

## Indigenous Contact Summary

First Nation	Title	First Name	Last Name	Position	Email	Remove from/Add to list	Intro Email Sent	Follow-up Email/Phone Call	NoComm/PIC Sent	Meeting
Aamjiwnaang First Nation	Band Manager	Harrison	Plain	Band Manager	<a href="mailto:hplain@Aamjiwnaang.ca">hplain@Aamjiwnaang.ca</a>		Oct 10/24	Oct 24/24	8-Nov-24	
Caldwell First Nation	Nations Connect Portal				<a href="https://nationsconnect.ca/">https://nationsconnect.ca/</a>			Oct 23/24	8-Nov-24	
Caldwell First Nation	Chief	Mary	Duckworth	Chief	<a href="mailto:ChiefMaryDuckworth@caldwellfirstnation.ca">ChiefMaryDuckworth@caldwellfirstnation.ca</a>	Removed (email bounce back)	Oct 10/24			
Caldwell First Nation		Zack	Hamm	Environmental and Consultation Department Manager	<a href="mailto:ecd.manager@caldwellfirstnation.ca">ecd.manager@caldwellfirstnation.ca</a>		Oct 10/24	Upload to portal rather than email as per community request	8-Nov-24	
Chippewas of Kettle and Stony Point First Nation	Chief	Kimberly	Bressette	Chief	<a href="mailto:Kimberly.Bressette@kettlepoint.org">Kimberly.Bressette@kettlepoint.org</a>		Oct 10/24	Oct 24/24	8-Nov-24	
Chippewas of Kettle and Stony Point First Nation (Three Fires Group)	Consultation Advisor CKSPFN	Jess	Wakefield	Major Projects Consultation	<a href="mailto:consultation@kettlepoint.org">consultation@kettlepoint.org</a>		Oct 10/24	Oct 24/24	8-Nov-24	6-Dec-24
Chippewas of Kettle and Stony Point First Nation (Three Fires Group)	Ms.	Jana	George	Consultation & Monitoring Coordinator	<a href="mailto:jana.george@threfires.com">jana.george@threfires.com</a>	Added Oct 29/24			8-Nov-24	6-Dec-24
Chippewas of Kettle and Stony Point First Nation	Ms.	Brandy	George	Southwind Corporate Development Inc.	<a href="mailto:bgeorge17@gmail.com">bgeorge17@gmail.com</a> ; cc <a href="mailto:Todd.Jardine@southwindcorp.ca">Todd.Jardine@southwindcorp.ca</a>	Added Oct 29/24			8-Nov-24	
Chippewas of the Thames First Nation	Nations Connect Portal				<a href="https://nationsconnect.ca/">https://nationsconnect.ca/</a>		Oct 10/24		8-Nov-24	
Chippewas of the Thames First Nation	Ms.	Erna-Marie	Leclair	Consultation Analyst	<a href="mailto:emleclair@cottfn.com">emleclair@cottfn.com</a>	Added Oct 15/24			8-Nov-24	9-Dec-24
Chippewas of the Thames First Nation	Ms.	Fallon	Burch	Consultation Coordinator	<a href="mailto:fburch@cottfn.com">fburch@cottfn.com</a>		Oct 10/24	Oct 24/24	8-Nov-24	
Chippewas of the Thames First Nation	Chief	R.K. Joe	Miskokomon	Chief	<a href="mailto:joemiskokomon@cottfn.com">joemiskokomon@cottfn.com</a>		Oct 10/24	Oct 24/24	8-Nov-24	
Delaware Nation (Morovian of the Thames)		Justin	Logan	Chief	<a href="mailto:justin.logan@delawarenation.on.ca">justin.logan@delawarenation.on.ca</a>		Oct 10/24	Oct 24/24	8-Nov-24	
Delaware Nation (Morovian of the Thames)		Cathy	Stonefish	Assistant	<a href="mailto:cathy.stonefish@delawarenation.on.ca">cathy.stonefish@delawarenation.on.ca</a>		Oct 10/24	Oct 24/24	8-Nov-24	
Munsee-Delaware First Nation	Chief	Mark	Peters	Chief	<a href="mailto:chief.peters@munsee.ca">chief.peters@munsee.ca</a>	Removed (email bounce back)	Oct 10/24			

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First Nation	Title	First Name	Last Name	Position	Email	Remove from/Add to list	Intro Email Sent	Follow-up Email/Phone Call	NoComm/PIC Sent	Meeting
Munsee-Delaware First Nation	Chief	Roger	Thomas	Chief	<a href="mailto:chief@munsee.ca">chief@munsee.ca</a>		Oct 16/24	Oct 24/24	8-Nov-24	
Munsee-Delaware First Nation				Reception	<a href="mailto:reception@munsee.ca">reception@munsee.ca</a>		Oct 10/24	Oct 24/24	8-Nov-24	
Oneida of the Thames First Nation	Environmental Consultation Coordinator	Janelle	Cornelius		<a href="mailto:environment@oneida.on.ca">environment@oneida.on.ca</a>		Oct 10/24	Oct 24/24	8-Nov-24	
Oneida of the Thames First Nation	Assisstant	Sandra	Doxtator		<a href="mailto:sandra.doxtator@oneida.on.ca">sandra.doxtator@oneida.on.ca</a>		Oct 10/24	Oct 24/24	8-Nov-24	
Walpole Island First Nation (Bkejwanong Territory)		Chief	Dan	Miskokomon	<a href="mailto:drskoke@wifn.org">drskoke@wifn.org</a>	Removed January 28, 2025	Oct 10/24	Oct 24/24	8-Nov-24	
Walpole Island First Nation (Bkejwanong Territory)		Alicia	Blackeagle	Executive Assistant	<a href="mailto:alicia.blackeagle@wifn.org">alicia.blackeagle@wifn.org</a>	Removed January 28, 2025	Oct 10/24	Oct 24/24	8-Nov-24	
Walpole Island First Nation (Bkejwanong Territory)		Dean	Jacobs		<a href="mailto:dean.jacbos@wifn.org">dean.jacbos@wifn.org</a>	Added January 28/25				



## Minutes of Meeting

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**Meeting Date:** December 9, 2024 **Project No.:** 300058184.0000  
**Project Name :** Forest Glade N. Servicing EA  
**Meeting Subject:** Overview of Servicing Plans  
**Meeting Location:** Virtual Meeting  
**Date Prepared:** December 9, 2024

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### Those in attendance were:

Patrick Winters	City of Windsor	pwinters@citywindsor.ca
Juan Paramo	City of Windsor	jparamo@citywindsor.ca
Erna-Marie Leclair	Chippewas of the Thames First Nation	emleclair@cottfn.com
Tricia Radburn	R.J. Burnside & Associates Ltd.	tricia.radburn@rjburnside.com
Cole Roddick	R.J. Burnside & Associates Ltd.	cole.roddick@rjburnside.com

### The following items were discussed

### Action by

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#### 1. Introductions

1.1 Introductions were made.

#### 2. Presentation – Overview of Project

2.1 A slideshow was presented to all meeting attendees. It provided an overview of the project, archaeological, and culture and heritage reviews, potential species at risk, and proposed and preferred alternative solutions of the project. A copy of the slideshow is attached.

#### 3. Discussion Items

3.1 Erna questioned whether the existing woodlot in the northwestern corner of the study area could be connected to the proposed

The following items were discussed	Action by
<p>stormwater pond as a wildlife linkage. It was noted that there is a private property between the SWM pond site and the woodlot that is not part of the current project. It would be difficult to require plantings on that site right now. However, an ecological connection could be considered as part of any future development applications with that site.</p>	
<p>3.2 In addition to general Erosion and Sediment Control fencing (ESC) being installed around the existing drain, additional special fencing will be installed around the site to assist with keeping Fox Snakes out of the site and away from equipment.</p>	
<p>3.3 Both Archaeological Reports (Stage 1 and Stage 2) have been slightly modified due to the proposed road alignment changing. The archaeologist will re-circulate these reports once they have been updated. Additionally, the final Ecology Report will also be circulated once updated, as well as the Draft Environmental Study Report in the New Year. Burnside will continue to use the Nations Connect portal to share key project information and applicable studies / reports. Erna noted that emails are also helpful at this time as the Nations Connect portal has been updated and some messages and notifications may not be getting through.</p>	Project Team
<p><b>4. Timelines</b></p>	
<p>4.1 Erna noted that the COTTFN consultation protocol indicates that they generally require 45 days for document review. The timelines listed below were discussed and Erna noted that they would make best efforts to review within 30 days.</p> <p>December 2024 – review feedback from the Public Open House on revisions to the preferred solutions.</p> <p>January to February 2025 – Draft Forest Glade N. Environmental Study Report.</p> <p>February 2025 – issue Notice of Study Completion (study will be posted for public review and comment for 30 days).</p> <p>May 2025 – construction to begin.</p>	

The preceding are the minutes of the meeting as observed by the undersigned. Should there be a need for revision, please advise Burnside within seven days of issuance. In the absence of notification to the contrary, these minutes will be deemed to be an accurate record of the meeting.

Minutes prepared by:

**R.J. Burnside & Associates Limited**

Cole Roddick  
Environmental Planner

Enclosure(s) Meeting presentation

Distribution:

All Attendees

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

058184\_COTTFN Consultation Meeting Minutes 241209  
12/17/2024 12:04 PM



## Minutes of Meeting

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**Meeting Date:** December 6, 2024 **Project No.:** 300058184.0000  
**Project Name :** Forest Glade N. Servicing EA  
**Meeting Subject:** Overview of Servicing Plans  
**Meeting Location:** Virtual Meeting  
**Date Prepared:** December 6, 2024

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### Those in attendance were:

Patrick Winters	City of Windsor	pwinters@citywindsor.ca
Juan Paramo	City of Windsor	jparamo@citywindsor.ca
Rocco Tullio	Rock Developments Inc.	rtullio@rockdevelopments.ca
Jessica Wakefield	Three Fires Group	jessica.wakefield@threefires.com
Jana George	Three Fires Group	jana.george@threefires.com
Tricia Radburn	R.J. Burnside & Associates Ltd.	tricia.radburn@rjburnside.com
Cole Roddick	R.J. Burnside & Associates Ltd.	cole.roddick@rjburnside.com

### The following items were discussed

### Action by

---

- 1. Introductions**
  - 1.1 Introductions were done.
- 2. Presentation – Overview of Project**
  - 2.1 A slideshow was presented to all meeting attendees. It provided an overview of the project, archaeological, and culture and heritage reviews, potential species at risk, and proposed and preferred alternative solutions of the project.
- 3. Discussion Items**

The following items were discussed	Action by
3.1 An Ecologist is planned to go to site this upcoming week (December 8 – 14, 2024) to complete some final work associated with the Tall Boneset plants on-site. This is a somewhat rare species but not listed under the Endangered Species Act.	
3.2 In addition to general Erosion and Sediment Control fencing (ESC) being installed around the existing drain, additional special fencing will be installed around the site to assist with keeping Fox Snakes out of the site and away from equipment.	
3.3 Both Archaeological Reports (Stage 1 and Stage 2) have been slightly modified due to the proposed road alignment changing. The archaeologist will re-circulate these reports once they have been updated. Additionally, the final Ecology Report will also be circulated once updated, as well as the Draft Environmental Study Report in the New Year.	Project Team
<b>4. Timelines</b>	
4.1 December 2024 – review feedback from the Public Open House on revisions to the preferred solutions.  January to February 2025 – Draft Forest Glade N. Environmental Study Report.  February 2025 – issue Notice of Study Completion (study will be posted for public review and comment for 30 days).  May 2025 – construction to begin.	

The preceding are the minutes of the meeting as observed by the undersigned. Should there be a need for revision, please advise Burnside within seven days of issuance. In the absence of notification to the contrary, these minutes will be deemed to be an accurate record of the meeting.

Minutes prepared by:

**R.J. Burnside & Associates Limited**

Cole Roddick  
Environmental Planner

Enclosure(s) Meeting presentation

Distribution:

All Attendees

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058184\_Three Fires Consultation Meeting Minutes 241206  
12/18/2024 12:06 PM



## Cole Roddick

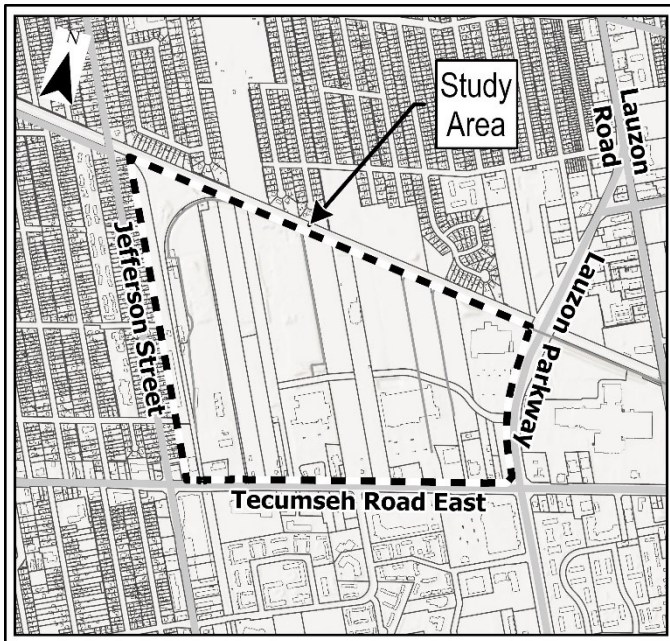
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**From:** Tricia Radburn  
**Sent:** Thursday, October 10, 2024 3:58 PM  
**To:** hplain@Aamjiwnaang.ca  
**Cc:** Paramo, Juan; pwinters@citywindsor.ca; Josh Way; Rocco Tullio  
**Subject:** Early Notice of Servicing EA in Windsor

Good afternoon,

The City of Windsor is planning to **extend municipal services** to the portion of the City identified as the Forest Glade North Secondary Plan area. These services will include sanitary and storm sewers, stormwater management systems, and new roadways. An **Environmental Assessment** will be carried out in accordance with the Municipal Class Environmental Assessment process. A Notice of Project Commencement will be issued shortly.

You are receiving this email to provide you with early notification of the project to help us understand **your communication preferences and your level of interest** in the project as early as possible in the Environmental Assessment process. Please let us know if you foresee any impacts to Aboriginal or Treaty Rights.



The Study Area, shown to the left, is located in the **central-east portion of the City**, approximately **1.6 km from the Detroit River**. The study area includes a small woodlot, which is not expected to be impacted by the site servicing or future development in the area. The Hawkins Municipal Drain runs along the northern limit of the study area. No impacts to the drain are expected.

### Study Reports to Be Prepared:

The following reports are being prepared to document the Environmental Assessment process:

- Stage 1 and 2 Archaeological Assessments (your community was previously contacted regarding participation in these studies and reports will be sent for your review in the coming weeks).
- Ecological Impact Study- to be available for review later this fall.
- Environmental Assessment Study Report- to be available for review in early 2025.

If you have any questions or comments or you wish to arrange a meeting to discuss the project in greater detail, please contact:

**Tricia Radburn, MCIP, RPP**  
Consultant Project Manager  
R.J. Burnside & Associates Limited  
292 Speedvale Ave. West, Unit 20  
Guelph, ON  
Tel: 1-800-265-9662 ext. 1778  
E-mail: [tricia.radburn@rjburnside.com](mailto:tricia.radburn@rjburnside.com)

**Juan Paramo, P.Eng.**  
Development Engineer  
City of Windsor  
350 City Hall Square West, Suite 210  
Windsor, ON N9A 6S1  
Tel: 519-255-6267 ext. 6353  
E-mail: [jparamo@citywindsor.ca](mailto:jparamo@citywindsor.ca)

Kind Regards,



**Tricia Radburn, MCIP, RPP**  
Senior Environmental Planner

R.J. Burnside & Associates Limited  
292 Speedvale Ave. W, Unit 20 Guelph ON  
Office: [800-265-9662](tel:800-265-9662) Direct: 226-486-1778 [www.rjburnside.com](http://www.rjburnside.com)

## Cole Roddick

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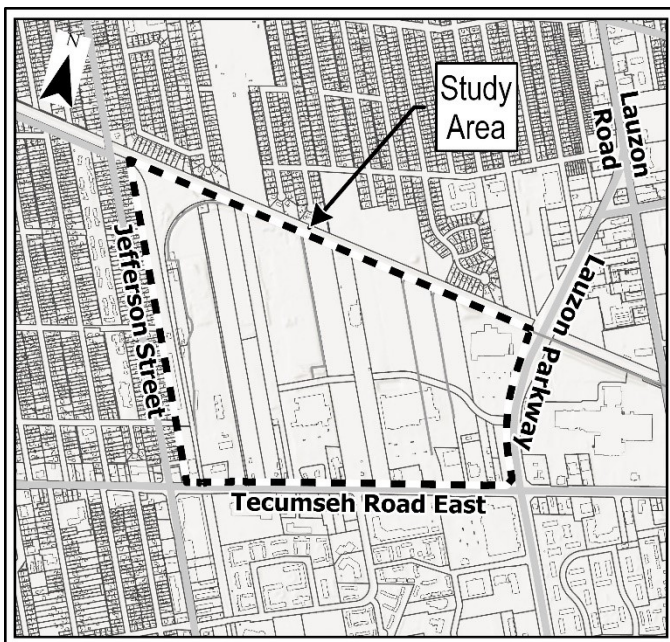
**From:** Cole Roddick  
**Sent:** Thursday, October 24, 2024 8:59 AM  
**To:** hplain@Aamjiwnaang.ca  
**Cc:** Paramo, Juan; pwinters@citywindsor.ca; Josh Way; Rocco Tullio; Tricia Radburn  
**Subject:** RE: Early Notice of Servicing EA in Windsor

Good morning,

I am just reaching out to check if you received the following Notice of Servicing EA in Windsor. The initial email circulation is attached below, and I have also included the project description in this email.

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**Cole Roddick, BES**  
Environmental Planner  
R.J. Burnside & Associates Limited  
35 Perry Street

**Juan Paramo, P.Eng.**  
Development Engineer  
City of Windsor  
350 City Hall Square West, Suite 210

Woodstock, ON  
Tel: 519-788-6134  
E-mail: [cole.roddick@rjburnside.com](mailto:cole.roddick@rjburnside.com)

Windsor, ON N9A 6S1  
Tel: 519-255-6267 ext. 6353  
E-mail: [jparamo@citywindsor.ca](mailto:jparamo@citywindsor.ca)

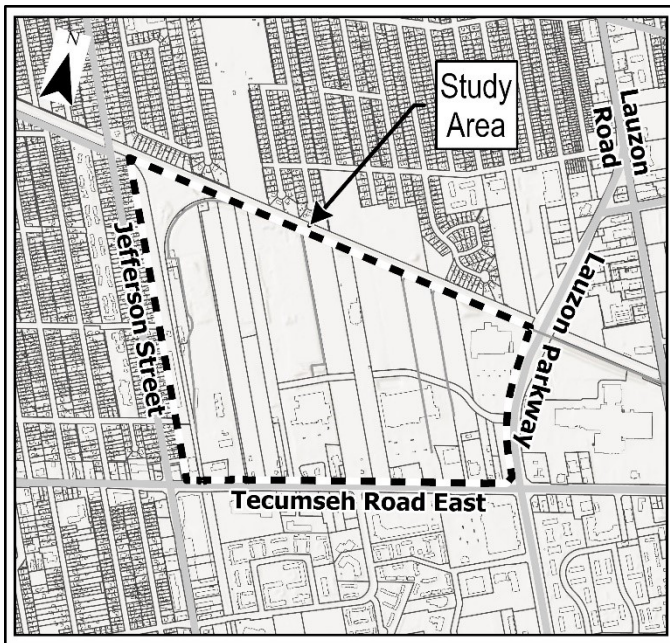
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**From:** Tricia Radburn <Tricia.Radburn@rjburnside.com>  
**Sent:** Thursday, October 10, 2024 3:58 PM  
**To:** hplain@Aamjiwnaang.ca  
**Cc:** Paramo, Juan <jparamo@citywindsor.ca>; pwinters@citywindsor.ca; Josh Way <josh@rockdevelopments.ca>; Rocco Tullio <rtullio@rockdevelopments.ca>  
**Subject:** Early Notice of Servicing EA in Windsor

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Consultant Project Manager  
R.J. Burnside & Associates Limited  
292 Speedvale Ave. West, Unit 20  
Guelph, ON

**Juan Paramo, P.Eng.**  
Development Engineer  
City of Windsor  
350 City Hall Square West, Suite 210  
Windsor, ON N9A 6S1

Tel: 1-800-265-9662 ext. 1778  
E-mail: [tricia.radburn@rjburnside.com](mailto:tricia.radburn@rjburnside.com)

Tel: 519-255-6267 ext. 6353  
E-mail: [jparamo@citywindsor.ca](mailto:jparamo@citywindsor.ca)

Kind Regards,



**Tricia Radburn, MCIP, RPP**  
Senior Environmental Planner

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Office: [800-265-9662](tel:800-265-9662) Direct: 226-486-1778 [www.rjburnside.com](http://www.rjburnside.com)

## Cole Roddick

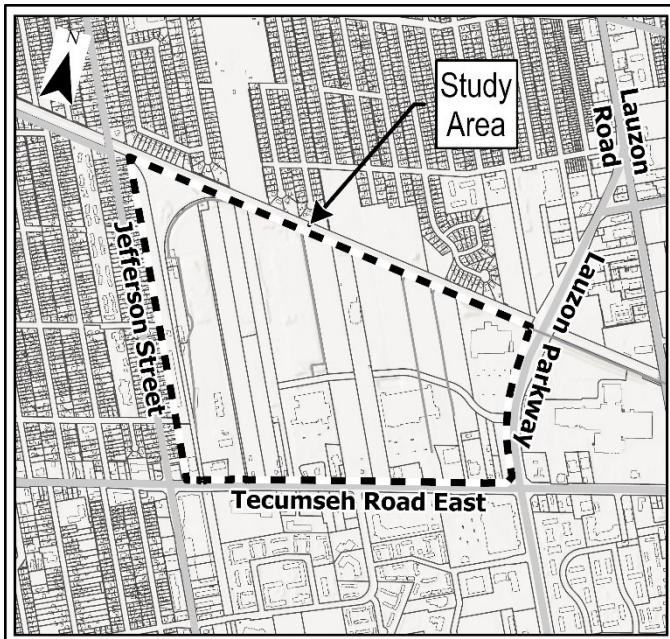
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**From:** Tricia Radburn  
**Sent:** Thursday, October 10, 2024 3:59 PM  
**To:** ChiefMaryDuckworth@caldwellfirstnation.ca; ecd.manager@caldwellfirstnation.ca  
**Cc:** Paramo, Juan; pwinters@citywindsor.ca; Josh Way; Rocco Tullio  
**Subject:** Early Notice of Servicing EA in Windsor

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## Cole Roddick

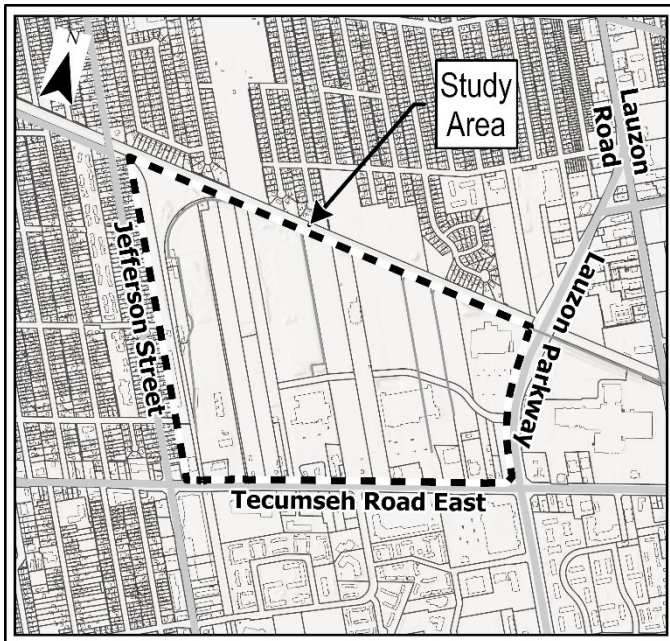
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**From:** Tricia Radburn  
**Sent:** Thursday, October 10, 2024 4:09 PM  
**To:** joemiskokomon@cottfn.com; Fallon Burch  
**Cc:** Paramo, Juan; pwinters@citywindsor.ca; Josh Way; Rocco Tullio  
**Subject:** Early Notice of Servicing EA in Windsor

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Consultant Project Manager  
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292 Speedvale Ave. West, Unit 20  
Guelph, ON  
Tel: 1-800-265-9662 ext. 1778  
E-mail: [tricia.radburn@rjburnside.com](mailto:tricia.radburn@rjburnside.com)

**Juan Paramo, P.Eng.**  
Development Engineer  
City of Windsor  
350 City Hall Square West, Suite 210  
Windsor, ON N9A 6S1  
Tel: 519-255-6267 ext. 6353  
E-mail: [jparamo@citywindsor.ca](mailto:jparamo@citywindsor.ca)



Kind Regards,



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Senior Environmental Planner

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## Cole Roddick

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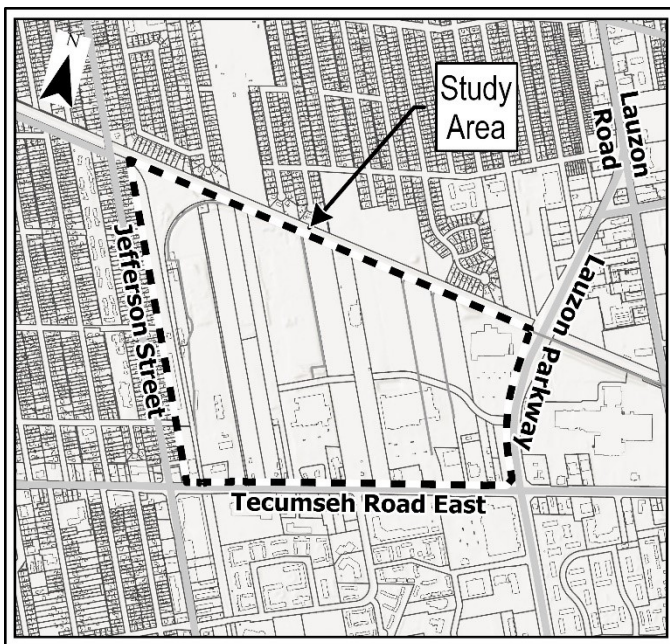
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- Ecological Impact Study- to be available for review later this fall.
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If you have any questions or comments or you wish to arrange a meeting to discuss the project in greater detail, please contact:

**Cole Roddick, BES**  
Environmental Planner  
R.J. Burnside & Associates Limited  
35 Perry Street

**Juan Paramo, P.Eng.**  
Development Engineer  
City of Windsor  
350 City Hall Square West, Suite 210

Woodstock, ON  
Tel: 519-788-6134  
E-mail: [cole.roddick@rjburnside.com](mailto:cole.roddick@rjburnside.com)

Windsor, ON N9A 6S1  
Tel: 519-255-6267 ext. 6353  
E-mail: [jparamo@citywindsor.ca](mailto:jparamo@citywindsor.ca)

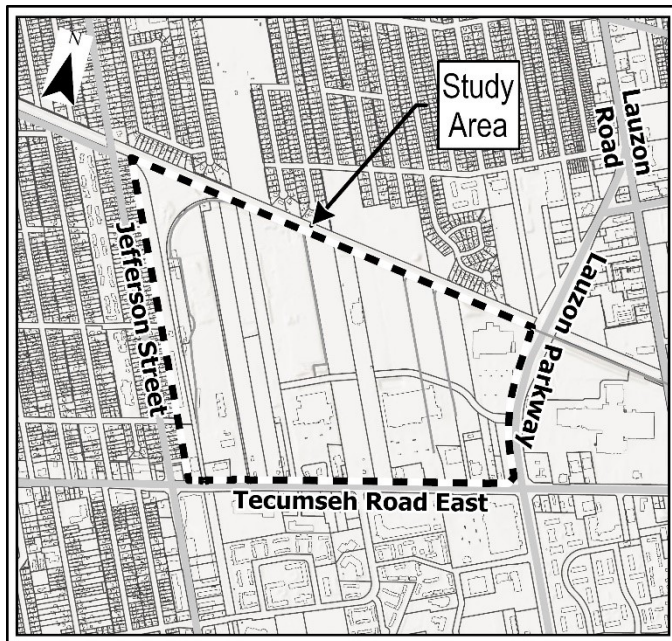
---

**From:** Tricia Radburn <Tricia.Radburn@rjburnside.com>  
**Sent:** Thursday, October 10, 2024 4:09 PM  
**To:** joemiskokomon@cottfn.com; Fallon Burch <fburch@cottfn.com>  
**Cc:** Paramo, Juan <jparamo@citywindsor.ca>; pwinters@citywindsor.ca; Josh Way <josh@rockdevelopments.ca>; Rocco Tullio <rtullio@rockdevelopments.ca>  
**Subject:** Early Notice of Servicing EA in Windsor

Good afternoon,

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**Tricia Radburn, MCIP, RPP**  
Consultant Project Manager  
R.J. Burnside & Associates Limited  
292 Speedvale Ave. West, Unit 20  
Guelph, ON

**Juan Paramo, P.Eng.**  
Development Engineer  
City of Windsor  
350 City Hall Square West, Suite 210  
Windsor, ON N9A 6S1

Tel: 1-800-265-9662 ext. 1778  
E-mail: [tricia.radburn@rjburnside.com](mailto:tricia.radburn@rjburnside.com)

Tel: 519-255-6267 ext. 6353  
E-mail: [jparamo@citywindsor.ca](mailto:jparamo@citywindsor.ca)

Kind Regards,



**Tricia Radburn, MCIP, RPP**  
Senior Environmental Planner

R.J. Burnside & Associates Limited  
292 Speedvale Ave. W, Unit 20 Guelph ON  
Office: [800-265-9662](tel:800-265-9662) Direct: 226-486-1778 [www.rjburnside.com](http://www.rjburnside.com)

## Cole Roddick

---

**From:** Erna-Marie Leclair <emleclair@cottfn.com>  
**Sent:** Tuesday, October 29, 2024 2:09 PM  
**To:** Cole Roddick  
**Cc:** Juan; pwinters@citywindsor.ca; Josh Way; Rocco Tullio; Tricia Radburn; Fallon Burch; Jennifer Mills  
**Subject:** COTTFN- Early Notice of Servicing EA in Windsor

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello,

Chippewas of the Thames First Nation is interested in reviewing Windsor's Servicing EA. Any project that has impacts on water quality/quantity in the rivers/lakes within COTTFNs Treaty and Traditional territory has the potential to impact Aboriginal and Treaty Rights.

Please be aware that Chippewas of the Thames First Nation has transitioned to using NationsConnect to receive consultation and engagement requests. **Any future notifications or requests sent over email, mail or fax are not considered submitted and will not be reviewed.**

To register for NationsConnect, and submit your request, please visit [NationsConnect.ca](https://nationsconnect.ca).

This Notice of Servicing EA, and a spatial file in .kml, .kmz, or .zip shapefile formats will be required to submit your request. Once your project has been submitted, you can sign back in at a later date and attach additional files or send updated communication through the Conversations feature on NationsConnect.

If you have any technical questions about NationsConnect, please reach out to [support@kwusen.ca](mailto:support@kwusen.ca).

Thanks,



**Erna-Marie Leclair (she/her)**  
Consultation Analyst  
Chippewas of the Thames First Nation  
Email: [emleclair@cottfn.com](mailto:emleclair@cottfn.com)  
Cell: 226-236-0816  
320 Chippewa Road, Muncey, Ontario

---

[Visit us online at cottfn.com](https://www.cottfn.com)

This communication is intended for the use of the recipient to whom it is addressed and may contain confidential and or privileged information. If you are not the intended recipient of this communication any information received should be deleted or destroyed.

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**From:** Fallon Burch <fburch@cottfn.com>  
**Sent:** Monday, October 28, 2024 11:24 PM  
Cole.Roddick@rjburnside.com>  
**Sent:** October 24, 2024 8:58 AM

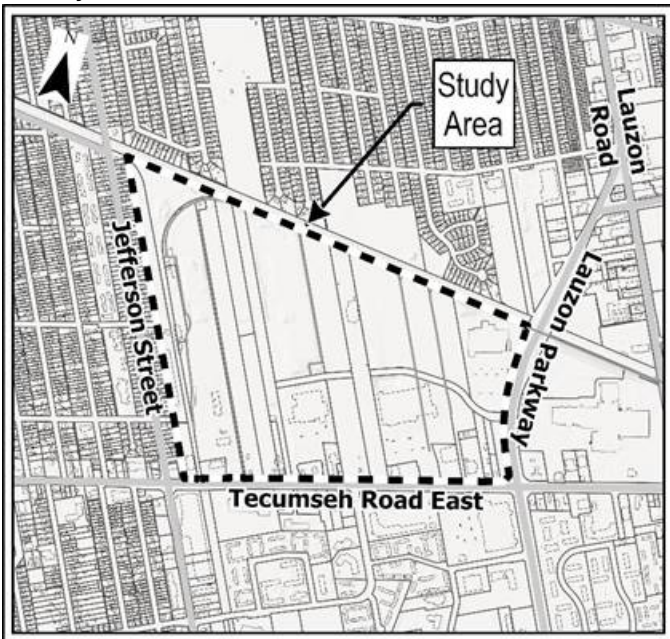
**To:** R. K. Joe Miskokomon <joemiskokomon@cottfn.com>; Fallon Burch <fburch@cottfn.com>  
**Cc:** Paramo, Juan <jparamo@citywindsor.ca>; pwinters@citywindsor.ca; Josh Way <josh@rockdevelopments.ca>; Rocco Tullio <rtullio@rockdevelopments.ca>; Tricia Radburn <Tricia.Radburn@rjburnside.com>  
**Subject:** RE: Early Notice of Servicing EA in Windsor

Some people who received this message don't often get email from [cole.roddick@rjburnside.com](mailto:cole.roddick@rjburnside.com). [Learn why this is important](#)

Good morning,

I am just reaching out to check if you received the following Notice of Servicing EA in Windsor. The initial email circulation is attached below, and I have also included the project description in this email.

The City of Windsor is planning to **extend municipal services** to the portion of the City identified as the Forest Glade North Secondary Plan area. These services will include sanitary and storm sewers, stormwater management systems, and new roadways. An **Environmental Assessment** will be carried out in accordance with the Municipal Class Environmental Assessment process. A Notice of Project Commencement will be issued shortly.



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Environmental Planner  
R.J. Burnside & Associates Limited  
35 Perry Street  
Woodstock, ON  
Tel: 519-788-6134  
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Tel: 519-255-6267 ext. 6353  
E-mail: [jparamo@citywindsor.ca](mailto:jparamo@citywindsor.ca)

**Cole Roddick**  
Field Services Representative

R.J. Burnside & Associates Limited | [www.rjburnside.com](http://www.rjburnside.com)  
Office: +1 800-265-9662 Direct: +1 226-253-1816

**From:** Tricia Radburn <[Tricia.Radburn@rjburnside.com](mailto:Tricia.Radburn@rjburnside.com)>

**Sent:** Thursday, October 10, 2024 4:09 PM

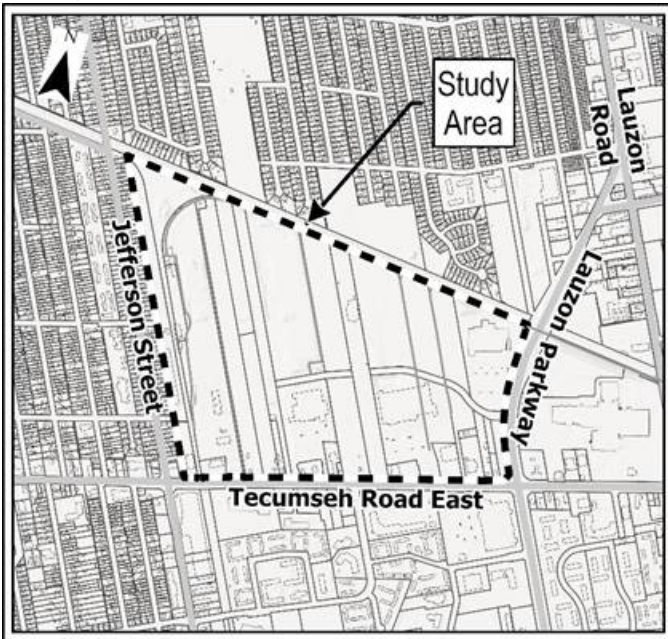
**To:** [joemiskokomon@cottfn.com](mailto:joemiskokomon@cottfn.com); Fallon Burch <[fburch@cottfn.com](mailto:fburch@cottfn.com)>

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Kind Regards,



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## Cole Roddick

---

**From:** NationsConnect <support@nationsconnect.ca>  
**Sent:** Friday, November 29, 2024 9:12 AM  
**To:** Cole Roddick  
**Subject:** NationsConnect: Notice of Commencement regarding Forest Glade North Planning Area

A reply has been sent from Erna Leclair and you have been involved in the conversation or were indicated as a person to notify.

**Subject:** Notice of Commencement

Hello Cole,

**Body:** Sorry for the delayed response. There have been some issues receiving notifications when a new conversation was initiated on the backend of NationsConnect, so this message was missed. COTTFNs consultation unit has reviewed the notice of commencement for this project and is interested in reviewing the documents outlined in the conversation above. This project occurs within the McKee Treaty, to which COTTFN is a signatory. Any development within the Treaty and Traditional Territory has the potential to impact Aboriginal and Treaty Rights. Once the documents are available, please upload them to NationsConnect so they can be reviewed. The Consultation team is quite busy at the moment, but I can be available for a meeting Dec 5 from 9-11am or Dec 6 from 2-3pm, Dec 9 from 2-3pm. Do any of those times work for you? If they do, please send an invite. I am assuming this meeting is introductory in nature and will provide some background to the project, correct?

Thanks and have a great weekend!

Erna

[View conversation in NationsConnect](#)

## Cole Roddick

---

**From:** Cole Roddick  
**Sent:** Wednesday, December 18, 2024 1:34 PM  
**To:** Erna-Marie Leclair  
**Cc:** Tricia Radburn; pwinters@citywindsor.ca; Paramo, Juan; Rocco Tullio  
**Subject:** 058184 - COTTFN Meeting Minutes and Slideshow  
**Attachments:** 058184\_COTTFN Consultation Meeting Minutes 241209.pdf; 058184\_COTTFN Meeting Presentation Slideshow.pdf

Good afternoon Erna-Marie,

Please find attached a copy of the slideshow presentation from our meeting as well as the DRAFT Meeting Minutes. Please let us know if there is anything we have missed or captured incorrectly.

Thank you,



R.J. Burnside & Associates Limited  
35 Perry Street, Woodstock, ON N4S 3C4  
Office: +1 800-265-9662  
Direct Line: +1 519-788-6134  
[www.rjburnside.com](http://www.rjburnside.com)





## Minutes of Meeting

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**Meeting Date:** December 9, 2024 **Project No.:** 300058184.0000  
**Project Name :** Forest Glade N. Servicing EA  
**Meeting Subject:** Overview of Servicing Plans  
**Meeting Location:** Virtual Meeting  
**Date Prepared:** December 9, 2024

---

### Those in attendance were:

Patrick Winters	City of Windsor	pwinters@citywindsor.ca
Juan Paramo	City of Windsor	jparamo@citywindsor.ca
Erna-Marie Leclair	Chippewas of the Thames First Nation	emleclair@cottfn.com
Tricia Radburn	R.J. Burnside & Associates Ltd.	tricia.radburn@rjburnside.com
Cole Roddick	R.J. Burnside & Associates Ltd.	cole.roddick@rjburnside.com

### The following items were discussed

### Action by

---

#### 1. Introductions

1.1 Introductions were made.

#### 2. Presentation – Overview of Project

2.1 A slideshow was presented to all meeting attendees. It provided an overview of the project, archaeological, and culture and heritage reviews, potential species at risk, and proposed and preferred alternative solutions of the project. A copy of the slideshow is attached.

#### 3. Discussion Items

3.1 Erna questioned whether the existing woodlot in the northwestern corner of the study area could be connected to the proposed

The following items were discussed	Action by
<p>stormwater pond as a wildlife linkage. It was noted that there is a private property between the SWM pond site and the woodlot that is not part of the current project. It would be difficult to require plantings on that site right now. However, an ecological connection could be considered as part of any future development applications with that site.</p>	
<p>3.2 In addition to general Erosion and Sediment Control fencing (ESC) being installed around the existing drain, additional special fencing will be installed around the site to assist with keeping Fox Snakes out of the site and away from equipment.</p>	
<p>3.3 Both Archaeological Reports (Stage 1 and Stage 2) have been slightly modified due to the proposed road alignment changing. The archaeologist will re-circulate these reports once they have been updated. Additionally, the final Ecology Report will also be circulated once updated, as well as the Draft Environmental Study Report in the New Year. Burnside will continue to use the Nations Connect portal to share key project information and applicable studies / reports. Erna noted that emails are also helpful at this time as the Nations Connect portal has been updated and some messages and notifications may not be getting through.</p>	Project Team
<p><b>4. Timelines</b></p>	
<p>4.1 Erna noted that the COTTFN consultation protocol indicates that they generally require 45 days for document review. The timelines listed below were discussed and Erna noted that they would make best efforts to review within 30 days.</p> <p>December 2024 – review feedback from the Public Open House on revisions to the preferred solutions.</p> <p>January to February 2025 – Draft Forest Glade N. Environmental Study Report.</p> <p>February 2025 – issue Notice of Study Completion (study will be posted for public review and comment for 30 days).</p> <p>May 2025 – construction to begin.</p>	

The preceding are the minutes of the meeting as observed by the undersigned. Should there be a need for revision, please advise Burnside within seven days of issuance. In the absence of notification to the contrary, these minutes will be deemed to be an accurate record of the meeting.

Minutes prepared by:

**R.J. Burnside & Associates Limited**

Cole Roddick  
Environmental Planner

Enclosure(s) Meeting presentation

Distribution:

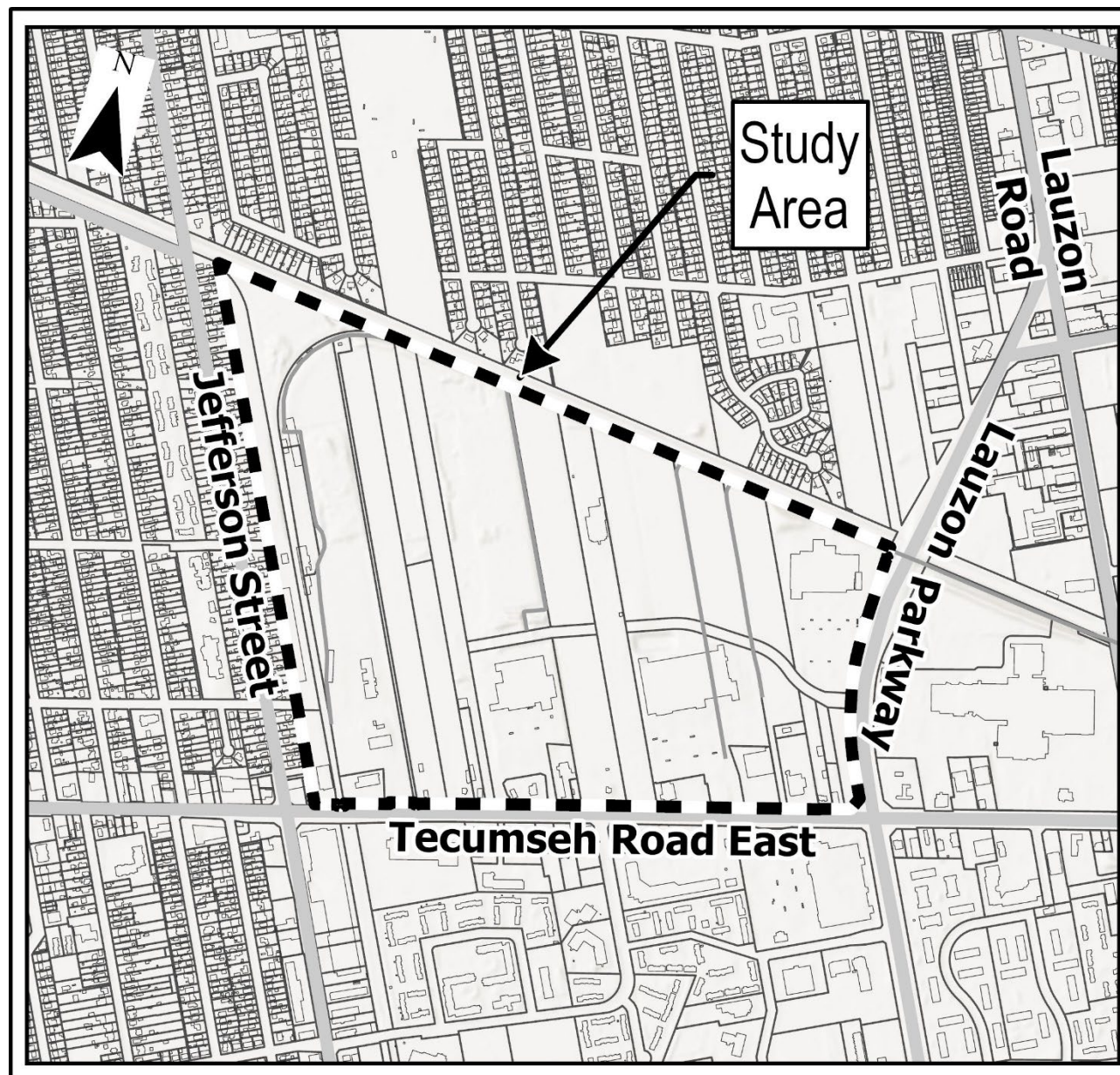
All Attendees

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

058184\_COTTFN Consultation Meeting Minutes 241209  
2/5/2025 9:32 AM

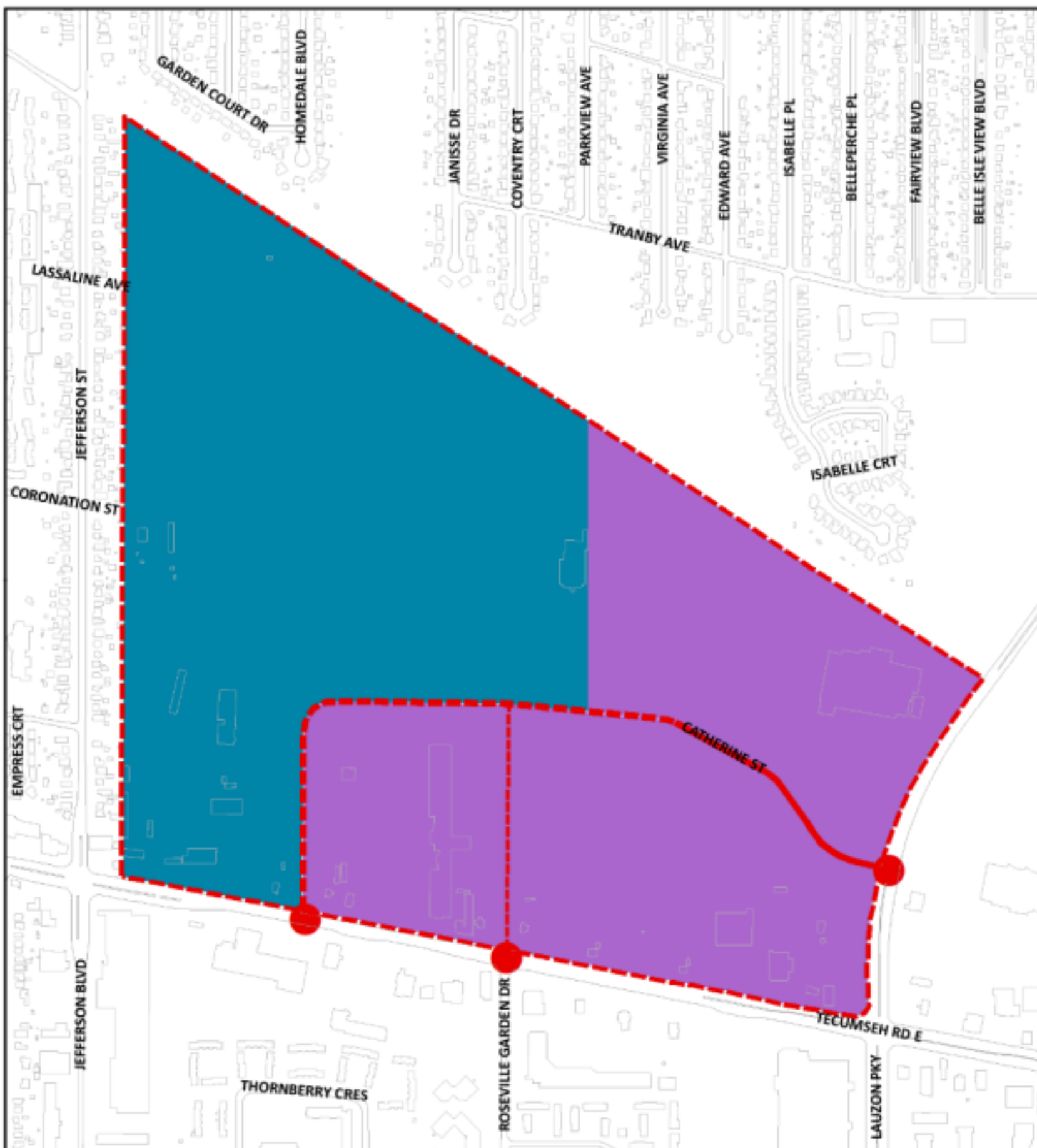
# Forest Glade North Servicing Environmental Assessment Meeting with Chippewas of the Thames First Nation

December 9, 2024



## Agenda

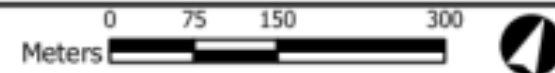
- Introductions
- Confirm Consultation Protocol
- Project Overview
- Project Timelines
- Discussion



## FOREST GLADE NORTH PLANNING AREA

### SCHEDULE FGN-2 : LAND USE PLAN

- |  |   |  |
|--|---|--|
|  Boundary of Planning Area |  Business Park           |  Mixed Use Centre               |
|  Class I Collector Road    |  Class II Collector Road |  Road Intersection Improvements |

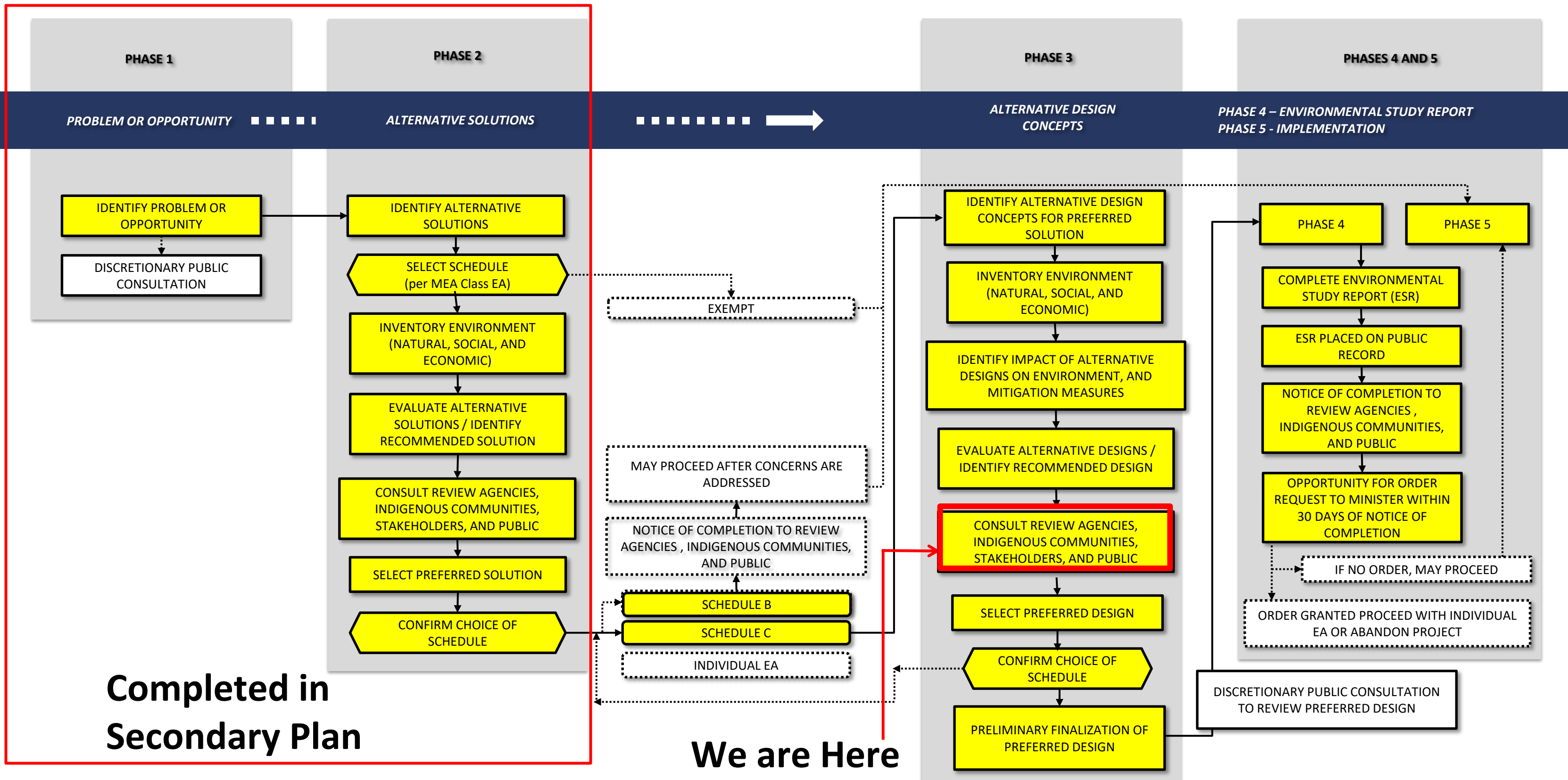


## Study Purpose:

- To identify the best way to provide **servicing (roads, wastewater and stormwater)** to the Forest Glade North area.
- The study is not reviewing future land uses. Future development (i.e. business park and mixed uses were studied and identified in the Secondary Plan.)

# Municipal Class EA Process For Collector Roads

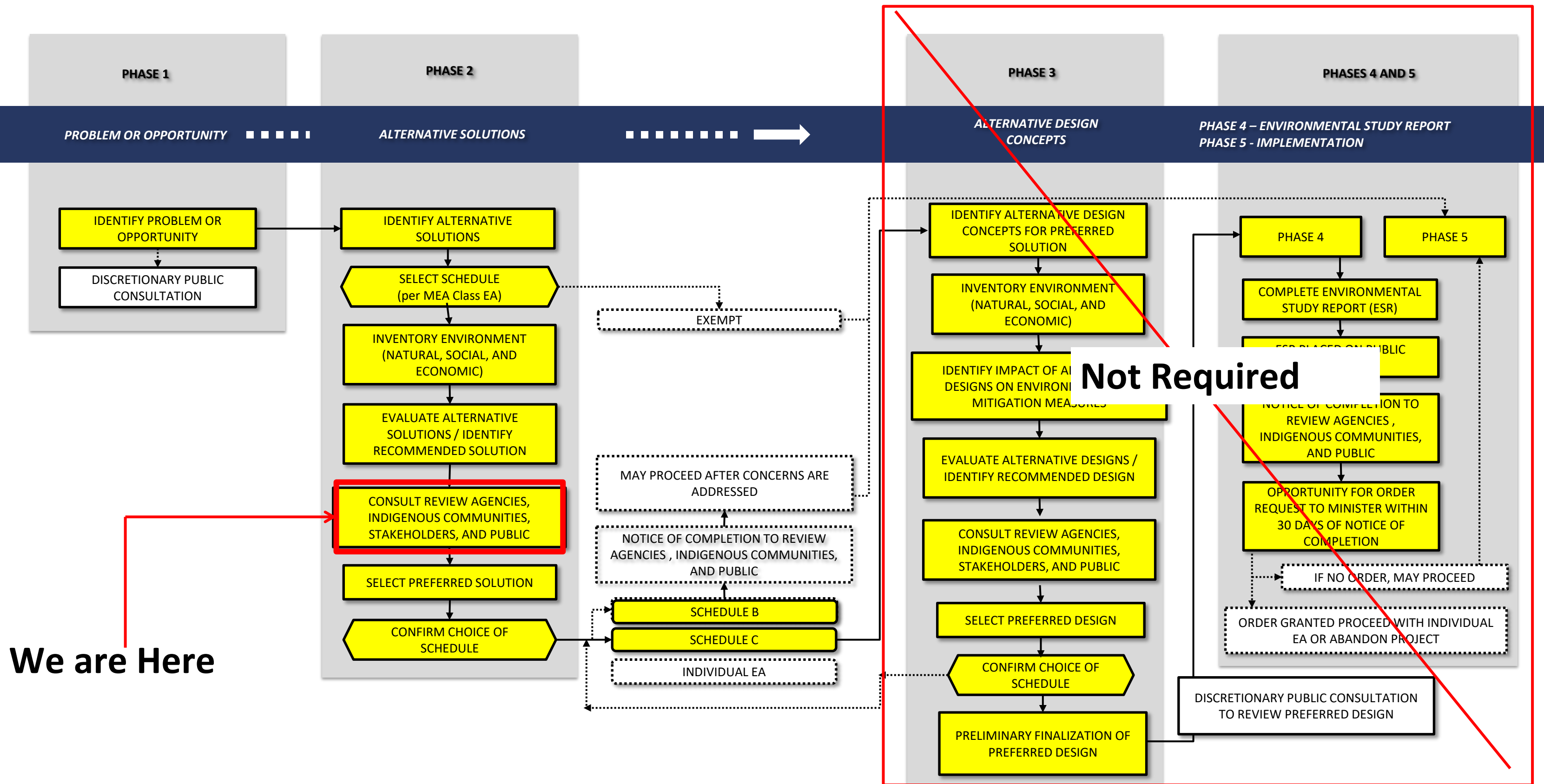
Under the Municipal Class Environmental Assessment process, new Collector Roads with a projected construction cost greater than \$3M are required to undergo a “Schedule C” study, meaning that all 5 phases of the EA process must be completed. Phases 1 and 2 were completed through the Secondary Plan. This study will complete Phases 3 through 5.

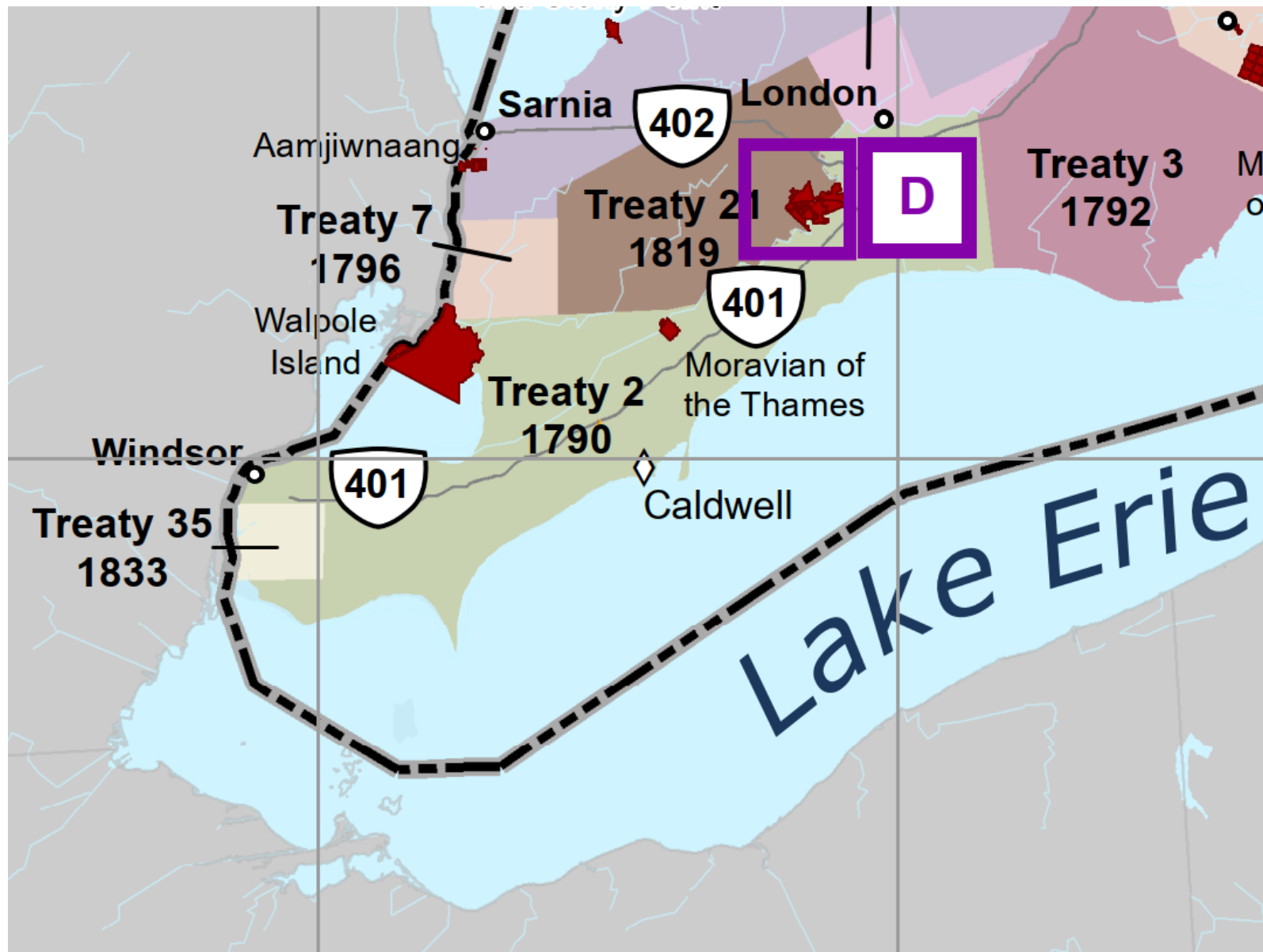




# Municipal Class EA Process For Stormwater and Wastewater

New stormwater ponds and new wastewater systems that will be located outside of an existing municipal right-of-way are required to undergo a “Schedule B” study, meaning that only Phases 1 and 2 must be completed.





The study area is located on lands included in Treaty 2 (light green area).

## Treaties and Indigenous Rights and Interests

- The study area is within Treaty #2, the McKee Purchase signed on May 19, 1790
- Eight modern-day First Nations were signatories to the treaty and/or have other rights or interests in the study area, including:
  - Aamjiwnaang, Caldwell, Chippewas of Kettle and Stony Point, Chippewas of the Thames, Delaware Nation, Munsee-Delaware, Oneida of the Thames, Walpole Island First Nations
- The bed of the Detroit River was not included in the Treaty.

- Stage 1 and 2 Archaeological Studies completed.
- Included pedestrian surveys and test pits.
- Monitors from Caldwell First Nation and Chippewas of the Thames First Nation were present.
- No archaeological materials, sites or artifacts were recovered.
- No further study recommended.





Tall Boneset  
Source:iNaturalist



Missouri Ironweed Source:iNaturalist

## Ecological Features

The study area includes several ecological features including:

- A protected woodlot at the northwest corner.
- A meadow, which potentially contains rare tallgrass prairie plants.
- Terrestrial crayfish burrows which can be used as hibernation sites by Butler's Gartersnake, an Endangered Species.
- Tall Boneset and Missouri Ironweed, both rare plants but not regulated under the Endangered Species Act.



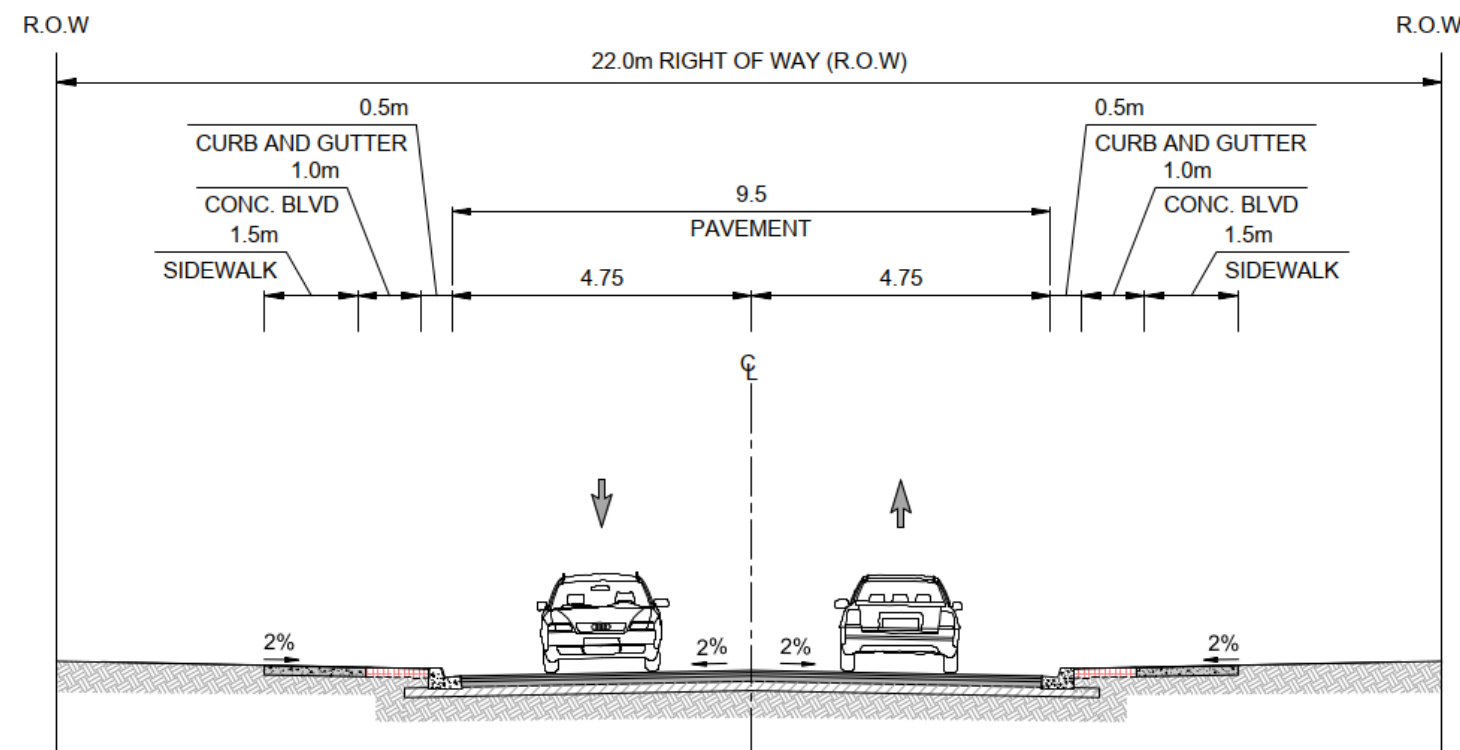
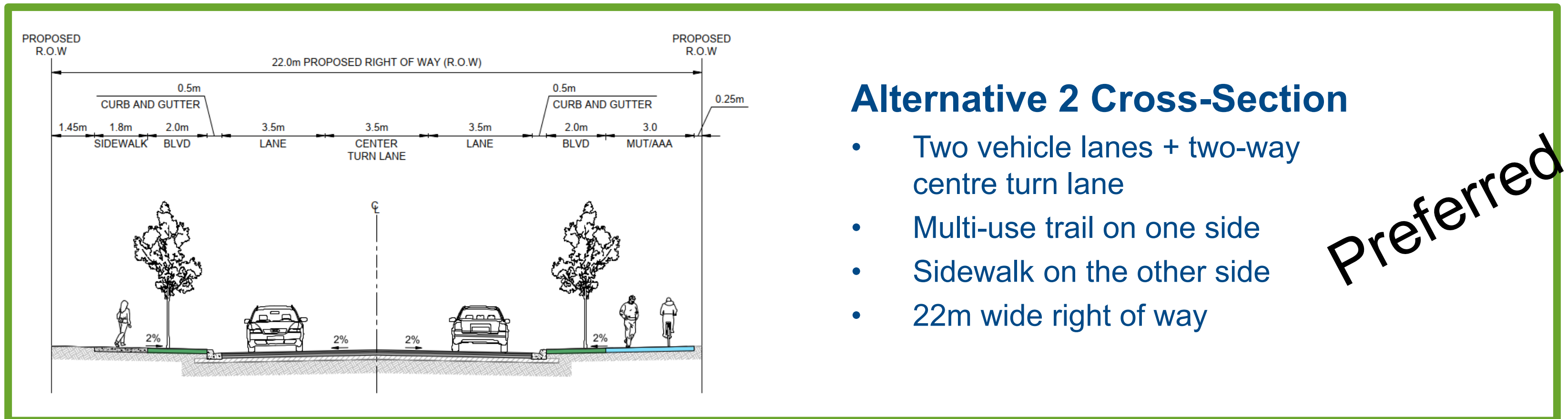
## Legend

- Legal Parcel
- Hawkins Drain (Class F)
- Agricultural Drainage Ditch
- Flooded Area
- Brushpile
- Tall Boneset (*Eupatorium altissimum*) - S1
- Missouri Ironweed (*Vernonia missurica*) - S3
- Chimneystack Crayfish (*Fallicambarus fodiens*) Burrow - S3

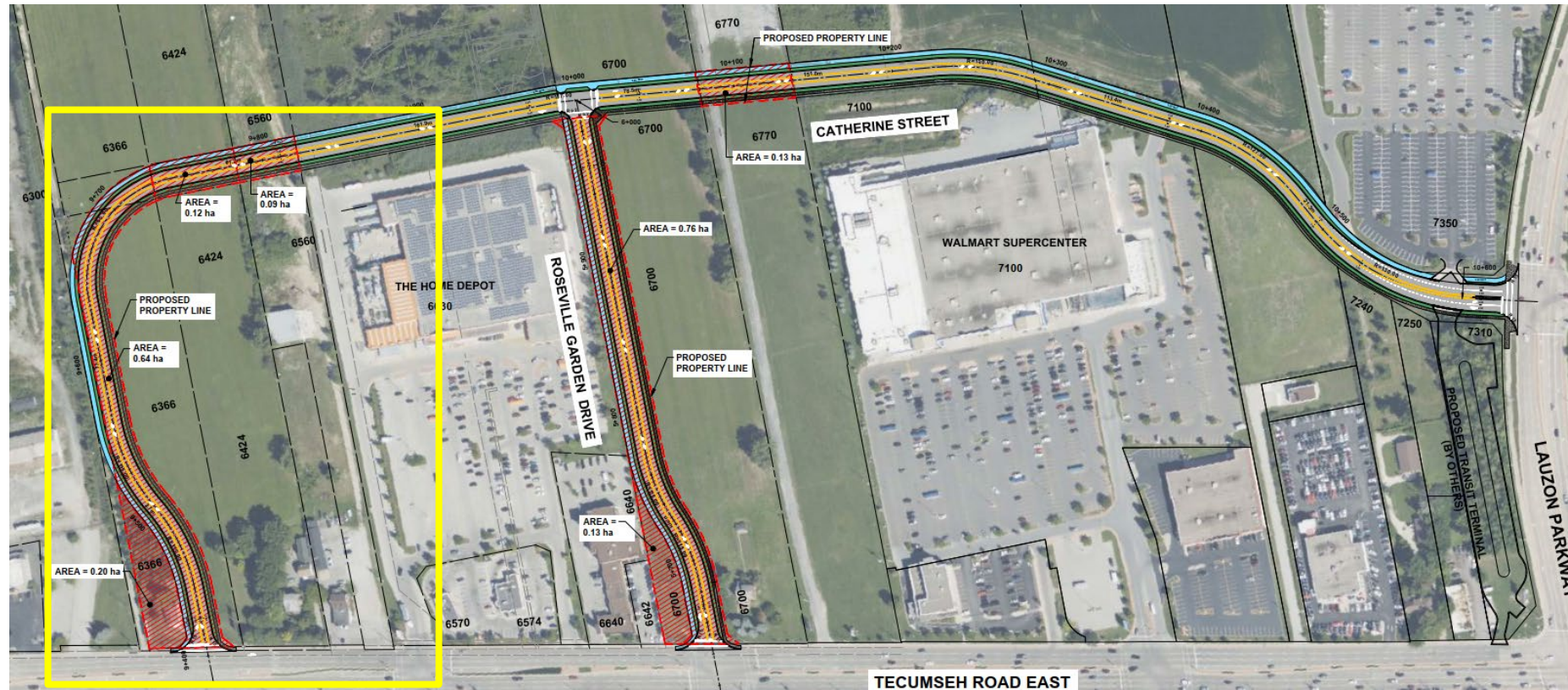
## ELC

- FOCM11: Naturalized Deciduous Hedge-row Ecosite
- Large OAG: Open Agriculture
- Small OAG: Open Agriculture
- Open Disturbed Area
- MEMM3: Dry - Fresh Mixed Meadow Ecosite

An evaluation was conducted to identify the best design. For this study, an option to “Do Nothing” or not build a road (Alternative 1) was considered along with the Alternative cross-sections described below.

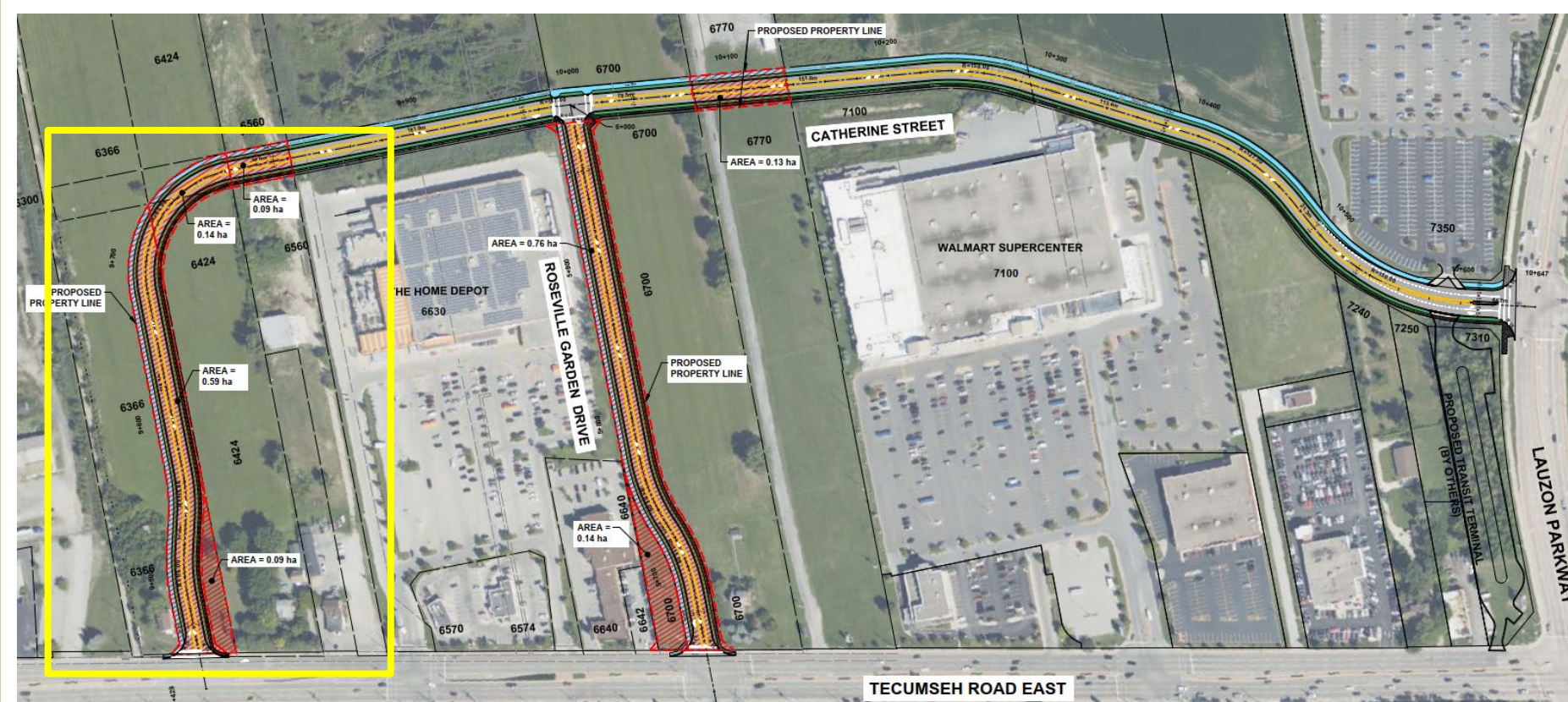


Alternative road alignments were also considered. Two options for the western end of Catherine St. were considered, as shown below, in addition to Alternative 1: Do Nothing.



## Alternative 2: Western Alignment

- Veers to the west edge of 6366 Tecumseh Rd. E.



**Preferred**

## Alternative 3: Eastern Alignment

- Veers to the eastern edge of 6366 Tecumseh Rd. E.

An evaluation was conducted to identify the best way to provide sanitary sewer service to the study area. For this study, Alternative 1: Do Nothing to not build a sanitary sewer system, was considered along with the Alternative systems described below.

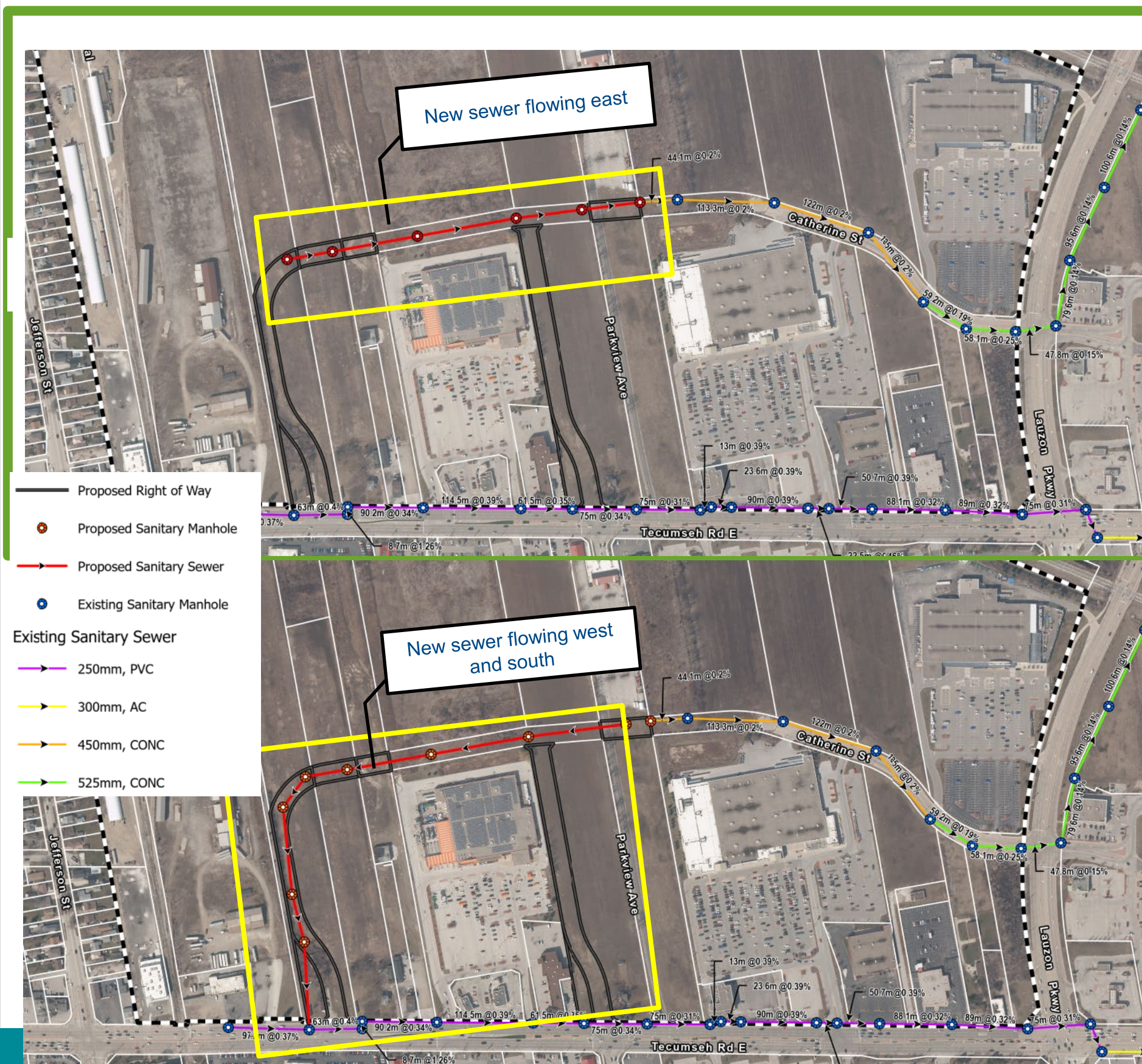
## Alternative 2: Lauzon Pkwy Connection

- Construct a sanitary sewer running eastward through the study area to connect to the City's existing sewer at Catherine St. near Lauzon Pkwy.

**Preferred**

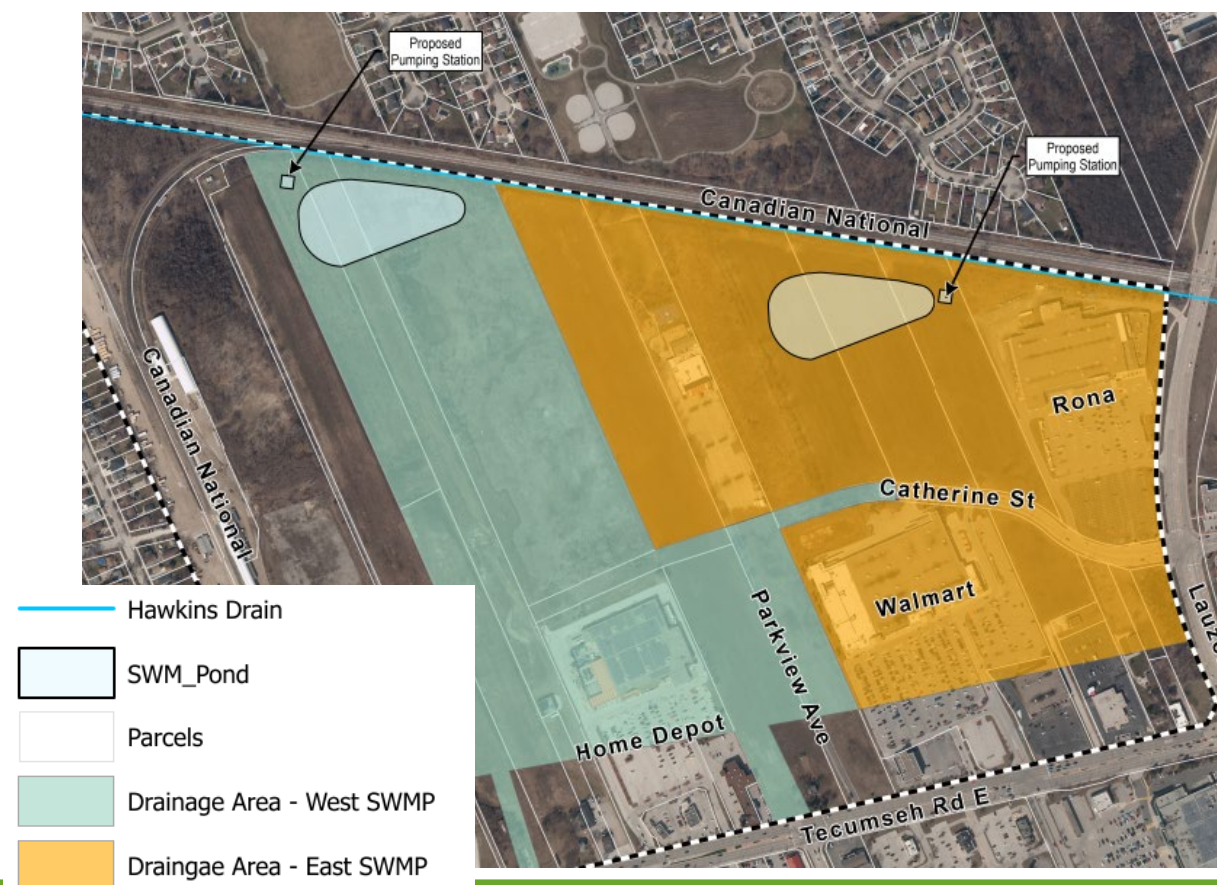
## Alternative 3: Tecumseh Rd. E Connection

- Construct a sanitary sewer running westward through the study area to connect to the City's existing system at Tecumseh Rd. E.





An evaluation was conducted to identify the best way to manage stormwater in the study area. For this study, an option to “Do Nothing” or not build a stormwater management system (Alternative 1) was considered along with the Alternative systems described below.



## Alternative 2: Construct Two Stormwater Ponds

- Construct two stormwater management ponds in the study area.
- Both ponds would outlet to the Hawkins Drain



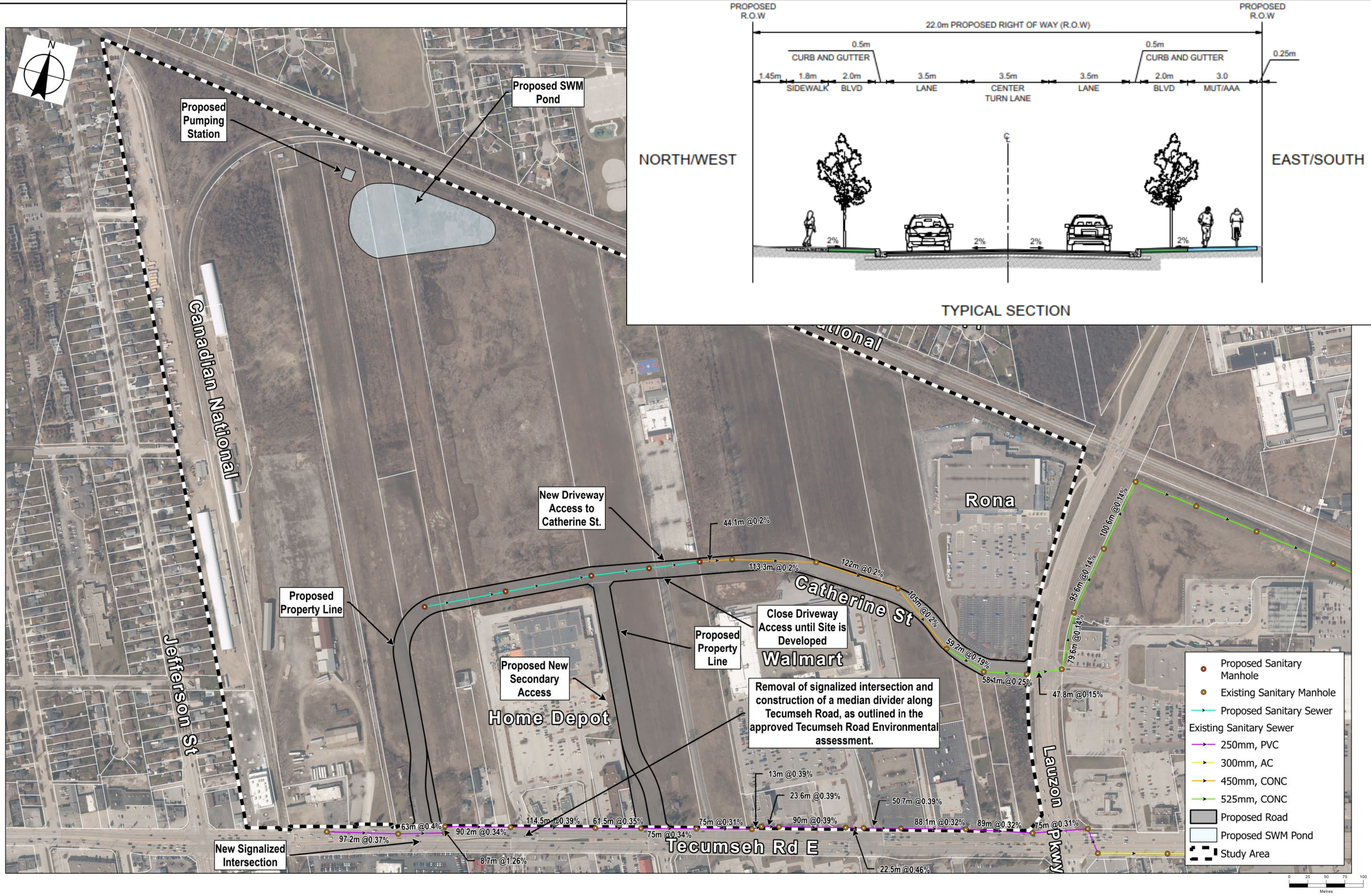
## Alternative 3: Construct One Stormwater Pond

- Construct one stormwater management pond with an outlet to the Hawkins Drain.
- Manage the remaining stormwater with on-site facilities on each individual property (e.g. infiltration trenches, individual ponds).

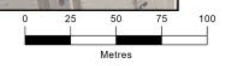
**Preferred**

Based on the preliminary evaluation the preferred servicing alternative is to construct:

- An extension of Catherine St. and Roseville Garden Dr. with:
  - Two vehicle lanes and a centre turn lane, a sidewalk on one side and multi-use path on the other.
  - An alignment that runs along the east side of property 6366 to its connection with Tecumseh Rd. E.
- A sanitary sewer that runs eastward within the Catherine St. right-of-way to a connection with the existing sewer along Catherine St. near Lauzon Pkwy.
- One stormwater management pond in the northwestern portion of the study area. Properties not connecting to the pond will manage stormwater through on-site facilities.



- Proposed Sanitary Manhole
- Existing Sanitary Manhole
- Proposed Sanitary Sewer
- Existing Sanitary Sewer
- 250mm, PVC
- 300mm, AC
- 450mm, CONC
- 525mm, CONC
- ▭ Proposed Road
- ▭ Proposed SWM Pond
- ▭ Study Area



# Potential Impacts and How They Will be Addressed

Construction, and ongoing use, of the preferred road cross-section and alignment, stormwater and wastewater facilities could have negative impacts on the environmental, social and cultural heritage features in the study area. Potential impacts and plans to lessen the impacts are described below.

Private property will be acquired by the City for the road right of way and SWM pond.



- The City is will make best efforts to secure property with landowners through amicable agreement. This will include compensation for the use of land. The City also reserves its property rights as set out in the Municipal Act, and powers outlined as part of the Act for property acquisition.

Impacts to Built Heritage and Cultural Heritage Landscapes



- No Built Heritage or Cultural Heritage Landscapes were identified in the study area.
- Should future work require an expansion of the study area then a qualified heritage consultant should be contacted in order to confirm the impacts of the proposed work on potential heritage resources.

Impacts to Archaeological Resources



- No archaeological resources are expected to be present, based on studies conducted.
- Should previously undocumented archaeological resources be discovered, all work must cease immediately and a licensed consultant archaeologist will be for further study and direction. Contact with the Ministry and applicable Indigenous communities will be made, as required.

Traffic flow/access disruptions



- Contractor will be required to develop and implement a traffic management plan in coordination with the City.
- Adequate signage to give advance notice of disruptions and detours is to be provided by the contractor.
- The City will work with property owners to ensure that alternate access is provided where current access points are expected to be removed.

# Potential Impacts and How They Will be Addressed

Construction, and ongoing use, of the roads, stormwater and wastewater facilities could have negative impacts on the environmental, social and cultural heritage features in the study area. Potential impacts and plans to lessen the impacts are described below.

Minimal tree removal



- Remove when birds are not nesting (between Sept 1<sup>st</sup> and March 31<sup>st</sup>).

Removal of Tall Boneset,  
Very rare but not protected  
under the Endangered  
Species Act



- Protect the plant and transplant it to a protected area before construction or collect seeds and plant seeds in a protected area.

Chimney Crayfish Burrows,  
often used by Butler's  
Gartersnake, an Endangered  
Species



- Protect the burrows with a 5m fenced setback.
- Naturalize areas around the SWM pond and create snake habitat features (e.g. brush/rock piles)

Harm to rare snakes during  
construction.



- Install reptile exclusion fencing around all construction areas and inspect the condition of fencing regularly.
- Inspect area inside fencing to ensure snakes were not trapped inside once fencing is installed.
- Inspect construction machinery that has been left idle to ensure snakes are not present.
- If species at risk are observed during construction, all work should stop until to individual has moved out of the construction zone on its own.

# Potential Impacts and How They Will be Addressed

Construction, and ongoing use, of the roads, stormwater and wastewater facilities could have negative impacts on the environmental, social and cultural heritage features in the study area. Potential impacts and plans to lessen the impacts are described below.

Movement of exposed soils into the Hawkins Drain



- Install sediment and erosion control fencing around all work areas.
- Avoid work during wet weather.

Installation of stormwater outlet into the Hawkins Drain



- Install outlet when the drain is dry, or if that is not possible, create a dry work zone by pumping water around the area and ensuring all fish are removed from the work zone before all water is removed.

Spills during construction

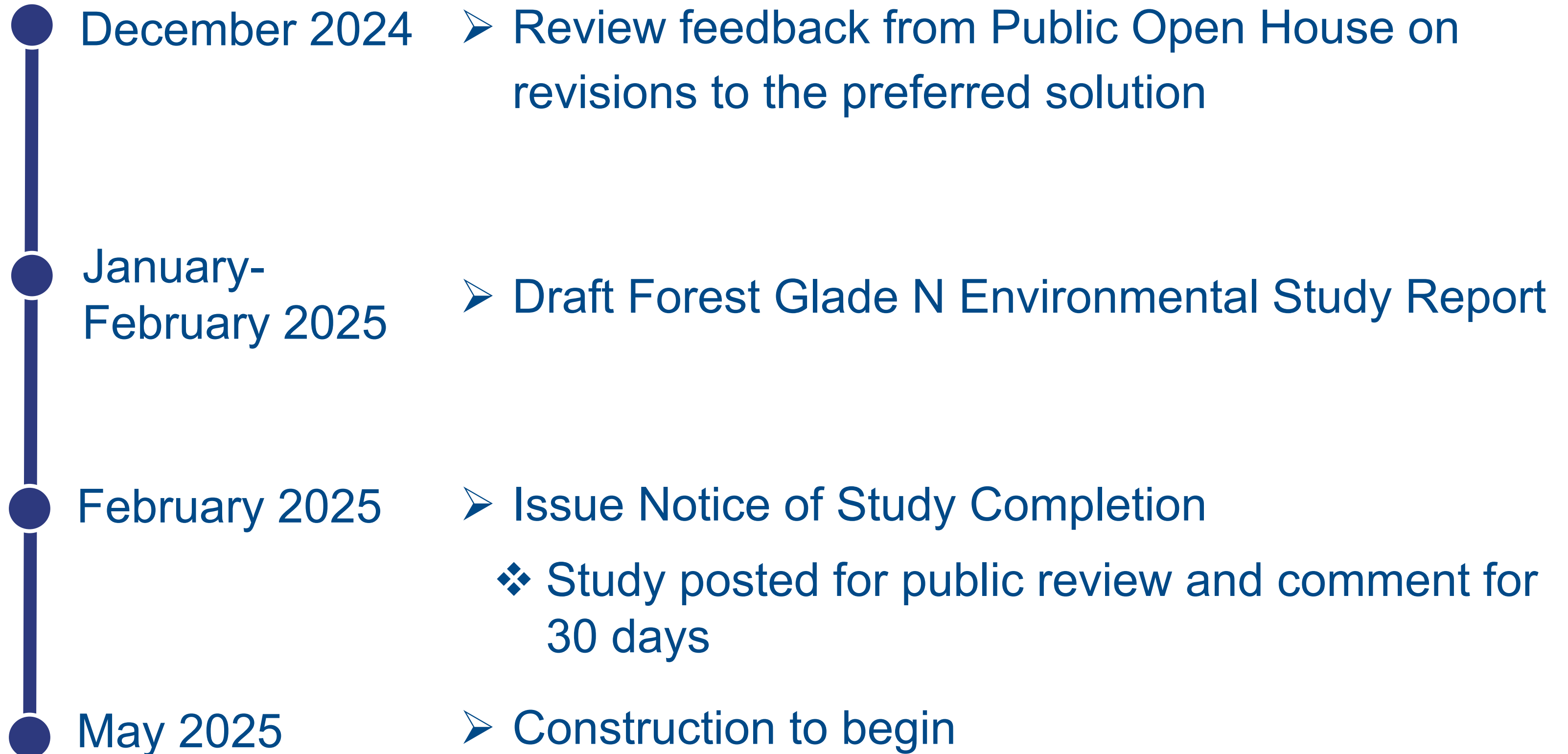
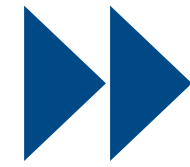


- Fuel all construction machinery well away from the Hawkins Drain.
- Ensure the contractor has a spill response plan on hand during construction and that it is enacted, if required.

Contribution to climate change from traffic and deliveries.



- Ensure construction equipment is in good working order to minimize emissions.
- Naturalize the area along the Hawkins Drain to create a carbon sink from trees, shrubs and grasses.
- Ensure that the multi-use trail is well maintained and connected to locations around the City to promote walking and cycling, where possible.



## For more information:

- Draft Reports will be available online at [www.windsoreas.ca](http://www.windsoreas.ca)
- Draft Reports can be issued directly to you
- Or contact:

**Juan Paramo, P.Eng.**  
Development Engineer  
City of Windsor  
210-350 City Hall Square W  
Windsor, ON N9A 6S1  
Tel: 519-255-6267 x6353  
E-mail: [jparamo@citywindsor.ca](mailto:jparamo@citywindsor.ca)

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Consultant Project Manager  
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Guelph, ON N1H 1C4  
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## Cole Roddick

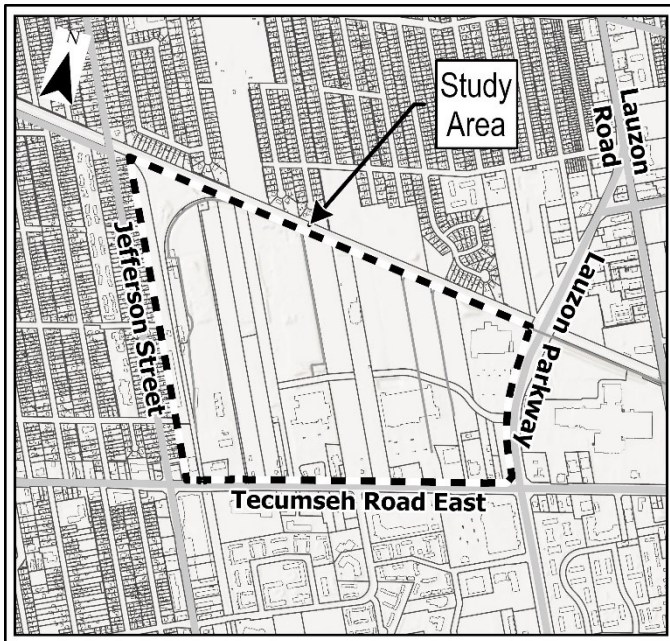
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**From:** Tricia Radburn  
**Sent:** Thursday, October 10, 2024 4:10 PM  
**To:** justin.logan@delawarenation.on.ca; cathy.stonefish@delawarenation.on.ca  
**Cc:** Paramo, Juan; pwinters@citywindsor.ca; Josh Way; Rocco Tullio  
**Subject:** Early Notice of Servicing EA in Windsor

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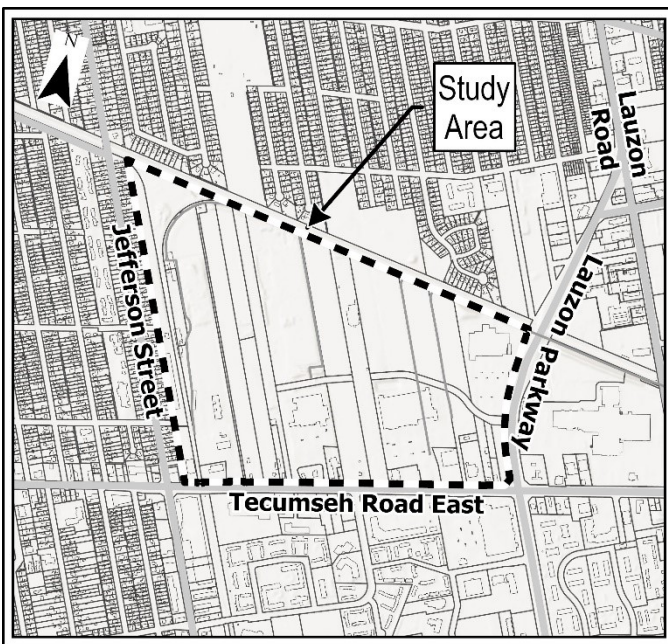
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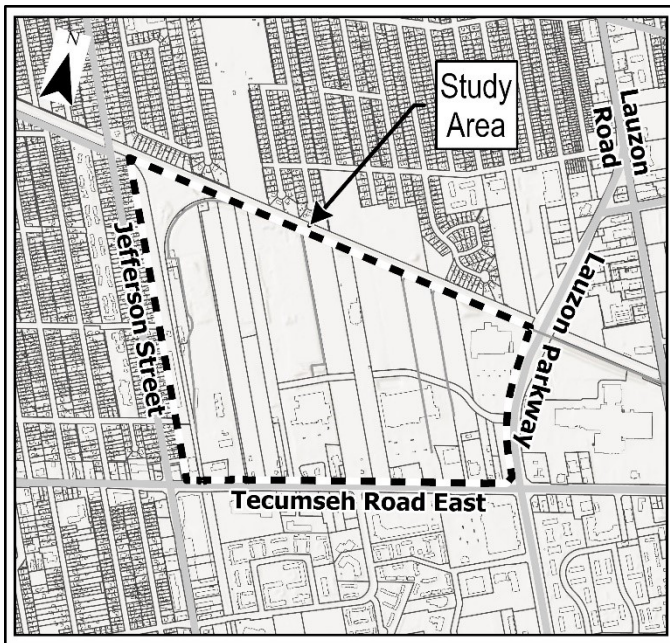
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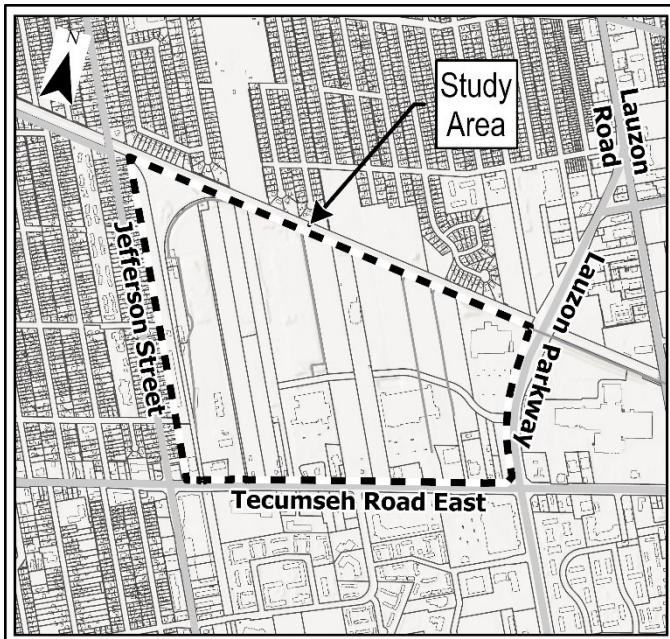
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**From:** Tricia Radburn  
**Sent:** Thursday, October 10, 2024 4:02 PM  
**To:** Kimberly.Bressette@kettlepoint.org; consultation@kettlepoint.org  
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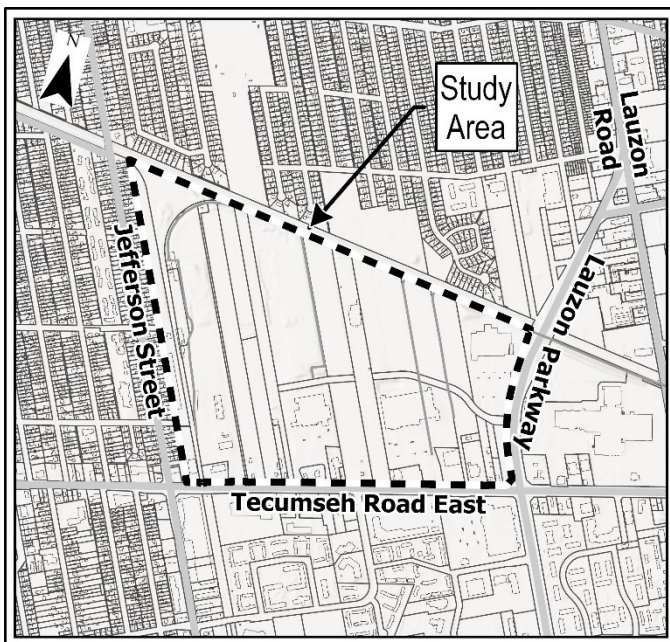
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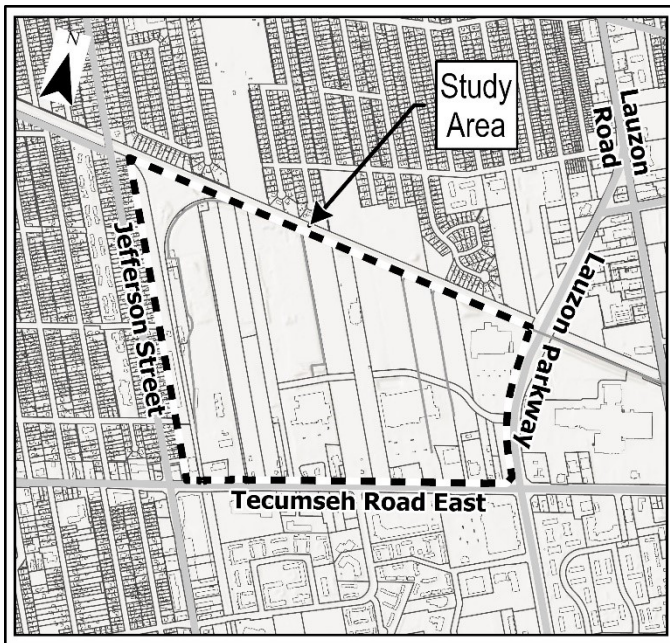
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## Cole Roddick

---

**From:** Cole Roddick  
**Sent:** Friday, November 01, 2024 3:03 PM  
**To:** Consultation; Chief Kimberly Bressette  
**Cc:** Paramo, Juan; pwinters@citywindsor.ca; jessica.wakefield@threefires.com; Jana George; Josh Way; Rocco Tullio; Tricia Radburn  
**Subject:** RE: Early Notice of Servicing EA in Windsor

Good afternoon Jana,

Thank you for your response. No problem at all, that sounds good. We look forward to hearing back from you.

Have a great weekend,



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**Sent:** Friday, November 01, 2024 2:58 PM  
**To:** Cole Roddick <Cole.Roddick@rjburnside.com>; Chief Kimberly Bressette <Kimberly.Bressette@kettlepoint.org>  
**Cc:** Paramo, Juan <jparamo@citywindsor.ca>; pwinters@citywindsor.ca; jessica.wakefield@threefires.com; Jana George <jana.george@threefires.com>; Josh Way <josh@rockdevelopments.ca>; Rocco Tullio <rtullio@rockdevelopments.ca>; Tricia Radburn <Tricia.Radburn@rjburnside.com>  
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Good afternoon Cole,

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Jana

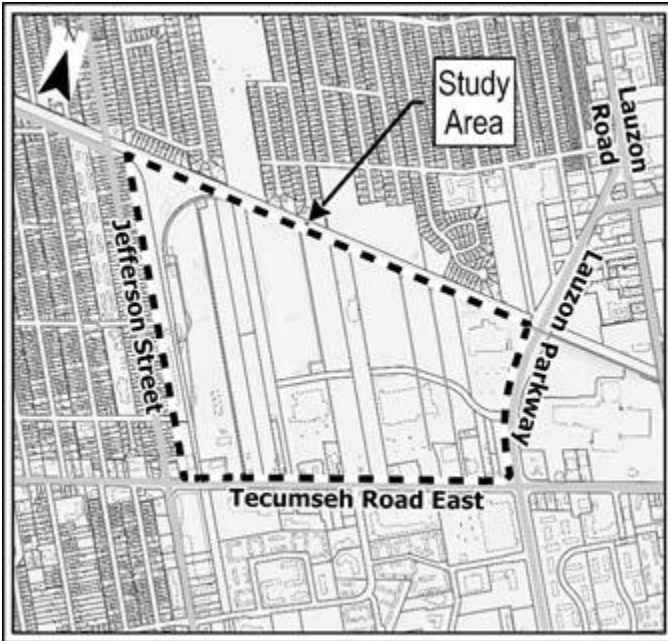
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E-mail: [jparamo@citywindsor.ca](mailto:jparamo@citywindsor.ca)

**Cole Roddick**  
Field Services Representative

R.J. Burnside & Associates Limited | [www.rjburnside.com](http://www.rjburnside.com)  
Office: +1 800-265-9662 Direct: +1 226-253-1816

**From:** Tricia Radburn <[Tricia.Radburn@rjburnside.com](mailto:Tricia.Radburn@rjburnside.com)>

**Sent:** Thursday, October 10, 2024 4:02 PM

**To:** [Kimberly.Bressette@kettlepoint.org](mailto:Kimberly.Bressette@kettlepoint.org); [consultation@kettlepoint.org](mailto:consultation@kettlepoint.org)

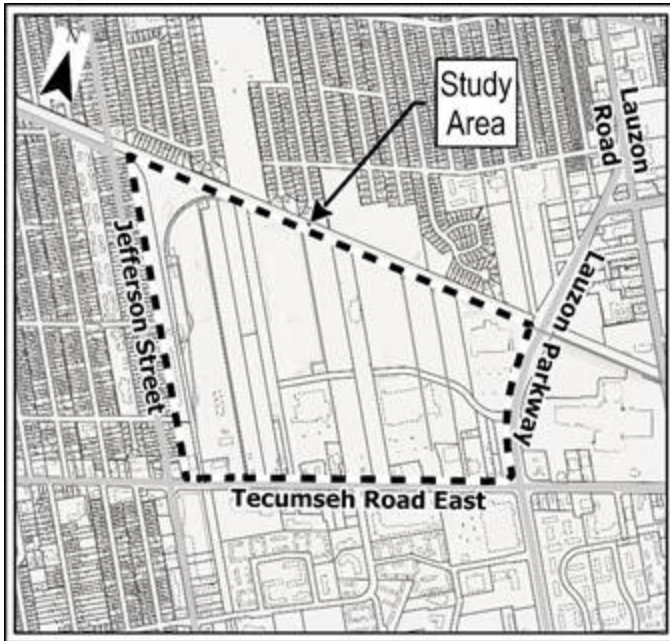
**Cc:** Paramo, Juan <[jparamo@citywindsor.ca](mailto:jparamo@citywindsor.ca)>; [pwinters@citywindsor.ca](mailto:pwinters@citywindsor.ca); Josh Way <[josh@rockdevelopments.ca](mailto:josh@rockdevelopments.ca)>; Rocco

Tullio <[rtullio@rockdevelopments.ca](mailto:rtullio@rockdevelopments.ca)>

**Subject:** Early Notice of Servicing EA in Windsor

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## Cole Roddick

---

**From:** Consultation <Consultation@kettlepoint.org>  
**Sent:** Friday, November 01, 2024 2:58 PM  
**To:** Cole Roddick; Chief Kimberly Bressette  
**Cc:** Paramo, Juan; pwinters@citywindsor.ca; jessica.wakefield@threefires.com; Jana George; Josh Way; Rocco Tullio; Tricia Radburn  
**Subject:** Re: Early Notice of Servicing EA in Windsor

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Thank you,

Jana

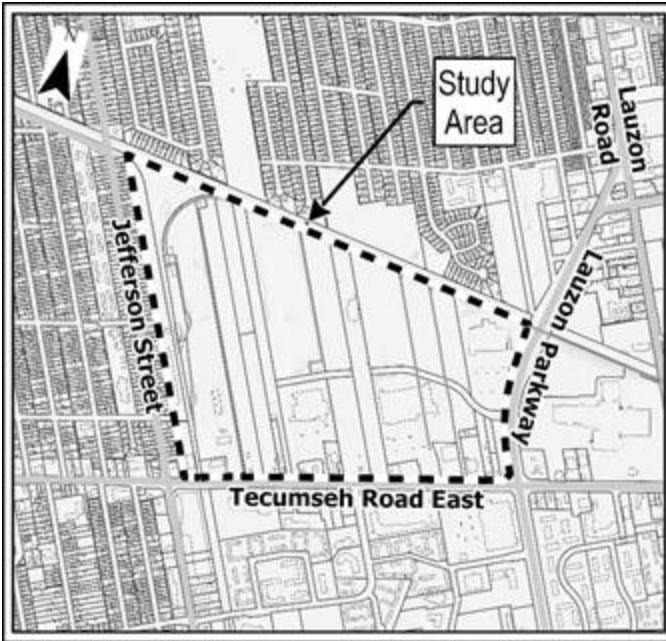
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**From:** Cole Roddick <Cole.Roddick@rjburnside.com>  
**Sent:** Thursday, October 24, 2024 8:57 AM  
**To:** Chief Kimberly Bressette <Kimberly.Bressette@kettlepoint.org>; Consultation <Consultation@kettlepoint.org>  
**Cc:** Paramo, Juan <jparamo@citywindsor.ca>; pwinters@citywindsor.ca <pwinters@citywindsor.ca>; Josh Way <josh@rockdevelopments.ca>; Rocco Tullio <rtullio@rockdevelopments.ca>; Tricia Radburn <Tricia.Radburn@rjburnside.com>  
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 Environmental Planner  
 R.J. Burnside & Associates Limited  
 35 Perry Street  
 Woodstock, ON  
 Tel: 519-788-6134  
 E-mail: [cole.roddick@rjburnside.com](mailto:cole.roddick@rjburnside.com)

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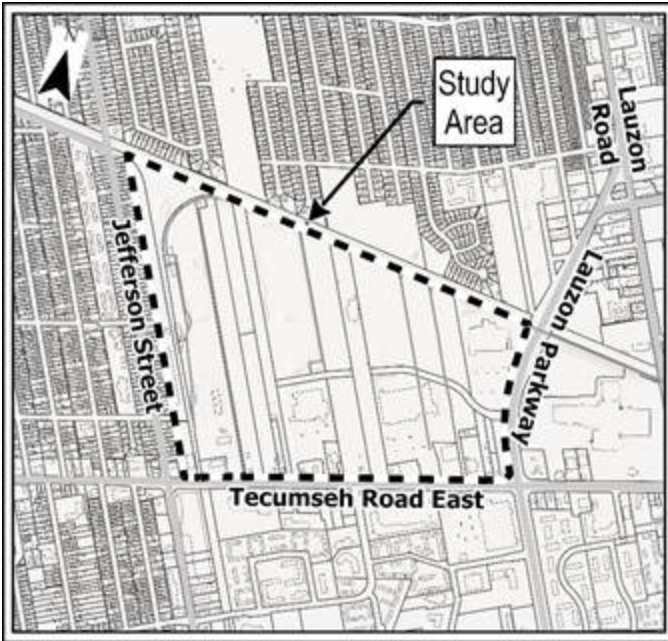
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**Sent:** Thursday, October 10, 2024 4:02 PM  
**To:** Kimberly.Bressette@kettlepoint.org; consultation@kettlepoint.org  
**Cc:** Paramo, Juan <jparamo@citywindsor.ca>; pwinters@citywindsor.ca; Josh Way <josh@rockdevelopments.ca>; Rocco Tullio <rtullio@rockdevelopments.ca>  
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## Cole Roddick

---

**From:** Cole Roddick  
**Sent:** Friday, November 15, 2024 9:12 AM  
**To:** Jana George  
**Cc:** Paramo, Juan; pwinters@citywindsor.ca; jessica.wakefield@threefires.com; Josh Way; Rocco Tullio; Tricia Radburn; Consultation  
**Subject:** Notice of Project Commencement - Servicing EA in Windsor

Good morning Jana,

I just wanted to follow-up with you regarding this project. We are wondering if we could schedule a virtual meeting in the next 2-3 weeks to discuss this project with you? We would look forward to hearing your feedback.

Thank you,

Cole Roddick

---

**From:** Consultation <Consultation@kettlepoint.org>  
**Sent:** Friday, November 01, 2024 2:58 PM  
**To:** Cole Roddick <Cole.Roddick@rjburnside.com>; Chief Kimberly Bressette <Kimberly.Bressette@kettlepoint.org>  
**Cc:** Paramo, Juan <jparamo@citywindsor.ca>; pwinters@citywindsor.ca; jessica.wakefield@threefires.com; Jana George <jana.george@threefires.com>; Josh Way <josh@rockdevelopments.ca>; Rocco Tullio <rtullio@rockdevelopments.ca>; Tricia Radburn <Tricia.Radburn@rjburnside.com>  
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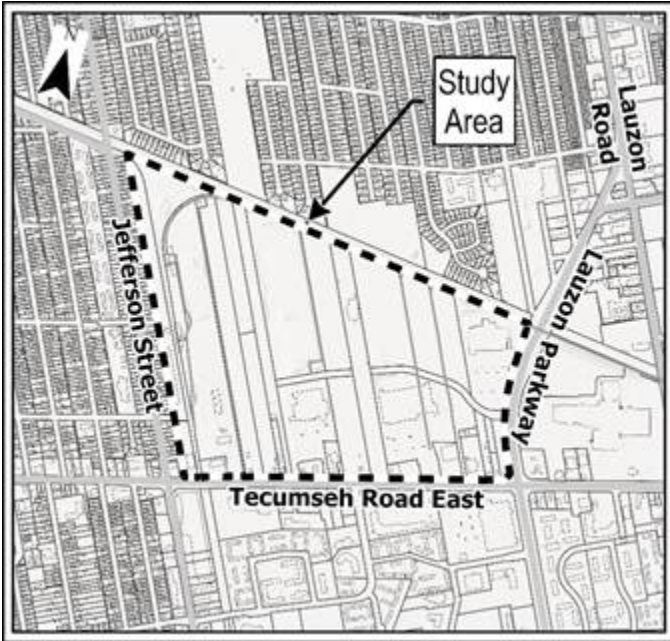
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**Sent:** Thursday, October 24, 2024 8:57 AM  
**To:** Chief Kimberly Bressette <[Kimberly.Bressette@kettlepoint.org](mailto:Kimberly.Bressette@kettlepoint.org)>; Consultation <[Consultation@kettlepoint.org](mailto:Consultation@kettlepoint.org)>  
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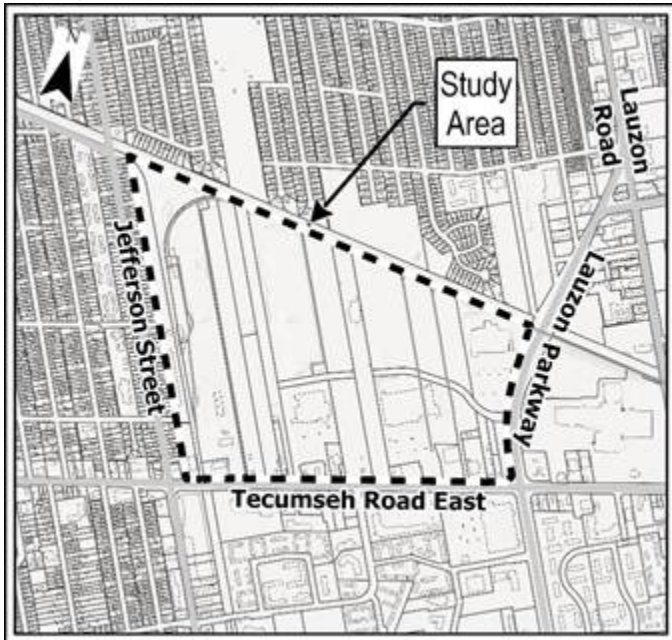
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**From:** Cole Roddick  
**Sent:** Wednesday, December 18, 2024 1:31 PM  
**To:** jessica.wakefield@threefires.com; Jana George  
**Cc:** Tricia Radburn; pwinters@citywindsor.ca; Paramo, Juan; Rocco Tullio  
**Subject:** 058184 - Three Fires Group Meeting Minutes and Slideshow  
**Attachments:** 058184\_Three Fires Consultation Meeting Minutes 241206.pdf; 058184\_Three Fires Meeting Presentation Slideshow.pdf

Good afternoon Jessica and Jana,

Please find attached a copy of the slideshow presentation from our meeting as well as the DRAFT Meeting Minutes. Please let us know if there is anything we have missed or captured incorrectly.

Thank you,

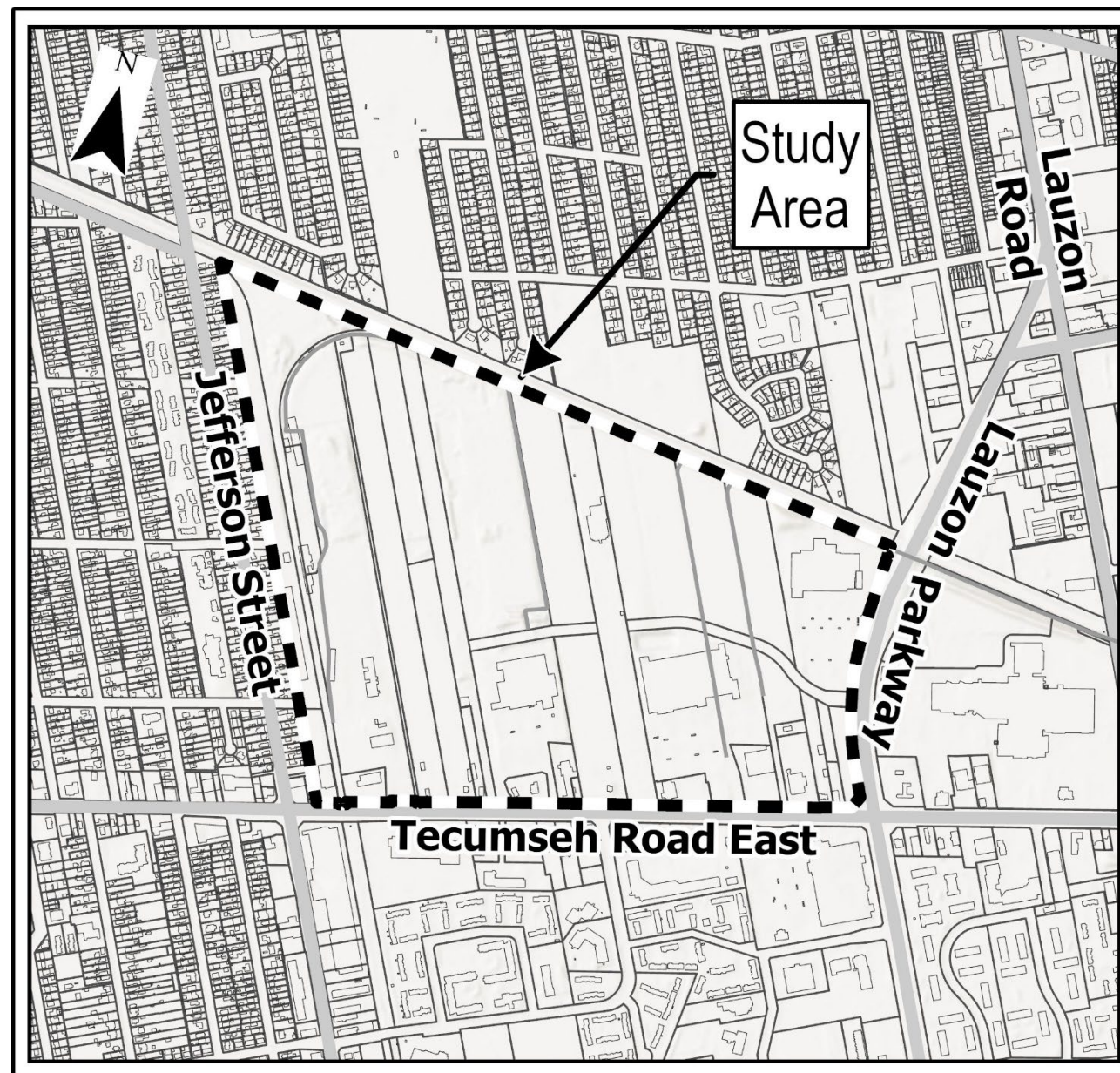


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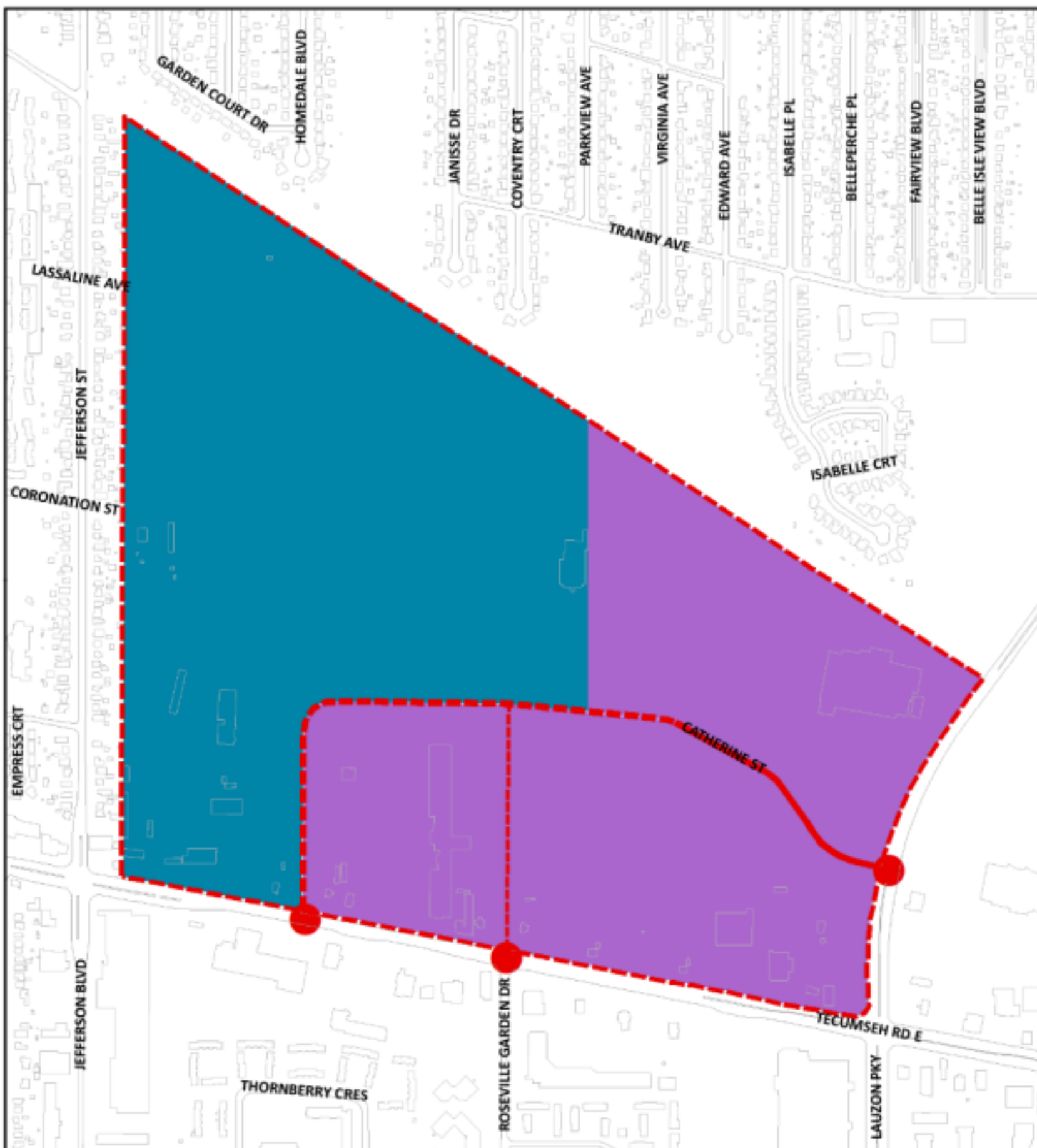
# Forest Glade North Servicing Environmental Assessment Meeting with Three Fires Group

December 6, 2024



## Agenda

- Introductions
- Confirm Consultation Protocol
- Project Overview
- Project Timelines
- Discussion

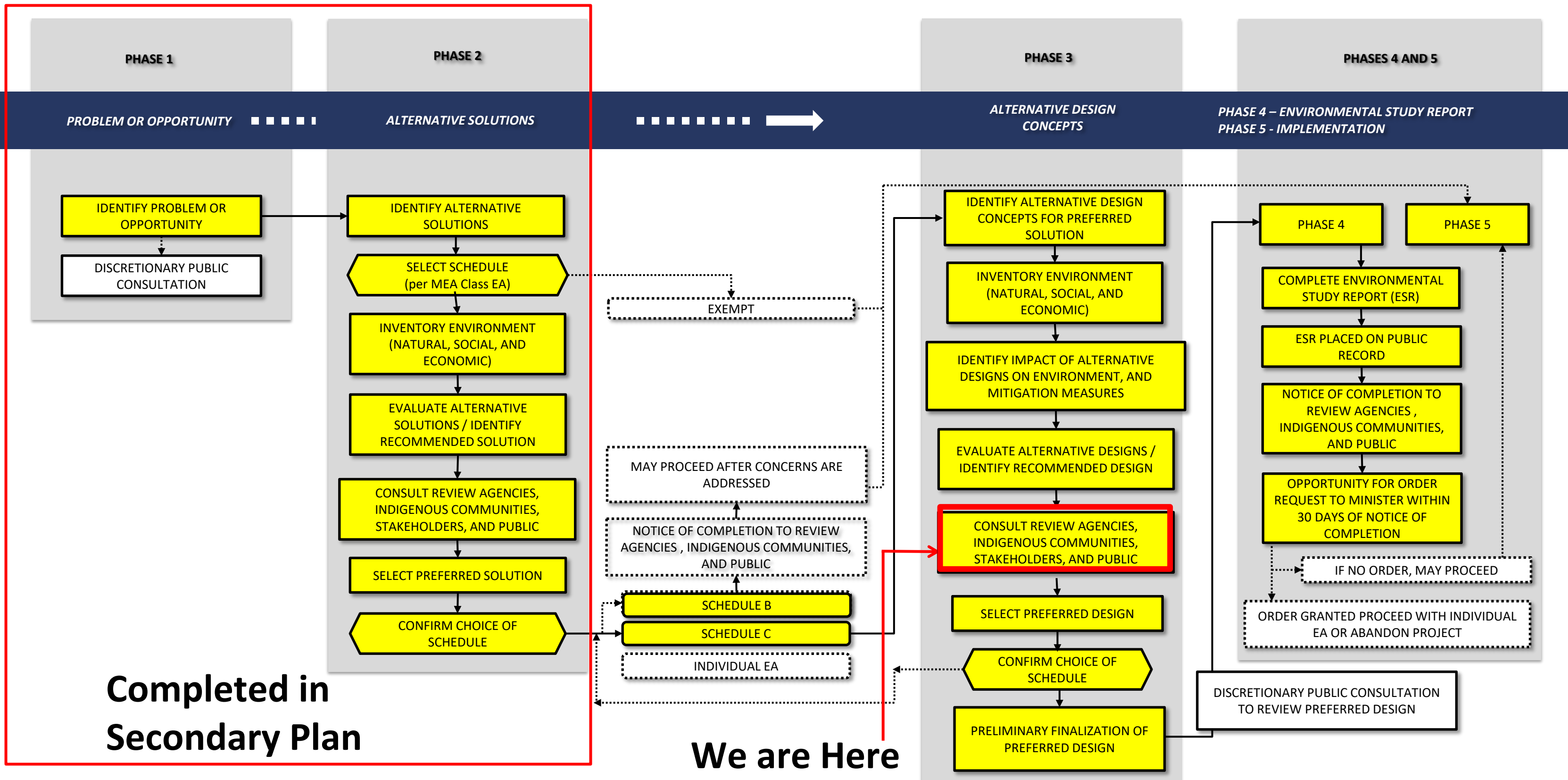


## Study Purpose:

- To identify the best way to provide **servicing (roads, wastewater and stormwater)** to the Forest Glade North area.
- The study is not reviewing future land uses. Future development (i.e. business park and mixed uses were studied and identified in the Secondary Plan.)

# Municipal Class EA Process For Collector Roads

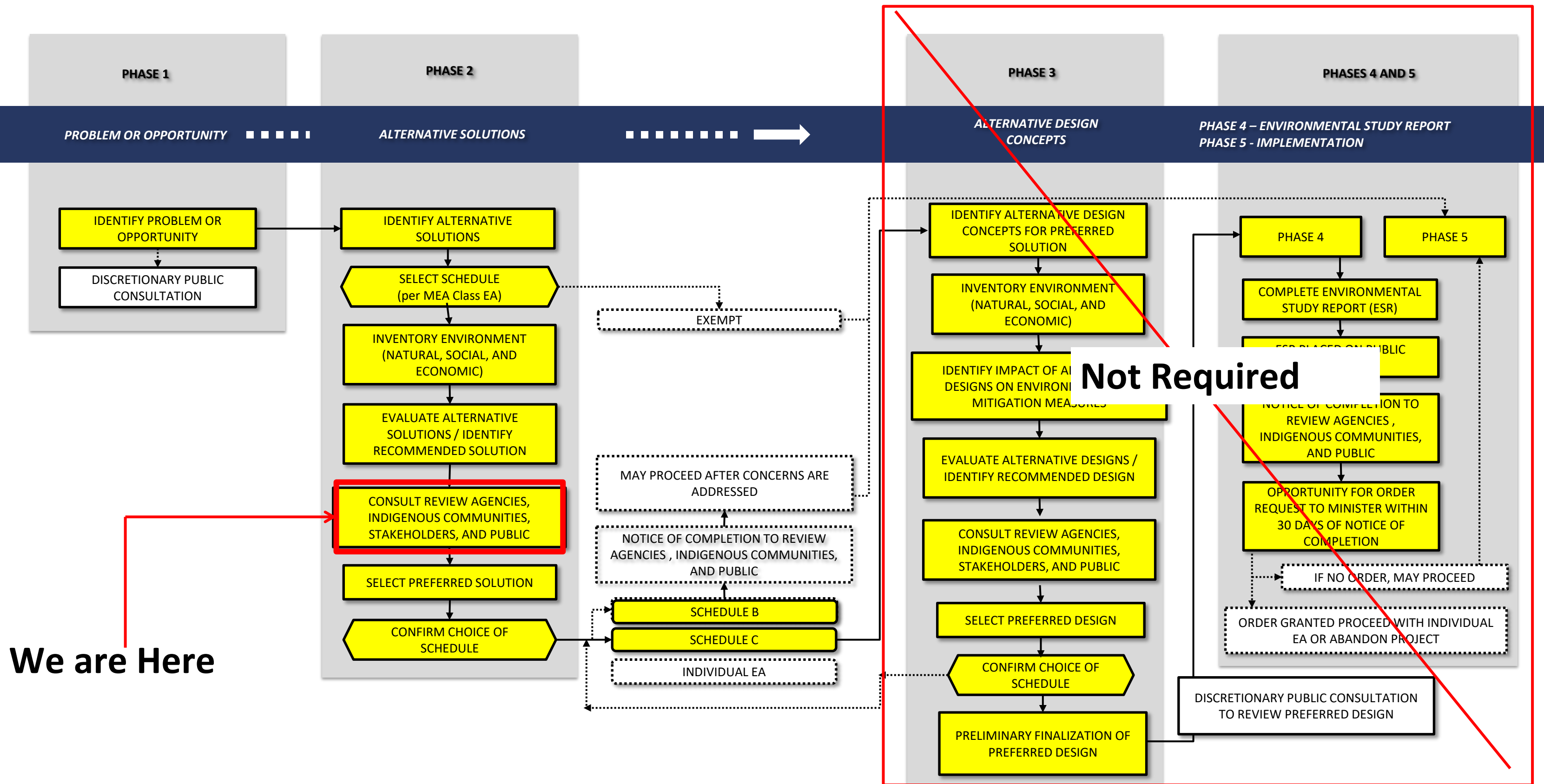
Under the Municipal Class Environmental Assessment process, new Collector Roads with a projected construction cost greater than \$3M are required to undergo a “Schedule C” study, meaning that all 5 phases of the EA process must be completed. Phases 1 and 2 were completed through the Secondary Plan. This study will complete Phases 3 through 5.

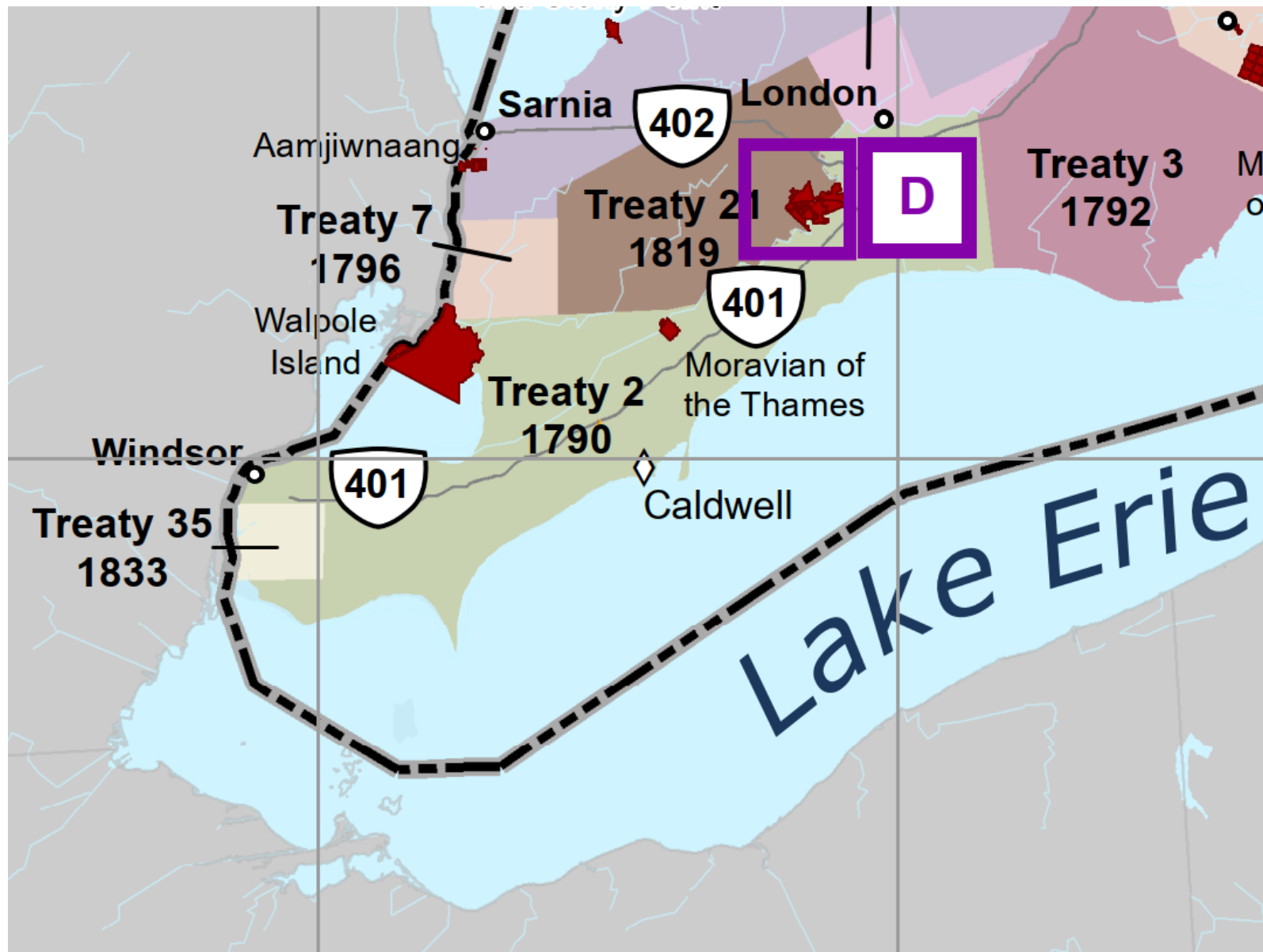




# Municipal Class EA Process For Stormwater and Wastewater

New stormwater ponds and new wastewater systems that will be located outside of an existing municipal right-of-way are required to undergo a “Schedule B” study, meaning that only Phases 1 and 2 must be completed.





The study area is located on lands included in Treaty 2 (light green area).

## Treaties and Indigenous Rights and Interests

- The study area is within Treaty #2, the McKee Purchase signed on May 19, 1790
- Eight modern-day First Nations were signatories to the treaty and/or have other rights or interests in the study area, including:
  - Aamjiwnaang, Caldwell, Chippewas of Kettle and Stony Point, Chippewas of the Thames, Delaware Nation, Munsee-Delaware, Oneida of the Thames, Walpole Island First Nations
- The bed of the Detroit River was not included in the Treaty.

- Stage 1 and 2 Archaeological Studies completed.
- Included pedestrian surveys and test pits.
- Monitors from Caldwell First Nation and Chippewas of the Thames First Nation were present.
- No archaeological materials, sites or artifacts were recovered.
- No further study recommended.





Tall Boneset  
Source:iNaturalist



Missouri Ironweed Source:iNaturalist

## Ecological Features

The study area includes several ecological features including:

- A protected woodlot at the northwest corner.
- A meadow, which potentially contains rare tallgrass prairie plants.
- Terrestrial crayfish burrows which can be used as hibernation sites by Butler's Gartersnake, an Endangered Species.
- Tall Boneset and Missouri Ironweed, both rare plants but not regulated under the Endangered Species Act.



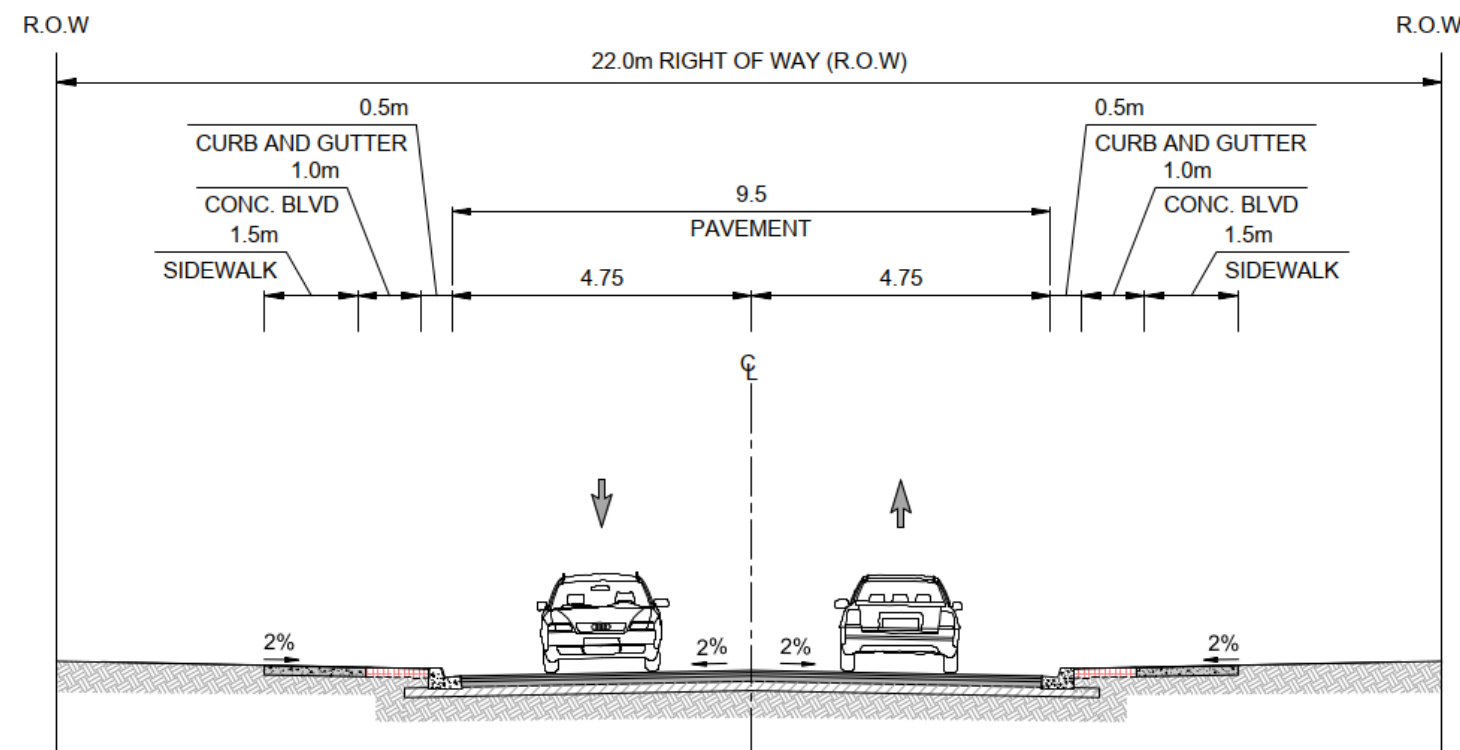
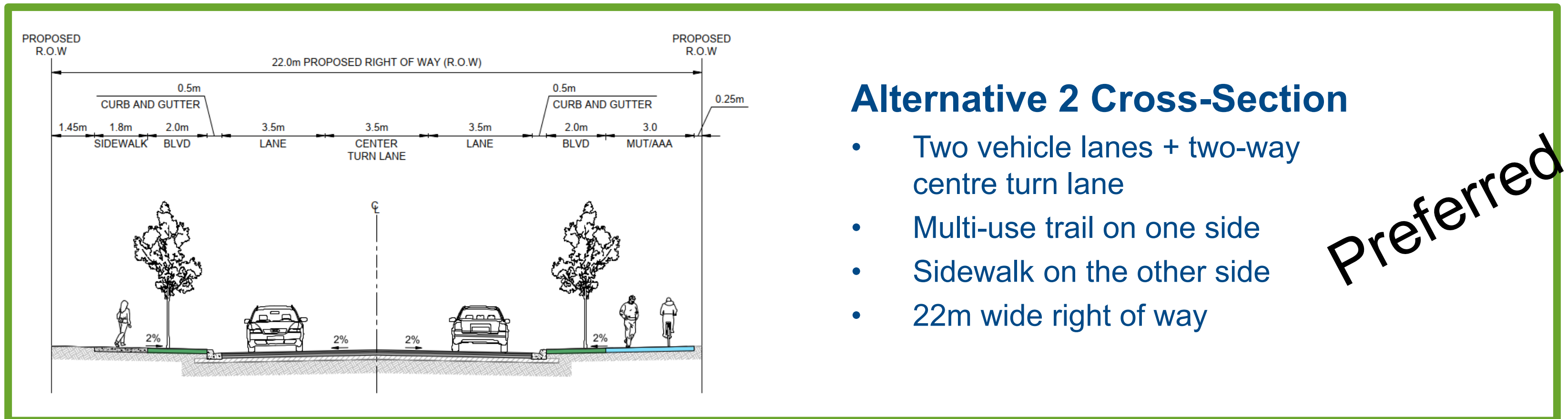
## Legend

- Legal Parcel
- Hawkins Drain (Class F)
- Agricultural Drainage Ditch
- Flooded Area
- Brushpile
- Tall Boneset (*Eupatorium altissimum*) - S1
- Missouri Ironweed (*Vernonia missurica*) - S3
- S Chimneystack Crayfish (*Fallicambarus fodiens*) Burrow - S3

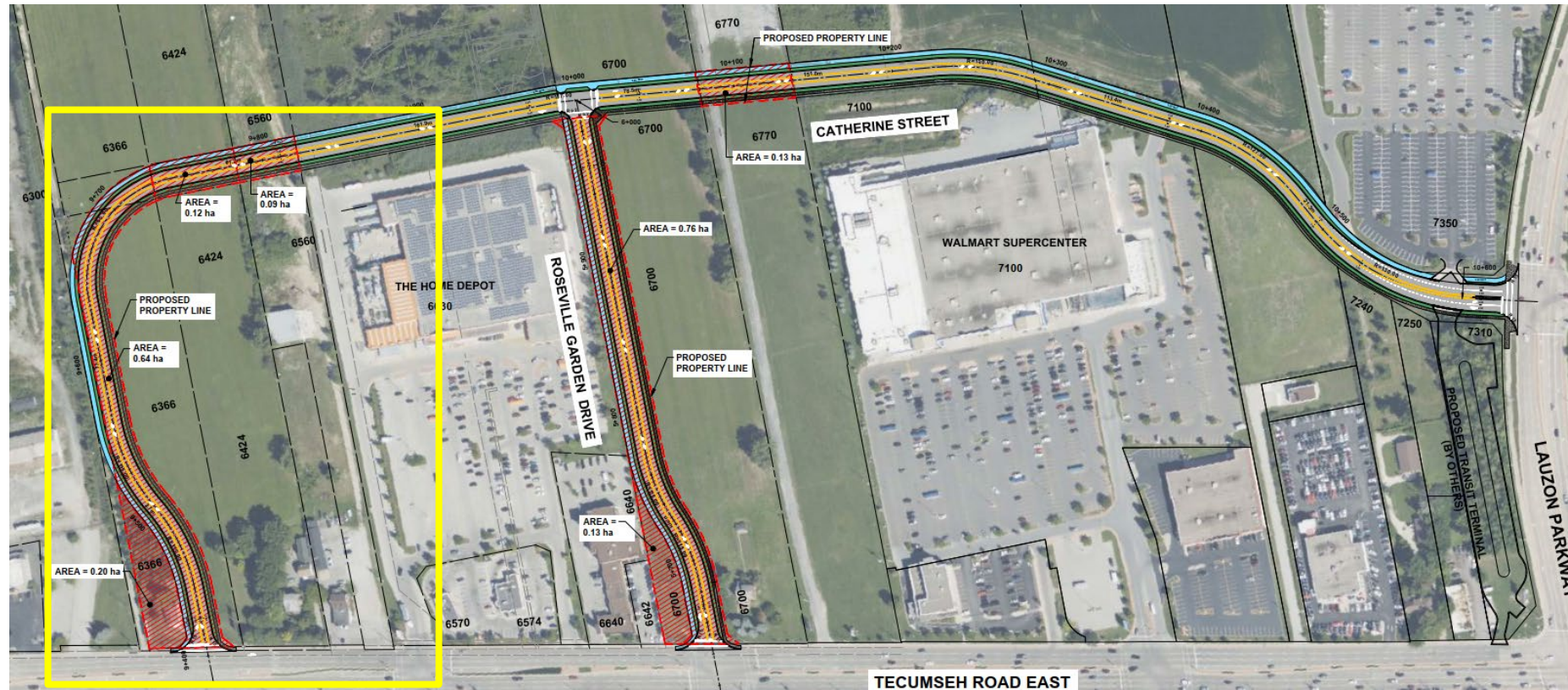
## ELC

- FOCM11: Naturalized Deciduous Hedge-row Ecosite
- Large OAG: Open Agriculture
- Small OAG: Open Agriculture
- Open Disturbed Area
- MEMM3: Dry - Fresh Mixed Meadow Ecosite

An evaluation was conducted to identify the best design. For this study, an option to “Do Nothing” or not build a road (Alternative 1) was considered along with the Alternative cross-sections described below.

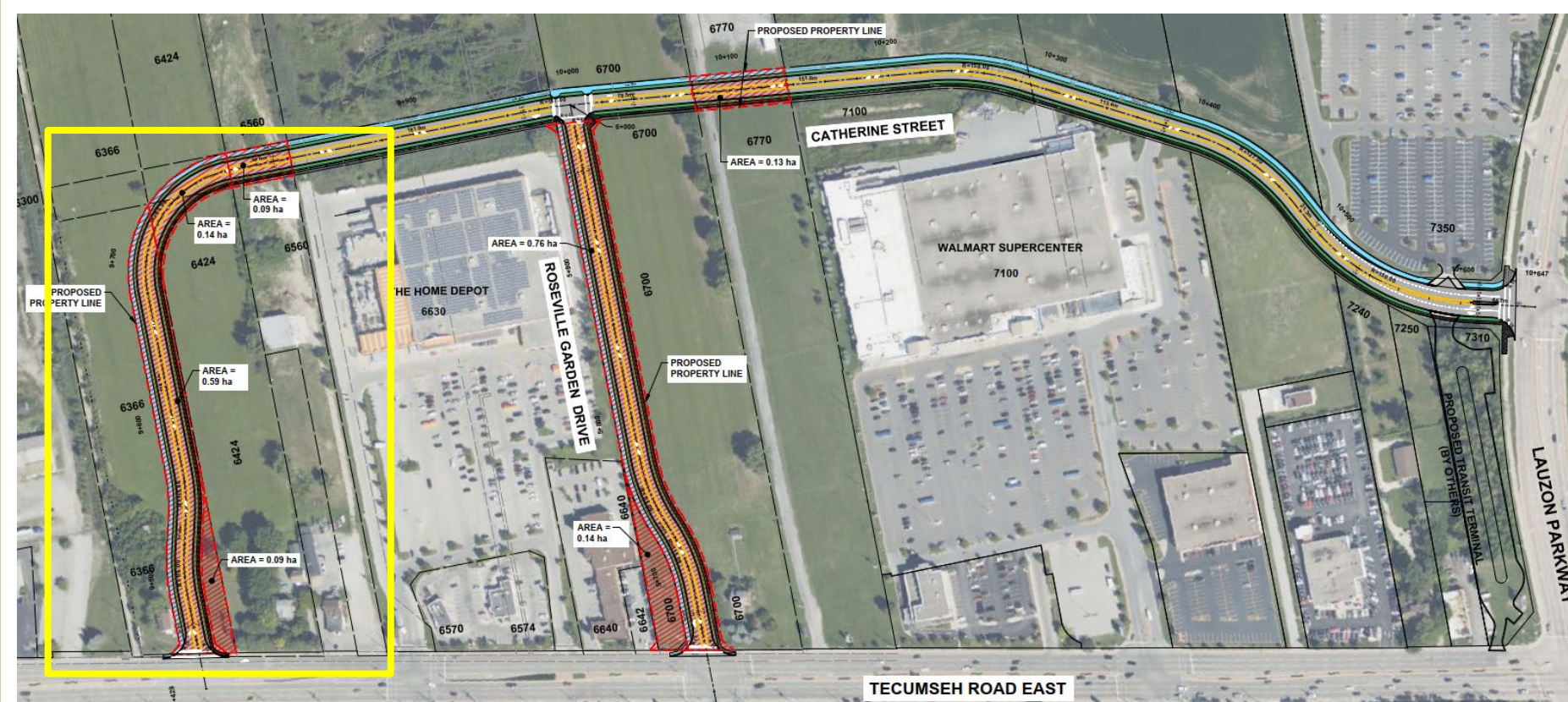


Alternative road alignments were also considered. Two options for the western end of Catherine St. were considered, as shown below, in addition to Alternative 1: Do Nothing.



## Alternative 2: Western Alignment

- Veers to the west edge of 6366 Tecumseh Rd. E.



**Preferred**

## Alternative 3: Eastern Alignment

- Veers to the eastern edge of 6366 Tecumseh Rd. E.

An evaluation was conducted to identify the best way to provide sanitary sewer service to the study area. For this study, Alternative 1: Do Nothing to not build a sanitary sewer system, was considered along with the Alternative systems described below.

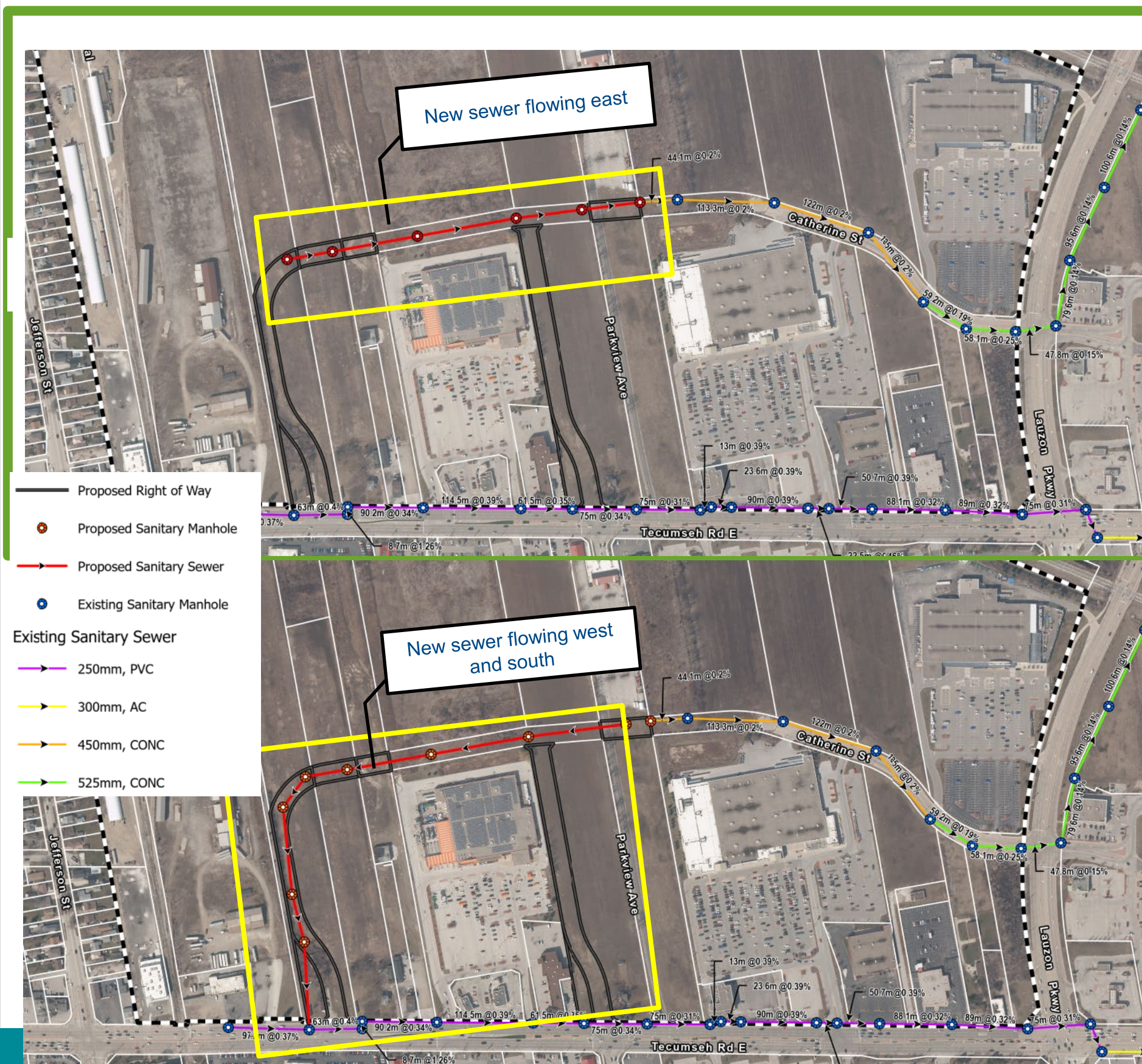
## Alternative 2: Lauzon Pkwy Connection

- Construct a sanitary sewer running eastward through the study area to connect to the City's existing sewer at Catherine St. near Lauzon Pkwy.

**Preferred**

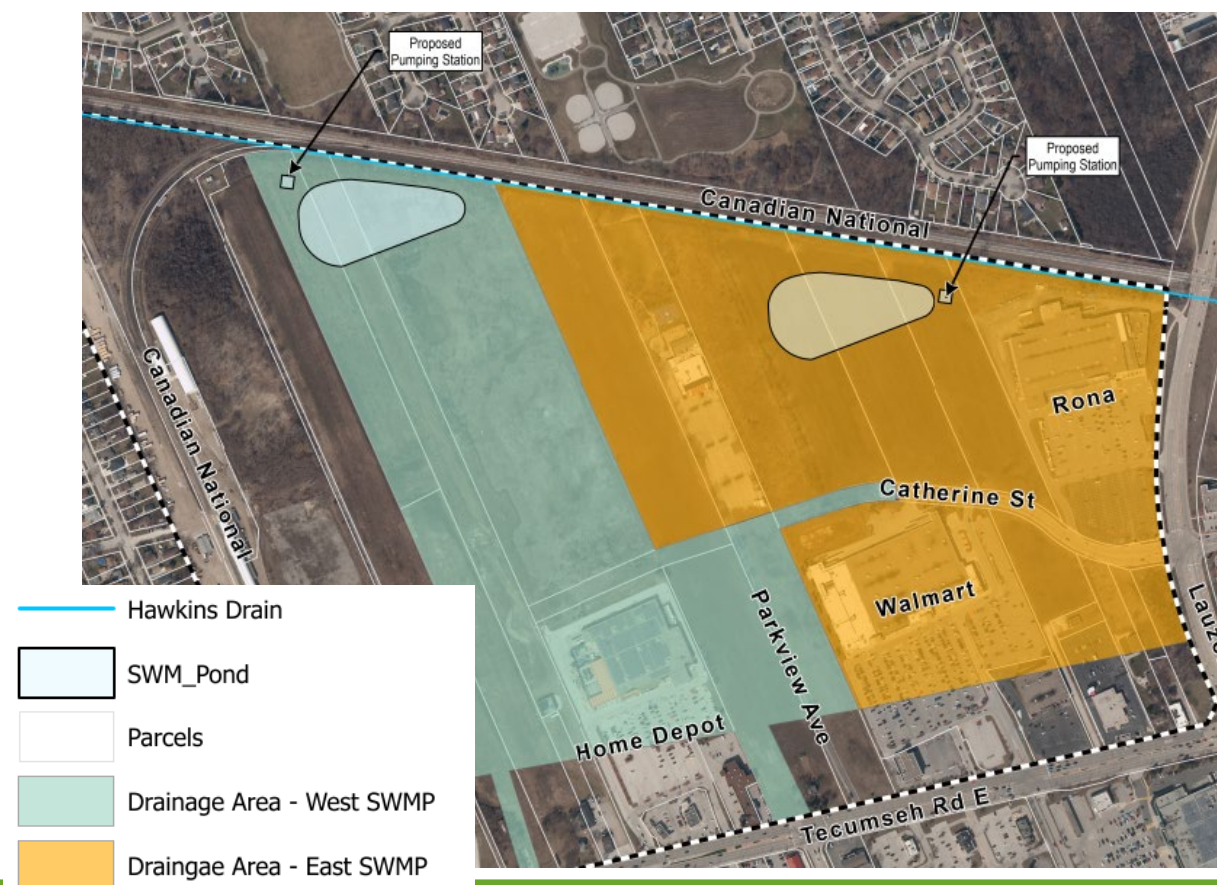
## Alternative 3: Tecumseh Rd. E Connection

- Construct a sanitary sewer running westward through the study area to connect to the City's existing system at Tecumseh Rd. E.





An evaluation was conducted to identify the best way to manage stormwater in the study area. For this study, an option to “Do Nothing” or not build a stormwater management system (Alternative 1) was considered along with the Alternative systems described below.



## Alternative 2: Construct Two Stormwater Ponds

- Construct two stormwater management ponds in the study area.
- Both ponds would outlet to the Hawkins Drain



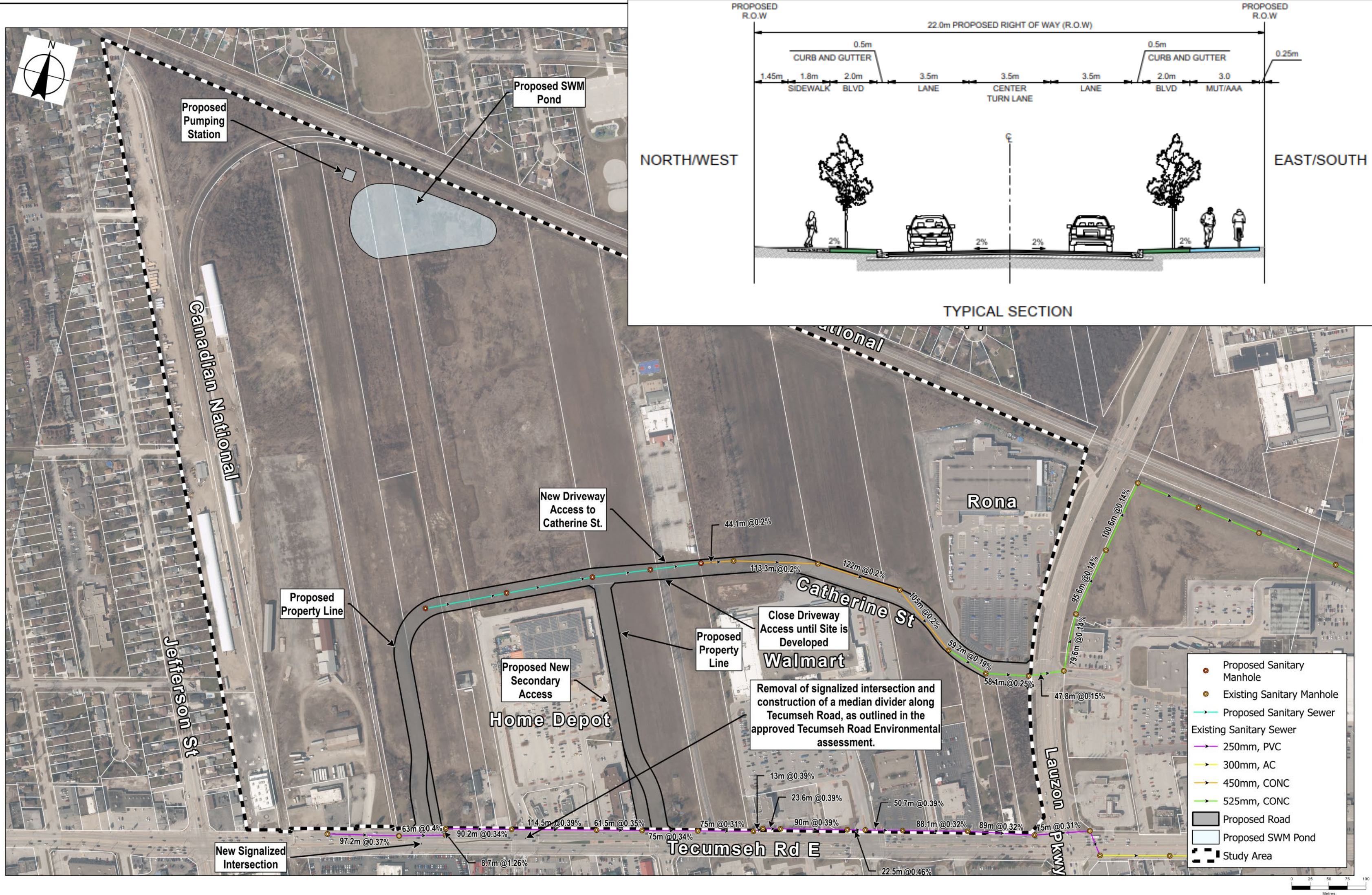
## Alternative 3: Construct One Stormwater Pond

- Construct one stormwater management pond with an outlet to the Hawkins Drain.
- Manage the remaining stormwater with on-site facilities on each individual property (e.g. infiltration trenches, individual ponds).

**Preferred**

Based on the preliminary evaluation the preferred servicing alternative is to construct:

- An extension of Catherine St. and Roseville Garden Dr. with:
  - Two vehicle lanes and a centre turn lane, a sidewalk on one side and multi-use path on the other.
  - An alignment that runs along the east side of property 6366 to its connection with Tecumseh Rd. E.
- A sanitary sewer that runs eastward within the Catherine St. right-of-way to a connection with the existing sewer along Catherine St. near Lauzon Pkwy.
- One stormwater management pond in the northwestern portion of the study area. Properties not connecting to the pond will manage stormwater through on-site facilities.



Proposed Pumping Station

Proposed SWM Pond

Canadian National

Jefferson St

Home Depot

Walmart

Catherine St

Tecumseh Rd E

Lauzon Pkwy

Rona

New Signalized Intersection

New Driveway Access to Catherine St.

Close Driveway Access until Site is Developed

Removal of signalized intersection and construction of a median divider along Tecumseh Road, as outlined in the approved Tecumseh Road Environmental assessment.

Proposed Property Line

Proposed Property Line

Proposed New Secondary Access

Proposed Property Line

44.1m @0.2%

113.3m @0.2%

122m @0.2%

105m @0.2%

59.2m @0.19%

58.1m @0.25%

47.8m @0.15%

100.6m @0.14%

95.6m @0.14%

79.6m @0.14%

13m @0.39%

23.6m @0.39%

50.7m @0.39%

90m @0.39%

88.1m @0.32%

89m @0.32%

7.5m @0.31%

22.5m @0.46%

97.2m @0.37%

63m @0.4%

90.2m @0.34%

114.5m @0.39%

61.5m @0.35%

75m @0.34%

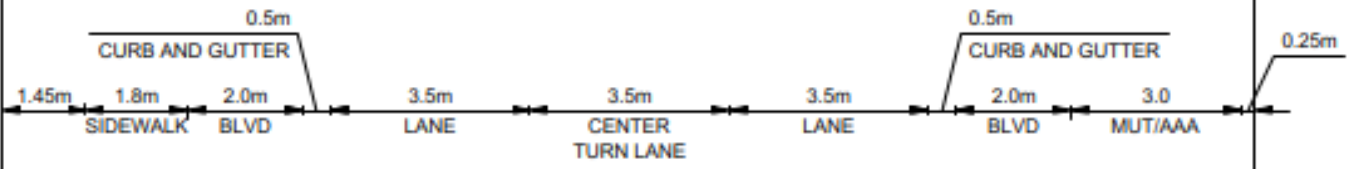
75m @0.31%

8.7m @1.26%

PROPOSED R.O.W

22.0m PROPOSED RIGHT OF WAY (R.O.W)

PROPOSED R.O.W

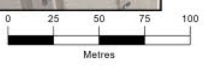


NORTH/WEST

EAST/SOUTH

TYPICAL SECTION

- Proposed Sanitary Manhole
- Existing Sanitary Manhole
- Proposed Sanitary Sewer
- Existing Sanitary Sewer
- 250mm, PVC
- 300mm, AC
- 450mm, CONC
- 525mm, CONC
- ▭ Proposed Road
- ▭ Proposed SWM Pond
- ▭ Study Area



# Potential Impacts and How They Will be Addressed

Construction, and ongoing use, of the preferred road cross-section and alignment, stormwater and wastewater facilities could have negative impacts on the environmental, social and cultural heritage features in the study area. Potential impacts and plans to lessen the impacts are described below.

Private property will be acquired by the City for the road right of way and SWM pond.



- The City is will make best efforts to secure property with landowners through amicable agreement. This will include compensation for the use of land. The City also reserves its property rights as set out in the Municipal Act, and powers outlined as part of the Act for property acquisition.

Impacts to Built Heritage and Cultural Heritage Landscapes



- No Built Heritage or Cultural Heritage Landscapes were identified in the study area.
- Should future work require an expansion of the study area then a qualified heritage consultant should be contacted in order to confirm the impacts of the proposed work on potential heritage resources.

Impacts to Archaeological Resources



- No archaeological resources are expected to be present, based on studies conducted.
- Should previously undocumented archaeological resources be discovered, all work must cease immediately and a licensed consultant archaeologist will be for further study and direction. Contact with the Ministry and applicable Indigenous communities will be made, as required.

Traffic flow/access disruptions



- Contractor will be required to develop and implement a traffic management plan in coordination with the City.
- Adequate signage to give advance notice of disruptions and detours is to be provided by the contractor.
- The City will work with property owners to ensure that alternate access is provided where current access points are expected to be removed.

# Potential Impacts and How They Will be Addressed

Construction, and ongoing use, of the roads, stormwater and wastewater facilities could have negative impacts on the environmental, social and cultural heritage features in the study area. Potential impacts and plans to lessen the impacts are described below.

Minimal tree removal



- Remove when birds are not nesting (between Sept 1<sup>st</sup> and March 31<sup>st</sup>).

Removal of Tall Boneset,  
Very rare but not protected  
under the Endangered  
Species Act



- Protect the plant and transplant it to a protected area before construction or collect seeds and plant seeds in a protected area.

Chimney Crayfish Burrows,  
often used by Butler's  
Gartersnake, an Endangered  
Species



- Protect the burrows with a 5m fenced setback.
- Naturalize areas around the SWM pond and create snake habitat features (e.g. brush/rock piles)

Harm to rare snakes during  
construction.



- Install reptile exclusion fencing around all construction areas and inspect the condition of fencing regularly.
- Inspect area inside fencing to ensure snakes were not trapped inside once fencing is installed.
- Inspect construction machinery that has been left idle to ensure snakes are not present.
- If species at risk are observed during construction, all work should stop until to individual has moved out of the construction zone on its own.

# Potential Impacts and How They Will be Addressed

Construction, and ongoing use, of the roads, stormwater and wastewater facilities could have negative impacts on the environmental, social and cultural heritage features in the study area. Potential impacts and plans to lessen the impacts are described below.

Movement of exposed soils into the Hawkins Drain



- Install sediment and erosion control fencing around all work areas.
- Avoid work during wet weather.

Installation of stormwater outlet into the Hawkins Drain



- Install outlet when the drain is dry, or if that is not possible, create a dry work zone by pumping water around the area and ensuring all fish are removed from the work zone before all water is removed.

Spills during construction

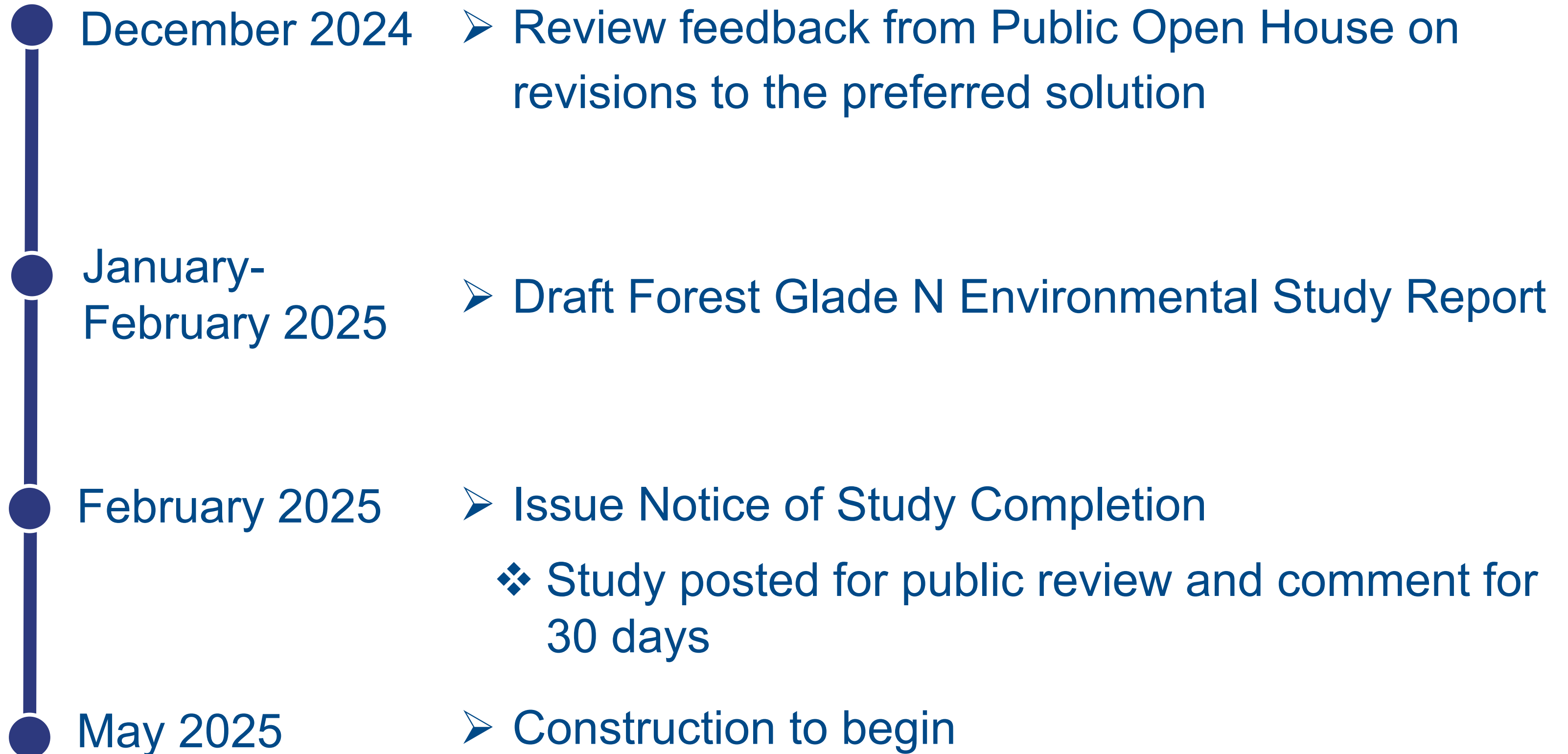
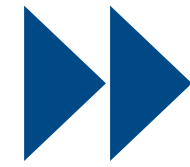


- Fuel all construction machinery well away from the Hawkins Drain.
- Ensure the contractor has a spill response plan on hand during construction and that it is enacted, if required.

Contribution to climate change from traffic and deliveries.



- Ensure construction equipment is in good working order to minimize emissions.
- Naturalize the area along the Hawkins Drain to create a carbon sink from trees, shrubs and grasses.
- Ensure that the multi-use trail is well maintained and connected to locations around the City to promote walking and cycling, where possible.



## For more information:

- Draft Reports will be available online at [www.windsoreas.ca](http://www.windsoreas.ca)
- Draft Reports can be issued directly to you
- Or contact:

**Juan Paramo, P.Eng.**  
Development Engineer  
City of Windsor  
210-350 City Hall Square W  
Windsor, ON N9A 6S1  
Tel: 519-255-6267 x6353  
E-mail: [jparamo@citywindsor.ca](mailto:jparamo@citywindsor.ca)

**Tricia Radburn, MCIP, RPP**  
Consultant Project Manager  
R.J. Burnside & Associates Limited  
20-292 Speedvale Ave. W  
Guelph, ON N1H 1C4  
Tel: 1-800-265-9662 x1778  
E-mail: [tricia.radburn@rjburnside.com](mailto:tricia.radburn@rjburnside.com)





## Minutes of Meeting

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**Meeting Date:** December 6, 2024 **Project No.:** 300058184.0000  
**Project Name :** Forest Glade N. Servicing EA  
**Meeting Subject:** Overview of Servicing Plans  
**Meeting Location:** Virtual Meeting  
**Date Prepared:** December 6, 2024

---

### Those in attendance were:

Patrick Winters	City of Windsor	pwinters@citywindsor.ca
Juan Paramo	City of Windsor	jparamo@citywindsor.ca
Rocco Tullio	Rock Developments Inc.	rtullio@rockdevelopments.ca
Jessica Wakefield	Three Fires Group	jessica.wakefield@threefires.com
Jana George	Three Fires Group	jana.george@threefires.com
Tricia Radburn	R.J. Burnside & Associates Ltd.	tricia.radburn@rjburnside.com
Cole Roddick	R.J. Burnside & Associates Ltd.	cole.roddick@rjburnside.com

### The following items were discussed

### Action by

---

- 1. Introductions**
  - 1.1 Introductions were done.
- 2. Presentation – Overview of Project**
  - 2.1 A slideshow was presented to all meeting attendees. It provided an overview of the project, archaeological, and culture and heritage reviews, potential species at risk, and proposed and preferred alternative solutions of the project.
- 3. Discussion Items**

The following items were discussed	Action by
3.1 An Ecologist is planned to go to site this upcoming week (December 8 – 14, 2024) to complete some final work associated with the Tall Boneset plants on-site. This is a somewhat rare species but not listed under the Endangered Species Act.	
3.2 In addition to general Erosion and Sediment Control fencing (ESC) being installed around the existing drain, additional special fencing will be installed around the site to assist with keeping Fox Snakes out of the site and away from equipment.	
3.3 Both Archaeological Reports (Stage 1 and Stage 2) have been slightly modified due to the proposed road alignment changing. The archaeologist will re-circulate these reports once they have been updated. Additionally, the final Ecology Report will also be circulated once updated, as well as the Draft Environmental Study Report in the New Year.	Project Team
<b>4. Timelines</b>	
4.1 December 2024 – review feedback from the Public Open House on revisions to the preferred solutions.  January to February 2025 – Draft Forest Glade N. Environmental Study Report.  February 2025 – issue Notice of Study Completion (study will be posted for public review and comment for 30 days).  May 2025 – construction to begin.	

The preceding are the minutes of the meeting as observed by the undersigned. Should there be a need for revision, please advise Burnside within seven days of issuance. In the absence of notification to the contrary, these minutes will be deemed to be an accurate record of the meeting.

Minutes prepared by:

**R.J. Burnside & Associates Limited**

Cole Roddick  
Environmental Planner

Enclosure(s) Meeting presentation

Distribution:

All Attendees

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

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2/5/2025 9:34 AM

Ministry of the Environment,  
Conservation and Parks

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



Environmental Assessment  
Branch

Direction des évaluations  
environnementales

7th Floor  
135 St. Clair Avenue W  
Toronto ON M4V 1P5  
Tel.: 416 314-8001  
Fax.: 416 314-8452

7ème étage  
135, avenue St. Clair Ouest  
Toronto ON M4V 1P5  
Tél. : 416 314-8001  
Télééc. : 416 314-8452

December 19, 2024

Tricia Radburn  
Consultant Project Manager  
R.J. Burnside & Associates Limited  
[tricia.radburn@rjburnside.com](mailto:tricia.radburn@rjburnside.com)

Juan Paramo  
Development Engineer  
City of Windsor  
[jparamo@citywindsor.ca](mailto:jparamo@citywindsor.ca)

BY EMAIL ONLY

Re: **Forest Glade North Servicing Environmental Assessment  
City of Windsor  
Municipal Class Environmental Assessment, Schedule C  
Acknowledgement of Notice of Commencement**

Dear Project Team,

This letter is in response to the Notice of Commencement for the above noted project. The Ministry of the Environment, Conservation and Parks (MECP) acknowledges that the City of Windsor (proponent) has indicated that the study is following the approved environmental planning process for a Schedule C project under the Municipal Class Environmental Assessment (Class EA).

The **updated (August 2022)** attached "Areas of Interest" document provides guidance regarding the ministry's interests with respect to the Class EA process. Please address all areas of interest in the EA documentation at an appropriate level for the EA study. Proponents who

address all the applicable areas of interest can minimize potential delays to the project schedule. Information is provided at the end of the Areas of Interest document relating to the Notice of Completion.

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:

- Aamjiwnaang First Nation
- Bkejwanong (Walpole Island)
- Caldwell First Nation
- Chippewas of Kettle and Stony Point
- Chippewas of the Thames First Nation
- Oneida Nation of the Thames
- Munsee Delaware
- Delaware Nation

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](http://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 after 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 based on 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.

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**A draft of the report should be sent directly to me prior to the release of the final report through the issuance of the Notice of Completion, allowing a minimum of 30 days for the ministry's technical reviewers to provide comments on the draft report.**

**Please also ensure a copy of the Notice of Completion is sent to the ministry's Southwestern Region EA notification email account ([eanotification.swregion@ontario.ca](mailto:eanotification.swregion@ontario.ca)) after the draft report and Notice of Completion is reviewed and finalized.**

Should you or any members of your project team have any questions regarding the material above, please contact me at [monika.macki@ontario.ca](mailto:monika.macki@ontario.ca).

Sincerely,

*Monika Macki*

Monika Macki  
Regional Environmental Planner – Southwestern Region  
Project Review Unit, Environmental Assessment Branch

Enclosed: Areas of Interest

Attached: Client's Guide to Preliminary Screening for Species at Risk

A Proponent's Introduction to the Delegation of Procedural Aspects of Consultation  
with Aboriginal Communities

## AREAS OF INTEREST (v. August 2022)

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

### Planning and Policy

- Applicable plans and policies should be identified in the report, and the proponent should describe how the proposed project adheres to the relevant policies in these plans.
  - Projects located in MECP Central, Eastern or West Central Region may be subject to [A Place to Grow: Growth Plan for the Greater Golden Horseshoe \(2020\)](#).
  - Projects located in MECP Central or Eastern Region may be subject to the [Oak Ridges Moraine Conservation Plan \(2017\)](#) or the [Lake Simcoe Protection Plan \(2014\)](#).
  - Projects located in MECP Central, Southwest or West Central Region may be subject to the [Niagara Escarpment Plan \(2017\)](#).
  - Projects located in MECP Central, Eastern, Southwest or West Central Region may be subject to the [Greenbelt Plan \(2017\)](#).
  - Projects located in MECP Northern Region may be subject to the [Growth Plan for Northern Ontario \(2011\)](#).
- 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 [Source Protection Information Atlas](#), which is an online mapping tool available to the public. 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 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, for projects located in Central Region 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](mailto: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 a 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 Section 16 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.

## **Notice of Completion**

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.

The public can 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 of the Environment, Conservation and Parks

777 Bay Street, 5th Floor  
Toronto ON M7A 2J3  
minister.mecp@ontario.ca

and

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

**A PROPONENT’S INTRODUCTION TO THE DELEGATION OF PROCEDURAL ASPECTS OF CONSULTATION WITH ABORIGINAL COMMUNITIES**

**DEFINITIONS**

The following definitions are specific to this document and may not apply in other contexts:

**Aboriginal communities** – the First Nation or Métis communities identified by the Crown for the purpose of consultation.

**Consultation** – the Crown’s legal obligation to consult when the Crown has knowledge of an established or asserted Aboriginal or treaty right and contemplates conduct that might adversely impact that right. This is the type of consultation required pursuant to s. 35 of the *Constitution Act, 1982*. Note that this definition does not include consultation with Aboriginal communities for other reasons, such as regulatory requirements.

**Crown** – the Ontario Crown, acting through a particular ministry or ministries.

**Procedural aspects of consultation** – those portions of consultation related to the process of consultation, such as notifying an Aboriginal community about a project, providing information about the potential impacts of a project, responding to concerns raised by an Aboriginal community and proposing changes to the project to avoid negative impacts.

**Proponent** – the person or entity that wants to undertake a project and requires an Ontario Crown decision or approval for the project.

**I. PURPOSE**

The Crown has a legal duty to consult Aboriginal communities when it has knowledge of an existing or asserted Aboriginal or treaty right and contemplates conduct that may adversely impact that right. In outlining a framework for the duty to consult, the Supreme Court of Canada has stated that the Crown may delegate procedural aspects of consultation to third parties. This document provides general information about the Ontario Crown’s approach to delegation of the procedural aspects of consultation to proponents.

This document is not intended to instruct a proponent about an individual project, and it does not constitute legal advice.

**II. WHY IS IT NECESSARY TO CONSULT WITH ABORIGINAL COMMUNITIES?**

The objective of the modern law of Aboriginal and treaty rights is the *reconciliation* of Aboriginal peoples and non-Aboriginal peoples and their respective rights, claims and interests. Consultation is an important component of the reconciliation process.

The Crown has a legal duty to consult Aboriginal communities when it has knowledge of an existing or asserted Aboriginal or treaty right and contemplates conduct that might adversely impact that right. For example, the Crown’s duty to consult is triggered when it considers

issuing a permit, authorization or approval for a project which has the potential to adversely impact an Aboriginal right, such as the right to hunt, fish, or trap in a particular area.

The scope of consultation required in particular circumstances ranges across a spectrum depending on both the nature of the asserted or established right and the seriousness of the potential adverse impacts on that right.

Depending on the particular circumstances, the Crown may also need to take steps to accommodate the potentially impacted Aboriginal or treaty right. For example, the Crown may be required to avoid or minimize the potential adverse impacts of the project.

### **III. THE CROWN'S ROLE AND RESPONSIBILITIES IN THE DELEGATED CONSULTATION PROCESS**

The Crown has the responsibility for ensuring that the duty to consult, and accommodate where appropriate, is met. However, the Crown may delegate the procedural aspects of consultation to a proponent.

There are different ways in which the Crown may delegate the procedural aspects of consultation to a proponent, including through a letter, a memorandum of understanding, legislation, regulation, policy and codes of practice.

If the Crown decides to delegate procedural aspects of consultation, the Crown will generally:

- Ensure that the delegation of procedural aspects of consultation and the responsibilities of the proponent are clearly communicated to the proponent;
- Identify which Aboriginal communities must be consulted;
- Provide contact information for the Aboriginal communities;
- Revise, as necessary, the list of Aboriginal communities to be consulted as new information becomes available and is assessed by the Crown;
- Assess the scope of consultation owed to the Aboriginal communities;
- Maintain appropriate oversight of the actions taken by the proponent in fulfilling the procedural aspects of consultation;
- Assess the adequacy of consultation that is undertaken and any accommodation that may be required;
- Provide a contact within any responsible ministry in case issues arise that require direction from the Crown; and
- Participate in the consultation process as necessary and as determined by the Crown.

#### **IV. THE PROPONENT'S ROLE AND RESPONSIBILITIES IN THE DELEGATED CONSULTATION PROCESS**

Where aspects of the consultation process have been delegated to a proponent, the Crown, in meeting its duty to consult, will rely on the proponent's consultation activities and documentation of those activities. The consultation process informs the Crown's decision of whether or not to approve a proposed project or activity.

A proponent's role and responsibilities will vary depending on a variety of factors including the extent of consultation required in the circumstance and the procedural aspects of consultation the Crown has delegated to it. Proponents are often in a better position than the Crown to discuss a project and its potential impacts with Aboriginal communities and to determine ways to avoid or minimize the adverse impacts of a project.

A proponent can raise issues or questions with the Crown at any time during the consultation process. If issues or concerns arise during the consultation that cannot be addressed by the proponent, the proponent should contact the Crown.

##### **a) What might a proponent be required to do in carrying out the procedural aspects of consultation?**

Where the Crown delegates procedural aspects of consultation, it is often the proponent's responsibility to provide notice of the proposed project to the identified Aboriginal communities. The notice should indicate that the Crown has delegated the procedural aspects of consultation to the proponent and should include the following information:

- a description of the proposed project or activity;
- mapping;
- proposed timelines;
- details regarding anticipated environmental and other impacts;
- details regarding opportunities to comment; and
- any changes to the proposed project that have been made for seasonal conditions or other factors, where relevant.

Proponents should provide enough information and time to allow Aboriginal communities to provide meaningful feedback regarding the potential impacts of the project. Depending on the nature of consultation required for a project, a proponent also may be required to:

- provide the Crown with copies of any consultation plans prepared and an opportunity to review and comment;
- ensure that any necessary follow-up discussions with Aboriginal communities take place in a timely manner, including to confirm receipt of information, share and update information and to address questions or concerns that may arise;

- as appropriate, discuss with Aboriginal communities potential mitigation measures and/or changes to the project in response to concerns raised by Aboriginal communities;
- use language that is accessible and not overly technical, and translate material into Aboriginal languages where requested or appropriate;
- bear the reasonable costs associated with the consultation process such as, but not limited to, meeting hall rental, meal costs, document translation(s), or to address technical & capacity issues;
- provide the Crown with all the details about potential impacts on established or asserted Aboriginal or treaty rights, how these concerns have been considered and addressed by the proponent and the Aboriginal communities and any steps taken to mitigate the potential impacts;
- provide the Crown with complete and accurate documentation from these meetings and communications; and
- notify the Crown immediately if an Aboriginal community not identified by the Crown approaches the proponent seeking consultation opportunities.

#### **b) What documentation and reporting does the Crown need from the proponent?**

Proponents should keep records of all communications with the Aboriginal communities involved in the consultation process and any information provided to these Aboriginal communities.

As the Crown is required to assess the adequacy of consultation, it needs documentation to satisfy itself that the proponent has fulfilled the procedural aspects of consultation delegated to it. The documentation required would typically include:

- the date of meetings, the agendas, any materials distributed, those in attendance and copies of any minutes prepared;
- the description of the proposed project that was shared at the meeting;
- any and all concerns or other feedback provided by the communities;
- any information that was shared by a community in relation to its asserted or established Aboriginal or treaty rights and any potential adverse impacts of the proposed activity, approval or disposition on such rights;
- any proposed project changes or mitigation measures that were discussed, and feedback from Aboriginal communities about the proposed changes and measures;
- any commitments made by the proponent in response to any concerns raised, and feedback from Aboriginal communities on those commitments;
- copies of correspondence to or from Aboriginal communities, and any materials distributed electronically or by mail;

- information regarding any financial assistance provided by the proponent to enable participation by Aboriginal communities in the consultation;
- periodic consultation progress reports or copies of meeting notes if requested by the Crown;
- a summary of how the delegated aspects of consultation were carried out and the results; and
- a summary of issues raised by the Aboriginal communities, how the issues were addressed and any outstanding issues.

In certain circumstances, the Crown may share and discuss the proponent's consultation record with an Aboriginal community to ensure that it is an accurate reflection of the consultation process.

**c) Will the Crown require a proponent to provide information about its commercial arrangements with Aboriginal communities?**

The Crown may require a proponent to share information about aspects of commercial arrangements between the proponent and Aboriginal communities where the arrangements:

- include elements that are directed at mitigating or otherwise addressing impacts of the project;
- include securing an Aboriginal community's support for the project; or
- may potentially affect the obligations of the Crown to the Aboriginal communities.

The proponent should make every reasonable effort to exempt the Crown from confidentiality provisions in commercial arrangements with Aboriginal communities to the extent necessary to allow this information to be shared with the Crown.

The Crown cannot guarantee that information shared with the Crown will remain confidential. Confidential commercial information should not be provided to the Crown as part of the consultation record if it is not relevant to the duty to consult or otherwise required to be submitted to the Crown as part of the regulatory process.

**V. WHAT ARE THE ROLES AND RESPONSIBILITIES OF ABORIGINAL COMMUNITIES' IN THE CONSULTATION PROCESS?**

Like the Crown, Aboriginal communities are expected to engage in consultation in good faith. This includes:

- responding to the consultation notice;
- engaging in the proposed consultation process;
- providing relevant documentation;

- clearly articulating the potential impacts of the proposed project on Aboriginal or treaty rights; and
- discussing ways to mitigate any adverse impacts.

Some Aboriginal communities have developed tools, such as consultation protocols, policies or processes that provide guidance on how they would prefer to be consulted. Although not legally binding, proponents are encouraged to respect these community processes where it is reasonable to do so. Please note that there is no obligation for a proponent to pay a fee to an Aboriginal community in order to enter into a consultation process.

To ensure that the Crown is aware of existing community consultation protocols, proponents should contact the relevant Crown ministry when presented with a consultation protocol by an Aboriginal community or anyone purporting to be a representative of an Aboriginal community.

## **VI. WHAT IF MORE THAN ONE PROVINCIAL CROWN MINISTRY IS INVOLVED IN APPROVING A PROPONENT'S PROJECT?**

Depending on the project and the required permits or approvals, one or more ministries may delegate procedural aspects of the Crown's duty to consult to the proponent. The proponent may contact individual ministries for guidance related to the delegation of procedural aspects of consultation for ministry-specific permits/approvals required for the project in question. Proponents are encouraged to seek input from all involved Crown ministries sooner rather than later.



***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)*.

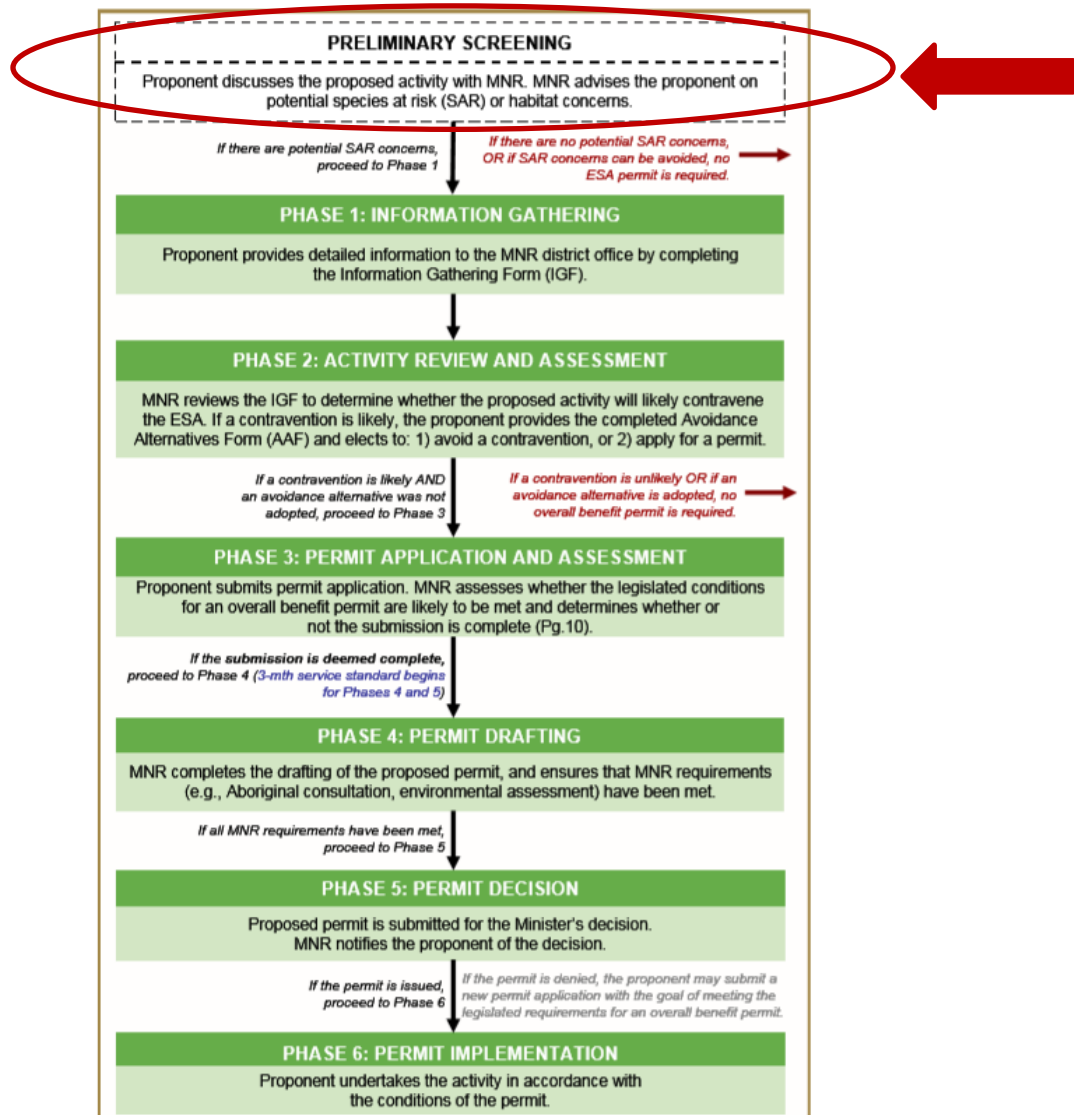
**To provide the most efficient service, clients should initiate species at risk screenings and seek information from all applicable information sources identified in this guide, at a minimum, prior to contacting Government of Ontario ministry offices for further information or advice.**

### 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](mailto: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](mailto: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](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 it 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): \_\_\_\_\_  
\_\_\_\_\_

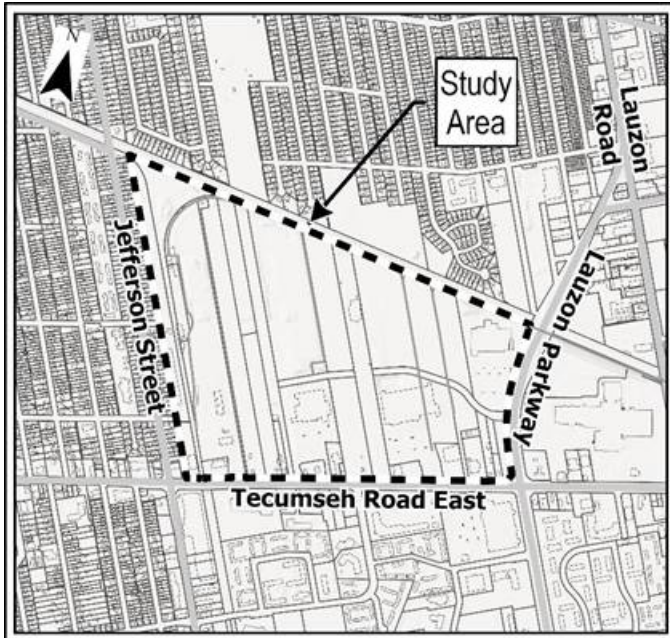
## Cole Roddick

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**From:** Cole Roddick  
**Sent:** Wednesday, October 16, 2024 10:25 AM  
**To:** chief@munsee.ca  
**Cc:** Tricia Radburn; jparamo@citywindsor.ca; pwinters@citywindsor.ca; josh@rockdevelopments.ca; rtullio@rockdevelopments.ca  
**Subject:** Early Notice of Servicing EA in Windsor

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**Cole Roddick**  
Field Services Representative  
R.J. Burnside & Associates Limited  
35 Perry Street  
Woodstock, ON  
Tel: 1-519-788-6134  
E-mail: [cole.roddick@rjburnside.com](mailto:cole.roddick@rjburnside.com)

**Juan Paramo, P.Eng.**  
Development Engineer  
City of Windsor  
350 City Hall Square West, Suite 210  
Windsor, ON N9A 6S1  
Tel: 519-255-6267 ext. 6353  
E-mail: [jparamo@citywindsor.ca](mailto:jparamo@citywindsor.ca)



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## Cole Roddick

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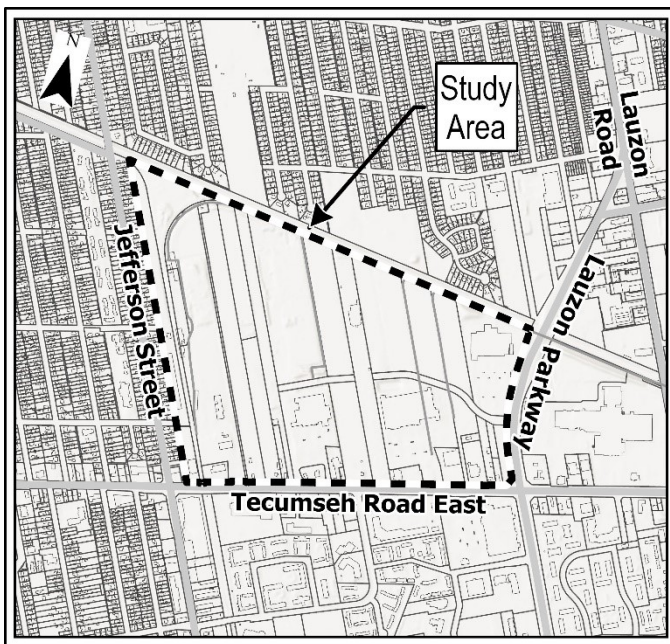
**From:** Cole Roddick  
**Sent:** Thursday, October 24, 2024 9:11 AM  
**To:** chief@munsee.ca; reception@munsee.ca  
**Cc:** Paramo, Juan; pwinters@citywindsor.ca; Josh Way; Rocco Tullio; Tricia Radburn  
**Subject:** RE: Early Notice of Servicing EA in Windsor

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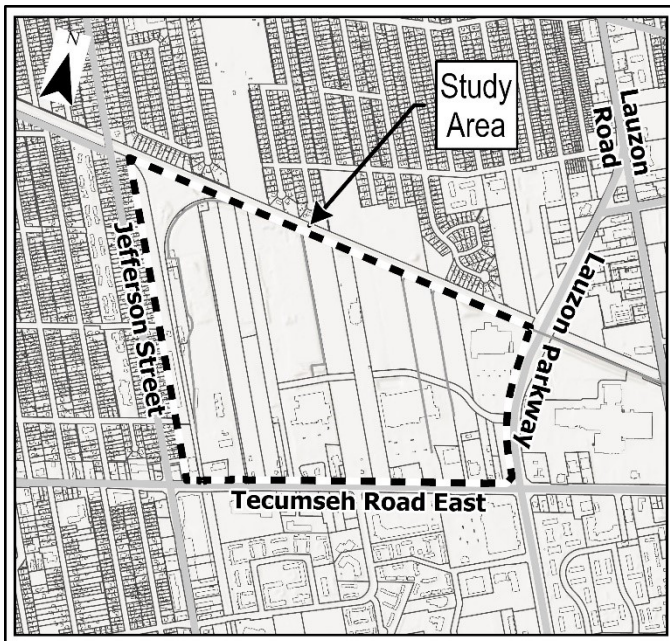
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**From:** Tricia Radburn <Tricia.Radburn@rjburnside.com>  
**Sent:** Thursday, October 10, 2024 4:10 PM  
**To:** chief.peters@munsee.ca; reception@munsee.ca  
**Cc:** Paramo, Juan <jparamo@citywindsor.ca>; pwinters@citywindsor.ca; Josh Way <josh@rockdevelopments.ca>; Rocco Tullio <rtullio@rockdevelopments.ca>  
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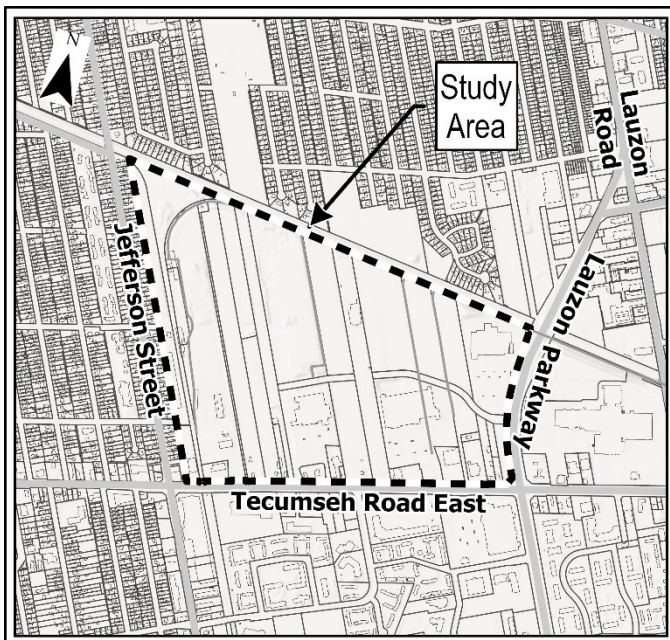
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**From:** Tricia Radburn  
**Sent:** Thursday, October 10, 2024 4:11 PM  
**To:** environment@oneida.on.ca; sandra.doxtator@oneida.on.ca  
**Cc:** Paramo, Juan; pwinters@citywindsor.ca; Josh Way; Rocco Tullio  
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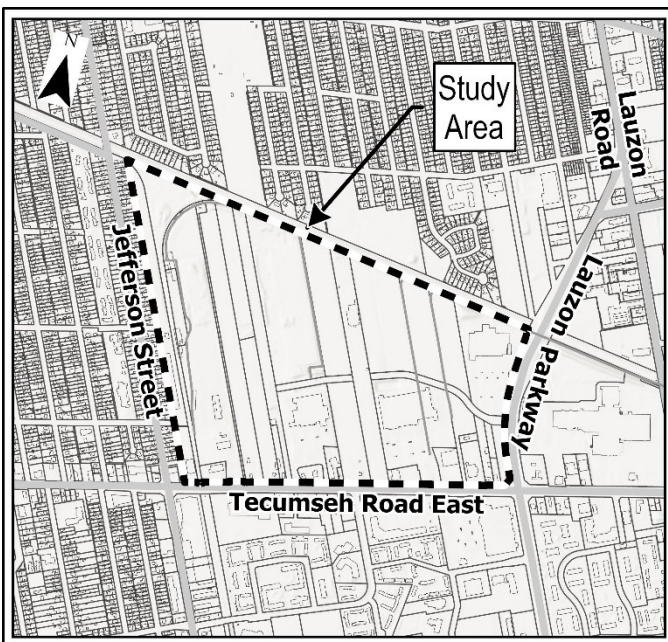
**From:** Cole Roddick  
**Sent:** Thursday, October 24, 2024 8:56 AM  
**To:** environment@oneida.on.ca; sandra.doxtator@oneida.on.ca  
**Cc:** Paramo, Juan; pwinters@citywindsor.ca; Josh Way; Rocco Tullio; Tricia Radburn  
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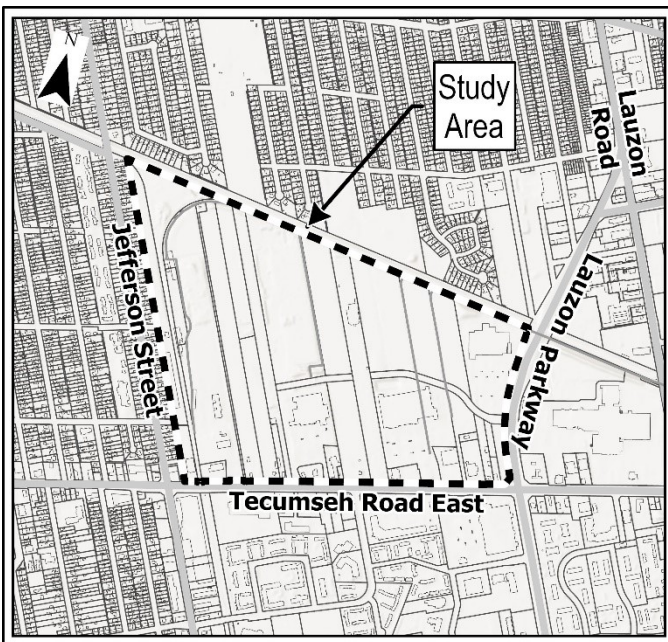
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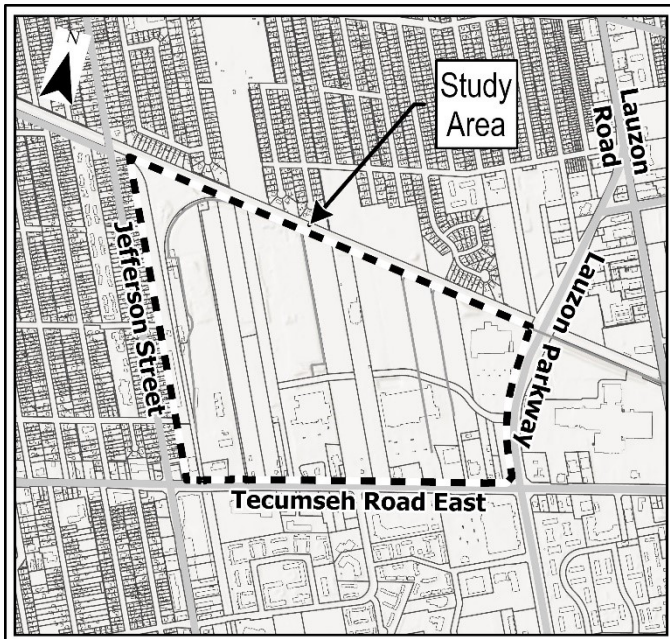
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**From:** Tricia Radburn  
**Sent:** Thursday, October 10, 2024 4:12 PM  
**To:** drskoke@wifn.org; alicia.black eagle@wifn.org  
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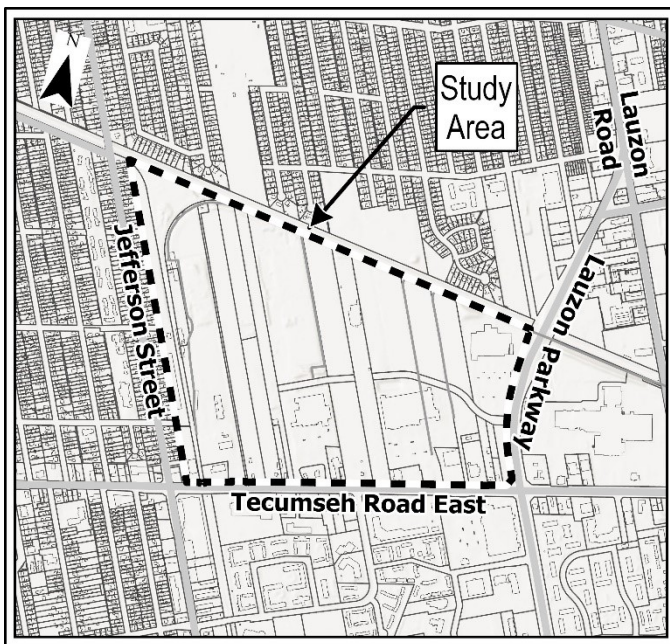
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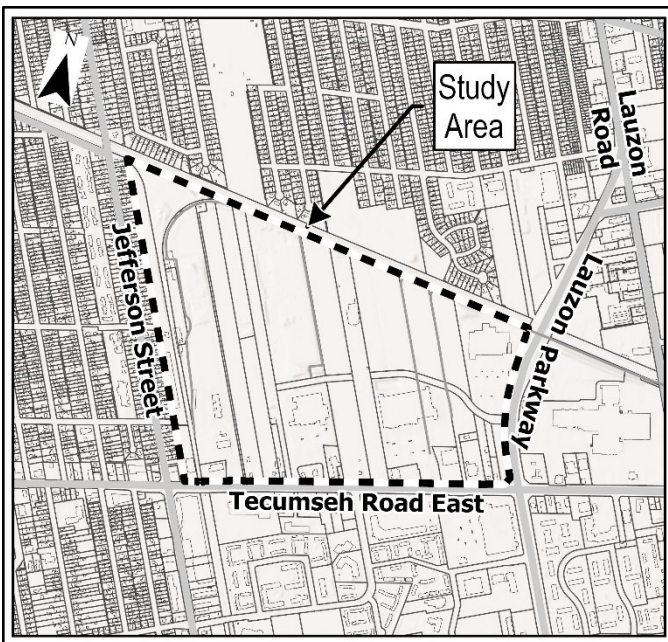
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