agricultural operations and prime agricultural areas (i.e. predominantly prime agricultural lands which include specialty crop areas and/or, Canada Land Inventory (CLI) Class 1, 2 and 3 soils, and any associated CLI Class 4 to 7 soils). Do not circulate Parent Class EAs or Individual EAs that only include land in designated “settlement areas” (as defined by the Provincial Policy Statement).	Included Many of the lands surrounding the proposed project are agricultural and are classified as CLI Class 1, 2 or 3.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Rural Planners/Regional Offices: Circulate Individual EAs and Class EAs affecting agricultural operations, and prime agricultural areas (i.e. predominantly prime agricultural lands which include specialty crop areas and/or, Canada Land Inventory (CLI) Class 1, 2 and 3 soils, and any associated CLI Class 4 to 7 soils) and waste EAs to the appropriate Rural Planner. Do not circulate any Individual EAs or Class EAs that only include land in designated “settlement areas” (as defined by the Provincial Policy Statement). (if necessary see map of regions on the intranet site: http://intra.net.gov.on.ca/omafra-maps/files/2013/02/OMAF_MRA-Rural-Planner-Areas-of-Coverage.png)				
Jocelyn Beatty, Rural Planner Environmental & Land Use Policy Food Safety and Environmental Policy Branch Ministry of Agriculture, Food & Rural Affairs 1 Stone Rd W, 3 rd Flr Guelph ON N1G 4Y2	1 hard copy	T: 519-846-3405 F: 613-475-3835 Jocelyn.Beatty@Ontario.ca	Projects meeting above criteria in Northwest Region, which covers the Districts of Kenora, Rainy River and Thunder Bay and in Central Region the District of Muskoka, the Cities of Kawartha Lakes and Toronto, the Regions of Durham and York, the Counties of Frontenac, Hastings, Lennox & Addington, Northumberland, Peterborough, Prince Edward and Simcoe.	Not included The proposed project is not within the Northwest Region
Mr. Drew Crinklaw, Rural Planner Environmental & Land Use Policy Food Safety and Environmental Policy Branch Ministry of Agriculture, Food and Rural Affairs 667 Exeter Road London ON N6E 1L3	1 hard copy	T: 519-873-4085 F: 519-873-4062 drew.crinklaw@ontario.ca	Projects meeting above criteria in the Southwest Region, which covers upper- and single-tier municipalities of Brant, Oxford, Norfolk, Elgin, Middlesex, City of London, Lambton, Chatham-Kent and Essex.	Included The proposed project is within the Southwest Region, which includes the City of London.
Ms. Carol Neumann, Rural Planner Environmental & Land Use Policy Food Safety and Environmental Policy Branch Ministry of Agriculture, Food and Rural Affairs 6484 Wellington Road 7, Unit 10 Elora ON N0B 1S0	1 hard copy	T: 519-846-3393 F: 519-846-8178 carol.neumann@ontario.ca	Projects meeting above criteria in West Central Region, which covers upper-tier municipalities of Grey, Bruce, Huron, Perth, Waterloo and Wellington.	Not included The proposed project is not within the West Central Region

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Ms. Jackie Van de Valk, Rural Planner Environmental & Land Use Policy Food Safety and Environmental Policy Branch Ministry of Agriculture, Food and Rural Affairs 6484 Wellington Road 7 – Unit 10 Elora ON N0B 1S0	1 hard copy	T: 519-846-3415 F: 519-846-8178 Jackie.VandeValk@ontario.ca	Projects meeting above criteria in Central-West Region, which covers upper-tier municipalities of Dufferin, Peel, Halton, Hamilton, Niagara, and Haldimand County.	Not included The proposed project is not within the Central-West Region
Mr. John O'Neill, Rural Planner Environmental & Land Use Policy Food Safety and Environmental Policy Branch Ministry of Agriculture, Food and Rural Affairs 1st Fl.-59 Ministry Rd. Box 2004, ORC Building, Kemptville ON K0G 1J0	1 hard copy	T: 613-258-8341 T: 613-258-8392 john.o'neill@ontario.ca	Projects meeting above criteria in Eastern Region, which covers the Counties of Renfrew, Lanark, Leeds and Greenville, Stormont, Dundas and Glengarry, Prescott and Russell, and the City of Ottawa. Projects meeting the above criteria in the Northeast including the Districts of Cochrane, Algoma, Sudbury, Greater Sudbury, Timiskaming, Nipissing, Manitoulin and Parry Sound.	Not included The proposed project is not within the Eastern Region

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Ministry of Tourism, Culture and Sport: Culture Division				
<p>The Ministry of Tourism, Culture and Sport – Culture Division, which has an interest in the conservation of cultural heritage resources, published the Ontario Heritage Tool Kit to help municipalities, land use planners, heritage professionals, heritage organizations, property owners, and others understand the heritage conservation process in Ontario.</p> <p>Undertakings that may affect properties having recognized or potential cultural heritage value or interest, which may include:</p> <ul style="list-style-type: none"> • built heritage resources; • cultural heritage landscapes; • areas of archaeological potential; • undertakings whose associated lands are adjacent or proximate to lands owned by the Royal Botanical Gardens, the McMichael Canadian Collection, or owned or protected by the Ontario Heritage Trust. • provincial heritage properties <p>The “Standards and Guidelines for Conservation of Provincial Heritage Properties” under the Ontario Heritage Act (OHA), which came into effect on July 1, 2010, provide ministries and public bodies that have been prescribed by regulation (not municipalities) to identify, protect and care for provincial heritage properties under their ownership or control.</p> <p>Please go to http://www.mtc.gov.on.ca to access the Standards and Guidelines for Conservation of Provincial Heritage Properties, along with other guidance materials.</p>				
Ms. Karla Barboza, Heritage Advisor Heritage Program Unit Programs and Services Branch Ministry of Tourism, Culture and Sport 401 Bay Street, Suite 1700 Toronto ON M7A 0A7	1 hard copy to for the unit 1 electronic/email copy each	T: 416-314-7120 F: 416-212-1802 karla.barboza@ontario.ca	Only EA matters of province-wide significance (including Parent Class EAs and Environmental Assessment policies and guidelines).	Not included Not a parent class EA or province-wide EA matter
Ms. Laura Hatcher, Team Lead – Heritage Land Use Planning(A) Heritage Program Unit Programs and Services Branch Ministry of Tourism and Culture 401 Bay Street, Suite 1700 Toronto ON M7A 0A7		T: 416-314-3108 F: 416-314-7175 laura.e.hatcher@ontario.ca	<p>Receives the initial circulations for all individual and site specific Class EAs for all regions of the province. The Team Lead will assign to a Heritage Planner for review.</p> <p>EA matters of province-wide significance (including Parent Class EAs and Environmental Assessment policies and guidelines).</p>	Included The Team Lead will be included in the initial consultation, until a Heritage Planner is assigned by MTCS to the project.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Heritage Planners: Site-specific individual and Class EA projects - Heritage Planners review site specific EAs for archaeological, built heritage resource and cultural heritage landscape impacts. They act as one-window for Culture Division and gather information on culture heritage resources from other staff, including Regional Offices.				
Mr. Joe Muller, Heritage Planner Heritage Program Unit Programs and Services Branch Ministry of Tourism, Culture and Sport 401 Bay Street, Suite 1700 Toronto ON M7A 0A7	1 hard copy to for the unit 1 electronic/email copy each	T: 416-314-7145 F: 416-314-7175 Joseph.muller@ontario.ca	Contact Laura Hatcher as initial step prior to circulating documents. All individual and site specific Class EAs for South-western Ontario which covers upper- and single-tier municipalities from Grey, Wellington, Waterloo, Brant and Norfolk, westward, plus Northern Ontario which covers everything north from Sudbury and Timiskaming, including Manitoulin.	Not Included in Initial Circulation The appropriate Heritage Planner will be included in the distribution list once assigned by the MTCS Team Lead.
Ms. Rosi Zirger, Heritage Planner Heritage Program Unit Programs and Services Branch Ministry of Tourism, Culture and Sport 401 Bay Street, Suite 1700 Toronto ON M7A 0A7	1 hard copy to for the unit 1 electronic/email copy each	T: 416-314-7159 F: 416-314-7175 Rosi.zirger@ontario.ca	Contact Laura Hatcher as initial step prior to circulating documents. All individual and site specific Class EAs in Central Ontario, which covers upper- and single-tier municipalities of: Hamilton, Halton, Niagara, Peel, Dufferin; Durham, York, Toronto, Simcoe, Muskoka, Kawartha Lakes, Haliburton, Peterborough and Northumberland.	Not Included in Initial Circulation The proposed project is not within the Central Region.
Mr. Dan Minkin, Heritage Planner Heritage Program Unit Programs and Services Branch Ministry of Tourism, Culture and Sport 401 Bay Street, Suite 1700 Toronto ON M7A 0A7	1 hard copy to for the unit 1 electronic/email copy each	T: 416-314-7147 F: 416-314-7175 Dan.minkin@ontario.ca	Contact Laura Hatcher as initial step prior to circulating documents. All individual and site specific Class EAs in Central Ontario, which covers upper- and single-tier municipalities of: Hamilton, Halton, Niagara, Peel, Dufferin; Durham, York, Toronto, Simcoe, Muskoka, Kawartha Lakes, Haliburton, Peterborough and Northumberland.	Not Included in Initial Circulation The proposed project is not within the Central Region.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Ms. Katherine Kirzati, Heritage Planner Heritage Program Unit Programs and Services Branch Ministry of Tourism, Culture and Sport 401 Bay Street, Suite 1700 Toronto ON M7A 0A7	1 hard copy to for the unit 1 electronic/email copy each	T: 416-314-7643 F: 416-314-7175 Katherine.kirzati@ontario.ca	Contact Laura Hatcher as initial step prior to circulating documents. All individual and site specific Class EAs in Eastern Ontario which covers upper- and single-tier municipalities from Hastings, east to the Quebec boarder, as well as Renfrew, Parry Sound and Nipissing.	Not Included in Initial Circulation The proposed project is not within the Eastern Region
Ministry of Tourism, Culture and Sport: Regional Offices Site-specific individual and class EA projects - Assessment of sport/recreation and tourism impacts (except do not do tourism in Northern Ontario). They also provide separate comments to Ministry of Tourism and Culture and Sport Heritage Planners on cultural facility impacts which those planners then incorporate into their comments.				
Patrick Morash, Manager (A), North Region Ministries of Citizenship and Immigration, Tourism, Culture, and Sport 435 James Street South, Suite. 334 Thunder Bay, ON P7E 6E3	1 hard copy	T: 807-475-1635 F: 807-475-1297 Patrick.morash@ontario.ca	All individual and Class EAs in North Region which covers upper-tier municipalities of Parry Sound, Nipissing and Manitoulin and northward and westward, such as Kenora, North Bay, Sault Ste. Marie, Sioux Lookout, Sudbury, Thunder Bay and Timmins areas.	Not Included The proposed project is not within the North Region.
Mr. Chris Stack, Manager West Region Ministries of Citizenship and Immigration, Tourism, Culture, and Sport 4275 King Street, 2nd Floor Kitchener ON N2P 2E9	1 hard copy	T: 519-650-3421 F: 519-650-3425 Chris.Stack@ontario.ca	All individual and Class EAs in West Region which covers upper- and single-tier municipalities of Niagara, Hamilton, Wellington, Dufferin and Grey westward, including Kitchener, London, and Windsor areas.	Included The proposed project is located within the West Region, which includes the City of London.
Mr. Sam Bleiweiss, Manager (A) Central Region Ministries of Citizenship and Immigration, Tourism, Culture, and Sport 400 University Avenue, 2 nd Floor Toronto ON M7A 2R9	1 hard copy	T: 416-314-6682 F: 416-314-2024 sam.bleiweiss@ontario.ca	All individual and Class EAs in Central Region which covers upper- and single-tier municipalities of Durham, Toronto, York, Peel, Halton, Simcoe, and Muskoka.	Not Included The proposed project is not within the Central Region.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Manager position currently vacant East Region Ministries of Citizenship and Immigration Tourism, Culture, and Sport 347 Preston Street, 4th Floor Ottawa ON K1S 3J4	1 hard copy	T: 613-742-3366 F: 613-742-5300	All individual and Class EAs in East Region which covers upper- and single-tier municipalities of Northumberland, Kawartha Lakes, and Haliburton eastward including Ottawa, Kingston and Peterborough areas.	Not Included The proposed project is not within the East Region.
Ministry of Tourism, Culture and Sport: Tourism Policy and Development Division				
Mr. Jim Antler, Policy Advisor Northern Policy and Planning Unit Tourism Policy and Research Branch Ministry of Tourism, Culture and Sport 447 McKeown Avenue, Suite 203 North Bay, ON P1B 9S9	Prefers Electronic	T. 705-494-4159 F. 705-494-4086 james.antler@ontario.ca	All Parent Class EAs, Class EAs and individual EAs of province-wide or high-level of significance (e.g. inter-provincial bridges), EA policies and guidelines, and site-specific EAs pertaining specifically to Northern Ontario.	Not included Not a parent class EA, province-wide EA matter, or an EA pertaining specifically to Northern Ontario.
Ministry of Tourism, Culture and Sport: Sport, Recreation and Community Programs Division				
Sport, Recreation and Community Division Policy Branch: Weifang Dong, Manager(A); Carol Oitment, Policy Advisor; and Anna Ilnyckyj, Director 777 Bay Street, 18th Floor Toronto ON M7A 1S5	Sport, Recreation and Community Division Policy Branch: Weifang Dong, Manager(A); Carol Oitment, Policy Advisor; and Anna Ilnyckyj, Director 777 Bay Street, 18th Floor Toronto ON M7A 1S5	Sport, Recreation and Community Division Policy Branch: Weifang Dong, Manager(A); Carol Oitment, Policy Advisor; and Anna Ilnyckyj, Director 777 Bay Street, 18th Floor Toronto ON M7A 1S5	Sport, Recreation and Community Division Policy Branch: Weifang Dong, Manager(A); Carol Oitment, Policy Advisor; and Anna Ilnyckyj, Director 777 Bay Street, 18th Floor Toronto ON M7A 1S5	Sport, Recreation and Community Division Policy Branch: Weifang Dong, Manager(A); Carol Oitment, Policy Advisor; and Anna Ilnyckyj, Director 777 Bay Street, 18th Floor Toronto ON M7A 1S5

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Ministry of Tourism, Culture and Sport: Sport, Recreation and Community Programs Division				
Sport, Recreation and Community Division Policy Branch: Weifang Dong, Manager(A); Carol Oitment, Policy Advisor; and Anna Ilnyckyj, Director 777 Bay Street, 18th Floor Toronto ON M7A 1S5	2 copies	Weifang: 416-212-9311 Weifang.dong@ontario.ca Carol: 416-314-7205 carol.oitment@ontario.ca Anna: 416-326-0825 Anna.ilnyckyj@ontario.ca F: 416-314-7458	All Parent Class EAs, Class EAs and individual EAs that relate to trails, parkland, and open space that support sport and recreation in Ontario.	Not included The proposed project does not relate to trails, parkland, or open space that supports sport or recreation.
Ministry of Education				
Mr. Mathew Thomas, Manager, Policy Unit B, Elementary/Secondary Business & Finance Capital Policy and Programs Branch Ministry of Education 19th Floor, Mowat Block, 900 Bay Street Toronto ON M7A 1L2	Contact first	T: 416-326-9920 F: 416-325-4024 mathew.p.thomas@ontario.ca	Any project that is directly related to schools or school boards.	Not included The proposed project is not directly related to schools or school boards.
Local French and English Public and Catholic Boards of Education	1 hard copy	See Municipal Directory at http://www.mah.gov.on.ca/page1591.aspx .	Any project that will impact a school building, property or staff and students, e.g. noise, air quality, well water quality, pedestrian routes, school bus routes, general safety considerations, enrolment and school construction planning.	Included The proposed project is located within the boundaries of the Thames Valley District School Board, as well as the London District Catholic School Board.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Infrastructure Ontario				
Lisa Myslicki Environmental Specialist Realty Services, Environmental Services Infrastructure Ontario 1 Dundas Street West, Suite 2000 Toronto ON M5G 2L5	Electronic version only	T: 416-212-3768 F: 416-326-9905 Lisa.Myslicki@infrastructureontario.ca	Class or Individuals EAs having direct physical impact on properties owned or leased by Infrastructure Ontario. Any Class EA notice.	Not Included There are no IO owned or leased properties within the proposed project study area.
Mr. Peter Reed, Director, Land Use Planning Infrastructure Ontario 1 Dundas St. W., Suite 2000 Toronto ON M5G 2L5	Electronic version only	T: 416-578-6740 F: 416-327-4194 Peter.Reed@infrastructureontario.ca	Projects where lands associated with the undertaking are adjacent or proximate to lands that are managed by Infrastructure Ontario (which are lands held by the Ministry of Infrastructure in right of Her Majesty the Queen) or if IO-managed lands are within the project's study area.	Not Included There are no IO owned or leased properties within the proposed project study area.
Mr. Tate Kelly, Planning Coordinator Infrastructure Ontario 1 Dundas St. W., Suite 2000 Toronto ON M5G 2L5	Electronic version only.	T : 416-327-1925 F : 416-327-4194 Tate.Kelly@infrastructureontario.ca and noticereview@infrastructureontario.ca		Not Included There are no IO owned or leased properties within the proposed project study area.
Ministry of Community Safety and Correctional Services				
Robert Greene, Director Ministry of Community Safety and Correctional Services George Drew Building 13th Floor, 25 Grosvenor Street Toronto ON M7A 2G8	Download-ing preferred	T: 416-314-6683 F: 416-314-3225 Robert.Greene@Ontario.ca	Contact to see if they have an interest in the EA.	Included Included to determine if they have an interest in the EA.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Ontario Provincial Police				
Ms. Jennifer Batchelor Research and Program Evaluation Business Management Bureau Ontario Provincial Police 777 Memorial Avenue, 1st Floor Orillia ON L3V 7V3	Downloading or electronic copy preferred	T: 705-329-7567 F: 705-329-7596 Jennifer.Batchelor@opp.ca	Individual and Class EAs in municipalities without own police service (OPP then patrols area), projects with potential to change demographics, traffic flow, or the need for police presence. EAs having a direct physical impact on OPP detachments, or impacting provincial highways (which OPP patrols).	Included Included to determine if the OPP has an interest in the EA. The project is located within 1 km of a provincial highway (Highway 401).
Ms. Joy Fishpool, Manager OPP Facilities Section Ontario Provincial Police 777 Memorial Avenue, 2nd Floor Orillia ON L3V 6H3	Downloading preferred	T: 705-329-6815 F: 705-329-6808 joy.fishpool@opp.ca	EAs having a direct physical impact on OPP detachments, or impacting provincial highways (which OPP patrols).	Included Included to determine if the OPP has an interest in the EA. The project is located within 1 km of a provincial highway (Highway 401).
Ministry of Economic Development, Employment and Infrastructure				
John Bullen, Manager Cabinet Office and Policy Support Unit 900 Bay St, 6 th Flr, Hearst Block Toronto, ON, M7A 2E1	electronic version	T: 416-325-0186 F: 416-325-6825 john.bullen@ontario.ca	Any proposed regulations requiring that large-scale private sector undertakings be made subject to the Environmental Assessment Act.	Not Included The proposed project will not generate significant job creation or supply chain benefits to the regional or provincial economy. The proposed project is not a large public infrastructure project based on the description provided
Michael Helfinger Senior Policy Advisor Cabinet Office Liaison and Policy Support Unit Ministry of Economic Development, Employment and Infrastructure 900 Bay St., 6th Fl., Hearst Block Toronto ON M7A 2E1		T: 416-325-6519 F: 416-325-6825 michael.helfinger@ontario.ca	Projects with significant job creation potential or supply chain benefits to the regional or provincial economy. Individual EAs (including joint federal-provincials EAs) involving large public infrastructure projects, particularly baseload electricity generation, transmissions lines, water and petroleum pipelines and transportation corridors.	

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Ministry of Energy				
Mr. Andrea Pastori, Cabinet Liaison and Strategic Policy Branch Coordinator Strategic Policy and Analytics Branch Strategic, Network and Agency Policy Division Ministry of Energy 6 th Flr, 77 Grenville St Toronto ON M7A 2C1	Prefers electronic version	T: 416-327-7276 F: 416-327-7204 andrea.pastori@ontario.ca	Individual and Class EAs with energy implications or energy-related (including renewable energy such as small hydro, wind, energy from waste landfill gas, deep lake water cooling).	Included Included because energy can be generated from the landfill gas.
Ministry of Health and Long-Term Care				
Mr. Tony Amalfa, Manager Environmental Health Policy & Programs Ministry of Health and Long-Term Care 393 University Avenue, 21 st Floor Toronto ON M7A 2S1	Hard copy of EA summary and map	T: 416-327-7624 F: 416-327-0984 tony.amalfa@ontario.ca	Send summary of EA and map for sewage and water-works, and for waste facility projects which may have health implications	Included The EA is for a waste facility project and as such they have been included.
Heath Units and Medical Officers of Health See: http://www.alphaweb.org/?page=PHU	1 hard copy		Send entire EA for sewage and water-works, and for waste facility projects which may have health implications to Health Unit/Medical Officer of Health for the geographic area.	Included The proposed project is located within the service area of the Southwest Ontario Health Unit.
Ministry of Municipal Affairs				
Mr. Victor Doyle, Manager Planning Innovation Section Provincial Planning Policy Branch Ministry of Municipal Affairs 777 Bay Street, 13th Floor Toronto ON M5G 2E5	1 hard copy	T: 416-585-6109 F: 416-585-6870 Victor.doyle@ontario.ca	Parent Class EAs, EA matters of a broad policy nature and individual EAs with potential effects in multiple regions or province wide.	Not included Not a parent class EA or province-wide EA matter.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Ontario Growth Secretariat				
Mr. Charles O'Hara, Manager Growth Policy Ontario Growth Secretariat Ministry of Municipal Affairs 777 Bay Street, 4th Floor, Suite 425 Toronto ON M5G 2E5	Contact first	T: 416-325-5794 F: 416-325-7403 charles.o'hara@ontario.ca	Contact to see if they have an interest in the EA.	Included Included to determine if they have an interest in the EA.
Regional Offices: Should be circulated individual and Class EA projects that have one or more of the following: <ul style="list-style-type: none"> - a municipal proponent; - relate to municipal servicing; and/or have federal involvement. 				
Mr. Mark Christie, Manager Community Planning and Development Central Municipal Services Office Ministry of Municipal Affairs & Housing 13th Floor, 777 Bay Street Toronto ON M5G 2E5	1 hard copy	T: 416-585-6063 F: 416-585-6882 Mark.Christie@ontario.ca	Projects meeting above criteria in upper- and single-tier municipalities of Dufferin, Durham, Halton, Hamilton, Toronto, Muskoka, Niagara, Peel, Simcoe, and York.	Not Included The proposed project is not within the Central Region.
Mr. Michael Elms, Manager Community Planning and Development Eastern Municipal Services Office Ministry of Municipal Affairs & Housing 8 Estate Lane, Rockwood House Kingston ON K7M 9A8	1 hard copy	T: 613-545-2132 F: 613-548-6822 Michael.elms@ontario.ca	Projects meeting above criteria in upper- and single-tier municipalities of Northumberland and City of Kawartha Lakes eastward, including the Ottawa and Kingston areas to the Quebec border.	Not Included The proposed project is not within the Eastern Region.
Ms. Bridget Schulte-Hostedde, Manager Community Planning and Development Municipal Services Office – North (Sudbury) Ministry of Municipal Affairs & Housing 159 Cedar Street, Suite 401 Sudbury ON P3E 6A5	Prefer electronic version via e-mail	T: 705-564-6817 F: 705-564-6863 bridget.schulte-hostedde@ontario.ca	Projects meeting above criteria in upper- and single-tier municipalities of Algoma, Cochrane, Manitoulin, Nipissing, Parry Sound, Sudbury, and Timiskaming including Sault Ste. Marie and North Bay areas.	Not Included The proposed project is not within the North Region.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Ms. Victoria Kosny, Manager(A) Community Planning and Development Municipal Services Office – North (Thunder Bay) Ministry of Municipal Affairs & Housing 435 James Street South, Suite 223 Thunder Bay ON P7E 6S7	1 hard copy	T: 807-473-3025 F: 807-475-1196 Victoria.kosny@ontario.ca	Projects meeting above criteria in upper-tier and single-tier municipalities of Kenora, Rainy River, and Thunder Bay.	Not Included The proposed project is not within the North Region.
Mr. Scott Oliver, Manager(A) Community Planning and Development Western Municipal Services Office Ministry of Municipal Affairs & Housing 659 Exeter Road, 2nd Floor London ON N6E 1L3	1 hard copy	T: 519-873-4033 F: 519-873-4018 scott.oliver@ontario.ca	Projects meeting above criteria in upper- and single-tier municipalities of Haldimand, Brant, Waterloo, Wellington, Norfolk, Bruce, Huron, Perth, Lambton, Essex, Chatham-Kent, Oxford, Elgin, Middlesex, and Grey including Kitchener, London and Windsor areas.	Included The proposed project is within the Western Region.
Ministry of Natural Resources and Forestry				
Ms. Sally Renwick, Team Lead, Priorities and Planning Section, Strategic and Aboriginal Policy Branch, Policy Division Ministry of Natural Resources and Forestry 300 Water Street 5th Floor, North Tower Peterborough, ON K9J 3C7	2 hard copies	T: 705-755-5195 F: 705-755-1971 Sally.renwick@ontario.ca	For 'Parent' Class EAs, exemptions, and activities of provincial wide application.	Not included Not a parent class EA or province-wide EA matter.
Regional and District Offices: Circulate all individual and Class EAs to the relevant district office(s) with a letter requesting the documents be reviewed and send a copy of cover letter to Regional Office. If project impacts more than one district, also send EA document to Regional office.				

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Southern Region Ministry of Natural Resources and Forestry 300 Water Street, Box 7000 4th Floor, South Tower Peterborough, ON K9J 8MS Attn: Erin Cotnam, Regional Planning Coordinator	1 hard copy of cover letter of EA	T: (705) 755-3215 F: 705-755-3289 erin.cotnam@ontario.ca Email correspondence can also go to the Regional Director, who would fwd it to the Planning Coordinator	Copy of cover letter only for all individual or Class EAs entirely within one District. All individual or Class EAs which occur in two or more of the following Districts: Aurora, Aylmer, Bancroft, Guelph, Kemptville, Midhurst, Pembroke, Parry Sound, Peterborough, and Algonquin Park.	Included The proposed project is within one district (Aylmer District) in the Southern Region.
Aurora District Ministry of Natural Resources and Forestry 50 Bloomington Road Aurora, ON L4G 0L8 Attn: Steven Strong, District Planner	2 hard copies	T: 905-713- 7366 F: 905-713-7360 Steven.strong@ontario.ca	All individual or Class EAs in District which covers upper-and single-tier municipalities of Halton, Toronto, York, Peel and Durham.	Not Included The proposed project is not within the Aurora District.
Aylmer District Ministry of Natural Resources and Forestry 615 John St. N Aylmer, ON N5H 2S8 Attn: Andrea Fleischhauer, District Planner	2 hard copies	T: 519-773-4750 F: 519-773-9014 Andrea.fleischhauer@ontario.ca	All individual or Class EAs in District which covers upper- and single-tier municipalities of London, Norfolk, Oxford, Middlesex, Lambton, Chatham-Kent, Essex County, County of Elgin and Windsor areas.	Included The proposed project is within the Aylmer District.
Bancroft District Ministry of Natural Resources and Forestry 106 Monck St, PO Box 500 Bancroft, ON K0L 1C0 Attn: Jesse Van Allen, District Planner	2 hard copies	T: 613-332-3940 ext. 230 F: 705-286-4355 Jesse.VanAllen@ontario.ca	All individual or Class EAs in District which covers upper- and single-tier municipalities of Haliburton and the northern-halves of Peterborough, Hastings, Lennox and Addington and Frontenac.	Not Included The proposed project is not within the Bancroft District.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Guelph District Ministry of Natural Resources and Forestry Ontario Government Bldg 1 Stone Road West Guelph, ON N1G 4Y2 Attn: David Marriott, District Planner	2 hard copies	T: 519-826-4926 F: 519-826-4929 david.marriott@ontario.ca	All individual or Class EAs in District which covers upper- and single-tier municipalities Hamilton, Niagara, Brant, Waterloo, Wellington, Huron and Perth including Kitchener area and Haldimand County.	Not Included The proposed project is not within the Guelph District.
Kemptville District Ministry of Natural Resources and Forestry Provincial Government Bldg 10 Campus Dr, PO Box 2002 Kemptville ON K0G 1J0 Att: Laura Melvin, District Planner	1 hard copy and 1 electronic/CD copy	T: 613-258-8470 F: 613-258-3920 laura.melvin@ontario.ca	All individual or Class EAs in District which covers upper- and single-tier municipalities of Leed & Grenville, Lanark and Ottawa eastward, including Stomont, Dundas, Glengarry, Prescott and Russel.	Not Included The proposed project is not within the Kemptville District.
Midhurst District Ministry of Natural Resources and Forestry 2284 Nursery Road Midhurst, ON L0L 1X0 Attn: Kim Benner, District Planner	2 hard copies	T: 705-725-7534 kim.benner@ontario.ca	All individual or Class EAs in District which covers upper- and single-tier municipalities of Grey, Bruce, Simcoe and Dufferin (except East Luther – MNR Guelph).	Not Included The proposed project is not within the Midhurst District.
Parry Sound District Ministry of Natural Resources and Forestry Bracebridge Area Office 7 Bay St Parry Sound, ON P2A 1S4 Attn: Andrea Ellis Nsiah, District Planner	1 hard copy	T: 705-773-4231 F: 705-645-8372 Andrea.EllisNsiah@ontario.ca	All individual or Class EAs in District which covers upper- and single-tier municipalities of Parry Sound and Muskoka.	Not Included The proposed project is not within the Parry Sound District.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Pembroke District Ministry of Natural Resources and Forestry 31 Riverside Drive Pembroke, ON K8A 6X4 Attn Mary Lyons, District Planner	2 hard copies	T: 613-732-5522 F: 613-732-2972 mary.lyons@ontario.ca	All individual or Class EAs in District which covers Renfrew County.	Not Included The proposed project is not within the Pembroke District.
Peterborough District Ministry of Natural Resources and Forestry South Tower, 1st Floor 300 Water St Peterborough, ON K9J 8M5 Attn: Catherine Warren, District Planner(A)	Prefer electronic version and notifications	T: 705-755-3294 F: 705-755-3125 Catherine.warren@ontario.ca	All individual or Class EAs in District which covers upper-, lower- and single-tier municipalities Prince Edward County, Kawartha Lakes, Northumberland and the southern halves of Peterborough, Hastings, Lennox and Addington and Frontenac.	Not Included The proposed project is not within the Peterborough District.
Peterborough District Ministry of Natural Resources and Forestry South Tower, 1st Floor 300 Water St, PO Box 7000 Peterborough, ON K9J 8M5 Attn: Liz Spang, District Planner (Peterborough Area)	1 hard and e-copy (e.g. CD)	T: (705) 755-3360 F: (705) 755-3125 Elizabeth.Spang@ontario.ca	All terms of reference, individual or Class EAs in District which covers upper-, lower- and single-tier municipalities Prince Edward County, Kawartha Lakes, Quinte West, Belleville, Northumberland and the southern halves of Peterborough County, Hastings, Lennox and Addington, Frontenac, and City of Kingston	Not Included The proposed project is not within the Peterborough District.
Northwest Regional Resources Section Ministry of Natural Resources and Forestry Ontario Government Building Suite 221A, 435 James Street South Thunder Bay, ON P7E 6E3 Attn: Londa Mortson, Land Use Planning Supervisor	1 hard copy of cover letter or EA	T: 807-475-1715 F: 807-473-3023 Londa.Mortson@ontario.ca	Copy of covering letter only for all individual EAs entirely within one District. All individual or Class EAs for projects which occur in two or more of the following Districts: Dryden, Fort Frances, Kenora, Nipigon, Red Lake, Sioux Lookout and Thunder Bay.	Not Included The proposed project is not within the Northwest Region.

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Dryden District Ministry of Natural Resources and Forestry Box 730, 479 Government Road (Hwy. 17) Dryden, ON P8N 2Z4 Attn: Dave Lyle, District Planner	2 hard copies	T: 807-223-7552 F: 807-223-2824 dave.lyle@ontario.ca	All individual and Class EAs in District. For district boundaries in Northern Ontario consult: http://www.mnr.gov.on.ca/en/ContactUs/1ColumnSubPage/STEL02_179001.html . To compare to municipal boundaries use Crown Land Use Policy Atlas – http://crownlanduseatlas.mnr.gov.on.ca/	Not Included The proposed project is not within the Dryden District.
Fort Frances District Ministry of Natural Resources and Forestry 922 Scott Street Fort Frances, ON P9A 1J4 Attn: Matt Myers, District Resource Operations Supervisor	2 hard copies	T: 807-274-8632 F: 807-274-4438 Matt.myers@ontario.ca	All individual and Class EA in District.	Not Included The proposed project is not within the Fort Frances District.
Kenora District Ministry of Natural Resources and Forestry Box 5080, 808 Robertson Street Kenora, ON P9N 3X9 Attn: Abby Anderson, District Planner	2 hard copies	T: 807-468-2546 F: 807-468-2736 Abby.anderson@ontario.ca	All individual and Class EA in District.	Not Included The proposed project is not within the Kenora District.
Nipigon District Ministry of Natural Resources and Forestry Ontario Government Bldg 5 Wadsworth Dr, PO Box 970 Nipigon, ON P0T 2J0 Attn: Kimberly McNaughton, District Planner	2 hard copies	T: 807-887-5113 F: 807-854-0335 Kimberly.McNaughton@ontario.ca	All individual and Class EA in District.	Not Included The proposed project is not within the Nipigon District.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Red Lake District Ministry of Natural Resources and Forestry 227 Howey Street PO Box 5003 Red Lake, ON P0V 2M0 Attn: Myles Perchuk, Resources Operations Supervisor(A)	1 hard copy	T: 807-727-1390 F: 807-727-2861 Myles.perchuk@ontario.ca	All individual and Class EA in District.	Not Included The proposed project is not within the Red Lake District.
Sioux Lookout District Ministry of Natural Resources and Forestry Box 309, 49 Prince Street Sioux Lookout, ON P8T 1A6 Attn: Jason Suprovich, District Planner	2 hard copies	T: 807-737-5037 F: 807-737-1813 John.Carnochan@ontario.ca	All individual and Class EA in District.	Not Included The proposed project is not within the Sioux Lookout District.
Thunder Bay District Ministry of Natural Resources and Forestry Ontario Government Building Suite B001, 435 James Street South Thunder Bay, ON P7E 6E3 Attn: Rik Aikman, Resources Operations Supervisor & Charlie Mattina, District Planner(A)	2 hard copies	T: 807-475-1448 F: 807-475-1527 Rik.Aikman@ontario.ca T: 807-475-1457 Charlie.mattina@ontario.ca	All individual and Class EA in District.	Not Included The proposed project is not within the Thunder Bay District.
Northeast Region Ministry of Natural Resources and Forestry 5520 Hwy #101 East, Postal Bag 3020 South Porcupine, ON P0N 1H0 Attn: Justin Standeven, Regional Planning Coordinator	1 copy of cover letter or EA document	T: 705-235-1172 F: 705-235-1246 Justin.Standeven@ontario.ca	Copy of covering letter only for all individual EAs entirely within one District. All individual or Class EAs for projects which occur in two or more of the following Districts: Chapleau, Cochrane, Hearst, Kirkland Lake, North Bay, Sault Ste. Marie, Sudbury, Timmins and Wawa.	Not Included The proposed project is not within the Northeast Region.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Chapleau District Ministry of Natural Resources and Forestry 190-192 Cherry Street Chapleau, ON P0M 1K0 Attn: Tim Mutter, District Planner	2 hard copies	T: 705-864-3139 F: 705-864-0681 Tim.mutter@ontario.ca	All individual and Class EA in District. For district boundaries in Northern Ontario consult: http://www.mnr.gov.on.ca/en/ContactUs/1ColumnSubPage/STEL02_179001.html . To compare to municipal boundaries use Crown Land Use Policy Atlas – http://crownlanduseatlas.mnr.gov.on.ca/	Not Included The proposed project is not within the Chapleau District.
Cochrane District Ministry of Natural Resources and Forestry Box 730, 2-4 Hwy 11S Cochrane, ON P0L 1C0 Attn: Robin Stewart, District Planner	2 hard copies	T: 705-272-7111 F: 705-272-7183 Robin.stewart@ontario.ca	All individual and Class EA in District.	Not Included The proposed project is not within the Cochrane District.
Hearst District Ministry of Natural Resources and Forestry Box 670, 631 Front Street Hearst, ON P0L 1N0 Attn: Jack Van Gemeren, District Planner	2 hard copies	T: 705-372-2223 F: 705-372-2245 Jack.VanGemeren@ontario.ca	All individual and Class EA in District.	Not Included The proposed project is not within the Hearst District.
Kirkland Lake District Ministry of Natural Resources and Forestry PO Box 910, 10 Government Road East Kirkland Lake ON P2N 3K4 Attn: Shaun Walker, Management Biologist (A)	2 hard copies	T: 705-568- 3231 F: 705-568-3200 Shaun.walker@ontario.ca	All individual and Class EA in District.	Not Included The proposed project is not within the Kirkland Lake District.
North Bay District Ministry of Natural Resources and Forestry 3301 Trout Lake Road North Bay, ON P1A 4L7 Attn: Julie Robinson, A\District Planner	1 electronic copy	T: 705-475-5546 F: 705-475-5500 Julie.robinson@ontario.ca	All individual and Class EA in District, which is generally the District of Nipissing.	Not Included The proposed project is not within the North Bay District.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Sault Ste. Marie District Ministry of Natural Resources and Forestry 64 Church Street Sault Ste. Marie, ON P6A 6V5 Attn: Marjorie Hall, Resource Management Planning Specialist	2 hard copies	T: 705-945-6615 F: 705-949-6450 Marjorie.Hall@ontario.ca	All individual and Class EA in District which is roughly southern half of Algoma.	Not Included The proposed project is not within the Sault Ste. Marie District.
Sudbury District Ministry of Natural Resources and Forestry 3767 Hwy 69 S, Suite 5 Sudbury, ON P3G 1E7 Attn: Eric Cobb, District Planner	2 hard copies	T: 705-564-7876 F: 705-564-7879 eric.cobb@ontario.ca	All individual and Class EA in District which is roughly southern half of Sudbury District.	Not Included The proposed project is not within the Sudbury District.
Timmins District Ministry of Natural Resources and Forestry Ontario Government Complex 5520 Hwy. 101 E, P.O. Bag 3090 South Porcupine, ON P0N 1H0 Attn: Korey Walker, District Planner	2 hard copies	T: 705-235-1383 F: 705-235-1377 Korey.walker@ontario.ca	All individual and Class EA in District.	Not Included The proposed project is not within the Timmins District.
Wawa District Ministry of Natural Resources and Forestry 48 Mission Road, P.O. Box 1160 Wawa, ON P0S 1K0 Attn: Carla Riche, District Planner	2 hard copies	T: 705-856- 4717 F: 705-856- 7511 Carla.Riche@ontario.ca	All individual and Class EA in District.	Not Included The proposed project is not within the Wawa District.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Ministry of Northern Development and Mines				
Priya Tandon, Director Corporate Policy Secretariat Ministry of Northern Development and Mines Rm. 5630, Whitney Block, 99 Wellesley St. W Toronto, ON M7A 1W3	Notice only	T: 416-327-0302 F: 416-327-0634 priya.tandon@ontario.ca	All EAs. Consult MNDM at draft Terms of Reference stage (or earlier) to determine if project will impact lands containing: significant geological resources, mining claims, mineral development projects, and/or abandoned mine hazards. MNDM also comments on potential economic and community development impacts from a northern stakeholder perspective.	Included Included to determine if they have an interest in the EA.
Alan Rishworth, Policy Intern Corporate Policy Secretariat Ministry of Northern Development and Mines Rm. 5630, Whitney Block, 99 Wellesley St. W Toronto, ON M7A 1W3	EA – prefers electronic version	T: 416-327-0625 F: 647-723-2126 Alan.rishworth@ontario.ca		
Jonathan Barrett, Manager(A) Strategic Support Unit Ministry of Northern Development and Mines Willet Green Miller Centre 6th Flr 933 Ramsey Lake Rd Sudbury ON P3E6B5	EA – prefers electronic version	T: 705-670-5806 F: 705-670-5803 Jonathan.barrett@ontario.ca		
John Hall, Regional Initiatives Coordinator Strategic Support Unit Ministry of Northern Development and Mines Willet Green Miller Centre 6 th Flr 933 Ramsey Lake Rd Sudbury ON P3E6B5	EA – prefers electronic version	T: 705-670-5615 F: 705-670-5803 John.hall@ontario.ca		

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Office of the Fire Marshal				
Local Fire Department(s) Please contact the affected local municipal office in order to obtain the name of the Fire Chief and the address of the affected fire department. See Municipal Directory at http://www.mah.gov.on.ca/page1591.aspx	1 hard copy		The Office of the Fire Marshal has requested that EAs be directed to the local Fire Department in the affected municipality (or municipalities). Where Fire Department access might be affected.	Included Included to determine if they have an interest in the EA.
Ministry of Transportation				
Ms. Dawn Irish Manager, Environmental Policy Office Transportation Planning Branch Ministry of Transportation 301 St. Paul Street, 2nd Floor St. Catharines, ON L2R 7R4	Prefer electronic copies.	T: 905-704-3179 F: 905-704- 2007 dawn.irish@ontario.ca Include a copy for john.slobodzian@ontario.ca	Parent Class EAs & Individual EAs for Network Plans of provincial interest.\	Not Included Not a Parent Class EA or EA for a Network Plan.
Regional Offices: The relevant offices should be circulated all individual and Class EAs that are transportation projects or are located within 400 metres of a provincial highway plus those that are located outside built-up areas that involve any of the following: a) potential for creation of more than a minimal change in traffic volumes/patterns; b) requirement for direct access to a provincial transportation facility; or c) requirement for access roads to areas where there were previously no roads.				
Michael Nadeau, Manager West Region Ministry of Transportation 659 Exeter Road London ON N6E 1L3	2 hard copies	T: 519-873-4373 F: 519-873-4236 Michael.nadeau@ontario.ca	Projects meeting above criteria in upper- or single-tier municipalities of Waterloo, Haldimand, Norfolk, Brant, Oxford, Perth, Wellington, Dufferin, Bruce, Huron, Grey, Middlesex, Lambton, Chatham-Kent and Essex.	Included The proposed project is within 800m of a provincial highway (highway 401) within the West Region. Although the highway is not within 400m they are being included to determine if they have an interest in the EA.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Jason White, Manager (A), Engineering Office Central Region Ministry of Transportation 159 Sir William Hearst Ave. , 5th Floor, Bldg D Downsview ON M3M 0B7	2 hard copies	T: 416-235-5575 F: 416-325-8070 jason.white@ontario.ca	Projects meeting above criteria in upper- or single-tier municipalities of Hamilton, Niagara, Halton, Peel, Toronto, York, Simcoe and Durham.	Not Included The proposed project is not located with the Central Region.
Peter Makula, Manager, Engineering Office Eastern Region Ministry of Transportation Postal Bag 4000, 1355 John Counter Blvd Kingston ON K7L 5A3	2 hard copies (if electronic available, 1 hard copy and 1 electronic version)	T: 613-545-4754 F: 613-540-5103 Peter.Makula@Ontario.ca	Projects meeting above criteria in upper- or single-tier municipalities of Northumberland, Kawartha Lakes and Haliburton eastward including Peterborough, Kingston and Ottawa areas.	Not Included The proposed project is not located with the Eastern Region.
John Fraser, Manager Northeastern Region Ministry of Transportation Ontario Government Bldg, Suite 301 447 McKeown Ave. North Bay ON P1B 9S9	2 hard copies	T: 705-497-5500 F: 705-497-5208 john.fraser3@ontario.ca	Projects meeting above criteria in upper-tier municipalities of Muskoka, Parry Sound, Nipissing, Timiskaming, Cochrane, and Algoma including Sudbury, Sault Ste. Marie, North Bay and Timmins areas	Not Included The proposed project is not located with the Northeastern Region.
Iain Galloway, Manager, Engineering Office Northwestern Region Ministry of Transportation 615 South James Street, P.O. Box 1177 Thunder Bay ON P7E 6P6	2 hard copies	T: 807-473-2001 F: 807-473-2615 iain.galloway@ontario.ca	Projects meeting above criteria in upper-tier municipalities of Thunder Bay, Kenora and Rainy River.	Not Included The proposed project is not located with the Northwestern Region.
6.0 FEDERAL AGENCIES				
Canadian Environmental Assessment Agency				
Anjala Puvananathan Director, Ontario Region Canadian Environmental Assessment Agency	Electronic (CD) version preferred	Switchboard T: 416-952-1575 F: 416-952-1573	Contact must be initiated during proponent's pre-submission consultation with provincial and federal bodies. Canadian Environmental Assessment Agency (the Agency) manages the federal EA process for	Included Included to determine if they have an interest in the EA.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
55 St. Clair Avenue East, Suite 907 Toronto ON M4T 1M2		Anjala.puvananathan@ceaa-acee.gc.ca http://www.ceaa-acee.gc.ca	<p>projects that may require an EA and do not fall under the mandate of the Canadian Nuclear Safety Commission or the National Energy Board.</p> <p><i>Canadian Environmental Assessment Act, 2012 (CEAA 2012)</i> applies to projects listed in the <i>Regulations Designating Physical Activities</i>. Under CEAA 2012, the proponent must provide the Agency with a description of their proposed project if it is captured under the above-noted regulations.</p> <p>Generally, these are projects that meet specific thresholds identified in the Regulations and can include fossil fuel-fired generating stations, hydroelectric generating facilities, dams, dykes, reservoirs, or other structures for the diversion of waters; oil or gas facilities or oil or gas pipelines; mines or mills; quarries; industrial facilities; canals or locks; marine terminals; railway lines or public highways; aerodromes or runways; waste management facilities etc.</p> <p>For more information about CEAA 2012, please access the following links http://www.ceaa.gc.ca/default.asp?lang=En&n=16254939-1 and http://www.ceaa.gc.ca/default.asp?lang=En&n=9EC7CAD2-1.</p> <p>If it appears that CEAA 2012 applies to the proposed project, the proponent should contact the Agency switchboard at (416) 952-1576.</p>	

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Canadian Nuclear Safety Commission				
Caroline Ducros, Director Environmental Assessment Division Canadian Nuclear Safety Commission 280 Slater Street P.O. Box 1046, Station B Ottawa ON K19 5S9	none	T: 613-992-7231 F: 613-995-5086 caroline.ducros@csn.gc.ca csn.gc.ca	All EAs related to nuclear facilities and/or operations.	Not Included The EA is not related to a nuclear facility or related operations.
Indigenous and Northern Affairs Canada				
Aboriginal and Treaty Rights Information System (ATRIS)		http://sidait-atris.aadnc-aandc.gc.ca/atris_online/ For help with ATRIS, contact UCA-CAU@aadnc-aandc.gc.ca	ATRIS is a web-based mapping interface that provides information on the location and nature of established and potential Aboriginal and Treaty rights. This website can be used to assist proponents in identifying potentially affected Aboriginal communities for specific projects.	Not Included On February 6, 2017, Beau Wansbrough (MOECC) provided the City of London with a list of Aboriginal communities that will be included in project consultation.
Environmental Assessment Coordination Environment Unit Lands and Economic Development Indigenous and Northern Affairs Canada 25 St. Clair Avenue East, 8th Floor Toronto ON M4T 1M2	Send legal description of property, location map and description of project.	EACoordination_ON@aadnc-aandc.gc.ca	All EAs related to projects on Aboriginal reserve lands.	Not Included The proposed project will not extend beyond the current property limits.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Environment Canada				
Rob Dobos, Manager Environmental Assessment Section Environmental Protection Branch - Ontario Region Environment and Climate Change Canada 867 Lakeshore Rd. Burlington ON L7R 4A6	Electronic (CD) version preferred	T 905-336-4953 rob.dobos@canada.ca	All individual EAs and Parent Class EAs (particularly those affecting an area of federal interest or responsibility), and only Class EAs or other streamlined EAs that also could fall under CEAA 2012.	Included Included to determine if they have an interest in the EA.
Fisheries and Oceans Canada				
Information about projects near water, and a self-assessment process for determining if DFO review is required, is found at: http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html Contact information for DFO by province: http://www.dfo-mpo.gc.ca/pnw-ppe/contact-eng.html	Consult DFO (if DFO review required)		Any EAs which may cause serious harm to fish. The <i>Fisheries Act</i> requires that projects avoid causing serious harm to fish unless authorized by the Minister of Fisheries and Oceans Canada. Serious harm to fish is defined in the <i>Fisheries Act</i> as “the death of fish or any permanent alteration to, or destruction of, fish habitat.” This applies to work being conducted in or near waterbodies that support fish that are part of or that support a commercial, recreational or Aboriginal fishery. An authorization from DFO under the <i>Fisheries Act</i> may be required. The need for EA circulation to DFO should be determined following the steps in the link provided at left.	Included Potential impacts on fish and fish habitat to be identified/confirmed. Included to determine if they have an interest in the EA.
Health Canada				
Maria Yu, Environmental Assessment Coordinator Environmental Health Program Regions and Programs Bureau Health Canada 180 Queen St. W Toronto ON M5V 3L7	1 electronic copy via email	T: 416-954-7381 F: 416-952-4444 maria.yu@hc-sc.gc.ca	No contact necessary; CEA Agency will decide if this department needs to be notified of project (for federal EA for project under CEAA). Exception is if it is determined specific expert advice is required on matters not covered by provincial agencies, including electric and magnetic fields, and radiation	Not Included No contact necessary. CEA Agency will decide if Health Canada need to be notified of the project. Contact will be made with Health Canada only if expert advice is required during the EA process.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
Kiran Anwar Environmental Assessment Coordinator Environmental Health Program Regions and Programs Bureau Health Canada 180 Queen St. W Toronto ON M5V 3L7	1 electronic copy via email	T: 416-954-5020 F: 416-952-4444 kiran.anwar@hc-sc.gc.ca	effects. They also have expertise on health risk assessment/management; federal air, water and soil quality guidelines/ standards used in human health risk assessment; multi-media toxicology; air quality health effects; drinking and recreational water quality; and noise impacts. Letter requesting expert advice should specify scope of project and assessment, the expertise requested, and sections of the EA to be reviewed.	
Transport Canada				
Transport Canada does not require receipt of all individual or Class EA related notifications. Proponents are requested to self-assess if their project will interact with a federal property and require approval and/or authorization under any Acts administered by Transport Canada (see list to the right of the most common Acts that Transport Canada administers that have been applied to EA projects). If the proponent has determined that Transport Canada will not provide an approval/or authorization related to their project, Transport Canada is to be removed from the project distribution list.	Electronic copy	EnviroOnt@tc.gc.ca	Contact to see if they have an interest in the EA. Under the Canadian Environmental Assessment Act, 2012, Transport Canada is required to determine the likelihood of significant adverse environmental effects of projects that will occur on federal property prior to exercising a power, performing a function or duty in relation to that project. The proponent should revise the Directory of Federal Real Property, available at http://www.tbs-sct.gc.ca/dfrp-rbif/ , to verify if the project will potentially interact with any federal property and/or waterway. The project proponent should also review the list of Acts that Transport Canada administers and assists in administering that may apply to the project, available at: https://www.tc.gc.ca/eng/acts-regulations/acts.htm).	Included The St. Thomas Municipal Airport is located approximately 14 km from the proposed project. The Greater London International Airport is located approximately 16 km from the proposed project. Transport Canada is included in the distribution list to determine if they have an interest in the EA.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
			<p>Summary of most common Acts administered by TC that have applied to projects in an EA context:</p> <ul style="list-style-type: none"> • Navigation Protection Act (NPA) – applies primarily to works constructed or placed in, on, over, under, through, or across scheduled navigable waters set out under the Act. The Navigation Protection Program administers the NPA through the review and authorization of works affecting scheduled navigable waters. Information about the Program, NPA and approval process is available at: http://www.tc.gc.ca/eng/programs-621.html. Enquiries can be directed to NPPONT@tc.gc.ca or by calling (519) 383-1863. • Railway Safety Act (RSA) – provides the regulatory framework for railway safety, security, and some of the environmental impacts of railway operations in Canada. The Rail Safety Program develops and enforces regulations, rules, standards and procedures governing safe railway operations. Additional information about the Program is available at: https://www.tc.gc.ca/eng/railsafety/menu.htm. Enquiries can be directed to RailSafety@tc.gc.ca or by calling (613) 998-2985. • Transportation of Dangerous Goods Act (TDGA) – the transportation of dangerous goods by air, marine, rail and road is regulated under the TDGA. Transport Canada, based on risks, develops safety standards and regulations, provides oversight and gives expert advice on dangerous goods to promote public safety. Additional information about the transportation of dangerous goods is available at: https://www.tc.gc.ca/eng/tdg/safety-menu.htm. Enquiries can be directed to TMDOntario@tc.gc.ca or by calling (416) 973-1868. 	

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
			<ul style="list-style-type: none"> • Aeronautics Act – Transport Canada has sole jurisdiction over aeronautics, which includes aerodromes and all related buildings or services used for aviation purposes. Aviation safety in Canada is regulated under this Act and the Canadian Aviation Regulations (CARs). Elevated Structures, such as wind turbines and communication towers, would be examples of projects that must be assessed for lighting and marking requirements in accordance with the CARs. Transport Canada also has an interest in projects that have the potential to cause interference between wildlife and aviation activities. One example would be waste facilities, which may attract birds into commercial and recreational flight paths. The Land Use In The Vicinity of Aerodromes publication recommends guidelines for and uses in the vicinity of aerodromes, available at: https://www.tc.gc.ca/eng/civilaviation/publications/tp1247-menu-1418.htm. Enquires can be directed to CASO-SACO@tc.gc.ca or by calling 1 (800) 305-2059 / (416) 952-0230. 	
Mr. Yvon Larochelle, Director of Environmental Services Ottawa International Airport Suite 2500 110 Airport Parkway Private Ottawa ON K1V 9B4	Prefers electronic copy	T: 613-248-2000 Ext.1157 F: 613-248-2003 yvon.larochelle@ottawa-airport.ca	Projects potentially affecting the Ottawa International Airport.	Not Included The project is not located near the Ottawa International Airport.
Mr. Derek Gray Manager, Environmental Services Greater Toronto Airport Authority Lester B. Pearson International Airport 3111 Convair Drive, P.O. Box 6031 Mississauga ON L5P 1B2	Prefers electronic copy	T: 416-776-3049 derek.gray@gtaa.com	Projects potentially affecting Pearson Airport and surrounding area including the 401, 427, 409 and 407, as well as those affecting east Pickering Airport site.	Not Included The project is not located near the Lester B. Pearson International Airport.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated	Rationale for Including or Not Including in the Project Distribution List
CN Rail				
Stefan Linder, Manager, Public Works Design & Construction CN Rail 4 Welding Way off Administration Road Vaughan ON L4K 1B9	1 hard copy	T: 905-669-3264 F: 905-760-3406 stefan.linder@cn.ca	Projects affecting railway lines. Technical advice and information only	Not Included The proposed project will not impact CN Rail lines.
7.0 MUNICIPALITIES				
<p>It is the proponent's responsibility to distribute all EA-related material to the appropriate contact persons in the relevant departments at the affected lower-, upper- or single-tier municipality or municipalities. The municipality will determine which contacts will respond or if one will respond for all departments (excludes Fire Department, Police Department and School Boards which get their own circulation and provide their own comments or sign-off as they are designates of provincial ministries).</p> <p>The EAA also requires that all Notices of ToR submission (section 6. (3.3)) and all Notices of EA Submission (section 6.3(3)) be filed with the Clerk of each Municipality in which the undertaking is to be carried out, but the Clerk is usually not the person designated by the municipality for providing comments or sign-offs on individual EAs or Class EAs.</p> <p>For a Municipal Directory and more information regarding Ontario Municipalities please go to the following web pages: http://www.mah.gov.on.ca/page1591.aspx http://www.amo.on.ca/</p>				The proponent is the City of London

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Appendix D

Indigenous Communities

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Ministry of the Environment
and Climate Change

Environmental Approvals
Branch

135 St. Clair Avenue West
1st Floor
Toronto ON M4V 1P5
Tel.: 416 314-8001
Fax: 416 314-8452

Ministère de l'Environnement et de
l'Action en matière de changement
climatique

Direction des autorisations
environnementales

135, avenue St. Clair Ouest
Rez-de-chaussée
Toronto ON M4V 1P5
Tél : 416 314-8001
Télééc. : 416 314-8452



February 6, 2017

Mr. Wesley Abbott, P. Eng.
City of London
PO Box 5035, 300 Dufferin Ave.
London, ON N6A 4L9

Dear Mr. Abbott:

This letter acknowledges that the City of London has indicated that it will be following the individual environmental assessment process under the Ontario Environmental Assessment Act for the City of London New Waste Management Capacity project.

As you are aware, the Government of Ontario (the "Crown") has a constitutional duty to consult and accommodate Aboriginal communities when Crown project approvals may lead to an adverse impact on established or asserted Aboriginal or treaty rights. The Crown may use existing regulatory processes as a vehicle for fulfilling its constitutional duty, including an environmental assessment under Part II of the *Environmental Assessment Act*. These consultation obligations are in addition to the public and Aboriginal consultation requirements imposed under the *Environmental Assessment Act* and the Ministry of the Environment's Code of Practice for Preparing and Reviewing Terms of Reference for Environmental Assessments in Ontario.

The Crown has a duty to consult communities when it knows about established or credibly asserted Aboriginal or treaty rights, and contemplates decisions or actions that may adversely affect them. Although the Crown remains responsible for ensuring the adequacy of consultation with potentially affected Aboriginal communities, it may delegate procedural aspects of the consultation process to project proponents. **The Ontario Ministry of the Environment and Climate Change is delegating the procedural aspects of consultation to you through this letter.**

List of Communities to Consult

Based on the Crown's preliminary assessment of Aboriginal community rights and Project impacts, the following communities should be consulted on the basis that they have or may have constitutionally protected Aboriginal or treaty rights that could be adversely affected by the Project, or may be otherwise interested in any negative environmental effects of the project/activity:

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Community Name:
Chippewas of the Thames First Nation
Contact Information:
Chief Joanne Rogers 320 Chippewa Road R.R. #1 MUNCEY, ON N0L 1Y0 (519) 289-5555 (Fax) 289-2230 Lwhite-eye@cottfn.com cdeleary@cottfn.com

Community Name:
Chippewas of Kettle and Stony Point
Contact Information:
Chief Thomas Bressette 6247 Indian Lane Kettle & Stony Point FN, ON N0N 1J0 (519) 786-2125 (Fax) 786-2108 KPAssistant@kettlepoint.org Thomas.bressette@kettlepoint.org

Community Name:
Oneida Nation of the Thames
Contact Information:
Chief Randall Phillips 2212 Elm Avenue SOUTHWOLD, Ontario N0L 2G0 (519) 652-3244 (Fax) 652-2930 Randall.phillips@oneida.on.ca

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Community Name: Aamjiwnaang First Nation
Contact Information: Chief Joanne Rogers 978 Tashmoo Avenue SARNIA, Ontario N7T 7H5 (519) 336-8410 (Fax) 336-0382 Aamjiwnaang.chief@gmail.com SRedmond@aamjiwnaang.ca

Community Name: Bkejwanong Territory (Walpole Island)
Contact Information: Chief Daniel Miskokomon 117 Tahgahoning Road, R.R. #3 WALLACEBURG, ON N8A 4K9 (519) 627-1481 (Fax) 627-0440 drskoke@wifn.org alicia.blackeagle@wifn.org

Community Name: Caldwell First Nation
Contact Information: Chief Louise Hillier P.O. Box 388 LEAMINGTON, ON N8H 3W3 (519) 322-1766 (Fax) 322-1533 1-800-206-7522 cfnchief@live.com

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Community Name:
Delaware Nation (Moravian of the Thames)
Contact Information:
Chief Greg Peters 14760 School House Line, R.R. #3 THAMESVILLE, ON N0P 2K0 (519) 692-3936 (Fax) 692-5522 gcpeters@xplornet.ca

Community Name:
Munsee-Delaware Nation
Contact Information:
Chief Roger Thomas R. R. #1, 289 Jubilee Road MUNCEY, ON N0L 1Y0 (519) 289-5396 (Fax) 289-5156 Chief.thomas@munsee-delaware.org

The ministry relies on consultation conducted by proponents when it assesses the Crown's obligations and directs proponents during the regulatory process. The proponent's responsibilities for procedural aspects of consultation include:

- Providing First Nation and/or Métis communities with information about the proposed project/activity including anticipated impacts, and information on timelines;
- Following up with First Nation and/or Métis communities to ensure they received project/activity information and that they are aware of the opportunity to express comments and concerns about the project. If you are unable to make the appropriate contacts (e.g. are unable to contact the Chief) please contact the appropriate ministry project officer for further direction;
- Gathering information about how the project may adversely impact the relevant Aboriginal and/or Treaty rights (for example, hunting, fishing) or sites of cultural significance (for example, burial grounds, archaeological sites);
- Considering the comments and concerns provided by First Nation and/or Métis communities and providing responses;
- Where appropriate, discussing potential mitigation strategies with First Nation and/or Métis communities;

2069 (2011/10)

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- Bearing the reasonable costs associated with these procedural aspects of consultation;
- Maintaining a Consultation Record and providing copies to the ministry.

NOTE: Information upon which the above list of Indigenous communities is based is subject to change. Indigenous communities can make assertions at any time, and other developments, for example the discovery of archaeological resources, can occur that may require additional Indigenous communities to be notified. Should this happen, the Ministry will contact you. Similarly, if you receive any feedback from any Indigenous communities not included in this list, as part of your consultation, the Ministry would appreciate being notified.

Should you or any members of your project team have any questions regarding the material above, please contact me at 416-14-1181.

Sincerely,



Beau Wansbrough
Project Officer
Environmental Approvals Branch

Attachment

c: Dan Delaquis
Wes Abbott
bc: Peter Brown

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Appendix E
Waste Management Working Group
Terms of Reference

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Acronyms and Glossary of Terms

Term	Definition
Civic Works Committee	The Civic Works Committee is a standing committee that deals with transportation, water, wastewater and solid waste matters among others. Standing committees hear delegations from the public, reviews reports from staff and advisory committees and makes recommendations to City Council.
Waste Management Working Group	The Waste Management Working Group (WMWG) is a committee of Council that will meet on a regular basis to provide direction to the City Project Team, review findings and make recommendations to the City Council, through the Civic Works Committee.
WMWG	Waste Management Working Group

1.0 Composition:

The Waste Management Working Group (WMWG) shall be comprised of a minimum of three (3) Members of Council who have indicated to the City Clerk their willingness to serve on the Working Group.

2.0 Term of Office:

The WMWG shall dissolve upon completion of its mandate.

3.0 Chair and Vice Chair:

The Chair and Vice Chair shall be elected by the Working Group from among its Members.

4.0 Reporting Relationship:

The Working Group shall report through the Civic Works Committee.

5.0 Mandate:

The Working Group shall consider matters related to the City's Resource Recovery Strategy and Residual Waste Disposal Strategy. The Resource Recovery Strategy involves the development and design of a plan to maximize waste reduction, reuse, recycling, resource recovery, energy recovery and/or waste conversion in an economically viable manner. The Residual Waste Disposal Strategy involves the development and design of a long-term plan to manage residual waste (waste after resource recovery) until 2050 or longer and will require the completion of an Individual Environmental Assessment.

6.0 Duties:

The Waste Management Working Group shall:

- a) Review and provide input to Civic Administration on reports brought forward regarding the Resource Recovery Strategy and Residual Waste Disposal Strategy;
- b) Review and provide input to the Municipal Council, through the Civic Works Committee, with respect to the development and design of the Resource Recovery Strategy and Residual Waste Disposal Strategy;
- c) Participate, as appropriate, in broader community engagement at key points throughout the planning/development process of the Resource Recovery Strategy
- d) Participate, as appropriate, in broader community engagement at key points throughout the environmental assessment for the Residual Waste Disposal Strategy; and
- e) Provide input in evaluating issues received from the public and other stakeholders.

7.0 Meetings:

The meetings shall be held quarterly or on an as needed basis.

8.0 Resources:

Research and general support staff resources shall be provided through the Managing Director, Environmental & Engineering Services and City Engineer. Secretariat support shall be provided by the City Clerk's Office.

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