

Notice of Completion Template Wording

This first page is the wording for a Notice of Completion provided by MECP revised to repeat the date for comments that are submitted to MECP and to state that Proponents must be copied with comments to MECP.

Two sample Notices of Completion prepared by MEA follow

Interested persons may provide written comments to our project team by **DATE**. All comments and concerns should be sent directly to **PROPONENT CONTACT** at the **COMPANY/MUNICIPALITY**.

In addition, a request may be made to the Ministry of the Environment, Conservation and Parks for an order requiring a higher level of study (i.e. requiring an individual/comprehensive EA approval before being able to proceed), or that conditions be imposed (e.g. require further studies), only on the grounds that the requested order may prevent, mitigate or remedy adverse impacts on constitutionally protected Aboriginal and treaty rights. Requests on other grounds will not be considered. Requests should include the requester contact information and full name.

Requests should specify what kind of order is being requested (request for conditions or a request for an individual/comprehensive environmental assessment), how an order may prevent, mitigate or remedy potential adverse impacts on Aboriginal and treaty rights, and any information in support of the statements in the request. This will ensure that the ministry is able to efficiently begin reviewing the request.

The request should be sent by **DATE** in writing or by email to:

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

and

Director, Environmental Assessment Branch
Ministry of Environment, Conservation and Parks
135 St. Clair Ave. W, 1st Floor
Toronto ON, M4V 1P5
EABDirector@ontario.ca

Requests must also be copied to the **PROPONENT** by mail or by e-mail. Please visit the ministry's website for more information on requests for orders under section 16 of the *Environmental Assessment Act* at: <https://www.ontario.ca/page/class-environmental-assessments-part-ii-order>

All personal information included in your request – such as name, address, telephone number and property location – is collected, under the authority of section 30 of the Environmental Assessment Act and is collected and maintained for the purpose of creating a record that is available to the general public. As this information is collected for the purpose of a public record, the protection of personal information provided in the Freedom of Information and Protection of Privacy Act (FIPPA) does not apply (s.37). Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential.

PLACEHOLDER FOR PROPONENTS TO INSERT NOTICE OF COLLECTION TEXT, AS REQUIRED) UNDER ANY PROTECTION OF PRIVACY LEGISLATION (e.g. FIPPA, MFIPPA).

This Notice issued **DATE.**

SAMPLE NOTICE D1: NOTICE OF COMPLETION

MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT TRAFFIC CONGESTION ON BRIDGE STREET

The Town of South Falls has completed the Class Environmental Assessment to address traffic congestion on Bridge St in the Downtown. The recommended solution is to construct a new arterial road to the east that parallels Bridge St and provides an alternative route on to which traffic will be diverted.

INSERT MAP OF PROJECT LOCATION

The Town has planned this project through the Schedule “C” process of the Municipal Class Environmental Assessment (2022). As such, public and technical agency consultation played a key role in developing the study recommendations.

An Environmental Study Report (ESR) documenting the planning process undertaken, details of the study recommendations as well as potential impacts and mitigation measures, has been completed and is being made available for public review. Subject to comments received following this Notice and the receipt of approvals, the Town intends to proceed with construction of the recommended project as outlined in the ESR.

The ESR is available for review on the Town’s website (www.southfalls.ca) and at the South Falls Town Hall (175 Bridge Street) during regular hours of operation Monday to Friday. Further information may be obtained from one of the following members of the project team:

Town of South Falls - Paul Smith, P.Eng. Project Manager 175 Bridge Street South Falls, ON, K7C 2V8 Tel: 613-257-6207 E-mail: psmith@southfalls.ca

ABC Associates Limited - Andrew Black, Address, Phone, ablack@consultant.com

Interested persons may provide written comments to our project team by **[date]**. All comments and concerns should be sent directly to the **Town of South Falls, Paul Smith, P.Eng. Project Manager 175 Bridge Street South Falls, ON, K7C 2V8 E-mail: psmith@southfalls.ca**. The attached comment form is provided for your convenience.

In addition, a request to the Minister of the Environment, Conservation and Parks for an order imposing additional conditions or requiring an individual environmental assessment may be made on the grounds that the requested order may prevent, mitigate or remedy adverse impacts on constitutionally protected Aboriginal and treaty rights. Requests should include your full name and contact information.

Requests should specify what kind of order is being requested (additional conditions or an individual environmental assessment), explain how an order may prevent, mitigate or remedy potential adverse impacts, and can include any supporting information.

The request should be sent by **[date]** to:
Minister of the Environment, Conservation and Parks
Ministry of Environment, Conservation and Parks
777 Bay Street, 5th Floor
Toronto ON M7A 2J3
minister.mecp@ontario.ca

and
Director, Environmental Assessment Branch
Ministry of Environment, Conservation and Parks
135 St. Clair Ave. W, 1st Floor
Toronto ON, M4V 1P5
EABDirector@ontario.ca

Requests must also be sent to the Town of South Falls by mail or e-mail. Please visit the ministry's website for more information on requests for orders under section 16 of the Environmental Assessment Act at: <https://www.ontario.ca/page/class-environmental-assessments-part-ii-order>

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This Notice is issued on **[date]**.

Municipal Class Environmental Assessment Outstanding Concerns Form



The Municipal Engineers Association (MEA) developed the Municipal Class Environmental Assessment (MCEA) process to provide municipalities with a consultative approval process for routine projects with predictable, manageable environmental impacts. Stakeholders are expected to

- Participate in the consultation opportunities provided to the public within the MCEA process
- Engage in discussions with the proponent to try to address and resolve concerns

The **Town of South Falls** has now completed the MCEA process and issued the Notice of Completion for **Traffic Congestion on Bridge St.** While the Ministry of Environment, Conservation and Parks maintains the authority to issue an order related to this project, there is no appeals process. Instead, outstanding concerns are to be submitted to the **Town of South Falls** as indicated below using this form for final consideration. This form must be received by **[Date]**.

- 1) Describe how and when you raised your concerns with the proponent and the proponent's response

- 2) Describe what concerns remain outstanding and why these concerns could not be resolved through discussions with [Proponent]

- 3) My unresolved concerns relate to:

- potential environment impacts
 the adequacy of the process for the Municipal Class Environment Assessment
 other (specify)

Describe _____

4) Describe the outcome you seek to address your concern.

Additional information is attached

All personal information included in your request – such as name, address, telephone number and property location – is collected, under the authority of section 30 of the Environmental Assessment Act and is collected and maintained for the purpose of creating a record that is available to the general public. As this information is collected for the purpose of a public record, the protection of personal information provided in the Freedom of Information and Protection of Privacy Act (FIPPA) does not apply (s.37). Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential

I hereby declare that, to the best of my knowledge, the information contained in this form and the information submitted in support of this form is complete and accurate.

Name	Signature	Date
<input type="checkbox"/> Individual		
<input type="checkbox"/> On behalf of Person/Group (specify) _____		
<input type="checkbox"/> Other (specify) _____		

Unit	Street Number and Name
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PO Box	City/Town	Province	Country	Postal Code
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Telephone	Email
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Please keep my personal information confidential

Submit this form to Paul Smith, P.Eng. Project Manager 175 Bridge Street South Falls, ON, K7C 2V8 E-mail: psmith@southfalls.ca

SAMPLE NOTICE D2: NOTICE OF COMPLETION

MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT – EXPAND CAPACITY OF SOUTH FALLS WATER TREATMENT PLANT

The Town of South Falls is growing rapidly and the new growth requires access to municipal water. The Town of South Falls has studied alternatives and determined that the capacity of the water treatment plant should be expanded by installing another treatment filter, installing an addition high lift pump and expanding the size of the clear well for water storage. To minimize the visual impact of this project, the clear well water storage tank will be underground. Additional property for this project will be acquired prior to construction. The estimated cost of \$2.5m will be funded entirely from development charges.

INSERT MAP OF PROJECT LOCATION

The Town has planned this project through the Schedule B process in the Municipal Class Environmental Assessment 2022. As such, public and technical agency input played a key role in developing the study recommendations.

A Project File Report documenting the planning process undertaken, details of the study recommendations as well as potential impacts and mitigation measures, has been completed and is being made available for public review. Subject to comments received following this Notice and the receipt of approvals, the Town intends to proceed with construction of the recommended project, as outlined in the Project File Report.

The Project File Report is available for review on the Town's website (www.southfalls.ca) and at the South Falls Town Hall (175 Bridge Street) during regular hours of operation Monday to Friday. Further information may be obtained from one of the following members of the project team:

Town of South Falls - Paul Smith, P.Eng. Project Manager 175 Bridge Street South Falls, ON, K7C 2V8 Tel: 613-257-6207 E-mail: psmith@southfalls.ca

ABC Associates Limited - Andrew Black, Address, Phone, ablack@consultant.com

Interested persons may provide written comments to our project team by [date]. All comments and concerns should be sent directly to the **Town of South Falls, Paul Smith, P.Eng. Project Manager 175 Bridge Street South Falls, ON, K7C 2V8 E-mail: psmith@southfalls.ca** The attached comment form is provided for your convenience.

In addition, a request to the Minister of the Environment, Conservation and Parks for an order imposing additional conditions or requiring an individual environmental assessment may be made on the grounds that the requested order may prevent, mitigate or remedy adverse impacts on constitutionally protected Aboriginal and treaty rights. Requests should include your full name and contact information.

Requests should specify what kind of order is being requested (additional conditions or an individual environmental assessment), explain how an order may prevent, mitigate or remedy potential adverse impacts, and can include any supporting information.

The request should be sent by **[date]** in writing or by email to:

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This Notice is issued **[date]**.

Municipal Class Environmental Assessment Outstanding Concerns Form



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- Participate in the consultation opportunities provided to the public within the MCEA process
- Engage in discussions with the proponent to try to address and resolve concerns

The **Town of South Falls** has now completed the MCEA process and issued the Notice of Completion for **Expand Capacity of Water Treatment Plant**. While the Ministry of Environment, Conservation and Parks maintains the authority to issue an order related to this project, there is no appeals process. Instead, outstanding concerns are to be submitted to the **Town of South Falls** as indicated below using this form for final consideration. This form must be received by **[Date]**.

- 1) Describe how and when you raised your concerns with the proponent and the proponent's response

- 2) Describe what concerns remain outstanding and why these concerns could not be resolved through discussions with [Proponent]

- 3) My unresolved concerns relate to:

- potential environment impacts
- the adequacy of the process for the Municipal Class Environment Assessment
- other (specify)

Describe _____

4) Describe the outcome you seek to address your concern.

Additional information is attached

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I hereby declare that, to the best of my knowledge, the information contained in this form and the information submitted in support of this form is complete and accurate.

Name	Signature	Date
<input type="checkbox"/> Individual		
<input type="checkbox"/> On behalf of Person/Group (specify) _____		
<input type="checkbox"/> Other (specify) _____		

Unit	Street Number and Name
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PO Box	City/Town	Province	Country	Postal Code
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Telephone	Email
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Please keep my personal information confidential

Submit this form to Paul Smith, P.Eng. Project Manager 175 Bridge Street South Falls, ON, K7C 2V8 E-mail: psmith@southfalls.ca