

4.0 Environmental Assessment Applications

The following section details how the Toronto and Region Conservation Authority (TRCA) carries out its role as a review agency, with provincial direction to provide technical clearance, under the Ontario *Environmental Assessment Act*, here on in referred to as the *Environmental Assessment Act*. It is organized by application type and provides information on:

- The importance of preliminary consultation
- How and why your Environmental Assessment application is sent to TRCA for review
- TRCA's review process
- TRCA's submission requirements

This Manual is not intended to define or limit the involvement TRCA may have with your application; it provides a general guideline. Please refer to the appropriate subsection based on the type of application you need to submit, as indicated below.

- 4A – Individual Environmental Assessments
- 4B – Class Environmental Assessments
- 4C – Municipal Class Environmental Assessments
 - 1 – Master Plans
 - 2 – Schedule A
 - 3 – Schedule B and C
- 4D – Electricity Generation and Transmission Environmental Assessments
 - 1 – Category A
 - 2 – Category B
 - 3 – Category C

As noted in Section 2.3 of this Manual, which outlines the legislative framework governing TRCA with respect to the Environmental Assessment review process, TRCA staff are responsible for providing technical clearance on applications made under the *Environmental Assessment Act* and recommendations to TRCA's Executive Committee regarding any associated Ontario Regulation 166/06 permit applications. Staff comments and recommendations are based on TRCA's commitment to integrating the principles of sustainable planning into city building within the nine watersheds of our jurisdiction.

In addition to the above noted review of applications under the *Environmental Assessment Act* and TRCA's Regulation, it is important to note that proposals may require approvals from other agencies. It is the responsibility of an applicant to undertake due diligence to determine all required approvals.

4.1 Application Streams

Preliminary consultation and the submission of a complete application are the cornerstones of an efficient and effective review process. These notions are vital to TRCA's commitment to meeting its targeted timelines. However, each application is unique by virtue of the specifics of the property, its location, the nature of the development and many other factors. Accordingly, your application may be resolved in more or less time depending on the combination of these factors. The extent of environmental features and constraints, requirements for TRCA property,

the complexity of a proposal, and compliance with TRCA policy, largely dictate review and approval timelines. Within our plan review process, Environmental Assessment applications are categorized into three streams:

Complex – Applications that typically involve large developments with significant environmental impacts, community stakeholder concerns, or permitting requirements. Generally, these would include Master Plans, Individual Environmental Assessments and Municipal Class Environmental Assessments – Schedule C and some Schedule B.

Routine – Applications that are typically smaller in scope and have issues that are not highly complex or controversial. These applications require limited circulation to TRCA technical staff and generally require standard approval recommendations or conditions. Generally, these would include most Class Environmental Assessments, including most Schedule B Municipal Class Environmental Assessments.

Unacceptable – Applications that do not comply with the basic principles of TRCA's policies and programs.

4A Individual Environmental Assessments

The *Environmental Assessment Act* allows for two types of Environmental Assessments (EA): Individual and Class. An Individual EA is required for a project that is routine but does not have predictable and mitigable environmental effects. From a municipal perspective, examples include new roads and transit facilities.

For each project requiring an Individual EA, a Terms of Reference must be completed at the outset of the project. The management of the EA process occurs in consultation with staff from the Ministry of Environment (MOE) – Environmental Assessment and Approvals Branch. As defined by MOE, the Terms of Reference document must set out in detail the proposed work plan for the preparation of the EA document, and it must provide commitments to consultation, EA process and technical requirements during the EA.

For municipal, private and other agency projects, TRCA provides comments on the draft Terms of Reference to the proponent and on the final Terms of Reference to MOE. The final Terms of Reference is approved by MOE staff. Once the Terms of Reference is approved, the proponent can undertake the required studies and complete the EA. TRCA staff reviews and comments on draft reports throughout the process, and meets with the proponent as required. Staff use TRCA watershed management strategies, plans, programs and policies to provide direction to the proponent.

For projects where TRCA is the proponent, Individual EAs are required when the requirements of the Conservation Ontario Class Environmental Assessment for Remedial Flood and Erosion Control Projects are not met. Such projects include those implemented under the Watershed Plan: Waterfront Development Program (1980) and the Integrated Shoreline Management Plan – Tommy Thompson Park to Frenchman’s Bay (1996). These projects are managed by staff in the Restoration Services or Watershed Management Divisions. For these projects, the planner forms part of the internal review team, which also includes technical staff. The planner provides advice on project compliance with TRCA policies and programs, but does not coordinate comments from other divisions. The planner will attend public meetings if requested to do so.

Preliminary Consultation

Proponents of an EA should discuss their proposal with TRCA prior to submitting a formal document. This preliminary consultation should be done as early in the EA process as possible to find out how your proposal is affected by TRCA’s programs and policies. Preliminary consultation serves to identify potential issues, constraints and study requirements. TRCA staff can inform you of what lies ahead in our review process, indicate whether your proposal is supported in principle and discuss anticipated processing timelines. Preliminary consultation also allows you to confirm what constitutes a complete application and assess your submission based on TRCA checklists and technical guidelines. The submission of a complete application provides TRCA staff an opportunity to review your application in a comprehensive, efficient and timely manner.

Review Procedures

For applications made pursuant to the *Environmental Assessment Act*, TRCA provides technical clearance on issues related to natural hazards and natural heritage, and technical advice on issues related to energy efficiency, and the use of renewable and non-renewable resources. The policies contained in TRCA's Valley and Stream Corridor Management Program, The Living City Strategic Plan, the Provincial Policy Statement, the Oak Ridges Moraine Conservation Plan, the Niagara Escarpment Plan, and the Greenbelt Plan, along with other applicable legislation, provide the basis for staff review and comment.

When the Notice of Commencement is received, its review is facilitated by a planner in our EA review team. The planner first reviews the submission and confirms TRCA interest in the proposal. A letter detailing these interests, together with digital information on natural features and regulatory limits, is provided to the proponent. This information should be used in determining recommendations in the Individual EA.

The following data are available to the proponent for most areas within TRCA watersheds and are provided when projects are initiated:

NATURAL FEATURES AND REGULATION DATA

- Archaeological and Heritage Resources Data
- Baseflow Data
- Engineered Flood Elevation Data
- Engineered Flood Plain Maps
- Environmentally Significant Areas
- Fish Monitoring Data
- Hydrogeological Data
- Natural Cover (forests, successional, etc.)
- Regulation Limits
- Special Policy Areas
- Targeted Terrestrial Natural Heritage System
- TRCA Property
- TRCA Species of Conservation Concern (Flora and Fauna)*
- Vegetation Type (ELC Communities)*
- Watercourses
- Watershed Boundaries

Typically, staff will participate on a technical advisory committee that meets at strategic points throughout the course of the project. The planner is invited to be part of the public consultation process, and will review all information provided at the meeting. Further, staff will attend the meeting if technical support is required.

When the technical background studies or the Individual EA are prepared, they should be submitted to TRCA for comment. The planner will circulate the submission to TRCA technical staff for review. Depending upon the proposal, a submission may need to be reviewed by TRCA's water resources engineers, geotechnical engineers, ecologists, hydrogeologists, Conservation Lands and Property Services staff, Archaeology staff, Restoration Services staff, or Watershed Specialist staff. Once a submission is reviewed by technical staff, and all necessary site visits are conducted to determine or stake the limits of natural features or the physical top-of-bank (Appendix B), the planner coordinates the review comments and

composes a letter detailing TRCA's issues, concerns or recommendations. These procedures are illustrated in Figure 7.

Submission Requirements

To ensure the interests of TRCA are met and to appropriately assess the technical aspects of your proposal, we require the submission of a number of information items as part of your Individual EA. Please note that not all of the items listed below will apply to your application, and depending on the study there may be additional requirements. Also note that the level of detail required for most of the studies and reports can vary widely depending on the property and the proposal. In some situations, a single-page letter from a qualified expert will be sufficient, while in other cases a major study will be necessary. Meeting with TRCA staff prior to the initiation of the Individual EA will determine which of the items must be provided with your submission, and facilitate a timely review.

COMPULSORY REQUIREMENTS

- Application Fee (Appendix I)
- Notice of Commencement, which describes the study area, outlines the proposal and provides contact names

POSSIBLE TECHNICAL REQUIREMENTS

- Archaeological Assessment by TRCA staff on TRCA Property
- Channel Crossings Assessment
- Conformity Reports (Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Environmental Impact Assessment
- Environmental Monitoring and Mitigation Plan
- Floodline Delineation Study/Hydraulics
- Geotechnical/Slope Stability Study
- Hydrogeological Assessment
- Natural Features Assessment
- Stormwater Management Study
- Structural Elevations and Construction Details
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation

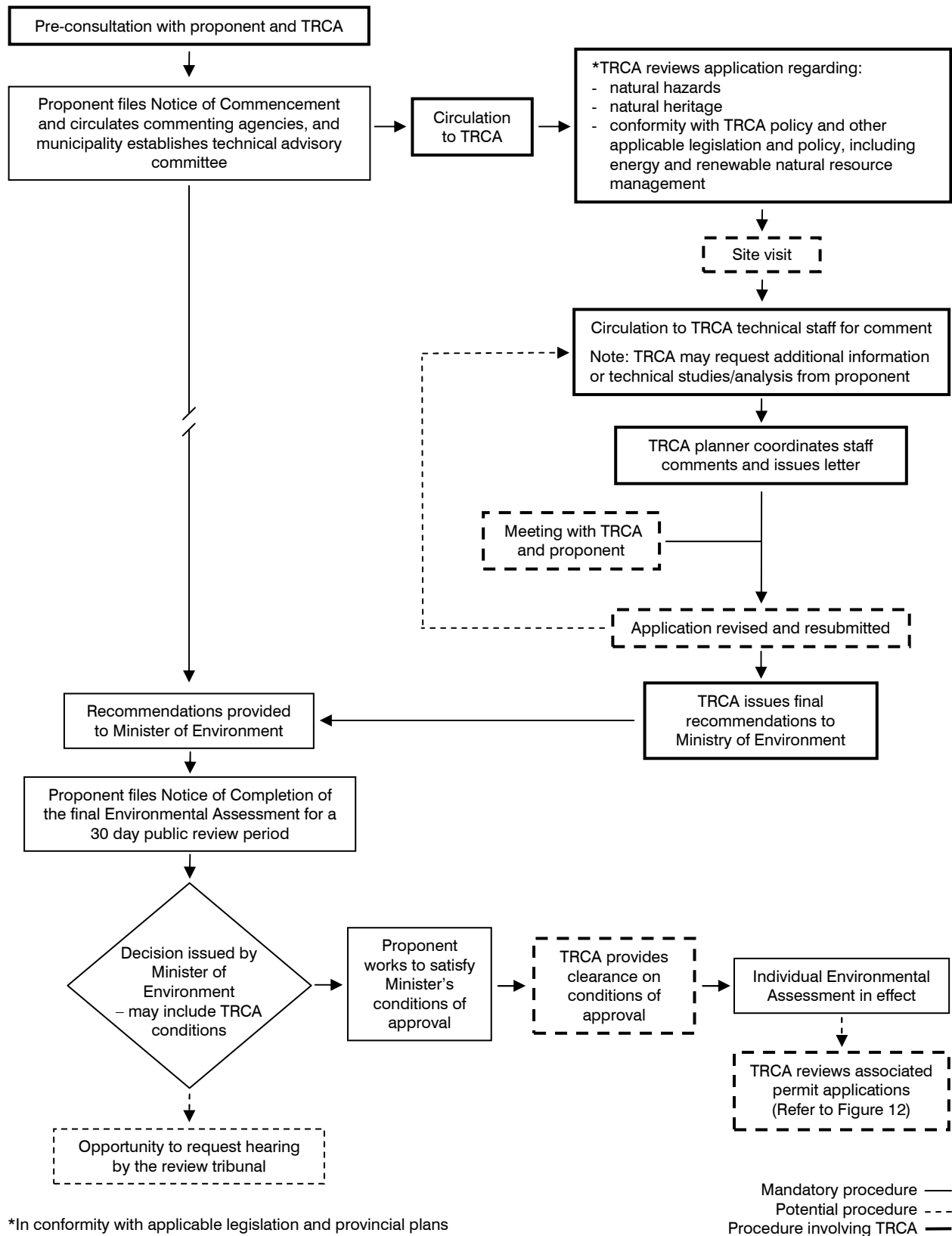
The checklists and technical guidelines produced by TRCA should be consulted in preparation of all Individual EAs and all supporting studies accompanying an application. The checklists and guidelines are found in Section 7.0 of this Manual.

Level of Service

TRCA staff are committed to meeting reasonable review times for all applications that are submitted. Review periods are established on the premise that a level of pre-consultation has been conducted and that the guidelines and most recent policies of the TRCA have been addressed. Commitment to review times also assumes submissions are complete. Applications are reviewed based on the order they are submitted and are generally subject to a 30 to 60 business day review timeline, recognizing that TRCA is required to provide comments on applications within the time frame specified by the circulating agency.

In many cases, re-submissions are required to address outstanding information needs. The review of re-submissions can require significant time depending on the level of information that was added. Re-submission requirements can be minimized through pre-consultation and compliance with TRCA guidelines. Generally 15 business days can be assumed for the review of re-submissions, unless they are identified as complex. An itemization of how the new or revised plans or studies address each of TRCA's comments from the previous submission will help to expedite the review process. Review times cannot be adhered to when submissions are incomplete and information is received in an uncoordinated approach. It should be noted that all review times are targets that may be affected by workload or unexpected occurrences. In special instances, TRCA has separate partnership agreements related to review requirements and receives special funding to facilitate the review and fees are not charged for these EAs.

Figure 7 – Review Procedures for Individual Environmental Assessments



4B Class Environmental Assessments

The *Environmental Assessment Act* allows for two types of Environmental Assessments (EA): Individual EAs and Class EAs. Class EAs are methods for dealing with projects that are recurring, usually similar in nature, often limited in scale, have a predictable range of environmental effects, and are responsive to mitigating measures. Projects that do not display these characteristics must undergo an Individual EA.

Class EA documents are approved by the Minister of the Environment. As outlined below, 11 types of Class EA documents are recognized. Each document establishes a streamlined planning process for proponents to follow in order to fulfill the requirements of the *Environmental Assessment Act*. The Class EA approach allows for the evaluation of the environmental effects of alternatives to an undertaking and alternative methods of carrying out a project, includes requirements for mandatory public consultation, and expedites the assessment of smaller recurring projects with predictable environmental effects. The applicability of the Class EA process for a particular project is determined by the proponent, in consultation with staff of the Ministry of Environment (MOE) – Central Region.

CLASS ENVIRONMENTAL ASSESSMENT DOCUMENTS

- Conservation Ontario Class Environmental Assessment for Remedial Flood and Erosion Control Projects
- Municipal Engineers Association, Municipal Class Environmental Assessment
- Class Environmental Assessment Process for Management Board Secretariat and Ontario Realty Corporation
- Class Environmental Assessment for Small Scale Ministry of Natural Resources Projects
- Class Environmental Assessment for Provincial Parks and Conservation Reserves
- Ontario Power Generation's Class Environmental Assessment for Shoreline and Riverbank Modifications
- Ontario Power Generation's Class Environmental Assessment for Modifications to Hydroelectric Facilities
- Ontario Hydro, Transmission Facilities Parent Class Environmental Assessment
- GO Transit's Class Environment Assessment Document
- MNR's Class Environmental Assessment Approval for Forest Management on Crown Lands in Ontario
- Class Environmental Assessment for Provincial Transportation Facilities

A common feature of the Class EA approval process is a provision that enables any individual, group or agency that has significant environmental concerns with a project to write to the Minister of the Environment and request a Part II Order. All Part II Order requests are reviewed by the MOE – Environmental Assessment and Approvals Branch, and the Minister is ultimately responsible for the decision. The Minister has four options: to deny the request; to deny the request with conditions; to refer the request to mediation; or to grant the request and require the proponent to undergo an Individual EA. Approximately 90 per cent of projects subject to the *Environment Assessment Act* are planned and implemented in accordance with a Class EA.

When TRCA is the proponent of a project under the Conservation Ontario Class Environmental Assessment for Remedial Flood and Erosion Control Projects, the role TRCA staff play in the review of the EA changes. These projects are managed by staff in the Restoration Services Division and the planner forms part of the internal review team, which also includes technical staff. The planner provides advice on project compliance with TRCA policies and programs, but does not coordinate comments from other divisions. The planner will attend public meetings if requested to do so.

Preliminary Consultation

Proponents of an EA should discuss their proposal with TRCA prior to submitting a formal document. This preliminary consultation should be done as early in the process as possible to find out how your proposal is affected by TRCA's programs and policies. Preliminary consultation serves to identify potential issues, constraints and study requirements. TRCA staff can inform you of what lies ahead in our review process, indicate whether your proposal is supported in principle and discuss anticipated processing timelines. Preliminary consultation also allows you to confirm what constitutes a complete application and assess your submission based on TRCA checklists and technical guidelines. The submission of a complete application provides TRCA staff an opportunity to review your application in a comprehensive, efficient and timely manner.

Review Procedures

For applications made pursuant to the *Environmental Assessment Act*, TRCA provides technical clearance on issues related to natural hazards and natural heritage, and technical advice on issues related to energy efficiency, and the use of renewable and non-renewable resources. The policies contained in TRCA's Valley and Stream Corridor Management Program, The Living City Strategic Plan, the Provincial Policy Statement, the Oak Ridges Moraine Conservation Plan, the Niagara Escarpment Plan, and the Greenbelt Plan, along with other applicable legislation, provide the basis for staff review and comment.

When the Notice of Commencement is received, its review is facilitated by a planner in our EA review team. The planner first reviews the submission and confirms TRCA interest in the proposal. A letter detailing these interests, together with digital information on natural features and regulatory limits, is provided to the proponent. This information should be used in determining recommendations in the Class EA.

The following data are available to the proponent for most areas within TRCA watersheds and are provided when projects are initiated:

- NATURAL FEATURES AND REGULATION DATA
- Archaeological and Heritage Resources Data
- Baseflow Data
- Engineered Flood Elevation Data
- Engineered Flood Plain Maps
- Environmentally Significant Areas
- Fish Monitoring Data
- Hydrogeological Data
- Natural Cover (forests, successional, etc.)
- Regulation Limits
- Special Policy Areas
- Targeted Terrestrial Natural Heritage System
- TRCA Property
- TRCA Species of Conservation Concern (Flora and Fauna)*
- Vegetation Type (ELC Communities)*
- Watercourses
- Watershed Boundaries

Typically, staff will participate on a technical advisory committee that meets at strategic points throughout the course of the project. The planner is invited to be part of the public consultation process, and will review all information provided at the meeting. Further, staff will attend the meeting if technical support is required.

When the technical background studies or the Class EA are prepared, they should be submitted to TRCA for comment. The planner will circulate the submission to TRCA technical staff for review. Depending upon the proposal, a submission may need to be reviewed by TRCA's water resources engineers, geotechnical engineers, ecologists, hydrogeologists, Conservation Lands and Property Services staff, Archaeology staff, Restoration Services staff, or Watershed Specialist staff. Once a submission is reviewed by technical staff, and all necessary site visits are conducted to determine or stake the limits of natural features or the physical top-of-bank (Appendix B), the planner coordinates the review comments and composes a letter detailing TRCA's issues, concerns or recommendations. These procedures are illustrated in Figure 8.

Submission Requirements

To ensure the interests of TRCA are met, and to appropriately assess the technical aspects of your proposal, we require the submission of a number of information items as part of your Class EA. Please note that not all of the items listed below will apply to your application, and depending on the study there may be additional requirements. Also note that the level of detail required for most of the studies and reports can vary widely depending on the property and the proposal. In some situations, a single-page letter from a qualified expert will be sufficient, while in other cases a major study will be necessary. Meeting with TRCA staff prior to the initiation of the Class EA will determine which of the items must be provided with your submission, and facilitate a timely review.

COMPULSORY REQUIREMENTS

- Application Fee (Appendix I)
- Notice of Commencement, which describes the study area, outlines the proposal and provides contact names

POSSIBLE TECHNICAL REQUIREMENTS

- Archaeological Assessment by TRCA staff on TRCA Property
- Channel Crossings Assessment
- Conformity Reports (Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Environmental Impact Assessment
- Environmental Monitoring and Mitigation Plan
- Floodline Delineation Study/Hydraulics
- Geotechnical/Slope Stability Study
- Hydrogeological Assessment
- Natural Features Assessment
- Stormwater Management Study
- Structural Elevations and Construction Details
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation

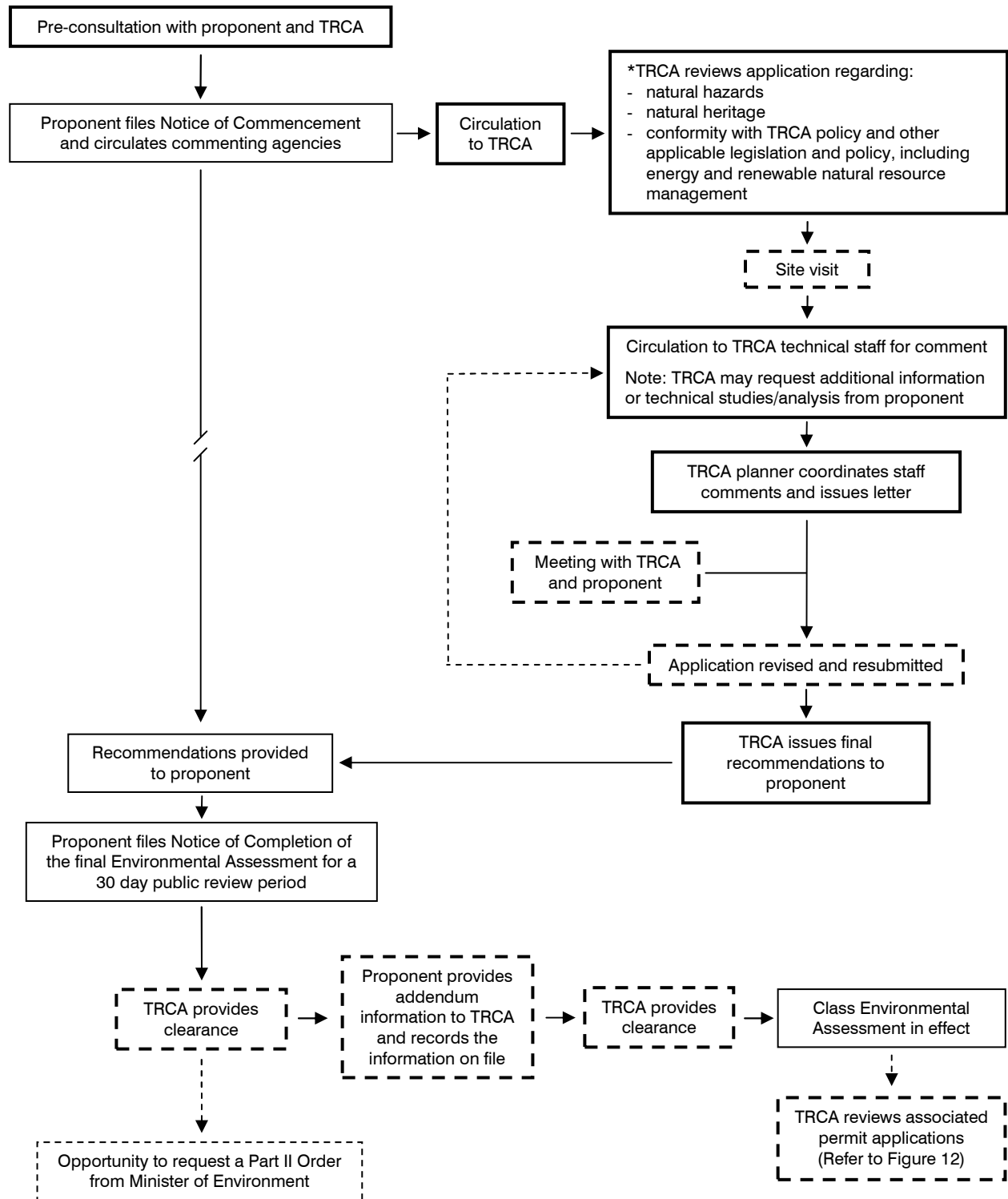
The checklists and technical guidelines produced by TRCA should be consulted in preparation of all Class EAs and all supporting studies accompanying an application. The checklists and guidelines are found in Section 7.0 of this Manual.

Level of Service

TRCA staff are committed to meeting reasonable review times for all applications that are submitted. Review periods are established on the premise that a level of pre-consultation has been conducted and that the guidelines and most recent policies of the TRCA have been addressed. Commitment to review times also assumes submissions are complete. Applications are reviewed based on the order they are submitted and are generally subject to a 30 to 60 business day review timeline, recognizing that TRCA is required to provide comments on applications within the time frame specified by the circulating agency.

In many cases, re-submissions are required to address outstanding information needs. The review of re-submissions can require significant time depending on the level of information that was added. Re-submission requirements can be minimized through pre-consultation and compliance with TRCA guidelines. Generally 15 business days can be assumed for the review of re-submissions, unless they are identified as substantially complex. An itemization of how the new or revised plans or studies address each of TRCA's comments from the previous submission will help to expedite the review process. Review times cannot be adhered to when submissions are incomplete and information is received in an uncoordinated approach. It should be noted that all review times are targets that may be affected by workload or unexpected occurrences. In special instances, TRCA has separate partnership agreements related to review requirements and receives special funding to facilitate the review and fees are not charged for these EAs.

Figure 8 – Review Procedures for Class Environmental Assessments



*In conformity with applicable legislation and provincial plans

Mandatory procedure —
 Potential procedure - - -
 Procedure involving TRCA —

4C Municipal Class Environmental Assessments

4C – 1 Master Plans

A Master Plan is a long range plan that ties together the various needs of an overall system, such as a water distribution system or a road network. Typically, a Master Plan is comprised of many separate projects that are dispersed geographically over a broad study area and are to be implemented separately over an extended period of time.

Municipal Master Plans are generally prepared as part of the growth management and long range planning process undertaken by a municipality. Municipalities have the option to subject their Master Plans to the rigours of the Municipal Class Environmental Assessment process (phases 1 and 2 at a minimum). If this is done, the work of the Master Plan can be applied when the municipality conducts the Environmental Assessment (EA) for a specific project that is included within the Master Plan. Typically, Master Plans are approved by the municipality following a public and agency consultation process that is outlined in the *Environmental Assessment Act*.

A Master Plan itself cannot be ordered to comply with Part II of the *Environmental Assessment Act*, also known as a Part II Order. However, the individual projects included in the Master Plan are subject to the requirements of the Class EA process at the time that they are to be implemented. Therefore, a request for a Part II Order can be made for the small project when the Municipal Class EA process is applied.

Preliminary Consultation

Proponents of an EA should discuss their proposal with TRCA prior to submitting a formal document. This preliminary consultation should be done as early in the EA process as possible to find out how your proposal is affected by TRCA's programs and policies. Preliminary consultation serves to identify potential issues, constraints and study requirements. TRCA staff can inform you of what lies ahead in our review process, indicate whether your proposal is supported in principle and discuss anticipated processing timelines. Preliminary consultation also allows you to confirm what constitutes a complete application and assess your submission based on TRCA checklists and technical guidelines. The submission of a complete application provides TRCA staff an opportunity to review your application in a comprehensive, efficient and timely manner.

Review Procedures

For applications made pursuant to the *Environmental Assessment Act*, TRCA provides technical clearance on issues related to natural hazards and natural heritage, and technical advice on issues related to energy efficiency, and the use of renewable and non-renewable resources. The policies contained in TRCA's Valley and Stream Corridor Management Program, The Living City Strategic Plan, the Provincial Policy Statement, the Oak Ridges Moraine Conservation Plan, the Niagara Escarpment Plan, and the Greenbelt Plan, along with other applicable legislation, provide the basis for staff review and comment. The technical and scientific expertise provided by TRCA supports the development of the Master Plan.

When the Notice of Commencement is received, its review is facilitated by a planner in our EA review team. The planner first reviews the submission and confirms TRCA interest in the proposal. A letter detailing these interests, together with digital information on natural features and regulatory limits, is provided to the proponent. This information should be used in determining recommendations in the Master Plan.

The following data are available to the proponent for most areas within TRCA watersheds and are provided when projects are initiated:

NATURAL FEATURES AND REGULATION DATA

- Archaeological and Heritage Resources Data
- Baseflow Data
- Engineered Flood Elevation Data
- Engineered Flood Plain Maps
- Environmentally Significant Areas
- Fish Monitoring Data
- Hydrogeological Data
- Natural Cover (forests, successional, etc.)
- Regulation Limits
- Special Policy Areas
- Targeted Terrestrial Natural Heritage System
- TRCA Property
- TRCA Species of Conservation Concern (Flora and Fauna)*
- Vegetation Type (ELC Communities)*
- Watercourses
- Watershed Boundaries

Typically, staff will participate on a technical advisory committee that meets at strategic points throughout the course of the project. The planner is invited to be part of the public consultation process, and will review all information provided at the meeting. Further, staff will attend the meeting if technical support is required.

When the technical background studies or the draft Master Plan report are prepared, they should be submitted to TRCA for comment. The planner will circulate the submission to TRCA technical staff for review. Depending upon the proposal, a submission may need to be reviewed by TRCA's water resources engineers, geotechnical engineers, ecologists, hydrogeologists, Conservation Lands and Property Services staff, Archaeology staff, Restoration Services staff, or Watershed Specialist staff. Once a submission is reviewed by technical staff, and all necessary site visits are conducted to determine or stake the limits of natural features or the physical top-of-bank (Appendix B), the planner coordinates the review comments and composes a letter detailing TRCA's issues, concerns or recommendations. These procedures are illustrated in Figure 9.

Submission Requirements

To ensure the interests of TRCA are met, and to appropriately assess the technical aspects of your proposal, we require the submission of a number of information items. Please note that not all of the items listed below will apply to your Master Plan, and depending on the project, there may be additional requirements. Also note that the level of detail required for most of the studies and reports can vary widely depending on the property and the proposal. In some

situations, a single-page letter from a qualified expert will be sufficient, while in other cases a major study will be necessary. Meeting with TRCA staff prior to the initiation of the Master Plan process will help determine which of the items must be provided with your submission, and facilitate a timely review.

COMPULSORY REQUIREMENTS

- Application Fee (Appendix I)
- Notice of Commencement, which describes the study area, outlines the proposal and provides contact names, if applicable

POSSIBLE TECHNICAL REQUIREMENTS

- Channel Crossings Assessment
- Conformity Reports (Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Environmental Impact Assessment
- Floodline Delineation Study/Hydraulics
- Geotechnical/Slope Stability Study
- Hydrogeological Assessment
- Natural Features Assessment
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation

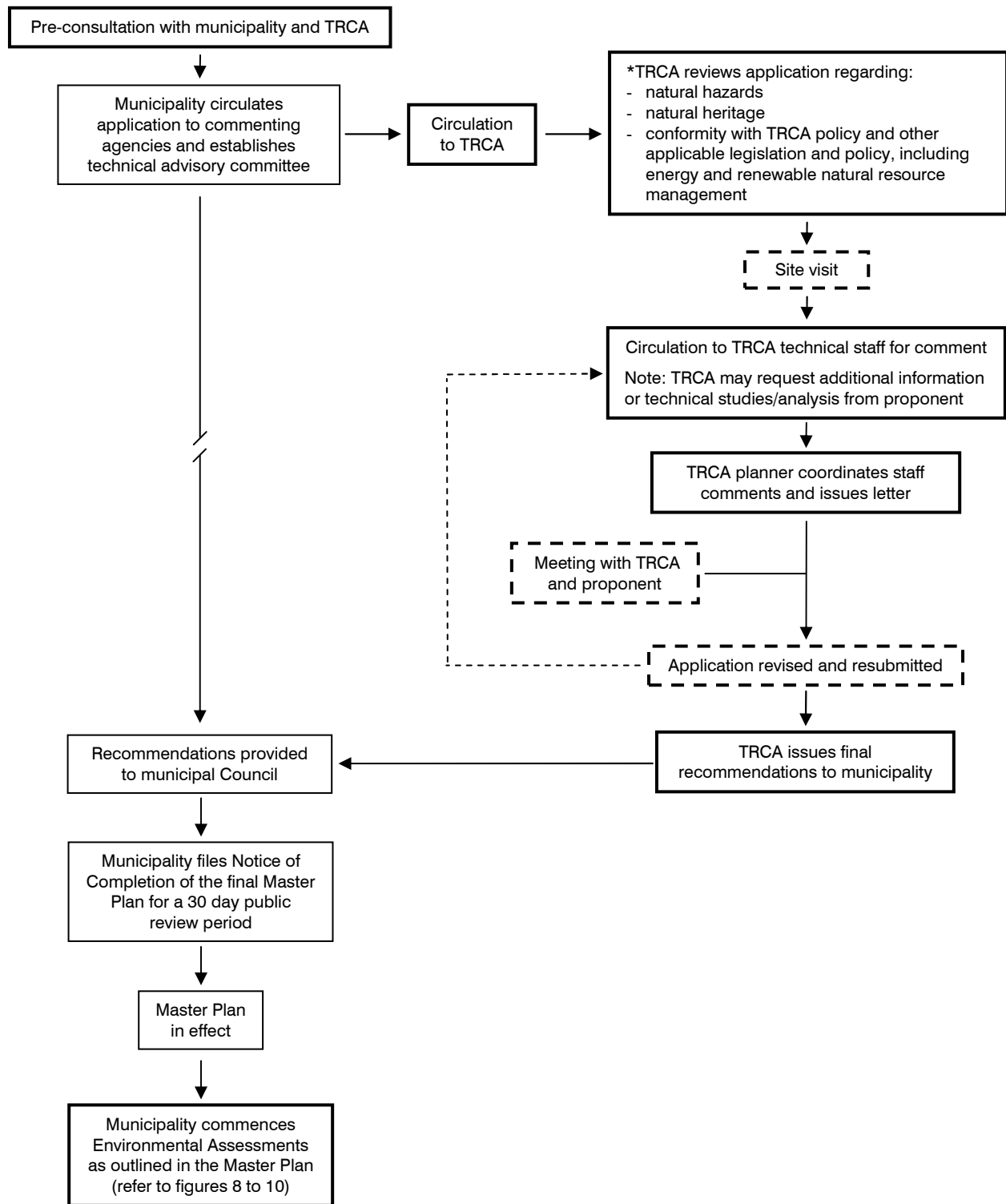
The checklists and technical guidelines produced by TRCA should be consulted in preparation of all Master Plans and all supporting studies accompanying an application. The checklists and guidelines are found in Section 7.0 of this Manual.

Level of Service

TRCA staff are committed to meeting reasonable review times for all applications that are submitted. Review periods are established on the premise that a level of pre-consultation has been conducted and that the guidelines and most recent policies of TRCA have been addressed. Commitment to review times also assumes submissions are complete. Applications are reviewed based on the order they are submitted and are generally subject to a 30 to 60 business day review timeline, recognizing that TRCA is required to provide comments on applications within the time frame specified by the circulating agency.

In many cases, re-submissions are required to address outstanding information needs. The review of re-submissions can require significant time depending on the level of information that was added. Re-submission requirements can be minimized through pre-consultation and compliance with TRCA guidelines. Generally 15 business days can be assumed for the review of re-submissions, unless they are identified as complex. An itemization of how the new or revised plans or studies address each of TRCA's comments from the previous submission will help to expedite the review process. Review times cannot be adhered to when submissions are incomplete and information is received in an uncoordinated approach. It should be noted that all review times are targets that may be affected by workload or unexpected occurrences. In special instances, TRCA has separate partnership agreements related to review requirements and receives special funding to facilitate the review and fees are not charged for these EAs.

Figure 9 – Review Procedures for Master Plans



*In conformity with applicable legislation and provincial plans

Mandatory procedure —
 Potential procedure - - -
 Procedure involving TRCA —

4C – 2 Municipal Class Environmental Assessments (Schedule A)

Schedule A Environment Assessments (EA) are considered to be pre-approved and therefore do not require public notification or technical clearance. In general, Schedule A EAs are routine maintenance projects. However, from time to time, TRCA staff may be concerned with the level of potential environmental impact with a Schedule A project and request that the municipality confirm the classification with the Ministry of the Environment.

It is important to note that even though the EA is considered pre-approved, permits in accordance with Ontario Regulation 166/06, or approvals under the *Fisheries Act*, are often required prior to the commencement of work, as many projects are within TRCA regulated areas. Permits associated with Schedule A EAs are administered through the EA team, which is part of TRCA's Planning and Development Division. Please refer to Section 5.0 for more information about TRCA's permitting process.

4C – 3 Municipal Class Environmental Assessments (Schedule B and C)

The majority of Environmental Assessment (EA) applications reviewed by TRCA are Municipal Class EAs. The Municipal Class EA document outlines the process that municipalities must follow in order to meet the requirements of the *Environmental Assessment Act*. The class EA approach allows for the evaluation of the environmental effects of alternatives to a project and alternative methods of carrying out a project. It includes mandatory requirements for public input and expedites the assessment of smaller recurring projects. Municipal Class EAs deal with municipal road, water and wastewater projects, including:

- Maintenance and operational activities
- Reconstruction, modification of existing roads and traffic facilities
- Reconstruction and modification of existing sewage, stormwater management, water and transit facilities
- Construction of stormwater management and related erosion, flood and water quality control facilities, and
- Slope stability and related projects.
- Pipelines, including water and sewage

Projects are categorized in the Master Plan according to their environmental significance and their effects on the surrounding environment. Planning methodologies are described within the Class EA and are different depending on whether the project is a Schedule A, B or C. The schedule is defined by the municipality in consultation with staff from the Ministry of the Environment (MOE) – Central Region.

The framework for conducting a Municipal Class EA may be described as follows:

PHASE 1

- Identify the problem or opportunity.

PHASE 2 (Applies to Schedule B and C projects only)

- Identify alternative solutions to the problem by taking into consideration the existing environment.
- Establish the preferred solution taking into account public and agency review and input.
- Determine the appropriate schedule for the undertaking.
- Schedule B projects can be implemented, once approved.

PHASE 3 (Applies to Schedule C projects only)

- Examine alternative methods of implementing the preferred solution, based upon the existing environment, public and government agency input, anticipated environmental effects and methods of minimizing negative effects and maximizing positive effects.

PHASE 4 (Applies to Schedule C projects only)

- Document, in an Environmental Study Report, a summary of the rationale, planning, design and consultation processes of the project
- Make such documentation available for scrutiny by review agencies and the public.

PHASE 5 (Applies to Schedule C projects only)

- Complete contract drawings and documents, and proceed to construction and operation; monitor construction for adherence to environmental provisions and commitments. Where special conditions dictate, also monitor the operation of the complete facilities.

A typical feature of the Class EA approval process is a provision which enables any individual, group or agency that has significant environmental concerns with a project to write to the Minister of the Environment and request a Part II Order. All Part II Order requests are reviewed by MOE – Environmental Assessment and Approvals Branch, and the Minister is ultimately responsible for the decision. The Minister has four options: to deny the request; to deny the request with conditions; to refer the request to mediation; or to grant the request and require the proponent to undergo an Individual EA. Approximately 90 per cent of projects subject to the *Environmental Assessment Act* are planned and implemented in accordance with a Class EA.

Preliminary Consultation

Proponents of an EA should discuss their proposal with TRCA prior to submitting a formal document. This preliminary consultation should be done as early in the process as possible to find out how your proposal is affected by TRCA's programs and policies. Preliminary consultation serves to identify potential issues, constraints and study requirements. TRCA staff can inform you of what lies ahead in our review process, indicate whether your proposal is supported in principle and discuss anticipated processing timelines. Preliminary consultation also allows you to confirm what constitutes a complete application and assess your submission based on TRCA checklists and technical guidelines. The submission of a complete application provides TRCA staff an opportunity to review your application in a comprehensive, efficient and timely manner.

Review Procedures

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When the Notice of Commencement is received, its review is facilitated by a planner in our EA review team. The planner first reviews the submission and confirms TRCA interest in the proposal. A letter detailing these interests, together with digital information on natural features and regulatory limits, is provided to the proponent. This information should be used in determining recommendations in the Class EA.

The following data are available to the proponent for most areas within TRCA watersheds and are provided when projects are initiated:

- NATURAL FEATURES AND REGULATION DATA
 - Archaeological and Heritage Resources Data
 - Baseflow Data
 - Engineered Flood Elevation Data
 - Engineered Flood Plain Maps
 - Environmentally Significant Areas
 - Fish Monitoring Data

- Hydrogeological Data
- Natural Cover (forests, successional, etc.)
- Regulation Limits
- Special Policy Areas
- Targeted Terrestrial Natural Heritage System
- TRCA Property
- TRCA Species of Conservation Concern (Flora and Fauna)*
- Vegetation Type (ELC Communities)*
- Watercourses
- Watershed Boundaries

Typically, staff will participate on a technical advisory committee that meets at strategic points throughout the course of the project. The planner is invited to be part of the public consultation process, and will review all information provided at the meeting. Further, staff will attend the meeting if technical support is required.

When the technical background studies or the Class EA are prepared, they should be submitted to TRCA for comment. The planner will circulate the submission to TRCA technical staff for review. Depending upon the proposal, a submission may need to be reviewed by TRCA's water resources engineers, geotechnical engineers, ecologists, hydrogeologists, Conservation Lands and Property Services staff, Archaeology staff, Restoration Services staff, or Watershed Specialist staff. Once a submission is reviewed by technical staff, and all necessary site visits are conducted to determine or stake the limits of natural features or the physical top-of-bank (Appendix B), the planner coordinates the review comments and composes a letter detailing TRCA's issues, concerns or recommendations. These procedures are illustrated in Figure 10.

Submission Requirements

To ensure the interests of TRCA are met, and to appropriately assess the technical aspects of your proposal, we require the submission of a number of information items as part of your Class EA. Please note that not all of the items listed below will apply to your application, and depending on the project, there may be additional requirements. Also note that the level of detail required for most of the studies and reports can vary widely depending on the property and the proposal. In some situations, a single-page letter from a qualified expert will be sufficient, while in other cases a major study will be necessary. Meeting with TRCA staff prior to the initiation of the Master Plan drafted will determine which of the items must be provided with your submission, and facilitate a timely review.

COMPULSORY REQUIREMENTS

- Application Fee (Appendix I)
- Notice of Commencement, which describes the study area, outlines the proposal and provides contact names

POSSIBLE TECHNICAL REQUIREMENTS

- Archaeological Assessment by TRCA staff on TRCA Property
- Channel Crossings Assessment
- Conformity Reports (Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Environmental Impact Assessment
- Environmental Monitoring and Mitigation Plan

- Floodline Delineation Study/Hydraulics
- Geotechnical/Slope Stability Study
- Hydrogeological Assessment
- Natural Features Assessment
- Stormwater Management Study
- Structural Elevations and Construction Details
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation

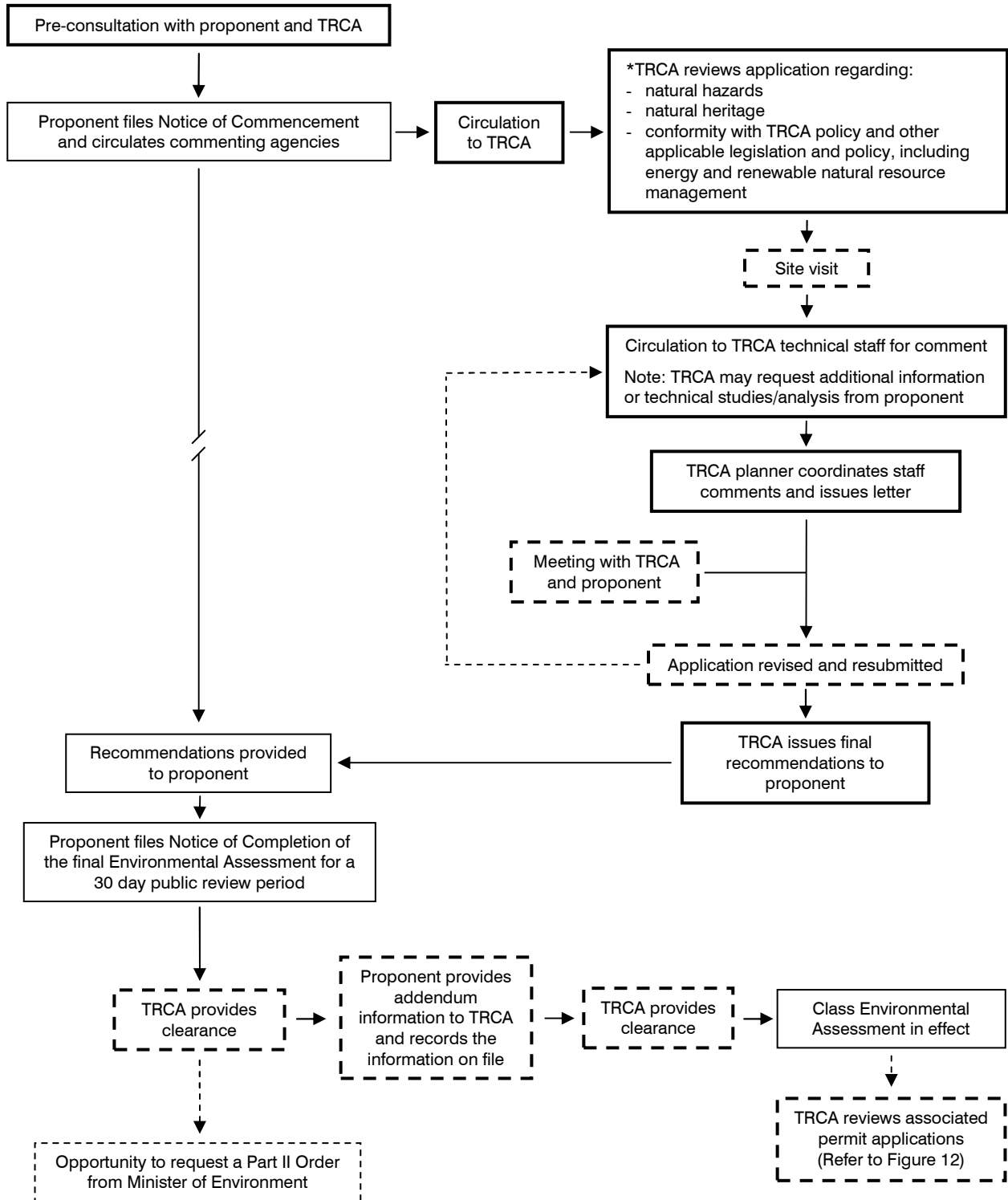
The checklists and technical guidelines produced by TRCA should be consulted in preparation of all Class EAs and all supporting studies accompanying an application. The checklists and guidelines are found in Section 7.0 of this Manual.

Level of Service

TRCA staff are committed to meeting reasonable review times for all planning applications that are submitted. Review periods are established on the premise that a level of pre-consultation has been conducted and that the guidelines and most recent policies of the TRCA have been addressed. Commitment to review times also assumes submissions are complete. Applications are reviewed based on the order they are submitted and are generally subject to a 30 to 60 business day review timeline, recognizing that TRCA is required to provide comments on applications within the time frame specified by the circulating agency.

In many cases, re-submissions are required to address outstanding information needs. The review of re-submissions can require significant time depending on the level of information that was added. Re-submission requirements can be minimized through pre-consultation and compliance with TRCA guidelines. Generally 15 business days can be assumed for the review of re-submissions, unless they are identified as substantially complex. An itemization of how the new or revised plans or studies address each of TRCA's comments from the previous submission will help to expedite the review process. Review times cannot be adhered to when submissions are incomplete and information is received in an uncoordinated approach. It should be noted that all review times are targets that may be affected by workload or unexpected occurrences. In special instances, TRCA has separate partnership agreements related to review requirements and receives special funding to facilitate the review and fees are not charged for these EAs.

Figure 10 – Review Procedures for Municipal Class Environmental Assessments (Schedule B and C)



*In conformity with applicable legislation and provincial plans

Mandatory procedure —
Potential procedure - - -
Procedure involving TRCA —

4D Electricity Generation and Transmission Environmental Assessments

Electricity Generation and Transmission Environmental Assessments (EA) are used for projects that generate or transmit electricity through the use of landfill gas or biogas, natural gas, co-generation, generation for use on site, wind turbines or other new and emerging technologies. In Ontario, two groups are responsible for electricity: the Ministry of Energy and a consortium of independent groups comprised of Ontario Power Generation, Hydro One Inc. and the Ontario Power Authority.

The Ministry of Energy is responsible for ensuring that Ontario's electricity system functions at the highest level of reliability and productivity by ensuring the system remains reliable, efficient and secure. The Ministry of Energy is implementing Ontario's Energy Plan, which proposes closing coal-fired generation stations and securing new generating capacity, including renewable energy generation. The Ontario Energy Board reports to through the Ministry of Energy but carries out its functions and responsibilities independently. It acts as the regulator of Ontario's natural gas and electricity industries and is a crown corporation.

Prior to 1999, Ontario Hydro, a crown corporation, was responsible for generation, transmission, distribution and demand management of electricity in Ontario. However, with the introduction of the *Energy Competition Act*, Ontario Hydro was restructured in 1999 into three separate companies. As reference above and described below, these companies are Ontario Power Generation, Hydro One Inc. and the Ontario Power Authority.

Ontario Power Generation is principally responsible for the generation and sale of electricity in Ontario and to interconnected markets. Their focus is on the risk-managed production and sale of electricity from generation assets, including nuclear, fossil-fueled, hydroelectric and green power stations (hydroelectric and wind).

Hydro One Inc. is a corporate holding company with five subsidiaries: Hydro One Networks Inc., Hydro One Remote Communities Inc., Hydro One Markets Inc., Hydro One Telecom Inc., and Ontario Hydro Energy Inc. Their role is to work with the Ontario Power Authority and the Ontario Energy Board to transmit and distribute wholesale electricity in Ontario.

The Ontario Power Authority is a non-profit corporation that reports to the legislature through the Ontario Energy Board and the Ministry of Energy. It is responsible for ensuring an adequate, long term supply of electricity in Ontario through:

- Power System Planning – Developing and maintaining a long-term plan for coordinating the supply and transmission of electricity in Ontario;
- Generation Development – Contracting for investment in new generation projects and demand management initiatives to reduce the demand-supply gap for electricity;
- Conservation Bureau – Facilitating the management of demand by developing conservation programs for electricity users; and
- Retail Services – Assuring smooth prices to residential and other designated customers, while recovering the full cost of electricity, such as through Hydro One companies.

The Electricity Projects Regulation, Ontario Regulation 116/01 made in April 2001, was put in place to protect the environment in a competitive electricity market place. Private energy

distribution companies or energy generation companies are to comply with the legislation for all electricity generation or transmission projects.

The EA requirements for electricity projects are based on the expected environmental effects of a project, and apply equally to public and private sector proponents. Three categories of electricity projects are recognized in the Electricity Projects Regulation.

1. Category A – Projects that, because of fuel type or small size, have relatively benign environmental effects. These projects have no *Environmental Assessment Act* requirements, but anyone with valid concerns regarding environmental effects of a Category A project may request that the Minister of the Environment make a Category A project subject to the *Environmental Assessment Act* and require an Individual EA. The Minister would then make a decision either to designate the project under the *Environmental Assessment Act* or deny the designation request.
2. Category B – Projects with environmental effects that could likely be mitigated. These projects are exempt from the *Environmental Assessment Act* provided they successfully complete an environmental screening process. The environmental screening process put in place a streamlined, proponent-driven self-assessment process similar to a Class EA process. It sets out minimum requirements for public and agency notification and consultation, and it provides a checklist for assessing environmental impacts. The screening process includes timelines for dealing with outstanding or unresolved concerns. There is also a provision in the screening process for projects with significant environmental impacts to be elevated to an individual EA (Category C).
3. Category C – Projects with known significant environmental effects. These projects must complete an Individual EA (see Subsection 4A under Section 4.0).

A common feature of the Category A and B EA approval process is a provision that enables any individual, group or agency that has significant environmental concerns with a project to write to the Minister of the Environment and request a Part II Order. All Part II Order requests are reviewed by the Ministry of the Environment – Environmental Assessment and Approvals Branch, and the Minister is ultimately responsible for the decision. The Minister has four options: to deny the request; to deny the request with conditions; to refer the request to mediation; or to grant the request and require the proponent to undergo an Individual EA.

4D – 1 Electricity Generation and Transmission Environmental Assessments (Category A)

Category A Electricity Generation and Transmission Environmental Assessments (EA) are considered pre-approved and therefore do not require public notification or technical clearance. In general, Category A EAs are routine projects. However, from time to time, TRCA staff may be concerned with the level of potential environmental impact with a Category A project and request that the municipality confirm the classification with staff from the Ministry of the Environment.

It is important to note that even though the EA is considered to be pre-approved, permits in accordance with Ontario Regulation 166/06, or approvals under the *Fisheries Act*, are often required prior to the commencement of work, as many projects are within TRCA regulated areas. Schedule A permits are administered through the EA review team. TRCA Permit requirements are outlined in Section 5.0.

4D – 2 Electricity Generation and Transmission Environmental Assessments (Category B)

The majority of Environmental Assessment (EA) applications under the Electricity Generation and Transmission EA process are classified as Category B. The Electricity Generation and Transmission EA document outlines the process that companies must follow in order to meet the requirements of the *Environmental Assessment Act*. The Class EA approach allows for the evaluation of the environmental effects of alternatives to a project and alternative methods of carrying out a project. It includes mandatory requirements for public input and expedites the assessment of smaller recurring projects.

Projects are categorized according to their environmental significance and cost. Planning methodologies are described within the EA and are different depending on whether a project is Category A, B or C. The Category is defined by the municipality in consultation with staff from the Ministry of the Environment – Central Region.

A common feature of the Class EA approval process is a provision that enables any individual, group or agency that has significant environmental concerns with a project to write to the Minister of the Environment and request a Part II Order. All Part II Order requests are reviewed by the Ministry of the Environment – Environmental Assessment and Approvals Branch, and the Minister is ultimately responsible for the decision. The Minister has four options: to deny the request; to deny the request with conditions; to refer the request to mediation; or to grant the request and require the proponent to undergo an Individual EA.

Preliminary Consultation

Proponents of an EA should discuss their proposal with TRCA prior to submitting a formal document. This preliminary consultation should be done as early in the process as possible to find out how your proposal is affected by TRCA's programs and policies. Preliminary consultation serves to identify potential issues, constraints and study requirements. TRCA staff can inform you of what lies ahead in our review process, indicate whether your proposal is supported in principle and discuss anticipated processing timelines. Preliminary consultation also allows you to confirm what constitutes a complete application and assess your submission based on TRCA checklists and technical guidelines. The submission of a complete application provides TRCA staff an opportunity to review your application in a comprehensive, efficient and timely manner.

Review Procedures

For applications made pursuant to the *Environmental Assessment Act*, TRCA provides technical clearance on issues related to natural hazards and natural heritage, and technical advice on issues related to energy efficiency, and the use of renewable and non-renewable resources. The policies contained in TRCA's Valley and Stream Corridor Management Program, The Living City Strategic Plan, the Provincial Policy Statement, the Oak Ridges Moraine Conservation Plan, the Niagara Escarpment Plan, and the Greenbelt Plan, along with other applicable legislation, provide the basis for staff review and comment.

When the Notice of Commencement is received, its review is facilitated by a planner in our EA review team. The planner first reviews the submission and confirms TRCA interest in the proposal. A letter detailing these interests, together with digital information on natural features

and regulatory limits, is provided to the proponent. This information should be used in determining recommendations in the EA.

The following data are available to the proponent for most areas within TRCA watersheds and are provided when projects are initiated:

- NATURAL FEATURES AND REGULATION DATA
- Archaeological and Heritage Resources Data
- Baseflow Data
- Engineered Flood Elevation Data
- Engineered Flood Plain Maps
- Environmentally Significant Areas
- Fish Monitoring Data
- Hydrogeological Data
- Natural Cover (forests, successional, etc.)
- Regulation Limits
- Special Policy Areas
- Targeted Terrestrial Natural Heritage System
- TRCA Property
- TRCA Species of Conservation Concern (Flora and Fauna)*
- Vegetation Type (ELC Communities)*
- Watercourses
- Watershed Boundaries

Typically, staff will participate on a technical advisory committee that meets at strategic points throughout the course of the project. The planner is invited to be part of the public consultation process, and will review all information provided at the meeting. Further, staff will attend the meeting if technical support is required.

When the technical background studies or the EA are prepared, they should be submitted to TRCA for comment. The planner will circulate the submission to TRCA technical staff for review. Depending upon the proposal, a submission may need to be reviewed by TRCA's water resources engineers, geotechnical engineers, ecologists, hydrogeologists, Conservation Lands and Property Services staff, Archaeology staff, Restoration Services staff, or Watershed Specialist staff. Once a submission is reviewed by technical staff, and all necessary site visits are conducted to determine or stake the limits of natural features or the physical top-of-bank (Appendix B), the planner coordinates the review comments and composes a letter detailing TRCA's issues, concerns or recommendations. These procedures are illustrated in Figure 11.

Submission Requirements

To ensure the interests of TRCA are met, and to appropriately assess the technical aspects of your proposal, we require the submission of a number of information items as part of your EA. Please note that not all of the items listed below will apply to your application, and depending on the study there may be additional requirements. Also note that the level of detail required for most of the studies and reports can vary widely depending on the property and the proposal. In some situations, a single-page letter from a qualified expert will be sufficient, while in other cases a major study will be necessary. Meeting with TRCA staff prior to the initiation of the master plan drafted will determine which of the items must be provided with your submission, and facilitate a timely review.

COMPULSORY REQUIREMENTS

- Application Fee (Appendix I)
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- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation

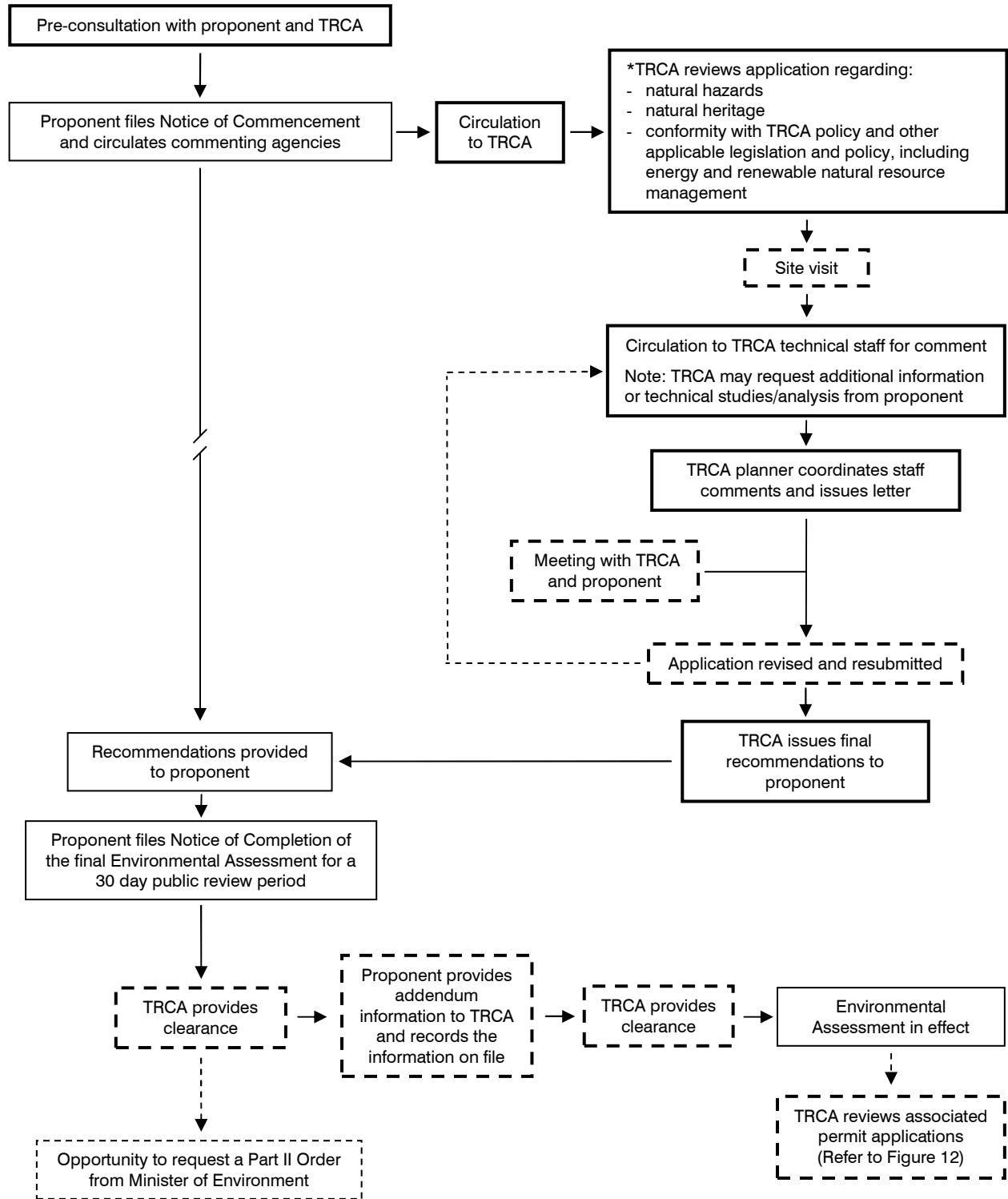
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Level of Service

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In many cases, re-submissions are required to address outstanding information needs. The review of re-submissions can require significant time depending on the level of information that was added. Re-submission requirements can be minimized through pre-consultation and compliance with TRCA guidelines. Generally 15 business days can be assumed for the review of re-submissions, unless they are identified as substantially complex. An itemization of how the new or revised plans or studies address each of TRCA's comments from the previous submission will help to expedite the review process. Review times cannot be adhered to when submissions are incomplete and information is received in an uncoordinated approach. It should be noted that all review times are targets that may be affected by workload or unexpected occurrences. In special instances, TRCA has separate partnership agreements related to review requirements and receives special funding to facilitate the review and fees are not charged for these EAs.

Figure 11 – Review Procedures for Electricity Generation and Transmission Environmental Assessments (Category B)



*In conformity with applicable legislation and provincial plans

Mandatory procedure —
 Potential procedure - - -
 Procedure involving TRCA —

4D – 3 Electricity Generation and Transmission Environmental Assessments (Category C)

A Category C Electricity Generation and Transmission Environmental Assessment (EA) requires that an Individual EA be completed. Refer to Subsection 4A under Section 4.0 of this Manual for more information on Individual EAs. Further, permits in accordance with Ontario Regulation 166/06, or approvals under the *Fisheries Act*, are often required prior to the commencement of work as many projects are within TRCA regulated areas. Schedule C permits are administered through the EA review team. TRCA Permit requirements are outlined in Section 5.0.