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## **Modernization of Approvals Project Update**

September, 2011

# Goal for Modernizing Approvals

To improve and enhance business-to-government interactions the new environmental approvals process provides:

- o A new, online business self-registration process for select activities and sectors
- o Established service delivery standards to provide certainty to business
- o Online tools including guidance and “smart-form” applications
- o Transparency of approval information that protects privacy and confidentiality

**Gradual implementation to ensure successful transition**

# Modern Environmental Approvals Process

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Electronic service delivery

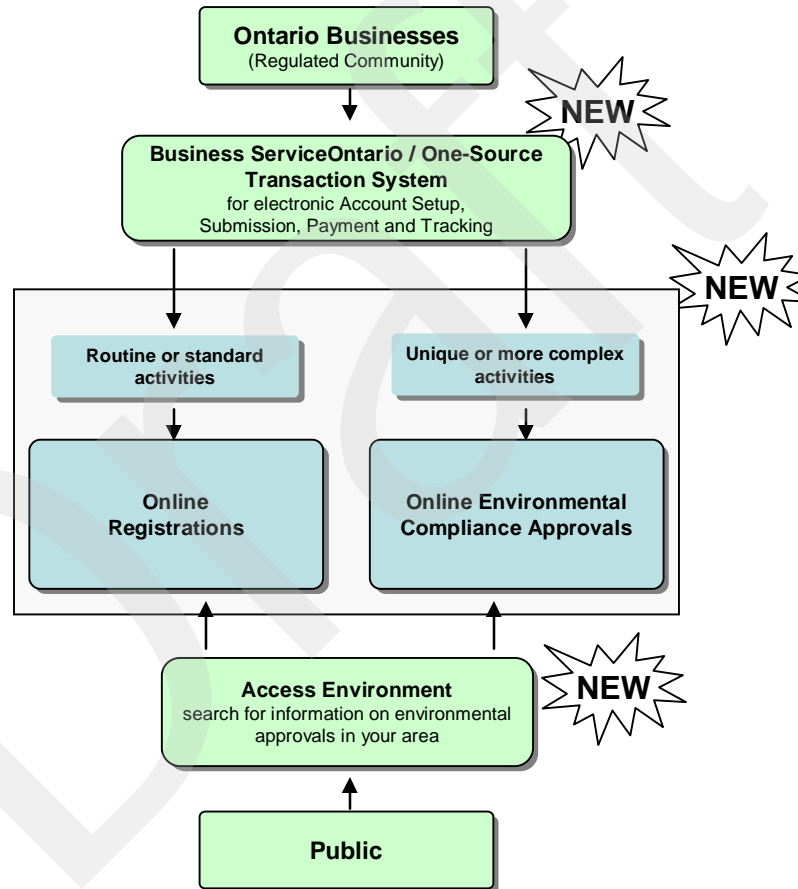
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Two path process for protecting the environment

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Public transparency

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# Two Path Process: EASR Implementation

## October 31<sup>st</sup>, 2011 Implementation

- On-line, self-registration process for sectors and activities with regulations in place for comfort heating, standby power, and autobody paint shops
- Registrations automatically posted to MOE public website “Access Environment”

## Coming Later...

- Compliance approach for registry activities and sectors (e.g. audit)
- Additional sectors and activities available for self-registration proposed in 2011/2012: ready mix concrete, concrete block and pipe manufacturing, waste collection and hauling, and printing
- Enhanced on-line user interface and experience including account management and e-payment

# How will Business access online services?

Ontario **One-key** Français

SERVICES | ABOUT ONTARIO | HELP

One-key Login

You may notice that the ONE-key Portal has changed. [Learn more](#)

**Login**

One-key ID:

Password:

**Login**

[Forgot Your Password?](#)

**Don't have an account?**

A One-key account gives you secure access to Ontario Government programs and services.

**Create an Account Now**

Select "Create an Account Now" to register with One-key and create your ID and password. Select "Forgot Your Password?" if you know your One-key ID and have forgotten your password.

CONTACT US | ACCESSIBILITY | PRIVACY | HELP

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ServiceOntario

One-Source for Business

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**Business Details**

**Business Number**  
875589962

**Legal Name**  
Tims Coffee

**Business Address**  
393 University Var, Toronto, ON, M3A2B2

**Operating Name**  
Tims

**Mailing Address** 250 Dundas St, Toronto, ON, M3A9P

**Client Information:** [Edit](#)

**Title**  
CEO

**Job Title**  
Operator

**First Name**  
Steve

**Last Name**  
Jobs

**Phone Number**  
416-326-8899

**Fax Number**  
416-623-9988

[Create Service](#) [remove client profile](#) [remove section 20](#)

**MOE Service:**  
(Most Recent)

Title	Notes	Due Date	Status	
Application for fishing license	City of Toronto	2011-07-25	Submitted	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Copy</a> <a href="#">x</a>
Application for hunting license	City of Toronto	2011-07-25	Submitted	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Copy</a> <a href="#">x</a>
Application for shooting license	City of Toronto	2011-07-25	Submitted	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Copy</a> <a href="#">x</a>

**Contact One-Source**

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# Registration Process

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 **Ontario** Ministry of the Environment  
Environmental Activity and Sector Registry

## Registration of Activities Related to Automotive Refinishing Facilities

Each field marked by an asterisk (\*) must be completed.

**Select Application to Complete \***

- Registration of Activities Related to Automotive Refinishing Facilities
- Registration of Activities Related to Heating Systems
- Registration of Activities Related to Standby Power Systems
- Registration of Activities Related to Automotive Refinishing Facilities**


For the purpose of registration in the Environmental Activity and Sector Registry, you must be engaged in one or more of the following business that:

1. applies coatings on all or part of a motor vehicle body; or
2. repairs or customizes all or part of a motor vehicle body, or the interior of a motor vehicle.

In some specific cases, you may not need to register your system. These facilities are listed in the Environmental Activity and Sector Registry, 245/11. These systems may require an Environmental Compliance Approval (ECA).

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 **Ontario** Ministry of the Environment  
Environmental Activity and Sector Registry

## Registration of Activities Related to Automotive Refinishing Facilities

Each field marked by an asterisk (\*) must be completed.

### Part 3 – Activity Information

#### 3.1 Registration Information

This form is to be used to register the use, operation, construction, alteration, extension, or replacement of equipment or things that are used in an automotive refinishing facility. Please confirm that you will be engaging in one or more of these activities. \*

Yes  No

#### 3.2 Activity Design-Related Information

The following questions are being asked to determine if the activity meets specific design-related criteria.

a) Is the facility one in which the application of coating to or the repair or customization of a motor vehicle body or parts of a motor vehicle body and the repair or customization of the interior of a motor vehicle occurs? \*

Yes  No

b) Is the automotive refinishing facility, in respect of which this registration is filed, located in a building that is wholly occupied by the facility? \*

Yes  No

c) How many spray booths are located at the facility? \*

d) What is the facility-wide coating application rate under normal operation? \*

# Two Path Process: ECA Implementation

## October 31<sup>st</sup>, 2011 Implementation

- Amendments to existing CofAs be ported to ECA framework
- Complete submission requirements (O.Reg. 255/11) and multi-media ECA application form available on-line via ServiceOntario
- Copy of issued ECA document posted to “Access Environment” website

## Coming Later...

- Comprehensive ECA guidance material available on-line
- Enhanced on-line user interface and experience including account management, e-payment, and online submission and tracking of ECA applications



# Environmental Compliance Approval

Application Summary

Contents | General Information and Instructions | Application Summary | 1 Applicant Information | 2 Project Information | 3 Regulatory Requirements | 4 Site Information | 5 Facility Information | 6 Supporting Documentation and Technical Requirements | 7 Payment Information

Print Form Clear Form Save Form

**Required Information** ?

Section	Completed (yes or no)
Project Name & Description	No
Section 1: Applicant Information	No
Section 2: Project Information	No
Section 3: Regulatory Requirements	No
Section 4: Site Information	No
Section 5: Facility Information	No
Section 6: Supporting Documentation	No
Section 7: Payment Information	No

**Application Status** Please complete the sections as shown above.  
The Ministry may request additional fees upon review of this application. If you are submitting this form in print version only and are not using the smart calculation feature, please attach the fee calculation separately.

**Supplemental Application Information**  
See help text on required information for this section. ?

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ECA application form will be available on-line October 31<sup>st</sup>, 2011 with a supporting mini guide

More comprehensive guidance material expected to be available on-line in fall 2011

## Supporting Documentation and Technical Requirements

**In Part C of this guide we:**

- explain that it is your responsibility to specify documents that you consider confidential
- explain what makes an application one of high quality
- explain what should be included in the detailed project and process description and site plan
- explain, by media, the specifics of what must be included in various technical documents that you must include with your ECA Application

- the processes involved that manage or mitigate the pollutants and contaminants and,
- the final discharges from your proposed activity.

All projects may be looked at in this way in order to understand what type of review is needed to assess the proposed project. The nature of the discharges generally indicates what type of activity you have and whether it falls under section 9 of the EPA, Part V of the EPA or section 27 of the OWRA.

Depending on the type of discharges and how they are managed or mitigated, different technical requirements will apply. This guide and previous guides have dealt with these types of information through various reports tailored for different types of activities. For example, in order to describe discharges to the atmosphere, an emissions summary dispersion modelling (ESDM) is used, but a different type of modelling is used for stormwater flows. As well, the ESDM report would describe any mitigation measures such as pollution control equipment, while, for waste projects, a design and operations report describes how the waste disposal site is designed in order to manage the pollutants from waste. Once you know what discharges are involved in your proposed activity, you can use this section to understand which technical requirements apply to you.

This section describes different types of technical requirements that are specific to different types of discharges. The information in these technical documents should provide further description and explanation of the activity that is the subject of your application, for example, equipment involved, processes, design, etc.

**Tip:** These documents also explain the environmental impacts of the activities and, where necessary, how the activity conforms to applicable regulations, mitigation measures, etc.

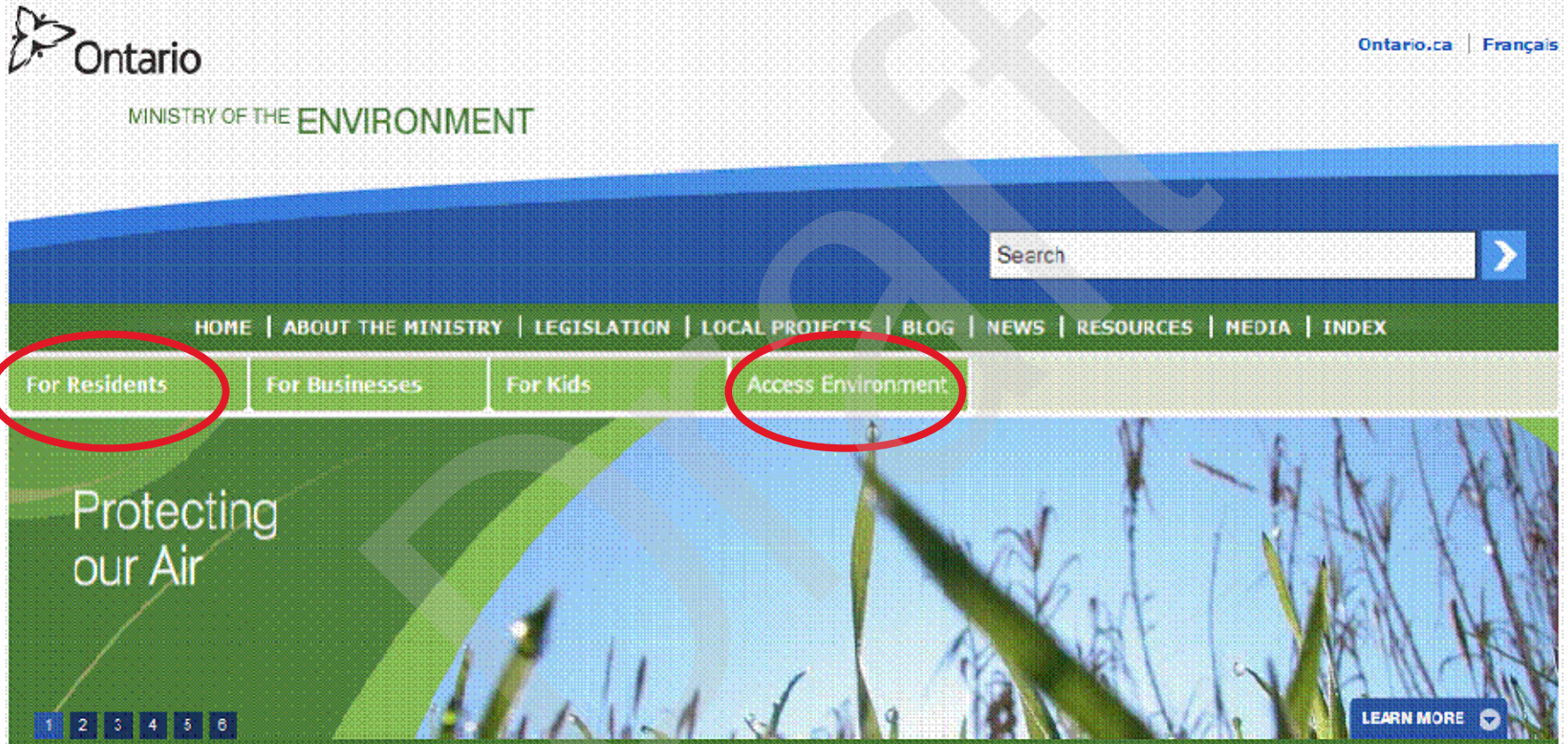
In general, for any proposed activity, the ministry is interested in pollutants or contaminants that may be discharged from the activity to the natural environment. This may mean assessing your proposed activity and taking into account all media (air, noise and vibration, sewage and waste) in terms of:

- the quantity and quality of pollutants and contaminants that are input and discharged,

Guide to Applying for an Environmental Compliance Approval 42



# How will the public access the services?



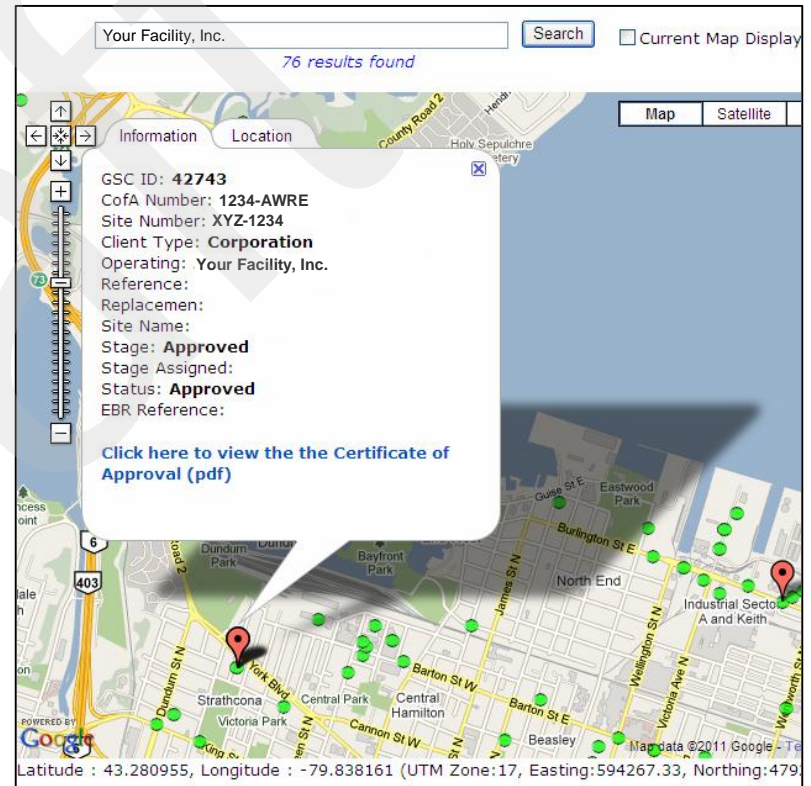
# Public Transparency

## October 31<sup>st</sup>, 2011 Implementation

- o 'Access Environment' will provide a central location for accessing existing databases including eCofA library
- o Geospatial search capacity of ECAs, CofAs and Registrations

## Coming Later...

- o Public access to additional approvals-related documents
- o Enhanced public search functions using various Ministry databases



# Transitional FAQs

Draft

# Certificates of Approval

## What happened to previously-issued CofA?

- If you currently hold a CofA, you do not need to do anything; existing Cs of A and their terms and conditions will continue and they can be amended, reviewed, suspended and revoked as if they were an ECA

## I hold a CofA, what do I do if I need an amendment?

- If you need an amendment to your CofA, you will use the new ECA Application Form and apply for an amendment - resulting approval will be called an ECA and would not necessarily impact any of your other Cs of A

# Environmental Compliance Approvals (ECA)

## **Do I have to apply for a multi-media approval starting October 31<sup>st</sup>?**

- o No, the legislation does not require an application for a multi-media approval on October 31<sup>st</sup>, 2011 – unless you choose to, or the Director requires you to
- o If you are applying for an approval for a new facility, or wish to consolidate your existing CofA approvals, your application will be for a facility-based (multi-media) ECA

## **What is meant by a “complete ECA Application”?**

- o Established minimum application requirements that are needed before the ministry begins a review (outline in O.Reg. 255/11)

## **What happens if I miss or leave out a requirement?**

- o Ministry may return the application without a decision, review the application, or ask for more information

# Environmental Compliance Approvals (ECA)

## What are the types of minimum application requirements?

### o *Process Requirements:*

- Use the correct application form and provide all the applicable information requested
- Signatures attesting to the completeness and accuracy of the information
- Applicant and Technical Contact signatures

### o *Project Information Requirements:*

- Detailed project and process description, incl. a summary project description
- Information around ownership, land use, and zoning of the site
- A site plan
- A list of all other, applicable approvals, orders or instruments under specified Acts
- Maps, plans, and drawings must adhere to minimum information standards (some exemptions)



# Environmental Activity and Sector Registry (EASR)

## How do I register?

- If you intend to engage in an activity prescribed by regulation (comfort heating, standby power, autobody shops) and meet the eligibility requirements, visit ServiceOntario ([www.serviceontario.ca](http://www.serviceontario.ca)) to register

## What if I have an existing approval for an activity that can be registered?

- Existing approvals for activities that are eligible to register will still be valid and a person will not immediately need to register them
- You will need to register an eligible activity that is currently in an approval:
  - When you need to make a change to the activity that previously required an amendment to the approval, OR
  - By the date prescribed in the regulation stating that the approval for an activity is no longer in effect (5 years from date regulation comes into force for all activities currently prescribed)

## What if I have an approval with some activities that are eligible for the EASR and some that are not?

- You will still be able to amend the approval for those activities that cannot be registered without needing to file a registration for the eligible activities



# Environmental Activity and Sector Registry (EASR)

## What if I do not have an existing approval?

- You will no longer be able to apply for an approval for activities that are eligible for the registry unless the Director issues an order stating that the registry does not apply (s. 20.18)

## What if I want to always keep my eligible activities in an ECA?

- You would need to request that the Director consider issuing an order stating that the Registry does not apply to your activity
- Order will need to remain in effect for as long as you will be engaging in the activity

## On October 31<sup>st</sup>, what happens to all outstanding applications for approval for activities that are prescribed for the Registry?

- If an applicant does not receive an approval for the activity before the day the Registry regulation comes into force then their applications are discontinued on that day and they will have to register their activity unless the Director issues an order stating that the registry does not apply

# Environmental Registry

## How will Environmental Compliance Approvals be dealt with under the EBR (O.Reg. 681/94) after October 31<sup>st</sup>, 2011?

- Proposals for ECAs would be **Class II** as they are subject to discretionary hearings
  - Existing exceptions maintained (e.g., for air discharges less than 10 hours in a 7 day period, etc.) not subject to posting on the EBR
- As Class II instruments, these will have additional public participation requirements (e.g., posting for an additional 15 days, etc.)
- For 3<sup>rd</sup> party and applicant appeal of ECA amendments, only portion of ECA that has substantially changed is subject to appeal (**EPA s.139 (3)(b)**)

## What happens to those approvals that were posted on the EBR before October 31<sup>st</sup>, 2011?

- Approval proposals that were posted on the EBR as **Class I** prior to October 31<sup>st</sup>, 2011 will remain as **Class I (s. 4.2 of Reg. 681/94)**