

Appendix **A**

Part II Order Request Form

General Information and Instructions

General

Anyone who has outstanding environmental issues that have not been addressed through the Class Environmental Assessment process can request the Minister of the Environment Conservation and Parks to make an order under Part II of the Environmental Assessment Act. This is known as requesting a Part II Order.

A Part II Order request should be submitted after the proponent has issued the Notice of Completion for a Class Environmental Assessment for a project. The request should be submitted within the review period/comment period outlined in the Notice of Completion.

The Ministry recommends that you follow the process set out below before submitting a Part II Order request:

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

A Part II Order request should not be submitted for the sole purpose of delaying, stopping, or frustrating the planning and implementation of an undertaking proceeding under a Class Environmental Assessment process. The Minister may consider the efforts of the requester to resolve the concerns directly with the proponent when deciding whether to make an order.

Questions regarding the completion and submission of this form should be directed to a Customer Service representative at the Client Services and Permissions Branch at 416-314-8001 or 1-800-461-6290.

Step 1 - Get the Facts

- Class Environmental Assessments are used for projects that the Ministry of the Environment Conservation and Parks considers routine, with predictable and manageable effects on the environment.
- A Part II Order request will not stop a project from proceeding. The Minister has four options when deciding a Part II Order request:
 - To request mediation between you and the proponent to help address your concerns before making a decision
 - To deny the request
 - To deny the request but require the proponent to fulfill additional conditions before the project can proceed, such as further studies or more public consultation
 - To require the proponent to conduct a higher review of the project through an Individual Environmental Assessment; this happens only in rare and exceptional cases.
- Key factors that the Minister may consider when looking at a Part II Order request are:
 - whether the project has the potential to pose significant adverse effects on the environment
 - how the project is significantly different from other projects in its class
 - whether the process for the Class Environment Assessment was adequate.

To learn more about Class Environmental Assessments visit <https://www.ontario.ca/page/class-environmental-assessments-approved-class-ea-information>.

Step 2 – Statement of Participation

I have raised my concerns with the project proponent

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

I was unable to have my concerns resolved by the project proponent

Describe what concerns remain outstanding and why these concerns could not be resolved through discussions with the proponent.

My unresolved concerns relate to:

- potential environment impacts
- how the project is significantly different from other projects in its class
- the adequacy of the process for the Class Environment Assessment
- other (specify)

Describe

The proponent has issued the Notice of Completion for the project

This request is being made within the review/comment period outlined in that notice

_____ to _____
Start Date (yyyy/mm/dd) End Date (yyyy/mm/dd)

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

Last Name

First Name

Date (yyyy/mm/dd)

With all Part II Order requests, the Ministry maintains a public file that is available for viewing by any member of the public upon request. Personal and other information from your request, such as name, address, and telephone number and your concerns with the project will form part of the public record. If you wish for your information to be excluded from the public file, you can advise the Ministry by checking the box in the declaration below. Even if you request that your information be excluded, your contact information may still be obtained by members of the public if the Ministry is required to disclose the information under the *Freedom of Information and Protection of Privacy Act*.

Please exclude my personal information from the public file (select if you wish to be excluded).

Step 3 – Provide Identifying Information

If you are certain making a Part II Order Request is the right approach for you, complete the following information:

Requester Name

Last Name

First Name

Requester Type

- Individual
 - On behalf of Person/Group (specify) _____
 - Other (specify) _____
-

Current Address

Unit Number	Street Number	Street Name	PO Box
City/Town		Province	Country
Postal Code			
Concession		Rural Route	
Telephone Number	Fax Number	Email Address (if available)	

Name of proposed Project (as it appears on the Notice of Completion if available)

Name of Proponent (as it appears on the Notice of Completion if available)

Step 4 – Making Your Request

By submitting this form, you are requesting a Part II Order by the Minister.

Confirm what outcome you are seeking from the Minister by making this request.

I want the Minister to:

- Refer the matter to mediation to help me and the proponent address my concerns
- Impose additional conditions before the project can proceed

Describe what conditions you think would be appropriate and how they would address your concerns.

- To require the proponent to conduct a higher review of the project through an Individual Environmental Assessment

Describe how an Individual Environmental Assessment would address your concerns in a way that the Class Environmental Assessment does not:

If applicable, provide any other relevant information related to this request you would like to share.

Step 5 – Submitting Your Request

Please send the completed form and any supporting information you would like to provide to all three of the following:

Minister
 Ministry of the Environment Conservation and Parks
 Ferguson Block, 77 Wellesley St. W, 11th Floor
 Toronto ON M7A 2T5
 Fax: 416-314-8452
Minister.mecp@ontario.ca

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

Project Proponent

The email or mailing address for the project proponent can be found on the Notice of Completion for the project.

Step 6 – Attachments

Description**File name**1.
