Appendix A

Stakeholder Consultation Plan

MUNICIPALITY OF CASSELMAN

WATER AND WASTEWATER INFRASTRUCTURE MASTER PLAN

CLASS ENVIRONMENTAL ASSESSMENT

PUBLIC CONSULTATION PLAN

DRAFT – MAY 31, 2022

Submitted by:

J.L.Richards
ENGINEERS · PLANNERS

864 Lady Ellen Place
Ottawa, ON Canada
K1Z 5M2

JLR 16953-118

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1.0 INTRODUCTION

The Municipality of Casselman (Municipality) is undertaking a Class Environmental Assessment (Class EA) Master Planning exercise to evaluate alternatives to expand and/or upgrade and the feasibility of improving water and wastewater infrastructure for future development in Casselman.

The Class EA is proceeding in accordance with the requirements of the Ontario Municipal Class EA, October 2000, as amended in 2015. Public consultation is a key element of the Class EA process. As a result, this public consultation plan has been developed to ensure that the public and other stakeholders have numerous opportunities to be involved in and to provide comments throughout the Class EA.

2.0 KEY CONSIDERATIONS

Upon review of background material, collected from our previous and ongoing working relationship with the Municipality, several considerations likely to impact the implementation of the public consultation plan emerged. They represent both opportunities and constraints for engagement and influence how this public consultation plan is structured. These considerations include the following:

- The Municipality is experiencing increased development pressures. The public consultation activity will seek meaningful inputs from the Municipal staff, Council, local developers, major industries, and other stakeholders. Approval on key milestone deliverables (e.g., population and growth) from Council must be obtained.

- It will be essential to engage key stakeholders that govern the compliance and operation of the water and wastewater system (e.g., Ontario Clean Water Agency, Ministry of the Environment, Conservation and Parks) or may influence the outcome of the planning process (e.g., indigenous communities).

- Due to the ongoing COVID-19 pandemic and the potential for in-person restrictions, the Public Information Centre (PIC) may need to be conducted virtually. A hybrid attendance model can also be explored.

- All public notices will be in both English and French.

3.0 CONSULTATION OBJECTIVES

The research and analysis conducted during the development of this public consultation plan have led to the identification of the following objectives for the consultation process for the Class EA:

- Improving understanding and involvement through effective communication and consultation among local residents and regulatory agencies.
- Ensuring the feedback provided by the public and other stakeholders is reviewed and understood by the consulting team.
- Providing easy ways for the public and other stakeholders to obtain information about the Class EA process using the Municipality website and providing project contact numbers for information.
- Encouraging participation at the PIC and other consultation activities so that the consulting team understands local concerns and issues.

4.0 TARGET GROUPS FOR CONSULTATION

To satisfy the objectives of this public consultation plan, target groups should be identified. The following list encompasses the audiences considered critical for the success of the public consultation plan. As the Class EA unfolds, additional target groups may be identified and included. The groups include the following:

The general public, including:

- Property owners adjacent to the Water Treatment Plant, Sewage Lagoons, elevated tank, and sewage pumping stations
- Municipality Residents and Business Owners
- Local developers
- Neighboring Municipalities
- Affected Indigenous communities

Government organizations and agencies, including:

- Municipality Council and Staff
- Eastern Ontario Health Unit (EOHU)

- Fisheries and Oceans Canada
- Impact Assessment Agency of Canada (IAAC)
- Infrastructure Ontario
- Ministry of Agriculture, Food and Rural Affairs (MAFRA)
- Ministry of Economic Development, Job Creation and Trade (MEDJCT)
- Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI)
- Ministry of Indigenous Affairs (IAO)
- Ministry of Municipal Affairs and Housing (MMAH)
- Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNRF)
- Ministry of the Environment, Conservation and Parks (MECP)
- Ministry of Solicitor General (MSG)
- Ontario Provincial Police (OPP)
- South Nation Conservation (SNC)

5.0 ACCESSIBILITY STANDARD FOR CUSTOMER SERVICE

It will be critical throughout the Class EA that services are provided in accordance with the Accessibility for Ontarians with Disabilities Act. This includes having respect for persons with a disability and using all reasonable efforts to ensure they have an equal opportunity to obtain and provide input.

Throughout the Class EA, the consulting team will:

- Ensure PIC and other consultation activities, when conducted in-person, are held in buildings with barrier-free access; and
- Work with the Municipality in providing accessible formats and communications supports, upon request.

6.0 KEY MESSAGES

Consistent messages with the appropriate tone and content will improve understanding among target audiences. The message statements listed below are built on a current

understanding of the existing audiences, constraints, opportunities, and environmental concerns surrounding the Class EA. These messages should be communicated throughout the Class EA and refined, as required, as it unfolds.

- To make important servicing decisions, an implementable plan is required by the Municipality and property owners. Given the critical nature of the water and wastewater infrastructure, the ultimate planned solution(s) need to ensure the systems are reliable and robust such that it can accommodate existing and future servicing needs.

- The Municipality and consulting team members are committed to this Class EA and are placing an emphasis on a seamless, open, transparent, and traceable Class EA process.

7.0 RECOMMENDED STAKEHOLDER CONSULTATION ACTIVITES

A variety of public consultation vehicles and mechanisms are recommended to achieve the objectives of this public consultation plan. Care has been taken in selecting activities that recognize the needs of the local community and government organizations along with their specific information requirements.

7.1 Technical Steering Committee (TSC)

To facilitate the consultation process and communications between the JLR team, the Municipality, the operators and other stakeholders (when and if required), a TCS will be formed. The TSC will comprise of:

Name	Agency	Description
Pierre-Paul Beauchamp	Municipality	Director of Public Works
Yves Morrissette	Municipality	CAO
Ontario Clean Water Agency (OCWA)	OCWA	Operations Staff
Matthew Morkem	JLR	Project Manager
Susan Shi	JLR	Master Plan Lead

7.2 Public Information Centre (PIC)

PICs, either in-person or virtually, provide a good mechanism for the local community to be informed about and comment on the Class EA.

One PIC will be conducted during the Class EA process, following the Municipality's review of the draft Master Plan Report, to present the proposed alternatives and preferred solutions that were identified by the project team. The public, agencies, and other interest groups (Council members, etc.) will be given an opportunity to review and comment on the information presented.

The PIC will be designed to be welcoming and provide an opportunity for residents to speak directly with the consulting team and Municipality officials. These can take a variety combination of forms, especially during the COVID-19 pandemic (e.g., virtual or in-person formal presentations with a question-and-answer session and/or display boards with informal one-on-one discussions, etc.). The appropriate PIC format will be dictated by the complexity of the alternatives, length of slides, accessibility requirements, and public health restrictions at the time of the PIC. Residents will be encouraged to fill out comment sheets to provide feedback to the consulting team.

Once staff and public comments are incorporated, we will provide a presentation to Council outlining the outcome of this critical juncture. Subject to Council concurrence, the Master Plan Report will be finalized by incorporating review comments and a Notice of Completion will be placed on record for a 30-day review period, during which time any unresolved issues may be addressed.

7.3 Ongoing Promotion and Consultation

To engage the public and other stakeholders, Class EA and PIC notices should be placed in the information pages of local newspapers (if required), Municipality's website and posted at the Municipality office. Notices will also be direct mailed/e-mailed to identified stakeholders, agencies, and adjacent property owners. Class EA notices could also be provided to the Municipality Council to allow Councillors to inform their constituents about the Class EA.

7.4 Website

To assist the public in obtaining information about the Class EA and to provide an on-going mechanism for feedback to the consulting team, the Municipality should provide space on their website for the Class EA. Information for the website should include notices for the PIC, reports/executive summaries, technical memos and contact information.

7.5 Opportunities to Comment

At all public meetings, the public and other stakeholders should be encouraged to leave comments following the meeting. Following each consultation activity, a report would be written that summarizes and records the comments and input received from the participants.

At the beginning of the Class EA, email and voice mail feedback tools should also be established to provide the public and other stakeholders with numerous avenues to provide input and ask questions. These feedback tools should be promoted on all communications materials.

Additional informal meetings may be required, and could be considered if local residents or the business community appear disengaged or dissatisfied with the extent or frequency of consultation activities.

7.6 Timing of Public Consultation

The following schedule lists anticipated dates of key stakeholder consultation activities. These dates are subject to change as the Master Plan moves forward and based on the level of project interest shown by stakeholders.

Activity	Anticipated Date
Notice of Commencement	June 2022
Council Presentation (Growth and Development)	Summer 2022
PIC	Fall 2022
Council Presentation	Winter 2022
Notice of Completion	Early 2023

8.0 EVALUATION MECHANISMS

The following activities should be undertaken to evaluate the effectiveness of this public consultation plan:

- Reviewing attendance numbers at the PIC;
- Requesting formal and informal feedback on the consultation process at the PIC, Council meetings and on the study website;
- Tracking the number of visits to the study website and evaluating changes in traffic that occur in response to consultation events (e.g., mailing or emailing out notices); and

- Examining the number and content of emails received from the public and other stakeholders.

9.0 CONCLUSIONS

The Municipality of Casselman is undertaking an important Class EA for current and future water/wastewater infrastructure for the community.

The activities contained in this public consultation plan reflect the need to have an enhanced outreach program for local residents and regulatory agencies throughout the Class EA process. The public consultation plan has been developed ensure that the public and other stakeholders are meaningful participants in the Class EA process.

Maintaining a clear, transparent, and inclusive consultation process will help to ensure that meaningful dialogue takes place so that innovative and achievable water/wastewater servicing strategies can be realized.

Appendix B

Notice of Commencement

Notice of Study Commencement

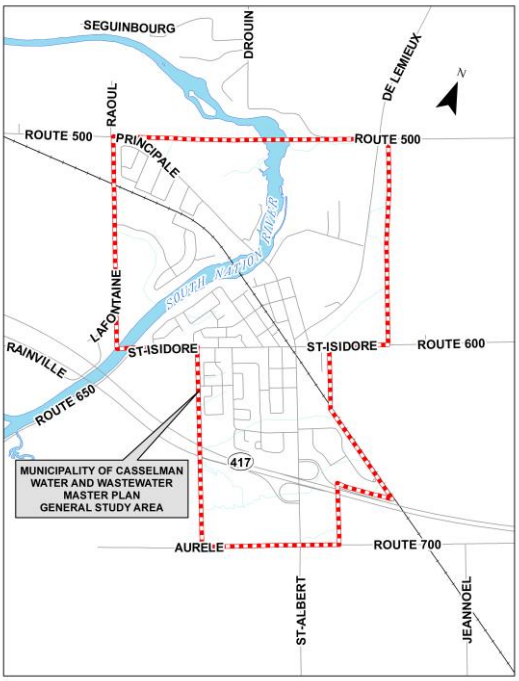
The Municipality of Casselman
Water and Wastewater Infrastructure Master Plan

The Municipality of Casselman (the Municipality) has initiated a Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA) to develop a Water and Wastewater Infrastructure Master Plan.

How Will This Affect Me?

The Master Plan study is assessing various options to improve the performance and reliability of the water and wastewater treatment and sewage collection systems to ensure they can be relied upon to accommodate current and future flows generated within the Municipality.

Public and agency consultation is a key part of the Master Planning process. Based on your input, the Master Plan study will identify preferred solution(s) that will benefit the community over the short, mid, and long terms.



How Do I Get More Information?

A Public Information Centre will be held in late 2022 prior to confirming the preferred solution(s). In the meantime, the study team will be reviewing background information and determining alternative solutions. You can contact a member of the study team listed below with any questions or to provide input on the Master Plan study. Updates will also be provided throughout the Master Plan study on the Municipality's website.

Susan Jingmiao Shi, P.Eng., M.Eng.
Senior Environmental Engineer
J.L. Richards & Associates Limited
203-863 Princess Street
Kingston, ON K7L 5N4
sshi@jlrichards.ca

Pierre-Paul Beauchamp
Director of Public Works
Municipality of Casselman
751 St-Jean Street
Casselman, ON K0A 1M0
ppbeauchamp@casselman.ca

This study is being conducted according to the requirements of Approach 1 of a Master Plan under the Ontario Municipal Class Environmental Assessment process (October 2000, as amended in 2015).

This Notice was issued on June 9, 2022.

Municipality of Casselman
Municipal Class Environmental Assessment
Water and Wastewater Infrastructure Master Plan

AGENCY / STAKEHOLDER RESPONSE FORM

DATE:

Name:

Agency:

1) Is your agency interested in being involved in this project? YES ☐ NO ☐

2) If you are interested in being involved in this project, please identify a contact person:

Name and Title:

Address:

Telephone: (_____) _____ Fax: (_____)_____

E-mail:

3) If you presently have any comments or questions about this project please outline them below or attach on a separate sheet of paper.

4) Do you have any information regarding the Study Area that will assist us in our planning process? If so, please outline below or attach on a separate sheet of paper.

Please submit to:

Susan Shi, P.Eng.
Assistant Project Manager
J.L. Richards & Associates Limited
203-863 Princess Street
Kingston, ON K7L 5N4
343-302-5425
sshi@jlrichards.ca

Note: If you wish to respond via email, please write directly on the form and scan a copy before emailing it to the address above. Comments and information regarding this Study are being collected to assist the Ministry in meeting the requirements of the EA Act. This material will be maintained on file for use during the Study and may be included in project documentation. With the exception of personal information, all comments will become part of the public record.

Avis de Début D'Étude

À VOUS LA PAROLE

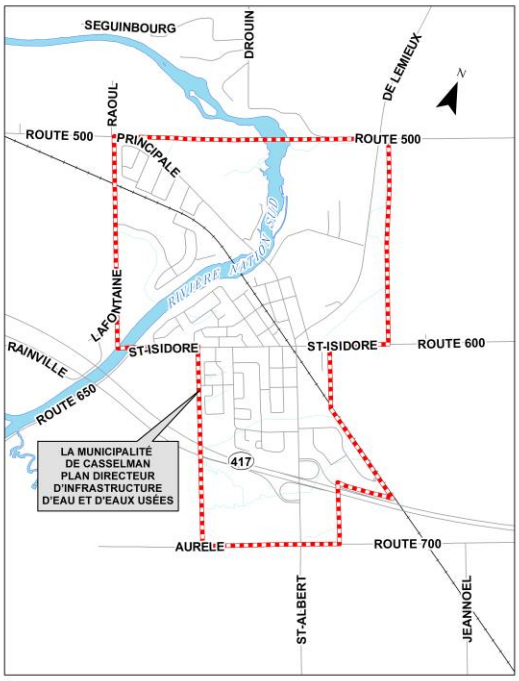
La Municipalité de Casselman
Plan Directeur D'Infrastructure d'Eau et d'Eaux Usées

La Municipalité de Casselman (la Municipalité) entreprend un processus de plan directeur selon l'Approche 1 de plan directeur dans le cadre du processus d'étude environnementale de portée générale de l'association « Municipal Engineers Association (MEA) », afin de développer un Plan Directeur d'Infrastructure d'Eau et D'Eaux Usées.

En quoi cela vous concerne?

L'étude évaluera plusieurs options pour améliorer la performance et la fiabilité des systèmes approvisionnement d'eau potable et d'assainissement d'eaux usées, afin de satisfaire les besoins actuels et futurs de la Municipalité.

La consultation des partis prenants (public et agence) fait partie intégrante du processus de plan directeur. Vos commentaires aideront à identifier et évaluer les impacts communautaires, environnementaux et économiques des options proposées, et développer les solutions préférées qui profiteront la communauté aux court, moyen et long terme.



Vous voulez plus d'information?

Une séance d'information publique aura lieu fin 2022, avant de finaliser la solutions privilégiée. Entre temps, l'équipe d'étude examinera les données de fonds et identifiera les alternatives possibles. Vous êtes invités à contacter les membres de l'équipe d'étude identifier ci-dessous avec vos questions, commentaires ou demande de renseignements. Des mises à jour seront également fournit tout au long de l'étude sur le site Web de la Municipalité.

Susan Jingmiao Shi, P.Eng., M.Eng.
Ingénieure sénior en environment
J.L. Richards & Associates Limited
203-863 rue Princess
Kingston, ON K7L 5N4
sshi@jlrichards.ca

Pierre-Paul Beauchamp
Directeur
Services environnementaux
Municipalité de Casselman
751 rue St-Jean
Casselman, ON K0A 1M0
ppbeauchamp@casselman.ca

Cette étude conforme aux conditions de l'approche 1 de plan directeur dans le cadre du processus d'étude environnementale de portée générale des municipalités de l'Ontario (octobre 2000, tel que modifié en 2015).

Cet avis publié le 9 juin 2022.

Municipalité de Casselman
Évaluation environnementale de portée municipale
Plan directeur de l'infrastructure d'approvisionnement en eau et de traitement des eaux usées

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FORMULAIRE DE RÉPONSE DE L'AGENCE ET DES INTERVENANTS

DATE:

NOM:

Agence:

1) Votre agence est-elle intéressée à participer à ce projet ?? OUI ☐ NON ☐

2) Si vous souhaitez participer à ce projet, veuillez désigner une personne-ressource:

Nom et titre:

Adresse:

Téléphone: (_____) _____Télécopieur: (_____) _____

Courriel:

3) Si vous avez actuellement des commentaires ou des questions au sujet de ce projet, veuillez les décrire ci-dessous ou les joindre sur une feuille de papier séparée.

4) Avez-vous des renseignements sur la zone d'étude qui nous aideront dans notre processus de planification? Si c'est le cas, veuillez décrire ci-dessous ou joindre sur une feuille de papier séparée.

S'il vous plaît soumettre à:

Susan Jingmiao Shi, P.Eng., M.Eng.
Ingénieure sénior en environment
J.L. Richards & Associates Limited
203-863 rue Princess
Kingston, ON K7L 5N4
Téléphone: 343-302-5425
sshi@jlrichards.ca

Remarque : Si vous souhaitez répondre par courriel, veuillez écrire directement sur le formulaire et numériser une copie avant de l'envoyer par courriel à l'adresse ci-dessus. Des commentaires et des renseignements concernant cette étude sont recueillis pour aider le ministère à satisfaire aux exigences de la Loi sur l'EE. Ce matériel sera conservé au dossier pour être utilisé pendant l'étude et pourrait être inclus dans la documentation du projet. À l'exception des renseignements personnels, tous les commentaires feront partie du dossier public.

Appendix C

Stakeholder Responses and Mailing List

STAKEHOLDER REVIEW AGENCY LIST

VILLAGE OF CASSELMAN WATER AND WASTEWATER INFRASTRUCTURE MASTER PLAN

Agency	Name	Title	Email	Address	Delivery Preference
Eastern Ontario Health Unit	Dr. Paul Roumeliotis	Medical Officer of Health	info@eohu.ca	1000 Pitt Street Cornwall ON K6J 5T1	1 hard copy
Environment and Climate Change Canada	Wes Plant	Manager, Environmental Assessment Section, Environmental Protection Branch (Ontario Region)	wesley.plant@ec.gc.ca	4905 Dufferin St. Downsview ON M3H 5T4	Email
Fire Services	Alain Ménard	Fire Chief	amenard@casselman.ca	751 St-Jean St. P.O. Box 710 Casselman, ON K0A 1M0	Email
Fisheries and Oceans Canada – Communication Branch				200 Kent Street, 13th Floor, Station 13E228, Ottawa ON K1A 0E6	Email
HydroOne			SecondaryLandUse@HydroOne.com		Email
Impact Assessment Agency of Canada	Anjala Puvananathan	Regional Director, Ontario Regional Office	anjala.puvananathan@iaac-aeic.gc.ca	55 York Street, Suite 600 Toronto ON M5J 1R7	Email
Infrastructure Ontario		Manager, Land Use Planning		1 Dundas St. West, Suite 2000, Toronto ON M5G 2L5	Hard copy
Metis Consultation Unit – Metis Nation of Ontario Head Office				500 Old St. Patrick Street, Unit D, Ottawa ON, K1N 9G4	Hard copy
Metis Nation of Ontario – Land, Resources & Consultation				355 Cranston Cres., Midland ON L4R 4K6	Hard copy
Ministry of Agriculture, Food and Rural Affairs	David Marriott	Rural Planner, Western Ontario Land Use Policy & Stewardship Food Safety and Environmental Policy Branch	david.marriott@ontario.ca	1 Stone Road West, Guelph ON N1G 4Y2	Email
Ministry of Economic Development, Job Creation and Trade	Shireen Mohammed	Manager(A) Corporate Policy Coordination Unit Policy	shireen.mohammed@ontario.ca	56 Wellesley St. W, 11th Flr Toronto ON M5S 2S3	Email
Ministry of Economic Development, Job Creation and Trade	Nathan Hammill	Senior Policy Advisor Corporate Policy Coordination Unit Policy	nathan.hammill@ontario.ca	56 Wellesley St. W, 11th Flr Toronto ON M5S 2S3	Email
Ministry of Heritage, Sport, Tourism and Culture Industries	Karla Barboza	Team Lead - Heritage(A), Heritage Planning Unit, Programs and Services Branch	karla.barboza@ontario.ca	400 University Ave, 5th Floor Toronto ON M7A 2R9	Email
Ministry of Heritage, Sport, Tourism and Culture Industries	Jack Mallon	Heritage Planner(A), Heritage Planning Unit, Programs and Services Branch (Eastern Ontario)	jack.mallon@ontario.ca	400 University Ave, 5th Floor Toronto ON M7A 2R9	Email
Ministry of Heritage, Sport, Tourism and Culture Industries - Tourism Policy and Research Branch	James (Jim) Antler	Policy Advisor, Tourism Policy Unit	james.antler@ontario.ca	447 McKeown Avenue, Suite 203 North Bay ON P1B 9S9	Email
Ministry of Indigenous Affairs				160 Bloor St E, 9th Floor Toronto ON M7A 2E6	Contact MECP to determine if the Ministry of Indigenous Affairs should be notified
Ministry of Municipal Affairs and Housing	Michael Elms	Manager, Community Planning and Development, Eastern Ontario Services Office	michael.elms@ontario.ca	8 Estate Lane (Rockwood House) Kingston ON K7M 9A8	1 hard copy
Ministry of Northern Development, Mines, Natural Resources and Forestry - Natural Resources and Forestry	Keith Johnston	Environmental Planning Team Lead(A) Strategic and Indigenous Policy Branch	keith.johnston@ontario.ca	99 Wellesley St W Toronto ON M7A 1W3	Email
Ministry of Northern Development, Mines, Natural Resources and Forestry - Natural Resources and Forestry	Karen Handford	Supervisor Kemptville District	karen.handford@ontario.ca	31 Riverside Dr. Pembroke ON K8A 6X4	Email
Ministry of Northern Development, Mines, Natural Resources and Forestry - Northern Development and Mines	Mary Perry	Manager(A) Strategic Support Unit	mary.perry@ontario.ca	10 Campus Drive, Unit 1 Kemptville ON K0G 1J0	Email
Ministry of Northern Development, Mines, Natural Resources and Forestry - Northern Development and Mines	Omerdin Omer	Initiatives Coordinator Strategic Support Unit	omerdin.omer@ontario.ca	10 Campus Drive, Unit 1 Kemptville ON K0G 1J0	Email
Ministry of Northern Development, Mines, Natural Resources and Forestry - Northern Development and Mines	Jennifer Paetz	Initiatives Coordinator Strategic Support Unit	jennifer.paetz@ontario.ca	10 Campus Drive, Unit 1 Kemptville ON K0G 1J0	Email
Ministry of the Environment, Conservation and Parks	Jon K. Orpana	Regional Environmental Planner, Environmental Assessment Branch	Jon.Orpana@ontario.ca	1259 Gardiners Road PO Box 22032 Kingston ON K7M 8S5	Email
Ministry of the Solicitor General	Robert Greene	Director, Facilities and Capital Planning Branch	robert.greene@ontario.ca	25 Grosvenor St (George Drew Bldg), 13th Floor Toronto ON M7A 1Y6	Email; Contact to see if they have an interest in the EA
Ministry of Transportation	Peter Makula	Manager, Engineering Program Delivery East, Design and Engineering Branch	peter.makula@ontario.ca	1355 John Counter Blvd Kingston ON K7L 5A3	2 hard copies (if electronic available, 1 hard copy and 1 electronic version)
Mohawk Council of Akwesasne	Abraham Fransic	Environmental Science Officer	Abraham.Francis@Akwesasne.ca	101 Tewesateni Road	Email and Hard Copy
Algonquins of Ontario – Consultation Office			algonquins@tanakiwin.com	31 Riverside Drive, Suite 101	Email
Ottawa Region Métis Council	Erik Gjos	President	president.ormc@gmail.com	214 Montreal Road	Email and Hard Copy
Ontario Provincial Police	Jennifer Davey	Administrative Assistant, Research and Program Evaluation Unit / Research Planning & Analysis Section	jennifer.davey@opp.ca	777 Memorial Avenue Orillia ON L3V 7V3	Email
Ontario Provincial Police	Abisola Akinwumi	Administrative Assistant(A), Research and Program Evaluation Unit / Research Planning & Analysis Section	abisola.akinwumi@opp.ca	777 Memorial Avenue Orillia ON L3V 7V3	Email
Prescott-Russell United Counties - Planning and Forestry Department	Louis Prévost	Director of Planning and Forestry		59 Court Street, PO Box 304, L'Original ON K0B 1K0	Hard copy
South Nation Conservation	Sandra Mancini		SMancini@nation.on.ca	38 Victoria Street PO Box 29 Finch ON K0C 1K0	Email
The Nation Municipality	Josée Brizard	Chief Administrative Officer		958 Route 500 West, Casselman ON K0A 1M0	Hard copy
The Nation Municipality	Marc Legault	Director of Public Works		958 Route 500 West, Casselman ON K0A 1M0	Hard copy
Canton/Township of Alfred and Plantagenet	Roch Hébert	Public Works Superintendant		205 Old Highway 17 P.O. Box 350, Plantagenet ON K0B 1L0	

Printed On: 5/31/2022

From: Algonquins of Ontario Consultation Office <algonquins@tanakiwin.com>
Sent: June 9, 2022 8:59 AM
To: Meaghan Keon
Subject: Automatic reply: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

[CAUTION] This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, please forward suspicious emails to Helpdesk.

Thank you for contacting the Algonquins of Ontario Consultation Office. This automated response is your assurance that your message has been received by this office and will be reviewed as soon as resources permit. Due to the high volume of correspondence received by this office, we are not able to respond personally to every inquiry.

Please do not hesitate to contact our office at the coordinates below should you have any questions regarding the status of your query.

This automated message may not be relied upon to fulfil, in whole or part, any duty to consult the Algonquins of Ontario.

****Important Notice****

Thank you for your email message.

In light of the ongoing developments resulting from the novel Coronavirus (COVID-19), the Algonquins of Ontario are taking proactive steps to keep our employees and workplace safe and secure.

Effective Monday, March 16, 2020 the AOO Consultation Office will be closed until further notice.

During this time, to maintain our business continuity, we will be monitoring emails and will respond when possible. If you require immediate assistance or have any pressing inquiries, please contact our general inbox at algonquins@tanakiwin.com or visit our website at www.tanakiwin.com.

Thank you for your patience, understanding and support.

Ashley (Bernard) Keller
Consultation Administrator
Algonquins of Ontario Consultation Office

From: Plant,Wesley (ECCC) <Wesley.Plant@ec.gc.ca>
Sent: June 9, 2022 8:56 AM
To: Meaghan Keon
Subject: Automatic reply: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

[CAUTION] This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, please forward suspicious emails to Helpdesk.

I am currently out of the office, returning on Tuesday June 14th.

I will respond to your e-mail upon my return. For urgent matters please contact Rob Clavering at robert.clavering@ec.gc.ca

From: Susan Jingmiao Shi
Sent: June 16, 2022 11:41 AM
To: Meaghan Keon
Subject: FW: The Municipality of Casselman....
Attachments: doc07095320220615164043.pdf

For file.

From: Rami Basha <rbasha@eohu.ca>
Sent: Thursday, June 16, 2022 11:23 AM
To: Susan Jingmiao Shi <sshi@jlrichards.ca>; Pierre Paul Beauchamp <ppbeauchamp@casselman.ca>
Cc: Caroline Kuate <ckuate@eohu.ca>
Subject: The Municipality of Casselman....

[CAUTION] This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, please forward suspicious emails to Helpdesk.

Hello Susan and Pierre,

Thank you, for sending us the Notice of Study Commencement. Could you please, share with us updates as the study/project progress?

Regards,

Rami Basha, MPH, CPHI(C)
Program Manager, Safe Water, Food Safety and Rabies Control
Gestionnaire de programme, salubrité de l'eau, des aliments et contrôle de la rage

1000 rue Pitt Street, Cornwall, ON, K6J 5T1
Tel/tél. : 613-933-1375 ext.1269
Fax/télécopieur : 613-933-7930

Eastern Ontario Health Unit
www.EOHU.ca | Twitter | Facebook | YouTube | Instagram

Bureau de santé de l'est de l'Ontario
www.BSEO.ca | Twitter | Facebook | YouTube | Instagram

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From: Susan Jingmiao Shi
Sent: June 27, 2022 10:17 AM
To: Meaghan Keon
Subject: FW: Hydro One Response: 20220623-NoticeOfCommence-Water and Wastewater Infrastructure Master Plan
Attachments: 20220623-NoticeOfCommence-Water and Wastewater Infrastructure Master Plan.pdf

For file.

Thanks!
Susan

-----Original Message-----
From: SUN Hongxia <Susan.SUN@HydroOne.com> On Behalf Of SECONDARY LAND USE Department
Sent: Thursday, June 23, 2022 9:54 AM
To: Susan Jingmiao Shi <sshi@jlrichards.ca>
Cc: SECONDARY LAND USE Department <Department.SecondaryLandUse@hydroone.com>; ppbeauchamp@casselman.ca
Subject: Hydro One Response: 20220623-NoticeOfCommence-Water and Wastewater Infrastructure Master Plan

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Please see the attached for Hydro One's Response.

Hydro One Networks Inc
SecondaryLandUse@HydroOne.com

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Hydro One Networks Inc.

483 Bay Street
8th Floor South Tower
Toronto, Ontario M5G 2P5

HydroOne.com

June 23, 2022

Re: Water and Wastewater Infrastructure Master Plan

Attention:
Susan Jingmiao Shi, P.Eng., M.Eng.
Senior Environmental Engineer
J.L. Richards & Associates Limited

Thank you for sending us notification regarding (Water and Wastewater Infrastructure Master Plan). In our preliminary assessment, we have confirmed that Hydro One has existing distribution assets within your study area.

At this time, we do not have sufficient information to comment on the potential resulting impacts that your project may have on our infrastructure. As such, we must stay informed as more information becomes available so that we can advise if any of the alternative solutions present actual conflicts with our assets, and if so; what resulting measures and costs could be incurred by the proponent. Note that this response does not constitute approval for your plans and is being sent to you as a courtesy to inform you that we must continue to be consulted on your project.

Hydro One must be consulted during all stages of your project. Please ensure that all future communications about this and future project(s) are sent to us electronically to secondarylanduse@hydroone.com

Sent on behalf of,

Secondary Land Use
Asset Optimization
Strategy & Integrated Planning
Hydro One Networks Inc.

From: Meaghan Keon
Sent: June 10, 2022 3:20 PM
To: Orpana, Jon (MECP)
Cc: Susan Jingmiao Shi
Subject: RE: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan
Attachments: 2022-06-09 Copy of streamlined_ea_project_information_form.xlsx

Hi Jon,

Please find completed form attached.

Thanks,
Meaghan

From: Orpana, Jon (MECP) <Jon.Orpana@ontario.ca>
Sent: June 9, 2022 9:43 AM
To: Meaghan Keon <mkeon@jlrichards.ca>
Subject: RE: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

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Hello Meaghan,

Thanks for this. MECP also requires a Project Information form to be filled out in EXCEL format. This has been part of the Notice of Commencement process since May of 2018.

Form is attached for your reference.

Thanks in advance.

Jon

Jon K. Orpana
Regional Environmental Planner
Environmental Assessment Branch
Ministry of the Environment, Conservation and Parks
Kingston Regional Office
PO Box 22032, 1259 Gardiners Road
Kingston, Ontario

K7M 8S5
Phone: (613) 548-6918
Fax: (613) 548-6908
Email: jon.orpana@ontario.ca

From: Meaghan Keon <mkeon@jlrichards.ca>
Sent: June 9, 2022 8:58 AM
To: Orpana, Jon (MECP) <Jon.Orpana@ontario.ca>
Cc: Susan Jingmiao Shi <sshi@jlrichards.ca>
Subject: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Greetings,

The Municipality of Casselman has initiated a Water and Wastewater Infrastructure Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA). The purpose of the study is to evaluate alternatives to expand and/or upgrade and access the feasibility of improving water and wastewater infrastructure for future development in Casselman.

A Notice of Commencement is being mailed/emailed to residents in the study area and to agencies and organizations that may have an interest in the Master Plan. A copy of the Notice is attached for your information. You are invited to join our mailing list and/or provide comments as the study progresses.

Comments on this study can be emailed or mailed to the address provided in the Notice of Commencement. If you have any questions or concerns, please contact the undersigned.

Meaghan

You are receiving this Notice as you have been identified as a potential stakeholder. If you wish to be removed from the mailing list, please reply with subject line "unsubscribe".

Meaghan Keon
Environmental Engineering Intern

J.L. Richards & Associates Limited
700 - 1565 Carling Avenue, Ottawa, ON K1Z 8R1
Direct: 343-804-5350

J.L. Richards & Associates Limited
ENGINEERS · ARCHITECTS · PLANNERS
CANADA BEST MANAGED COMPANIES Platinum member

From: Susan Jingmiao Shi
Sent: June 27, 2022 9:57 AM
To: Meaghan Keon
Subject: FW: Municipality of Casselman - Water and Wastewater Infrastructure Master Plan NOC Response
Attachments: We found suspicious links; Supporting Attachment - Proponent's Intro to Delegation of Procedural Aspects of Consultation with Aboriginal Communities.docx; Supporting Attachment - Species at Risk Proponents Guide to Preliminary Screening (Draft May 2019).pdf

For file.

Please review the attached documents, update the consultation list if necessary.

Susan

From: Orpana, Jon (MECP) <Jon.Orpana@ontario.ca>
Sent: Tuesday, June 21, 2022 1:55 PM
To: ppbeauchamp@casselman.ca; Susan Jingmiao Shi <sshi@jlrichards.ca>
Cc: Primeau, Charlie (MECP) <Charlie.Primeau@ontario.ca>
Subject: Municipality of Casselman - Water and Wastewater Infrastructure Master Plan NOC Response

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Hello Pierre-Paul Beauchamp,

Please find MECP's preliminary comments on the above mentioned file. Included is the minimum list for Indigenous Community consultation.

There are also a number of attachments and imbedded links which you may find helpful.

Regards,

Jon

Jon K. Orpana
Regional Environmental Planner
Environmental Assessment Branch
Ministry of the Environment, Conservation and Parks
Kingston Regional Office
PO Box 22032, 1259 Gardiners Road
Kingston, Ontario
K7M 8S5

Phone: (613) 548-6918
Fax: (613) 548-6908
Email: jon.orpana@ontario.ca

Ministry of the Environment, Conservation and Parks

Environmental Assessment Branch

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

Ministère de l'Environnement, de la Protection de la nature et des Parcs

Direction des évaluations environnementales

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

By email only

June 21, 2022

Municipality of Casselman
Director of Public Works
751 St-Jean Street
Casselman, ON K0A 1M0

Attention: Pierre-Paul Beauchamp, Director of Public Works
ppbeauchamp@casselman.ca

Dear Pierre-Paul Beauchamp,

Re: Water and Wastewater Infrastructure Master Plan – Notice of Commencement Class Environmental Assessment – Municipality of Casselman

Thank you for the Notice of Study Commencement provided by email on June 9th 2022. The notice indicates that the Municipality of Casselman is undertaking a Water and Wastewater Master Servicing Infrastructure Master Plan addressing Phases 1 and 2 of the Municipal Class Environmental Assessment (Class EA), June 2000, as amended in 2015.

As highlighted in the Notice of Commencement the Master Plan is intended to follow "Approach 1" of the Class EA, a process that will be done at a broad level of assessment to identify a conceptual plan for water and wastewater servicing in the Municipality. The project is intended to address municipal improvement and growth opportunities.

Here are MECP preliminary comments on the project. Please consider these comments as you proceed through the Class EA process. The comments are grouped under these headings:

- Class EA process,
- MECP technical review issues,
- Aboriginal consultation

Class Environmental Assessment Process

Notification

As the Regional EA Coordinator for this project, I will be responsible for circulating project notices and information to MECP reviewers and coordinating the MECP response during the Class EA process. I am the mandatory contact for all notices issued for the project.

- Please provide copies of all notices by email (pdf) to the regional Email address at eanotification.eregion@ontario.ca. Notices of Completion must be sent to the ministry in accordance with section 15.1 (1) of the amended *Environmental Assessment Act.*
- Please provide scanned copies of the notices as they appear in newspapers and confirm the dates of publication.

Please contact:

Jon Orpana, Environmental Assessment Coordinator
Ministry of the Environment, Conservation and Parks
1259 Gardiners Road
P.O. Box 22032
Kingston, Ontario
K7M 8S5
email: jon.orpana@ontario.ca

Notice of Completion

It is acknowledged that the Proponent is following approach #1 for Master Plans. Approach #1 involves the Master Plan being done at a broad level of assessment thereby requiring more detailed investigations at the project-specific level in order to fulfil the Municipal Class EA documentation requirements for the specific Schedule B and C projects identified within the Master Plan. The Master Plan would therefore

become the basis for, and be used in support of, future investigations for the specific Schedule B and C projects identified within it. Schedule B projects would require the filing of the Project file for public review while Schedule C projects would have to fulfil Phases 3 and 4 prior to filing an Environmental Study Report for public review.

Once the Master Plan report is finalized, the proponent must issue a Notice of Completion providing a minimum 30-day period during which documentation may be reviewed and comment and input can be submitted to the Proponent, prior to being approved by the municipality. As the Section 16 Order provisions only apply to specific projects completing the Class EA process and not the Master Plan document itself, there are no Section 16 Order provisions at the time of completion of the Master Plan for approach #1. Projects identified in the Master Plan will be subject to Section 16 Order provisions at the time of filing of a Project File (Schedule B) or Environmental Study Report (Schedule C).

Master Plan Process

The Master Plan process is discussed in section A.2.7 and Appendix 4 of the Class EA. Appendix 4 of the Class EA sets out different approaches that could be followed, and includes sample notices. Again we note that approach 1 is being followed.

The proponent should be aware that copies of notices must be provided to the Director of this ministry's Environmental Approvals Branch, with a brief summary of how the Master Plan followed the Class EA requirements. This information is required to be sent to EAB for tracking purposes, to monitor the effectiveness of the Master Plan approach at MEANoticesEAAB@ontario.ca.

The Master Plan document should clearly define the projects which will be carried out under the Master Plan, the appropriate schedule for each project, future documentation or studies that will be needed, and future public consultation opportunities for each project or class of projects. The Master Plan should also explain the appeal mechanisms for the projects in the plan (for example, opportunities to request a Section 16 Order at a later date, appeal to OLT if integration with a Planning Act approval is proposed). We recommend that the Master Plan include a chart which summarizes the above information.

As the Master Plan is intended to satisfy Phases 1 and 2 of the Municipal Class EA process, the Master Plan should evaluate alternatives and identify impacts to the environment. The description and evaluation of alternatives should be completed in sufficient detail to allow any reviewer to understand the advantages and disadvantages of each alternative and the rationale for selecting the preferred alternative. The Master

Plan may also identify technical studies that will be carried out in future as the individual projects within the Master Plan are further developed.

Consultation with Review Agencies

In addition to public consultation, consultation with review agencies is an important component of the Class EA process. Please ensure that you contact review agencies directly to determine their interest in the project at the Notice of Commencement stage.

The MECP Regional office is a mandatory contact for all notices. In addition, other ministries and agencies that may have an interest in the project are listed in section A.3.6 and Appendices 3 and 7. The provincial ministries that are most often involved in Class EA project review include the Ministry of Municipal Affairs (for example, expansion of settlement boundaries, consistency with Growth Plan), Ministry of Natural Resources and Forestry (for example, significant wetlands), and Ministry of Tourism, Culture and Sport (for example, cultural heritage or archaeological resources).

The Master Plan should consider any impacts to servicing policies for the area. For example, the Province does not support growth on partial services. In addition, expansion of settlement boundaries may have implications for the Official Plan. We recommend that the local Ministry of Municipal Affairs Municipal Services Office be included in the government review agency consultation list for this project.

The final report should include information on correspondence with review agencies, issues raised by reviewers, and how these issues will be addressed. This could include technical studies or other information, and commitments to obtain specific approvals or permits.

We normally recommend that intermediate reports or Technical Memoranda, be prepared and circulated for comment before the final Report is prepared. This is not a requirement of the Municipal Class Environmental Assessment (Class EA) process; however, it can ensure that consultation with review agencies is carried out in an effective way and that technical comments are received from agencies before the report is finalized.

<u>MECP Technical Review</u>

This Ministry's technical review of infrastructure projects could consider:

- problems identified during MECP inspections of the existing facilities,
- impacts to the receiving water body due to increased volumes of sewage treatment plant effluent,
- impacts to source protection areas,
- quality of the drinking water source,

- potential to impact wells during operation of an expanded municipal water supply,
- impacts to groundwater and surface water due to construction (i.e. dewatering of trenches during installation of sewers and watermains, control of erosion and sedimentation, construction and/or dredging at outfall or intake locations),
- potential for encountering landfill sites, contaminated soil, contaminated sediment or groundwater during construction,
- management of excess materials, waste, contaminated soil and groundwater during construction,
- noise and air quality impacts to nearby residents or planned subdivisions,
- information on inflow and infiltration to the sewage collection system and remedial measures under consideration,
- information on the available capacity at sewage or water treatment plants to service design population,
- proposed water and sewage service areas.
- consideration of Species at Risk,
- consideration of Climate Change,

These environmental issues, and appropriate mitigation measures, should be addressed during the Class EA process. Further information on the forging list can be found in the areas of interest attachment.

We recommend that you contact this office as soon as possible during the environmental assessment process if you become aware of:

- contaminated sites in the study area or influence area of the project,
- a source water protection vulnerable area in the vicinity of the project, or
- issues that are contentious to the general public.

<u>Consultation with First Nation and Métis Communities</u>

The Crown has a legal duty to consult Aboriginal communities when it has knowledge, real or constructive, of the existence or potential existence of an Aboriginal or treaty right and contemplates conduct that may adversely impact that right. Before authorizing this project, the Crown must ensure that its duty to consult has been fulfilled, where such a duty is triggered. Although the duty to consult with Aboriginal peoples is a duty of the Crown, the Crown may delegate procedural aspects of this duty to project proponents while retaining oversight of the consultation process.

The proposed project may have the potential to affect Aboriginal or treaty rights protected under Section 35 of Canada's *Constitution Act* 1982. Where the Crown's duty to consult is triggered in relation to the proposed project**, the MECP is delegating the**

procedural aspects of rights-based consultation to the proponent through this letter. The Crown intends to rely on the delegated consultation process in discharging its duty to consult and maintains the right to participate in the consultation process as it sees fit.

Based on information provided to date and the Crown`s preliminary assessment the proponent is required to consult with the following communities who have been identified as potentially affected by the proposed project:

- **Algonquins of Ontario (AOO)**

Steps that the proponent may need to take in relation to Aboriginal consultation for the proposed project are outlined in the "Code of Practice for Consultation in Ontario's Environmental Assessment Process". Additional information related to Ontario's Environmental Assessment Act is available online at: www.ontario.ca/environmentalassessments.

Please also refer to the attached document "A Proponent's Introduction to the Delegation of Procedural Aspects of consultation with Aboriginal Communities" for further information, including the MECP's expectations for EA report documentation related to consultation with communities.

The proponent must contact the Director of Environmental Assessment Branch (EABDirector@ontario.ca) under the following circumstances subsequent to initial discussions with the communities identified by the MECP:

- Aboriginal or treaty rights impacts are identified to you by the communities;
- You have reason to believe that your proposed project may adversely affect an Aboriginal or treaty right;
- Consultation with Indigenous communities or other stakeholders has reached an impasse; or
- A Section 16 Order request is expected on the basis of impacts to Aboriginal or treaty rights

The MECP will then assess the extent of any Crown duty to consult for the circumstances and will consider whether additional steps should be taken, including what role you will be asked to play should additional steps and activities be required.

Thank you for your notification regarding this project and your ongoing care of the environment.

If you have questions or concerns about the above comments, please contact this office. I have appended some resources which you may find useful in consideration of some subject areas which are of interest to this ministry.

Regards,

Jon K. Orpana
Environmental Planner & Environmental Assessment Coordinator
Ministry of the Environment, Conservation and Parks
Kingston Regional Office
PO Box 22032, 1259 Gardiners Road
Kingston, Ontario
K7M 8S5

Phone: (613) 548-6918
Fax: (613) 548-6908
Email: jon.orpana@ontario.ca

EC.

Susan Jingmiao Shi, P. Eng., M. Eng.,
Senior Environmental Engineer
J.L. Richards and Associates Limited
sshi@jlrichards.ca

Mr. Charlie Primeau, Drinking Water and Compliance Supervisor
Peterborough District
Ministry of Environment Conservation and Parks
Charlie Primeau@ontario.ca

Encl. Areas of Interest

AREAS OF INTEREST (v. February 2021)

It is suggested that you check off each section after you have considered / addressed it.

☐ **Planning and Policy**

- Projects located in MECP Eastern Region may be subject to the Oak Ridges Moraine Conservation Plan (2017), Greenbelt Plan (2017) or Lake Simcoe Protection Plan (2014). Applicable plans and the applicable policies should be identified in the report, and the proponent should describe how the proposed project adheres to the relevant policies in these plans.

- The **Provincial Policy Statement (2020)** contains policies that protect Ontario's natural heritage and water resources. Applicable policies should be referenced in the report, and the proponent should describe how the proposed project is consistent with these policies.

- In addition to the provincial planning and policy level, the report should also discuss the planning context at the municipal and federal levels, as appropriate.

☐ **Source Water Protection**

The *Clean Water Act*, 2006 (CWA) aims to protect existing and future sources of drinking water. To achieve this, several types of vulnerable areas have been delineated around surface water intakes and wellheads for every municipal residential drinking water system that is located in a source protection area. These vulnerable areas are known as a Wellhead Protection Areas (WHPAs) and surface water Intake Protection Zones (IPZs). Other vulnerable areas that have been delineated under the CWA include Highly Vulnerable Aquifers (HVAs), Significant Groundwater Recharge Areas (SGRAs), Event-based modelling areas (EBAs), and Issues Contributing Areas (ICAs). Source protection plans have been developed that include policies to address existing and future risks to sources of municipal drinking water within these vulnerable areas.

Projects that are subject to the Environmental Assessment Act that fall under a Class EA, or one of the Regulations, have the potential to impact sources of drinking water if they occur in designated vulnerable areas or in the vicinity of other at-risk drinking water systems (i.e. systems that are not municipal residential systems). MEA Class EA projects may include activities that, if located in a vulnerable area, could be a threat to sources of drinking water (i.e.

have the potential to adversely affect the quality or quantity of drinking water sources) and the activity could therefore be subject to policies in a source protection plan. Where an activity poses a risk to drinking water, policies in the local source protection plan may impact how or where that activity is undertaken. Policies may prohibit certain activities, or they may require risk management measures for these activities. Municipal Official Plans, planning decisions, Class EA projects (where the project includes an activity that is a threat to drinking water) and prescribed instruments must conform with policies that address significant risks to drinking water and must have regard for policies that address moderate or low risks.

- In October 2015, the MEA Parent Class EA document was amended to include reference to the Clean Water Act (Section A.2.10.6) and indicates that proponents undertaking a Municipal Class EA project must identify early in their process whether a project is or could potentially be occurring with a vulnerable area. **Given this requirement, please include a section in the report on source water protection.**

    - The proponent should identify the source protection area and should clearly document how the proximity of the project to sources of drinking water (municipal or other) and any delineated vulnerable areas was considered and assessed. Specifically, the report should discuss whether or not the project is located in a vulnerable area and provide applicable details about the area.

    - If located in a vulnerable area, proponents should document whether any project activities are prescribed drinking water threats and thus pose a risk to drinking water (this should be consulted on with the appropriate Source Protection Authority). Where an activity poses a risk to drinking water, the proponent must document and discuss in the report how the project adheres to or has regard to applicable policies in the local source protection plan. This section should then be used to inform and be reflected in other sections of the report, such as the identification of net positive/negative effects of alternatives, mitigation measures, evaluation of alternatives etc.

- While most source protection plans focused on including policies for significant drinking water threats in the WHPAs and IPZs it should be noted that even though source protection plan policies may not apply in HVAs, these are areas where aquifers are sensitive and at risk to impacts and within these areas, activities may impact the quality of sources of drinking water for systems other than municipal residential systems.

- In order to determine if this project is occurring within a vulnerable area, proponents can use this mapping tool: http://www.applications.ene.gov.on.ca/swp/en/index.php. Note that various layers (including WHPAs, WHPA-Q1 and WHPA-Q2, IPZs, HVAs, SGRAs, EBAs, ICAs) can be turned on through the "Map Legend" bar on the left. The mapping tool will also

provide a link to the appropriate source protection plan in order to identify what policies may be applicable in the vulnerable area.

- For further information on the maps or source protection plan policies which may relate to their project, proponents must contact the appropriate source protection authority. **Please consult with the local source protection authority to discuss potential impacts on drinking water. Please document the results of that consultation within the report and include all communication documents/correspondence.**

More Information
For more information on the *Clean Water Act*, source protection areas and plans, including specific information on the vulnerable areas and drinking water threats, please refer to Conservation Ontario's website where you will also find links to the local source protection plan/assessment report.

A list of the prescribed drinking water threats can be found in section 1.1 of Ontario Regulation 287/07 made under the *Clean Water Act*. In addition to prescribed drinking water threats, some source protection plans may include policies to address additional "local" threat activities, as approved by the MECP.

☐ **Climate Change**

The document "Considering Climate Change in the Environmental Assessment Process" (Guide) is now a part of the Environmental Assessment program's Guides and Codes of Practice. The Guide sets out the MECP's expectation for considering climate change in the preparation, execution and documentation of environmental assessment studies and processes. The guide provides examples, approaches, resources, and references to assist proponents with consideration of climate change in EA. Proponents should review this Guide in detail.

- **The MECP expects proponents of Class EA projects to:**

    1. Consider during the assessment of alternative solutions and alternative designs, the following:
        a. the project's expected production of greenhouse gas emissions and impacts on carbon sinks (climate change mitigation); and
        b. resilience or vulnerability of the undertaking to changing climatic conditions (climate change adaptation).
    2. Include a discrete section in the report detailing how climate change was considered in the EA.

How climate change is considered can be qualitative or quantitative in nature and should be scaled to the project's level of environmental effect. In all instances, both a project's impacts on climate change (mitigation) and impacts of climate change on a project (adaptation) should be considered.

- The MECP has also prepared another guide to support provincial land use planning direction related to the completion of energy and emission plans. The "Community Emissions Reduction Planning: A Guide for Municipalities" document is designed to educate stakeholders on the municipal opportunities to reduce energy and greenhouse gas emissions, and to provide guidance on methods and techniques to incorporate consideration of energy and greenhouse gas emissions into municipal activities of all types. We encourage you to review the Guide for information.

☐ **Air Quality, Dust and Noise**

- If there are sensitive receptors in the surrounding area of this project, a quantitative air quality/odour impact assessment will be useful to evaluate alternatives, determine impacts and identify appropriate mitigation measures. The scope of the assessment can be determined based on the potential effects of the proposed alternatives, and typically includes source and receptor characterization and a quantification of local air quality impacts on the sensitive receptors and the environment in the study area. The assessment will compare to all applicable standards or guidelines for all contaminants of concern. **Please contact this office for further consultation on the level of Air Quality Impact Assessment required for this project if not already advised.**

- If a quantitative Air Quality Impact Assessment is not required for the project, the MECP expects that the report contain a qualitative assessment which includes:

    - A discussion of local air quality including existing activities/sources that significantly impact local air quality and how the project may impact existing conditions;
    - A discussion of the nearby sensitive receptors and the project's potential air quality impacts on present and future sensitive receptors;
    - A discussion of local air quality impacts that could arise from this project during both construction and operation; and
    - A discussion of potential mitigation measures.

- As a common practice, "air quality" should be used an evaluation criterion for all road projects.

- Dust and noise control measures should be addressed and included in the construction plans to ensure that nearby residential and other sensitive land uses within the study area are not adversely affected during construction activities.

- The MECP recommends that non-chloride dust-suppressants be applied. For a comprehensive list of fugitive dust prevention and control measures that could be applied, refer to *Cheminfo Services Inc. Best Practices for the Reduction of Air Emissions from Construction and Demolition Activities* report prepared for Environment Canada. March 2005.
- The report should consider the potential impacts of increased noise levels during the operation of the completed project. The proponent should explore all potential measures to mitigate significant noise impacts during the assessment of alternatives.

Ecosystem Protection and Restoration

- Any impacts to ecosystem form and function must be avoided where possible. The report should describe any proposed mitigation measures and how project planning will protect and enhance the local ecosystem.

- Natural heritage and hydrologic features should be identified and described in detail to assess potential impacts and to develop appropriate mitigation measures. The following sensitive environmental features may be located within or adjacent to the study area:
  - Key Natural Heritage Features: Habitat of endangered species and threatened species, fish habitat, wetlands, areas of natural and scientific interest (ANSIs), significant valleylands, significant woodlands; significant wildlife habitat (including habitat of special concern species); sand barrens, savannahs, and tallgrass prairies; and alvars.
  - Key Hydrologic Features: Permanent streams, intermittent streams, inland lakes and their littoral zones, seepage areas and springs, and wetlands.
  - Other natural heritage features and areas such as: vegetation communities, rare species of flora or fauna, Environmentally Sensitive Areas, Environmentally Sensitive Policy Areas, federal and provincial parks and conservation reserves, Greenland systems etc.

We recommend consulting with the Ministry of Natural Resources and Forestry (MNRF), Fisheries and Oceans Canada (DFO) and your local conservation authority to determine if special measures or additional studies will be necessary to preserve and protect these sensitive features. In addition, you may consider the provisions of the Rouge Park Management Plan if applicable.

- **Species at Risk**

- The Ministry of the Environment, Conservation and Parks has now assumed responsibility of Ontario's Species at Risk program. Information, standards, guidelines, reference materials and technical resources to assist you are found at https://www.ontario.ca/page/species-risk.

- The Client's Guide to Preliminary Screening for Species at Risk (Draft May 2019) has been attached to the covering email for your reference and use. Please review this document for next steps.

- For any questions related to subsequent permit requirements, please contact SAROntario@ontario.ca.

- **Surface Water**

- The report must include enough information to demonstrate that there will be no negative impacts on the natural features or ecological functions of any watercourses within the study area. Measures should be included in the planning and design process to ensure that any impacts to watercourses from construction or operational activities (e.g. spills, erosion, pollution) are mitigated as part of the proposed undertaking.

- Additional stormwater runoff from new pavement can impact receiving watercourses and flood conditions. Quality and quantity control measures to treat stormwater runoff should be considered for all new impervious areas and, where possible, existing surfaces. The ministry's Stormwater Management Planning and Design Manual (2003) should be referenced in the report and utilized when designing stormwater control methods. **A Stormwater Management Plan should be prepared as part of the Class EA process** that includes:

    - Strategies to address potential water quantity and erosion impacts related to stormwater draining into streams or other sensitive environmental features, and to ensure that adequate (enhanced) water quality is maintained
    - Watershed information, drainage conditions, and other relevant background information
    - Future drainage conditions, stormwater management options, information on erosion and sediment control during construction, and other details of the proposed works

    - Information on maintenance and monitoring commitments.

- Ontario Regulation 60/08 under the *Ontario Water Resources Act* (OWRA) applies to the Lake Simcoe Basin, which encompasses Lake Simcoe and the lands from which surface water drains into Lake Simcoe. If the proposed sewage treatment plant is listed in Table 1 of the regulation, the report should describe how the proposed project and its mitigation measures are consistent with the requirements of this regulation and the OWRA.

- Any potential approval requirements for surface water taking or discharge should be identified in the report. A Permit to Take Water (PTTW) under the OWRA will be required for any water takings that exceed 50,000 L/day, except for certain water taking activities that have been prescribed by the Water Taking EASR Regulation – *O. Reg. 63/16*. These prescribed water-taking activities require registration in the EASR instead of a PTTW. Please review the Water Taking User Guide for EASR for more information. Additionally, an Environmental Compliance Approval under the OWRA is required for municipal stormwater management works.

- **Groundwater**

- The status of, and potential impacts to any well water supplies should be addressed. If the project involves groundwater takings or changes to drainage patterns, the quantity and quality of groundwater may be affected due to drawdown effects or the redirection of existing contamination flows. In addition, project activities may infringe on existing wells such that they must be reconstructed or sealed and abandoned. Appropriate information to define existing groundwater conditions should be included in the report.

- If the potential construction or decommissioning of water wells is identified as an issue, the report should refer to Ontario Regulation 903, Wells, under the OWRA.

- Potential impacts to groundwater-dependent natural features should be addressed. Any changes to groundwater flow or quality from groundwater taking may interfere with the ecological processes of streams, wetlands or other surficial features. In addition, discharging contaminated or high volumes of groundwater to these features may have direct impacts on their function. Any potential effects should be identified, and appropriate mitigation measures should be recommended. The level of detail required will be dependent on the significance of the potential impacts.

- Any potential approval requirements for groundwater taking or discharge should be identified in the report. A Permit to Take Water (PTTW) under the OWRA will be required for any water takings that exceed 50,000 L/day, with the exception of certain water taking activities that have been prescribed by the Water Taking EASR Regulation – *O. Reg. 63/16*. These prescribed water-taking activities require registration in the EASR instead of a PTTW. Please review the Water Taking User Guide for EASR for more information.

- Consultation with the railroad authorities is necessary wherever there is a plan to use construction dewatering in the vicinity of railroad lines or where the zone of influence of the construction dewatering potentially intercepts railroad lines.

Excess Materials Management

- In December 2019, MECP released a new regulation under the Environmental Protection Act, titled "On-Site and Excess Soil Management" (O. Reg. 406/19) to support improved management of excess construction soil. This regulation is a key step to support proper management of excess soils, ensuring valuable resources don't go to waste and to provide clear rules on managing and reusing excess soil. New risk-based standards referenced by this regulation help to facilitate local beneficial reuse which in turn will reduce greenhouse gas emissions from soil transportation, while ensuring strong protection of human health and the environment. The new regulation is being phased in over time, with the first phase in effect on January 1, 2021. For more information, please visit https://www.ontario.ca/page/handling-excess-soil.

- The report should reference that activities involving the management of excess soil should be completed in accordance with O. Reg. 406/19 and the MECP's current guidance document titled "Management of Excess Soil – A Guide for Best Management Practices" (2014).

- All waste generated during construction must be disposed of in accordance with ministry requirements

Contaminated Sites

- Any current or historical waste disposal sites should be identified in the report. The status of these sites should be determined to confirm whether approval pursuant to Section 46 of

the EPA may be required for land uses on former disposal sites. We recommend referring to the MECP's D-4 guideline for land use considerations near landfills and dumps.

  - Resources available may include regional/local municipal official plans and data; provincial data on large landfill sites and small landfill sites; Environmental Compliance Approval information for waste disposal sites on Access Environment.

- Other known contaminated sites (local, provincial, federal) in the study area should also be identified in the report (Note – information on federal contaminated sites is found on the Government of Canada's website).

- The location of any underground storage tanks should be investigated in the report. Measures should be identified to ensure the integrity of these tanks and to ensure an appropriate response in the event of a spill. The ministry's Spills Action Centre must be contacted in such an event.
- Since the removal or movement of soils may be required, appropriate tests to determine contaminant levels from previous land uses or dumping should be undertaken. If the soils are contaminated, you must determine how and where they are to be disposed of, consistent with *Part XV.1 of the Environmental Protection Act* (EPA) and Ontario Regulation 153/04, Records of Site Condition, which details the new requirements related to site assessment and clean up. Please contact the appropriate MECP District Office for further consultation if contaminated sites are present.

- **Servicing, Utilities and Facilities**

- The report should identify any above or underground utilities in the study area such as transmission lines, telephone/internet, oil/gas etc. The owners should be consulted to discuss impacts to this infrastructure, including potential spills.

- The report should identify any servicing infrastructure in the study area such as wastewater, water, stormwater that may potentially be impacted by the project.

- Any facility that releases emissions to the atmosphere, discharges contaminants to ground or surface water, provides potable water supplies, or stores, transports or disposes of waste must have an Environmental Compliance Approval (ECA) before it can operate lawfully. Please consult with MECP's Environmental Permissions Branch to determine whether a new or amended ECA will be required for any proposed infrastructure.

- We recommend referring to the ministry's environmental land use planning guides to ensure that any potential land use conflicts are considered when planning for any infrastructure or facilities related to wastewater, pipelines, landfills or industrial uses.

Mitigation and Monitoring

- Contractors must be made aware of all environmental considerations so that all environmental standards and commitments for both construction and operation are met. Mitigation measures should be clearly referenced in the report and regularly monitored during the construction stage of the project. In addition, we encourage proponents to conduct post-construction monitoring to ensure all mitigation measures have been effective and are functioning properly.

- Design and construction reports and plans should be based on a best management approach that centres on the prevention of impacts, protection of the existing environment, and opportunities for rehabilitation and enhancement of any impacted areas.

- The proponent's construction and post-construction monitoring plans must be documented in the report, as outlined in Section A.2.5 and A.4.1 of the MEA Class EA parent document.

Consultation

- The report must demonstrate how the consultation provisions of the Class EA have been fulfilled, including documentation of all stakeholder consultation efforts undertaken during the planning process. This includes a discussion in the report that identifies concerns that were raised and **describes how they have been addressed by the proponent** throughout the planning process. The report should also include copies of comments submitted on the project by interested stakeholders, and the proponent's responses to these comments (as directed by the Class EA to include full documentation).

- Please include the full stakeholder distribution/consultation list in the documentation.

Class EA Process

- If this project is a Master Plan: there are several different approaches that can be used to conduct a Master Plan, examples of which are outlined in Appendix 4 of the Class EA. **The Master Plan should clearly indicate the selected approach for conducting the plan**, by identifying whether the levels of assessment, consultation and documentation are sufficient

to fulfill the requirements for Schedule B or C projects. Please note that any Schedule B or C projects identified in the plan would be subject to Part II Order Requests under the Environmental Assessment Act, although the plan itself would not be. **Please include a description of the approach being undertaken (use Appendix 4 as a reference).**

- If this project is a Master Plan: Any identified projects should also include information on the MCEA schedule associated with the project.

- The report should provide clear and complete documentation of the planning process in order to allow for transparency in decision-making.

- The Class EA requires the consideration of the effects of each alternative on all aspects of the environment (including planning, natural, social, cultural, economic, technical). The report should include a level of detail (e.g. hydrogeological investigations, terrestrial and aquatic assessments, cultural heritage assessments) such that all potential impacts can be identified, and appropriate mitigation measures can be developed. Any supporting studies conducted during the Class EA process should be referenced and included as part of the report.

- Please include in the report a list of all subsequent permits or approvals that may be required for the implementation of the preferred alternative, including but not limited to, MECP's PTTW, EASR Registrations and ECAs, conservation authority permits, species at risk permits, MTO permits and approvals under the *Impact Assessment Act*, 2019.

- Ministry guidelines and other information related to the issues above are available at http://www.ontario.ca/environment-and-energy/environment-and-energy. We encourage you to review all the available guides and to reference any relevant information in the report.

Amendments to the EAA through the Covid-19 Economic Recovery Act, 2020
Once the EA Report is finalized, the proponent must issue a Notice of Completion providing a minimum 30-day period during which documentation may be reviewed and comment and input can be submitted to the proponent. The Notice of Completion must be sent to the appropriate MECP Regional Office email address (for projects in MECP Eastern Region, the email is eanotification.eregion@ontario.ca).

The public has the ability to request a higher level of assessment on a project if they are concerned about potential adverse impacts to constitutionally protected Aboriginal and treaty rights. In addition, the Minister may issue an order on his or her own initiative within a

specified time period. The Director (of the Environmental Assessment Branch) will issue a Notice of Proposed Order to the proponent if the Minister is considering an order for the project within 30 days after the conclusion of the comment period on the Notice of Completion. At this time, the Director may request additional information from the proponent. Once the requested information has been received, the Minister will have 30 days within which to make a decision or impose conditions on your project.

Therefore, the proponent cannot proceed with the project until at least 30 days after the end of the comment period provided for in the Notice of Completion. Further, the proponent may not proceed after this time if:

- a Section 16 Order request has been submitted to the ministry regarding potential adverse impacts to constitutionally protected Aboriginal and treaty rights, or
- the Director has issued a Notice of Proposed order regarding the project.

Please ensure that the Notice of Completion advises that outstanding concerns are to be directed to the proponent for a response, and that in the event there are outstanding concerns regarding potential adverse impacts to constitutionally protected Aboriginal and treaty rights, Section 16 Order requests on those matters should be addressed in writing to:

Minister
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

Client's Guide to Preliminary Screening for Species at Risk

Ministry of the Environment, Conservation and Parks

Species at Risk Branch, Permissions and Compliance

DRAFT - May 2019

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1.0 Purpose, Scope, Background and Context

1.1 Purpose of this Guide

This guide has been created to:

- help clients better understand their obligation to gather information and complete a preliminary screening for species at risk before contacting the ministry,
- outline guidance and advice clients can expect to receive from the ministry at the preliminary screening stage,
- help clients understand how they can gather information about species at risk by accessing publicly available information housed by the Government of Ontario, and
- provide a list of other potential sources of species at risk information that exist outside the Government of Ontario.

It remains the client's responsibility to:

- carry out a preliminary screening for their projects,
- obtain best available information from all applicable information sources,
- conduct any necessary field studies or inventories to identify and confirm the presence or absence of species at risk or their habitat,
- consider any potential impacts to species at risk that a proposed activity might cause, and
- comply with the *Endangered Species Act* (ESA).

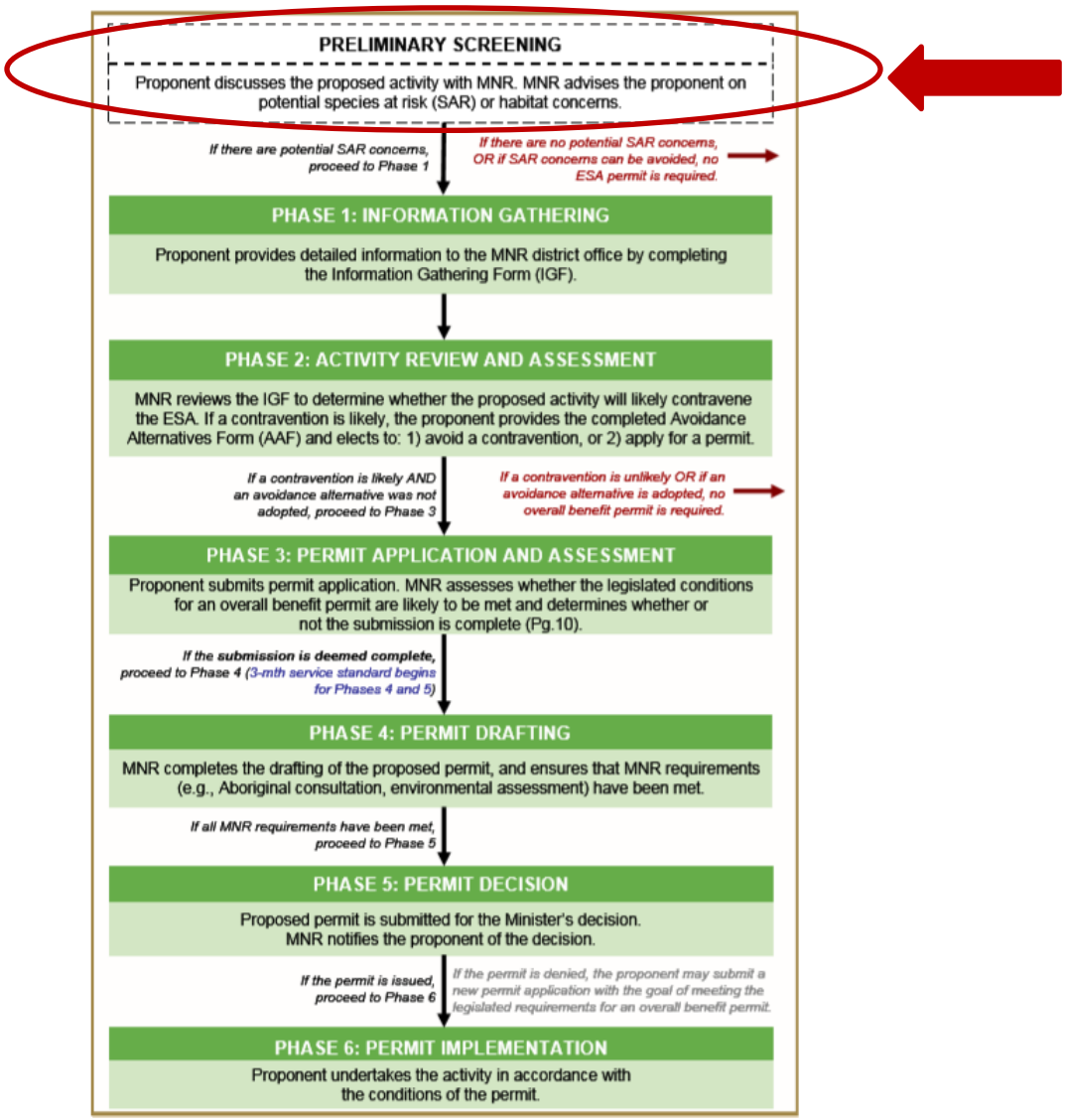
To provide the most efficient service, clients should initiate species at risk screenings and seek information from all applicable information sources identified in this guide, at a minimum, <u>prior to</u> contacting Government of Ontario ministry offices for further information or advice.

1.2 Scope

This guide is a resource for clients seeking to understand if their activity is likely to impact species at risk or if they are likely to trigger the need for an authorization under the ESA. It is not intended to circumvent any detailed site surveys that may be necessary to document species at risk or their habitat nor to circumvent the need to assess the impacts of a proposed activity on species at risk or their habitat. This guide is not an exhaustive list of available information sources for any given area as the availability of information on species at risk and their habitat varies across the province. This guide is intended to support projects and activities carried out on Crown and private land, by private landowners, businesses, other provincial ministries and agencies, or municipal government.

1.3 Background and Context

To receive advice on their proposed activity, clients must first determine whether any species at risk or their habitat exist or are likely to exist at or near their proposed activity, and whether their proposed activity is likely to contravene the ESA. Once this step is complete, clients may contact the ministry at SAROntario@ontario.ca to discuss the main purpose, general methods, timing and location of their proposed activity as well as information obtained about species at risk and their habitat at, or near, the site. At this stage, the ministry can provide advice and guidance to the client about potential species at risk or habitat concerns, measures that the client is considering to avoid adverse effects on species at risk or their habitat and whether additional field surveys are advisable. This is referred to as the "Preliminary Screening" stage. For more information on additional phases in the diagram below, please refer to the *Endangered Species Act Submission Standards for Activity Review and 17(2)(c) Overall Benefit Permits* policy available online at https://www.ontario.ca/page/species-risk-overall-benefit-permits



2.0 Roles and Responsibilities

To provide the most efficient service, clients should initiate species at risk screenings and seek information from all applicable information sources identified in this guide prior to contacting Government of Ontario ministry offices for further information or advice.

Step 1: Client seeks information regarding species at risk or their habitat that exist, or are likely to exist, at or near their proposed activity by referring to all applicable information sources identified in this guide.

Step 2: Client reviews and consider guidance on whether their proposed activity is likely to contravene the ESA (see section 3.4 of this guide for guidance on what to consider).

Step 3: Client gathers information identified in the checklist in section 4 of this guide.

Step 4: Client contacts the ministry at SAROntario@ontario.ca to discuss their preliminary screening. Ministry staff will ask the client questions about the main purpose, general methods, timing and location of their proposed activity as well as information obtained about species at risk and their habitat at, or near, the site. Ministry staff will also ask the client for their interpretation of the impacts of their activity on species at risk or their habitat as well as measures the client has considered to avoid any adverse impacts.

Step 5: Ministry staff will provide advice on next steps.

Option A: Ministry staff may advise the client they can proceed with their activity without an authorization under the ESA where the ministry is confident that:

- no protected species at risk or habitats are likely to be present at or near the proposed location of the activity; or
- protected species at risk or habitats are known to be present but the activity is not likely to contravene the ESA; or
- through the adoption of avoidance measures, the modified activity is not likely to contravene the ESA.

Option B: Ministry staff may advise the client to proceed to Phase 1 of the overall benefit permitting process (i.e. Information Gathering in the previous diagram), where:

- there is uncertainty as to whether any protected species at risk or habitats are present at or near the proposed location of the activity; or
- the potential impacts of the proposed activity are uncertain; or
- ministry staff anticipate the proposed activity is likely to contravene the ESA.

3.0 Information Sources

Land Information Ontario (LIO) and the Natural Heritage Information Centre (NHIC) maintain and provide information about species at risk, as well as related information about fisheries, wildlife, crown lands, protected lands and more. This information is made available to organizations, private individuals, consultants, and developers through online sources and is often considered under various pieces of legislation or as part of regulatory approvals and planning processes.

The information available from LIO or NHIC and the sources listed in this guide should not be considered as a substitute for site visits and appropriate field surveys. Generally, this information can be regarded as a starting point from which to conduct further field surveys, if needed. While this data represents best available current information, it is important to note that a lack of information for a site does not mean that species at risk or their habitat are not present. There are many areas where the Government of Ontario does not currently have information, especially in more remote parts of the province. The absence of species at risk location data at or near your site does not necessarily mean no species at risk are present at that location. On-site assessments can better verify site conditions, identify and confirm presence of species at risk and/or their habitats.

Information on the location (i.e. observations and occurrences) of species at risk is considered sensitive and therefore publicly available only on a 1km square grid as opposed to as a detailed point on a map. This generalized information can help you understand which species at risk are in the general vicinity of your proposed activity and can help inform field level studies you may want to undertake to confirm the presence, or absence of species at risk at or near your site.

Should you require specific and detailed information pertaining to species at risk observations and occurrences at or near your site on a finer geographic scale; you will be required to demonstrate your need to access this information, to complete data sensitivity training and to obtain a Sensitive Data Use License from the NHIC. Information on how to obtain a license can be found online at https://www.ontario.ca/page/get-natural-heritage-information.

Many organizations (e.g. other Ontario ministries, municipalities, conservation authorities) have ongoing licensing to access this data so be sure to check if your organization has this access and consult this data as part of your preliminary screening if your organization already has a license.

3.1 Make a Map: Natural Heritage Areas

The Make a Natural Heritage Area Map (available online at http://www.gisapplication.lrc.gov.on.ca/mamnh/Index.html?site=MNR_NHLUPS_NaturalHeritage&viewer=NaturalHeritage&locale=en-US provides public access to natural heritage information, including species at risk, without the user needing to have Geographic Information System (GIS) capability. It allows users to view and identify generalized species at risk information, mark areas of interest, and create and print a custom map directly from the web application. The tool also shows topographic information such as roads, rivers, contours and municipal boundaries.

Users are advised that sensitive information has been removed from the natural areas dataset and the occurrences of species at risk has been generalized to a 1-kilometre grid to mitigate the risks to the species (e.g. illegal harvest, habitat disturbance, poaching).

The web-based mapping tool displays natural heritage data, including:

- Generalized Species at risk occurrence data (based on a 1-km square grid),
- Natural Heritage Information Centre data.

Data cannot be downloaded directly from this web map; however, information included in this application is available digitally through Land Information Ontario (LIO) at https://www.ontario.ca/page/land-information-ontario.

3.2 Land Information Ontario (LIO)

Most natural heritage data is publicly available. This data is managed in a large provincial corporate database called the LIO Warehouse and can be accessed online through the LIO Metadata Management Tool at https://www.javacoeapp.lrc.gov.on.ca/geonetwork/srv/en/main.home. This tool provides descriptive information about the characteristics, quality and context of the data. Publicly available geospatial data can be downloaded directly from this site.

While most data are publicly available, some data may be considered highly sensitive (i.e. nursery areas for fish, species at risk observations) and as such, access to some data maybe restricted.

3.3 Additional Species at Risk Information Sources

- The Breeding Bird Atlas can be accessed online at http://www.birdsontario.org/atlas/index.jsp?lang=en
- eBird can be accessed online at https://ebird.org/home
- iNaturalist can be accessed online at https://www.inaturalist.org/
- The Ontario Reptile and Amphibian Atlas can be accessed online at https://ontarionature.org/programs/citizen-science/reptile-amphibian-atlas
- Your local Conservation Authority. Information to help you find your local Conservation Authority can be accessed online at https://conservationontario.ca/conservation-authorities/find-a-conservation-authority/

  Local naturalist groups or other similar community-based organizations

- Local Indigenous communities
- Local land trusts or other similar Environmental Non-Government Organizations
- Field level studies to identify if species at risk, or their habitat, are likely present or absent at or near the site.
- When an activity is proposed within one of the continuous caribou ranges, please be sure to consider the caribou Range Management Policy. This policy includes figures and maps of the continuous caribou range, can be found online at https://www.ontario.ca/page/range-management-policy-support-woodland-caribou-conservation-and-recovery

3.4 Information Sources to Support Impact Assessments

- Guidance to help you understand if your activity is likely to adversely impact species at risk or their habitat can be found online at https://www.ontario.ca/page/policy-guidance-harm-and-harass-under-endangered-species-act and https://www.ontario.ca/page/categorizing-and-protecting-habitat-under-endangered-species-act
- A list of species at risk in Ontario is available online at https://www.ontario.ca/page/species-risk-ontario. On this webpage, you can find out more about each species, including where is lives, what threatens it and any specific habitat protections that apply to it by clicking on the photo of the species.

4.0 Check-List

Please feel free to use the check list below to help you confirm you have explored all applicable information sources and to support your discussion with Ministry staff at the preliminary screening stage.

- ✓ Land Information Ontario (LIO)
- ✓ Natural Heritage Information Centre (NHIC)
- ✓ The Breeding Bird Atlas
- ✓ eBird
- ✓ iNaturalist
- ✓ Ontario Reptile and Amphibian Atlas
- ✓ List Conservation Authorities you contacted:_____

  _____
- ✓ List local naturalist groups you contacted:_____

  _____
- ✓ List local Indigenous communities you contacted:_____

  _____
- ✓ List any other local land trusts or Environmental Non-Government Organizations you contacted:_____

  _____
- ✓ List and field studies that were conducted to identify species at risk, or their habitat, likely to be present or absent at or near the site: _____

  _____
- ✓ List what you think the likely impacts of your activity are on species at risk and their habitat (e.g. damage or destruction of habitat, killing, harming or harassing species at risk):_____

  _____

From: Harvey, Joseph (MHSTCI) <Joseph.Harvey@ontario.ca>
Sent: June 24, 2022 4:48 PM
To: Susan Jingmiao Shi
Cc: Barboza, Karla (MHSTCI); Meaghan Keon
Subject: RE: File 0016886: The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan
Attachments: We found suspicious links; 2022-06-09 Casselman Class EA NOC-Final-En.pdf

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Susan Jingmiao Shi,

Please find attached MHSTCI's initial advice on the above referenced undertaking. Do not hesitate to contact me with any questions or concerns.

Regards,

Joseph Harvey | Heritage Planner
Heritage, Tourism and Culture Division | Programs and Services Branch | Heritage Planning Unit
Ministry of Heritage, Sport, Tourism and Culture Industries
613.242.3743
Joseph.Harvey@ontario.ca

From: Meaghan Keon <mkeon@jlrichards.ca>
Sent: June-09-22 8:58 AM
To: Barboza, Karla (MHSTCI) <Karla.Barboza@ontario.ca>
Cc: Susan Jingmiao Shi <sshi@jlrichards.ca>
Subject: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Greetings,

The Municipality of Casselman has initiated a Water and Wastewater Infrastructure Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA). The purpose of the study is to evaluate alternatives to expand and/or upgrade and access the feasibility of improving water and wastewater infrastructure for future development in Casselman.

A Notice of Commencement is being mailed/emailed to residents in the study area and to agencies and organizations that may have an interest in the Master Plan. A copy of the Notice is

attached for your information. You are invited to join our mailing list and/or provide comments as the study progresses.

Comments on this study can be emailed or mailed to the address provided in the Notice of Commencement. If you have any questions or concerns, please contact the undersigned.

Meaghan

You are receiving this Notice as you have been identified as a potential stakeholder. If you wish to be removed from the mailing list, please reply with subject line "unsubscribe".

Meaghan Keon
Environmental Engineering Intern

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Direct: 343-804-5350

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Ministry of Heritage, Sport, Tourism and Culture Industries

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400 University Ave, 5th Flr
Toronto, ON M7A 2R9
Tel: 613242.3743

Ministère des Industries du Patrimoine, du Sport, du Tourisme et de la Culture

Direction des programmes et des services
400, av. University, 5e étage
Toronto, ON M7A 2R9
Tél: 613.242.3743

Ontario

June 24, 2022 EMAIL ONLY

Susan Jingmiao Shi, P.Eng.
Senior Environmental Engineer
J.L. Richards & Associates Limited
203-863 Princess Street
Kingston, ON K7L 5N4
sshi@jlrichards.ca

MHSTCI File	**:**	**0016886**
Proponent	**:**	**Municipality of Casselman**
Subject	**:**	**Notice of Commencement - Master Plan Approach 1**
Project	**:**	**Water and Wastewater Infrastructure Master Plan**
Location	**:**	**Municipality of Casselman**

Dear Susan Jingmiao:

Thank you for providing the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) with the Notice of Commencement for this project. MHSTCI's interest in this master plan relates to it's mandate of conserving Ontario's cultural heritage, which includes archaeological resources, built heritage resources and cultural heritage landscapes.

MHSTCI understands that master plans are long range plans which integrate infrastructure requirements for existing and future land use with environmental assessment planning principles. The Municipal Class Environmental Assessment (MCEA) outlines a framework for master plan and associated studies which should recognize the planning and design Process of this Class EA, and should incorporate the key principles of successful environmental assessment planning identified in Section A.1.1. The master planning process will, at minimum, address Phases 1 and 2 of the Planning and Design Process of the MCEA.

This letter provides advice on how to incorporate consideration of cultural heritage in the above-mentioned master planning process by outlining the technical cultural heritage studies and the level of detail required to address cultural heritage in master plans. In accordance with the MCEA, cultural heritage resources should be identified early in the process in order to determine known and potential resources and potential impacts.

Master Plan Summary

The Municipality of Casselman (the Municipality) has initiated a Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA) to develop a Water and Wastewater Infrastructure Master Plan.

Identifying Cultural Heritage Resources
MHSTCI understands that the master plan would typically be done at a broad level of assessment thereby requiring more detailed investigations at the project-specific level. Therefore, a description of the existing conditions related to cultural heritage resources needs to be included in the master plan document.

Archaeological Resources
The existing conditions sub-section should indicate if the master plan includes areas of archaeological potential or not and acknowledge that archaeological assessments will be required for future project-specific projects. The proponents should refer to an archaeological management plan or a data sharing agreement, should they exist. In their absence, MHSTCI's screening checklists can help determine whether archaeological assessments will be needed for subsequent project undertakings: *Criteria for Evaluating Archaeological Potential* and *Criteria for Evaluating Marine Archaeological Potential*.

A statement should be included that archaeological assessments are to be undertaken by an archaeologist licensed under the Ontario Heritage Act and that archaeological assessment reports must be submitted for MHSTCI review prior to the completion of the environmental assessment and prior to any ground disturbance. Some municipalities may also elect to have a Stage 1 archaeological assessment undertaken for a master plan area.

Built Heritage Resources and Cultural Heritage Landscapes
MHSTCI recommends that an Existing Conditions Report be undertaken by a qualified person, which will include a historical summary of the study area's development, identifying all known or potential built heritage resources and cultural heritage landscapes within the study area. The findings of the existing conditions report should be included in the existing conditions subsection of the master plan document.

Community input should be sought to identify locally recognized and potential cultural heritage resources. Sources include, but are not limited to, Municipal Heritage Committees, community heritage registers, historical societies and other local heritage organizations.

Cultural heritage resources are often of critical importance to Indigenous communities. Indigenous communities may have knowledge that can contribute to the identification of cultural heritage resources, and any engagement with Indigenous communities should include a discussion about known or potential cultural heritage resources that are of value to them.

Subsequent Municipal Class EA Undertakings
The recommendations outlined above can be used in support of any future technical cultural heritage studies required for any Schedule B and C MCEA undertakings identified within the master planning area. Technical cultural heritage studies are to be undertaken by a qualified person who has expertise, recent experience, and knowledge relevant to the type of cultural heritage resources being considered and the nature of the activity being proposed. Please advise MHSTCI whether any technical cultural heritage studies will be completed for this master plan and provide them to MHSTCI before issuing a Notice of Completion.

Environmental Assessment Reporting

Thank you for consulting MHSTCI on this project. Please continue to do so through the master plan process and contact me if you have any questions or concerns.

Sincerely,

Joseph Harvey
Heritage Planner
joseph.harvey@ontario.ca

Copied to: Meaghan Keon, Environmental Engineering Intern, J.L. Richards & Associates Limited

It is the sole responsibility of proponents to ensure that any information and documentation submitted as part of their EA report or file is accurate. MHSTCI makes no representation or warranty as to the completeness, accuracy or quality of the any checklists, reports or supporting documentation submitted as part of the EA process, and in no way shall MHSTCI be liable for any harm, damages, costs, expenses, losses, claims or actions that may result if any checklists, reports or supporting documents are discovered to be inaccurate, incomplete, misleading or fraudulent.

Please notify MHSTCI (at archaeology@ontario.ca) if archaeological resources are impacted by EA project work. All activities impacting archaeological resources must cease immediately, and a licensed archaeologist is required to carry out an archaeological assessment in accordance with the Ontario Heritage Act and the Standards and Guidelines for Consultant Archaeologists.

If human remains are encountered, all activities must cease immediately, and the local police and coroner must be contacted. In situations where human remains are associated with archaeological resources, MHSTCI should also be notified (at archaeology@ontario.ca) to ensure that the site is not subject to unlicensed alterations which would be a contravention of the Ontario Heritage Act.

From: Kapusta, Stephen (MTO) <Stephen.Kapusta@ontario.ca>
Sent: June 9, 2022 10:34 AM
To: Meaghan Keon
Cc: Nadeau, Alain (MTO); Susan Jingmiao Shi
Subject: Re: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan
Attachments: 16953-118 Casselman Class EA NOC-Final-En.pdf

[CAUTION] This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, please forward suspicious emails to Helpdesk.

Good Morning Meaghan,

Please include me in the mailing list for this study. Please note that the MTO has requirements for freeway crossings of services such as this that would narrow down the Highway 417 crossing location.

Thank you,

Stephen Kapusta MCIP, RPP
Senior Project Manager
Highway Corridor Management
Ministry of Transportation - Eastern Region
1355 John Counter Boulevard
Postal Bag 4000
Kingston, ON K7L 5A3
Phone (613)545-4834
Mobile (613)539-7068
Fax (613)540-5106
Toll Free 1(800)267-0295
Stephen.Kapusta@Ontario.ca

*Coronavirus Note: I will be working from home for the foreseeable future. Please contact me by mobile phone 613-539-7068.

From: Meaghan Keon <mkeon@jlrichards.ca>
Sent: June 9, 2022 8:58 AM
To: Makula, Peter (MTO) <Peter.Makula@ontario.ca>
Cc: Susan Jingmiao Shi <sshi@jlrichards.ca>
Subject: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Greetings,

The Municipality of Casselman has initiated a Water and Wastewater Infrastructure Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA). The purpose of the study is to evaluate alternatives to expand and/or upgrade and access the feasibility of improving water and wastewater infrastructure for future development in Casselman.

A Notice of Commencement is being mailed/emailed to residents in the study area and to agencies and organizations that may have an interest in the Master Plan. A copy of the Notice is attached for your information. You are invited to join our mailing list and/or provide comments as the study progresses.

Comments on this study can be emailed or mailed to the address provided in the Notice of Commencement. If you have any questions or concerns, please contact the undersigned.

Meaghan

You are receiving this Notice as you have been identified as a potential stakeholder. If you wish to be removed from the mailing list, please reply with subject line "unsubscribe".

Meaghan Keon
Environmental Engineering Intern

J.L. Richards & Associates Limited
700 - 1565 Carling Avenue, Ottawa, ON K1Z 8R1
Direct: 343-804-5350

J.L. Richards
& Associates Limited
ENGINEERS · ARCHITECTS · PLANNERS

CANADA BEST MANAGED COMPANIES Platinum member

From: Susan Jingmiao Shi
Sent: June 28, 2022 8:28 AM
To: Meaghan Keon
Subject: FW: Notice of Study commencement -
Attachments: DOC062822-06282022080517.pdf

Hi Meaghan,

For file. Please update the contact list if required.

Thanks!
Susan

-----Original Message-----
From: Josée Brizard <JBrizard@nationmun.ca>
Sent: Tuesday, June 28, 2022 8:06 AM
To: Susan Jingmiao Shi <sshi@jlrichards.ca>
Cc: Pierre-Paul Beauchamp <ppbeauchamp@casselman.ca>; Yves Morrissette <ymorrissette@casselman.ca>
Subject: Notice of Study commencement -

Caution: This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, please forward suspicious emails to Helpdesk.

Hello Susan

Please find attached The Agency /Stakeholder response form from The Nation Municipality

Best regards

Josee

Josée Brizard
Directrice générale - Greffière / Chief Administrative Officer - Clerk La Municipalité de La Nation / The Nation Municipality
958 Route 500 Ouest / West
Casselman, Ontario, K0A 1M0
Phone: 613-764-5444, 235
-----Original Message-----
From: Copier
Sent: Tuesday, June 28, 2022 8:05 AM
To: Josée Brizard <JBrizard@nationmun.ca>
Subject: Scanned from Toshiba @ Nation Municipality 06/28/2022 08:05

Scanned from MFP11759466
Date:06/28/2022 08:05
Pages:1
Resolution:400x400 DPI

Êtes-vous sur la liste des électeurs? Consultez www.Voterlookup.ca!

Les bureaux de la municipalité de La Nation sont ouverts au public. Toutefois, le masque est requis. Si vous désirez rencontrer un employé en personne, veuillez communiquer avec nous au bureau de Casselman au 613-764-5444 ou au bureau de Fournier au 613-524-2932 pour prendre rendez-vous.

Ce message est confidentiel. Il peut également être privilégié ou autrement protégé par l'immunité au produit du travail ou par d'autres règles juridiques. Si vous l'avez reçu par erreur, veuillez nous en informer par courrier électronique et le supprimer de votre système. Vous ne pouvez pas copier ce message ou divulguer son contenu à qui que ce soit.

Are you registered to vote? Visit www.VoterLookup.ca!

The Nation offices are open to the public. If you wish to meet a staff member in person, you may contact us at our Casselman office at 613-764-5444 or at our Fournier office at 613-524-2932 to make an appointment.

This message is confidential. It may also be privileged or otherwise protected by work product immunity or other legal rules. If you have received it by mistake, please let us know by e-mail reply and delete it from your system; you may not copy this message or disclose its contents to anyone.

From: Johnston, Keith (NDMNRF) <Keith.Johnston@ontario.ca>
Sent: June 9, 2022 8:58 AM
To: Meaghan Keon
Subject: Automatic reply: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

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Thank you for your email.

I am currently out of the office. I will not have access to email at this time and I will respond to your email when I return on June 13.

If you need immediate assistance, please contact: Jim Boothby (jim.boothby@ontario.ca) for items related to the Environmental Planning Team.

Regards,

Keith Johnston [He/Him]
A/Team Lead, Environmental Planning

Ministry of Northern Development, Mines, Natural Resources and Forestry | Policy Division | Strategic and Indigenous Policy Branch – Director's Office
Telephone: (705) 313-6960
Email: keith.johnston@ontario.ca

From: Sandra Mancini <SMancini@nation.on.ca>
Sent: June 13, 2022 1:05 PM
To: Meaghan Keon
Cc: Susan Jingmiao Shi
Subject: RE: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan
Attachments: 16953-118 Casselman Class EA NOC-Final-En.pdf

[CAUTION] This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, please forward suspicious emails to Helpdesk.

Good afternoon,

Please, see attached response.

Best,

Sandra

From: Meaghan Keon <mkeon@jlrichards.ca>
Sent: June 9, 2022 9:00 AM
To: Sandra Mancini <SMancini@nation.on.ca>
Cc: Susan Jingmiao Shi <sshi@jlrichards.ca>
Subject: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

External email - if you don't know or can't confirm the identity of the sender, please exercise caution and do not open links or attachments.

Greetings,

The Municipality of Casselman has initiated a Water and Wastewater Infrastructure Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA). The purpose of the study is to evaluate alternatives to expand and/or upgrade and access the feasibility of improving water and wastewater infrastructure for future development in Casselman.

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Meaghan

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Meaghan Keon
Environmental Engineering Intern

J.L. Richards & Associates Limited
700 - 1565 Carling Avenue, Ottawa, ON K1Z 8R1
Direct: 343-804-5350

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& Associates Limited
ENGINEERS · ARCHITECTS · PLANNERS

CANADA BEST MANAGED COMPANIES Platinum member

Sandra Mancini | Team Lead, Engineering
38 Victoria Street, Box 29, Finch, ON K0C 1K0
Tel: 613-984-2948 or 1-877-984-2948 | Fax: 613-984-2872
nation.on.ca | make a donation

South Nation Conservation
de la Nation Sud

Our local environment, we're in it together.
Notre environnement local, protégeons-le ensemble.

COVID-19 UPDATE: Our offices are open to the public by appointment, please email info@nation.on.ca. Our Conservation Areas remain open for passive recreation. More info at: www.nation.on.ca/coronavirus.

MISE À JOUR COVID-19: Nos bureaux sont ouverts au public sur rendez-vous, veuillez envoyer un courriel à info@nation.on.ca. Nos aires de conservation restent ouvertes pour les loisirs passifs. Plus d'informations sur : www.nation.on.ca/coronavirus.

Notice of Study Commencement

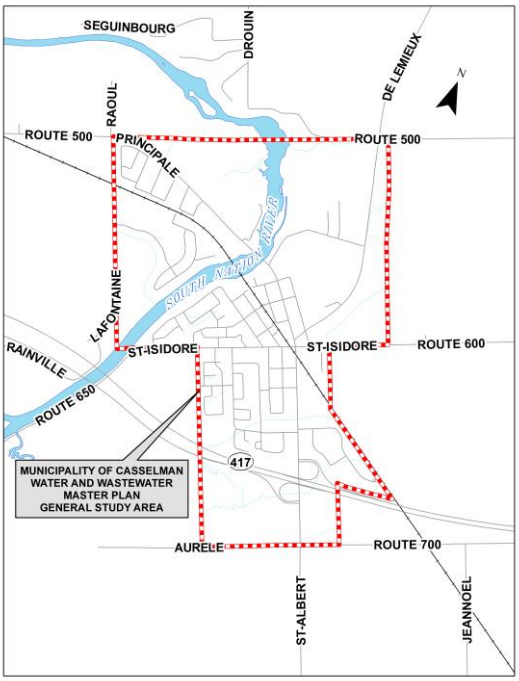
The Municipality of Casselman
Water and Wastewater Infrastructure Master Plan

The Municipality of Casselman (the Municipality) has initiated a Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA) to develop a Water and Wastewater Infrastructure Master Plan.

How Will This Affect Me?

The Master Plan study is assessing various options to improve the performance and reliability of the water and wastewater treatment and sewage collection systems to ensure they can be relied upon to accommodate current and future flows generated within the Municipality.

Public and agency consultation is a key part of the Master Planning process. Based on your input, the Master Plan study will identify preferred solution(s) that will benefit the community over the short, mid, and long terms.



How Do I Get More Information?

A Public Information Centre will be held in late 2022 prior to confirming the preferred solution(s). In the meantime, the study team will be reviewing background information and determining alternative solutions. You can contact a member of the study team listed below with any questions or to provide input on the Master Plan study. Updates will also be provided throughout the Master Plan study on the Municipality's website.

Susan Jingmiao Shi, P.Eng., M.Eng.
Senior Environmental Engineer
J.L. Richards & Associates Limited
203-863 Princess Street
Kingston, ON K7L 5N4
sshi@jlrichards.ca

Pierre-Paul Beauchamp
Director of Public Works
Municipality of Casselman
751 St-Jean Street
Casselman, ON K0A 1M0
ppbeauchamp@casselman.ca

This study is being conducted according to the requirements of Approach 1 of a Master Plan under the Ontario Municipal Class Environmental Assessment process (October 2000, as amended in 2015).

This Notice was issued on June 9, 2022.

Municipality of Casselman
Municipal Class Environmental Assessment
Water and Wastewater Infrastructure Master Plan

AGENCY / STAKEHOLDER RESPONSE FORM

DATE:

Name:

Agency:

1) Is your agency interested in being involved in this project? YES ☐ NO ☐

2) If you are interested in being involved in this project, please identify a contact person:

Name and Title:

Address:

Telephone: (_____) _____ Fax: (_____)_____

E-mail:

3) If you presently have any comments or questions about this project please outline them below or attach on a separate sheet of paper.

4) Do you have any information regarding the Study Area that will assist us in our planning process? If so, please outline below or attach on a separate sheet of paper.

Please submit to:

Susan Shi, P.Eng.
Assistant Project Manager
J.L. Richards & Associates Limited
203-863 Princess Street
Kingston, ON K7L 5N4
343-302-5425
sshi@jlrichards.ca

Note: If you wish to respond via email, please write directly on the form and scan a copy before emailing it to the address above. Comments and information regarding this Study are being collected to assist the Ministry in meeting the requirements of the EA Act. This material will be maintained on file for use during the Study and may be included in project documentation. With the exception of personal information, all comments will become part of the public record.

From: Susan Jingmiao Shi
Sent: June 27, 2022 8:20 AM
To: Meaghan Keon
Subject: FW: Municipality of Casselman - Municipal Class Environmental Assessment- Water and Wastewater Infrastructure Master Plan
Attachments: Agency Response Form - UCPR.pdf

Hi Meaghan,

Please file and update the contact list if necessary.

Thanks!
Susan

From: Prevost, Louis <LouisPrevost@prescott-russell.on.ca>
Sent: Monday, June 20, 2022 10:45 AM
To: Susan Jingmiao Shi <sshi@jlrichards.ca>
Cc: PLMainville@prescott-russell.on.ca
Subject: Municipality of Casselman - Municipal Class Environmental Assessment- Water and Wastewater Infrastructure Master Plan

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Louis

Municipality of Casselman
Municipal Class Environmental Assessment
Water and Wastewater Infrastructure Master Plan

AGENCY / STAKEHOLDER RESPONSE FORM

DATE: June 20, 2022

Name: Louis Prévost

Agency: United Counties of Prescott and Ruassell

1) Is your agency interested in being involved in this project? YES [X] NO [ ]

2) If you are interested in being involved in this project, please identify a contact person:

Name and Title: Pier-Luc Mainville, Engineer
Louis Prévost, Director

Address: 59 Court Street, L'Orignal ON K0B 1K0

Telephone: (613) 675-4661 Fax: (_____)_____

E-mail: plmainville@prescott-russell.on.ca
louisprevost@prescott-russell.on.ca

3) If you presently have any comments or questions about this project please outline them below or attach on a separate sheet of paper.

N/A

J.L.Richards
ENGINEERS · ARCHITECTS · PLANNERS

4) Do you have any information regarding the Study Area that will assist us in our planning process? If so, please outline below or attach on a separate sheet of paper.

No.

Please submit to:

Susan Shi, P.Eng.
Assistant Project Manager
J.L. Richards & Associates Limited
203-863 Princess Street
Kingston, ON K7L 5N4
343-302-5425
sshi@jlrichards.ca

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