



**Overview of the quality and completeness of  
Air and Noise ECA applications**

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EAASIB, MOECC

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# Overview

- Background
- Approval Process
- Application Assessment Unit
- Changes to Business Process
- Overview of Screening Results



# Background

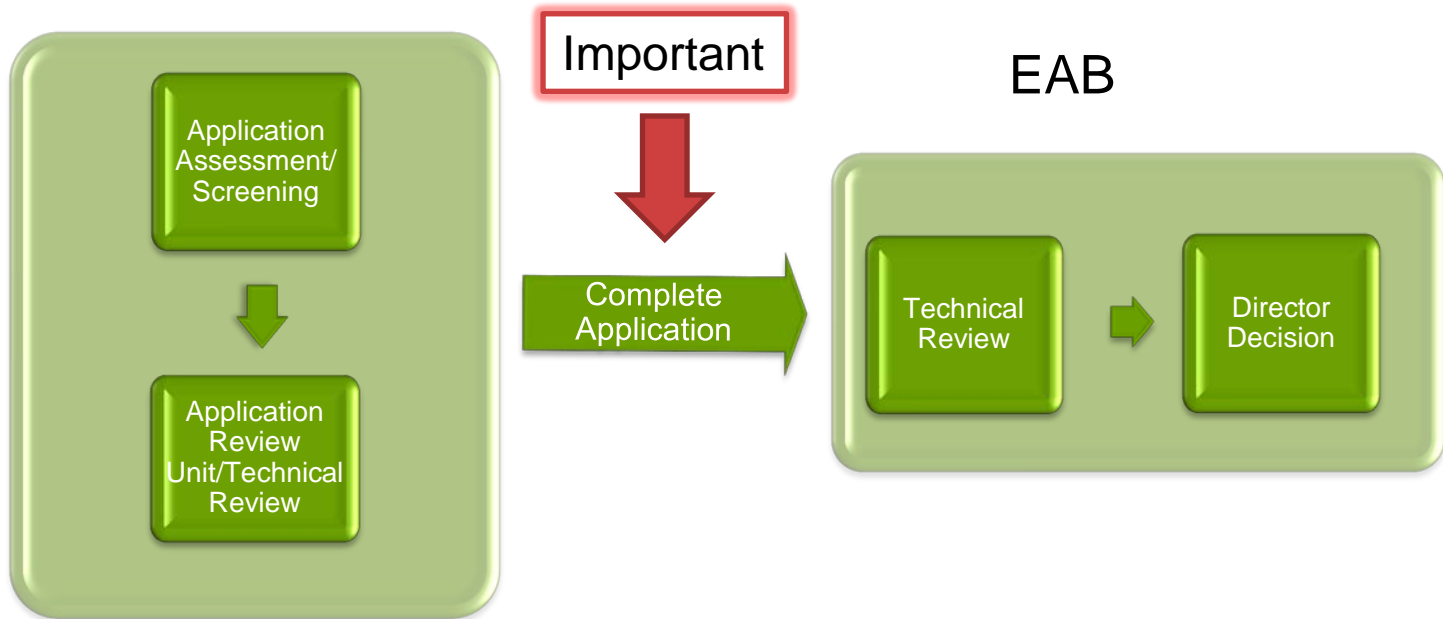
- The Ministry receives approximately 3,500 applications for Environmental Compliance Approvals (ECA) annually.
- As part of the Modernization of Approvals initiative, the Ministry introduced efficiencies to the approvals program by providing additional more detailed guidance and introducing more efficient business processes.
  - Ontario Regulation 255/11 – Applications for Environmental Compliance Approvals, prescribes minimum application requirements for ECAs.
  - The “Environmental Compliance Application Form” and the “Guide to Applying for an Environmental Compliance Approval” were updated in 2011 and 2012, respectively.
  - The “Checklist for Technical Requirements for a Complete Environmental Compliance Approval Submission” (Checklist) was made available to the public in February 2013.

Environmental  
Approvals  
Protecting the environment

- ✓ easier
- ✓ online
- ✓ flexible
- ✓ accessible
- ✓ efficient

# Approval Process

EAASIB \*



\* Some semi/non-complex/streamlined applications are reviewed in EAASIB

# Application Assessment Unit (AAU)

- ✔ Performs an upfront assessment of each ECA application against legislative and Ministry requirements.
- ✔ Performs fee assessment in accordance with Minister's Requirement for Fees for ECAs.
- ✔ Identifies and returns grossly incomplete application submissions to applicants early in the review process.
- ✔ Sends the acknowledgment letters to applicants/consultants requesting additional information/fees.
- ✔ Posts project proposals on the Environmental Registry (if proposals are subject to EBR) once the application has been deemed complete.



New

# Changes to Business Process

- ✔ Implemented internal processes and tools to support approvals program efficiencies and meet committed timelines.
- ✔ More in-depth assessment upfront so incomplete application submissions are returned.
- ✔ More efficient and responsive communications between Ministry and applicants i.e. fewer correspondences and information request letters.
- ✔ Strictly enforcing the deadline to provide additional information. If the response is not provided within the two weeks, the application is returned.
- ✔ Applications only move from AAU to technical review when deemed “complete”.

# The Checklist

- To assist proponents in the preparation of complete submissions, the Checklist for Technical Requirements for a Complete Environmental Compliance Approval Submission (Checklist) was developed.
- Businesses may use this Checklist as an additional reference on the information that is required in a complete application.
- The Checklist was made available to the public on February 2013 and can be found on the ministry's website.

Checklist for Technical Requirements for a Complete Environmental Compliance Approval Submission

Checklist for Technical Requirements for a Complete Environmental Compliance Approval (ECA) submission

GENERAL INFORMATION			
APPLICANT INFORMATION			
MOE Reference No.			
Applicant Name:		SBN:	
Type of Application (Check all that apply):			
<input type="checkbox"/> New ECA	<input type="checkbox"/> Amendment to existing ECA	<input type="checkbox"/> Consolidation of existing ECAs	<input type="checkbox"/> Administrative amendment to existing ECA
			<input type="checkbox"/> Limited Operational Flexibility
			<input type="checkbox"/> Revocation of existing ECA
Existing ECA(s) #			
Media Type:			
<input type="checkbox"/> Single Media	<input type="checkbox"/> Multi-media (check all that apply and print only the relevant Parts)		
	Air (Technical Information Part A)		
	Noise and/or Vibration (Technical Information Part B)		
	Wastewater (Technical Information Part C)		
	Waste Disposal Site (Technical Information Part D)		
	Mobile Waste Processing (Technical Information Part E)		
	Waste Management System (Technical Information Part F)		
	Cleanup of Contaminated Sites (Technical Information Part G)		

# Overview of Screening Results

April 1, 2016 – December 31, 2016

Month	# Air/Noise Applications Received by AAU	Air/Noise files Screened for Completeness A=B+C+D	Complete B	Info Requested C	Returned (Red Flag) D
April	71	59	9 (15%)	46 (78%)	4 (7%)
May	87	76	19 (25%)	47 (62%)	10 (13%)
June	94	71	9 (13%)	54 (76%)	8 (11%)
July	92	75	13 (17%)	56 (75%)	6 (8%)
August	108	95	12 (13%)	65 (68%)	18 (19%)
September	68	60	6 (10%)	48 (80%)	6 (10%)
October	73	51	7 (14%)	34 (67%)	10 (20%)
November	73	62	18 (29%)	35 (56%)	9 (15%)
December	66	60	15 (25%)	42 (70%)	3 (5%)
<b>Total</b>	<b>732</b>	<b>609</b>	<b>108 (18%)</b>	<b>427 (70%)</b>	<b>74 (12%)</b>

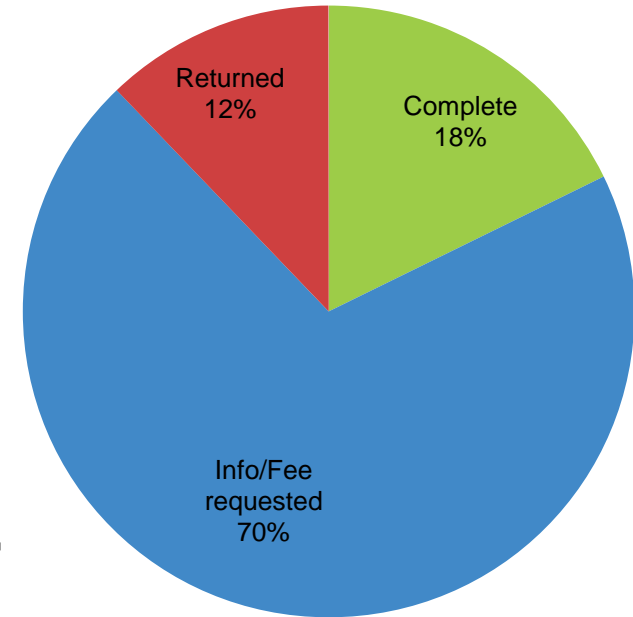
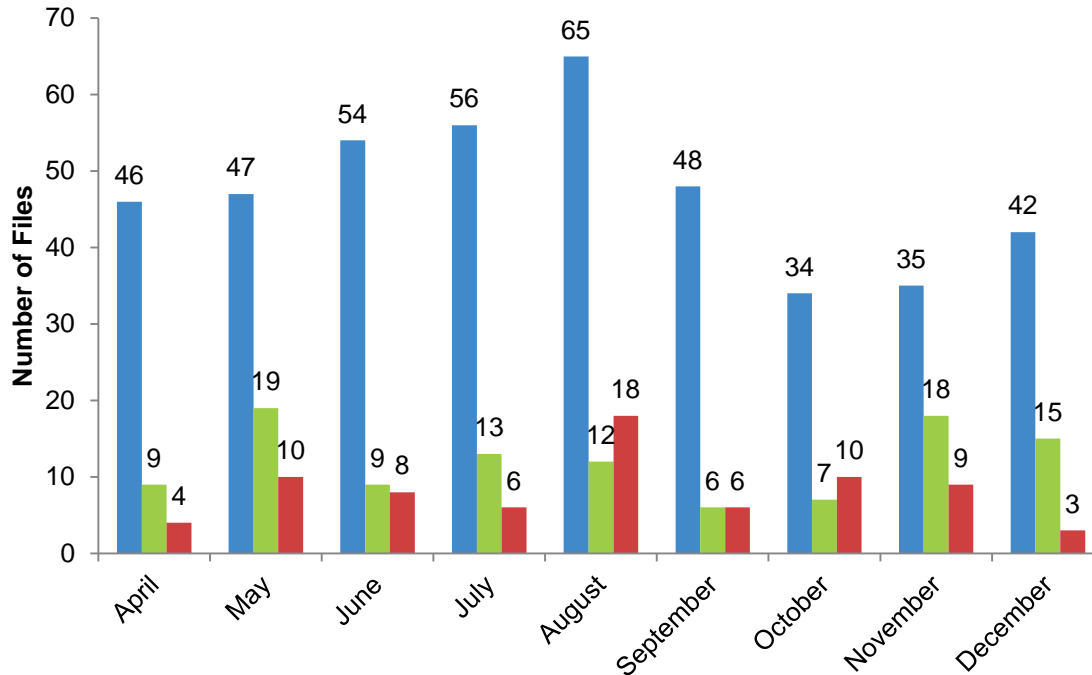
**Notes:**

- Screening not conducted for minor administrative amendments, revocations, reports submitted in compliance with conditions of the approvals



# Overview of Screening Results

April 1, 2016 – December 31, 2016

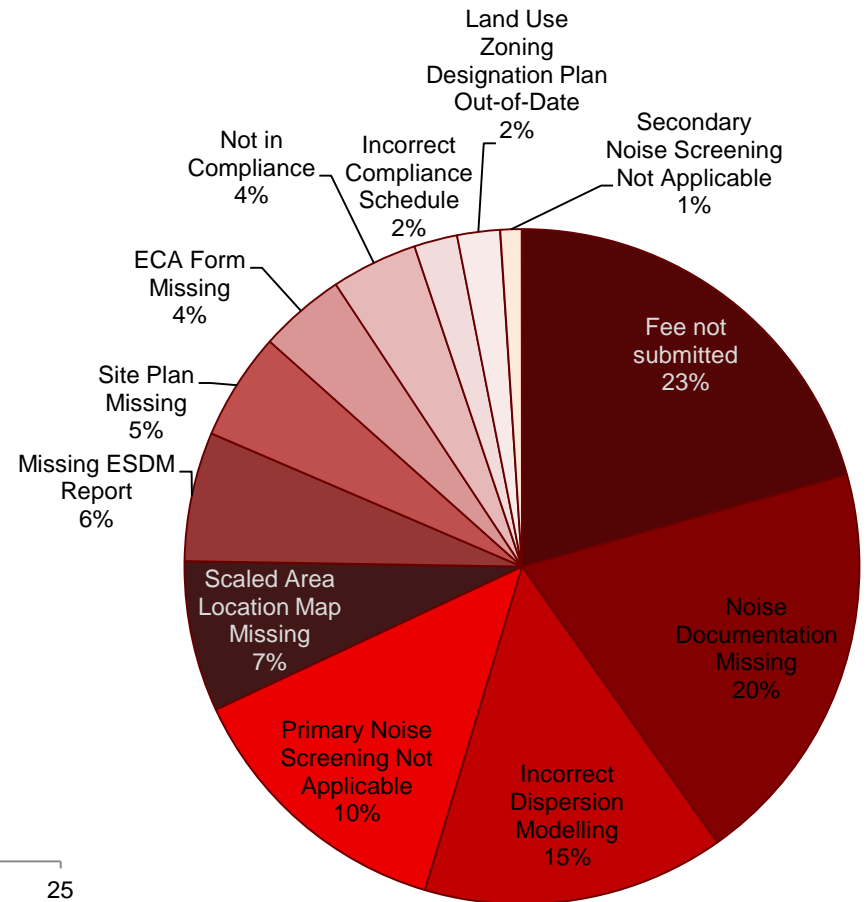
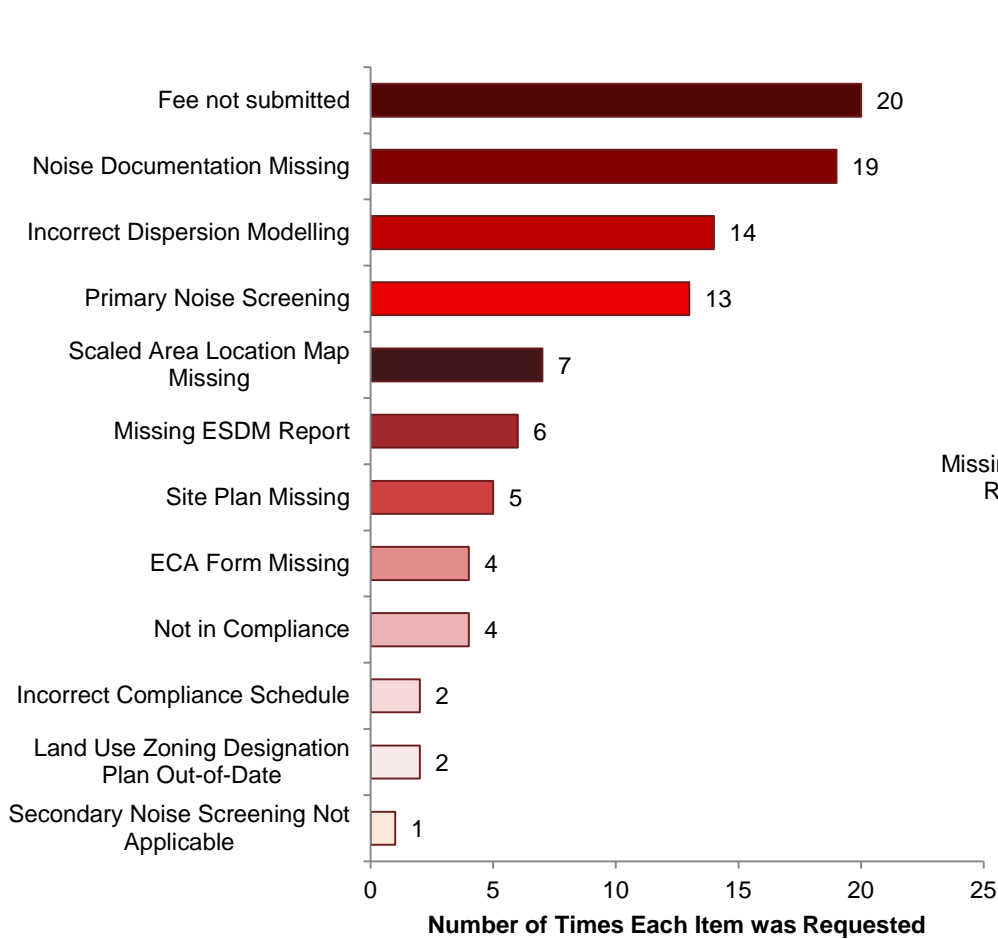


## Notes:

- Screening not conducted for minor administrative amendments, revocations, reports submitted in compliance with conditions of the approvals

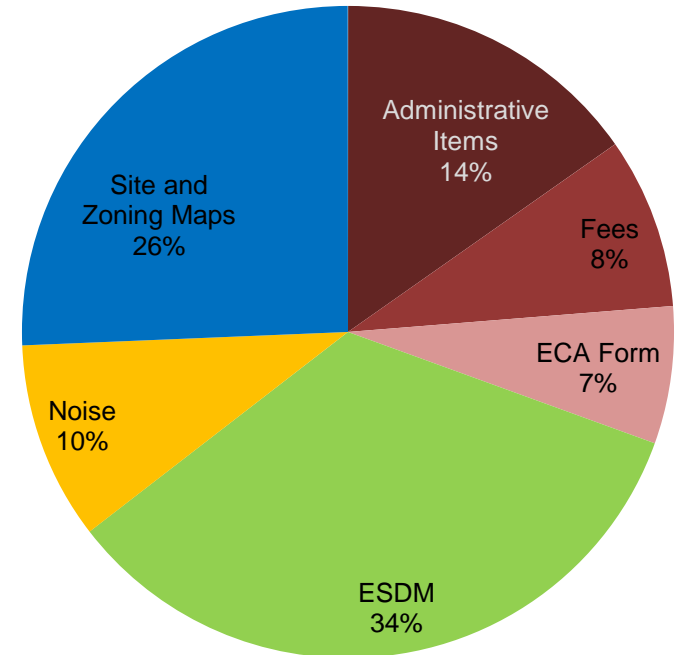
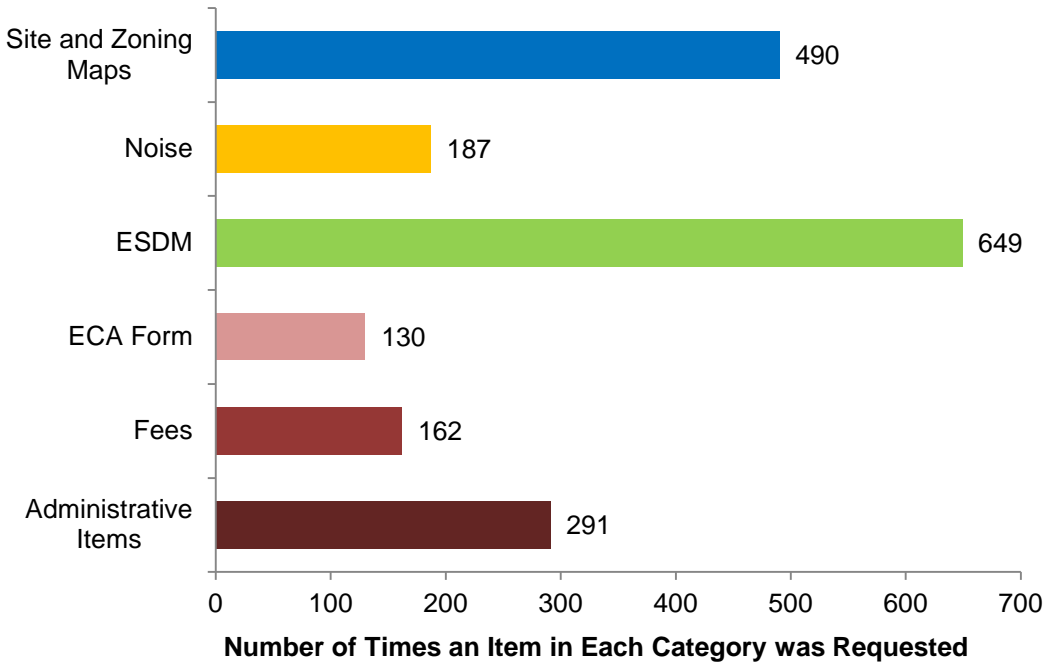
# Returned Applications

April 1, 2016 – December 31, 2016



# Overview of Items Requested by Major Categories

April 1, 2016 – December 31, 2016

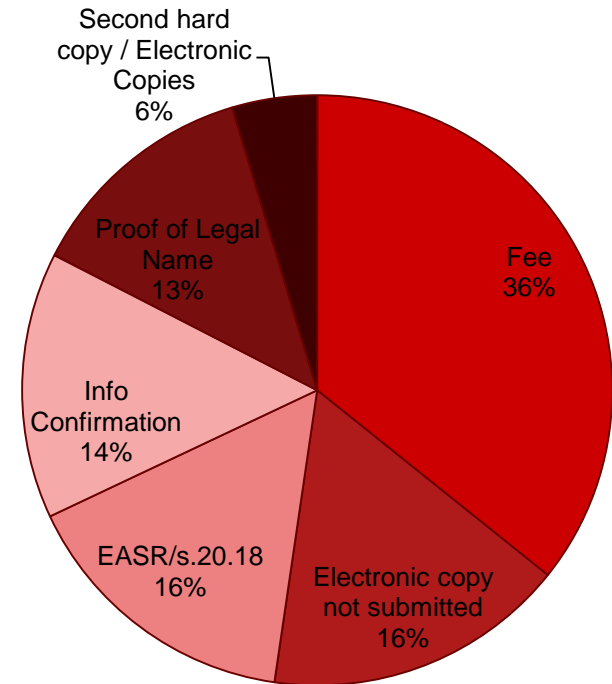
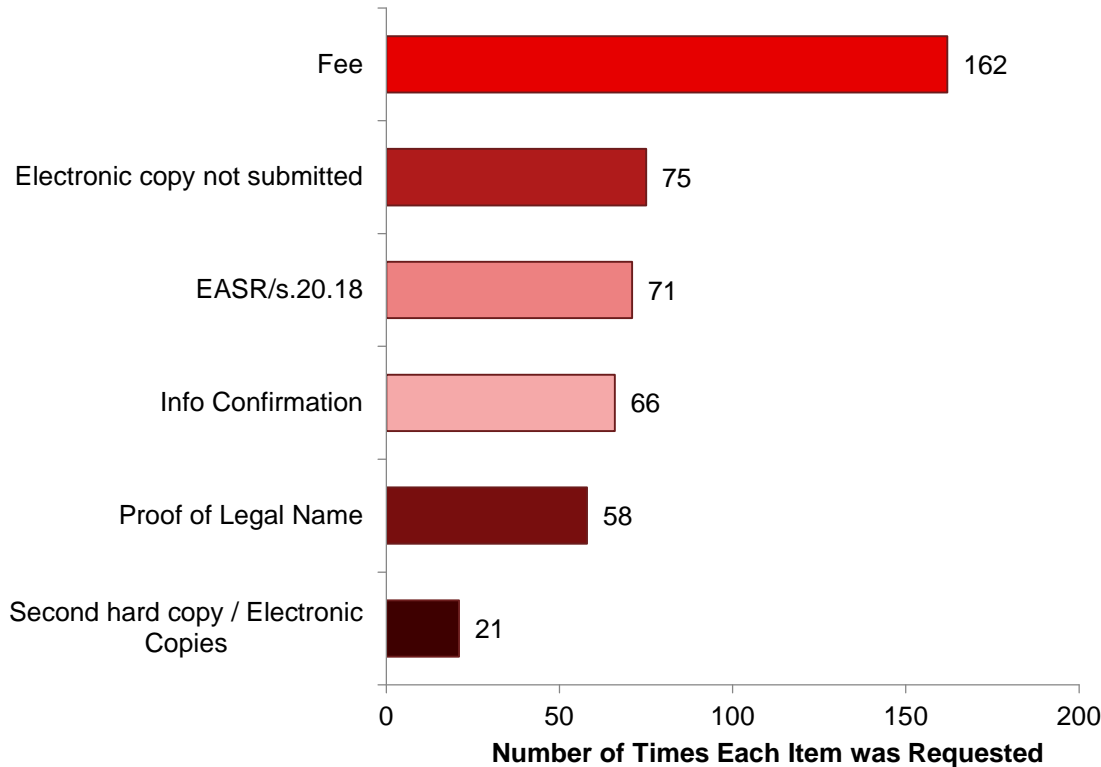


## Note:

- Data represents the number of times an item was requested.
- Therefore multiple items could be requested for the same file.
- The total number of items is greater than the number of files screened for completeness

# Missing Administrative Items and Incorrect Fees

April 1, 2016 – December 31, 2016

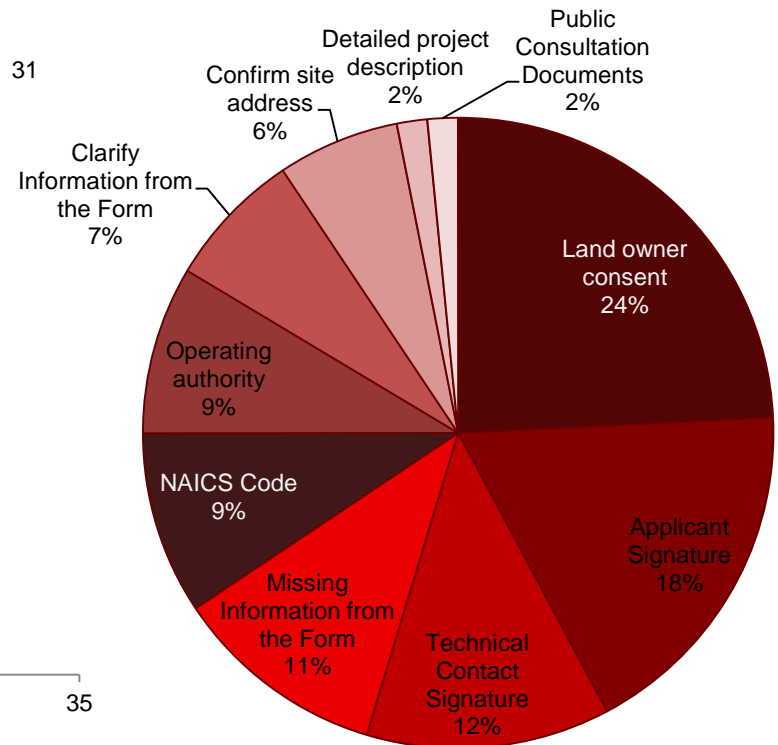
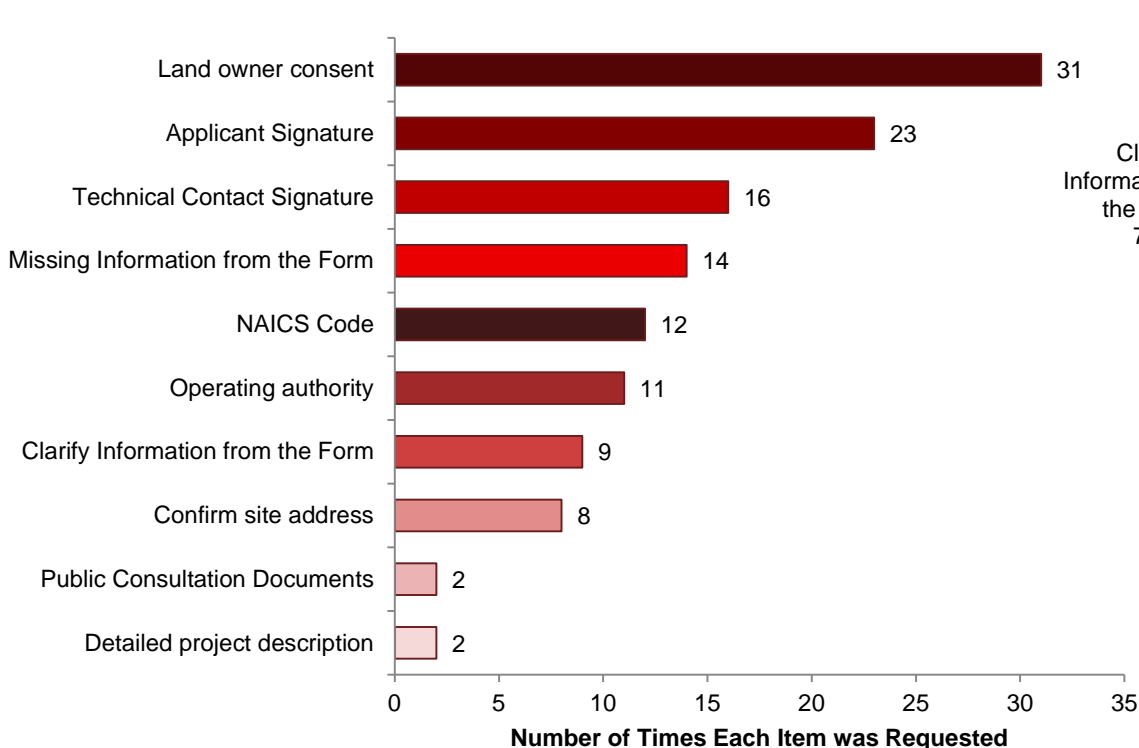


## Note:

- Data is based on the number of administrative items requested in the Acknowledgment Letters, not directly related to the ECA form or other categories.

# Missing ECA Application Form Items

April 1, 2016 – December 31, 2016

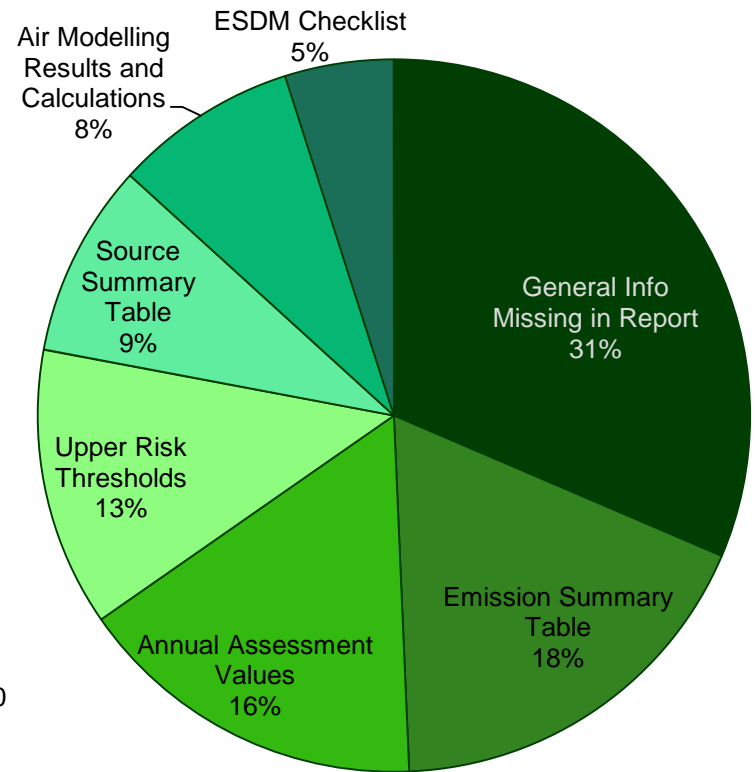
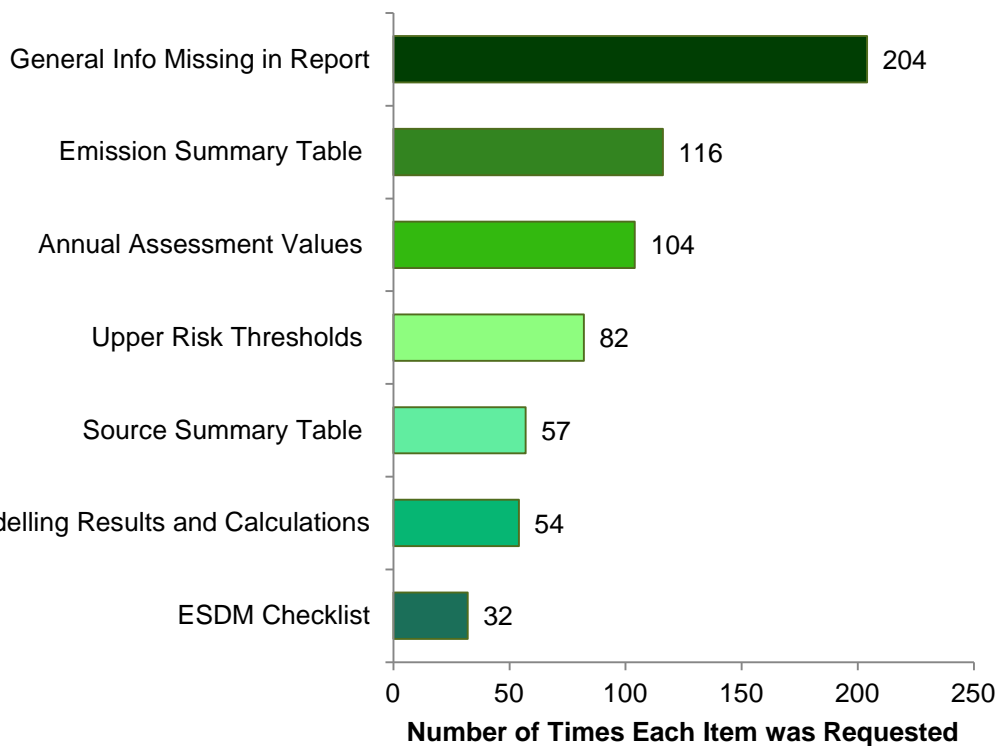


**Note:**

- Data is based on the number of times the items above were requested in the Acknowledgment Letter that were directly related to the ECA Form

# Missing ESDM Report Items

April 1, 2016 – December 31, 2016

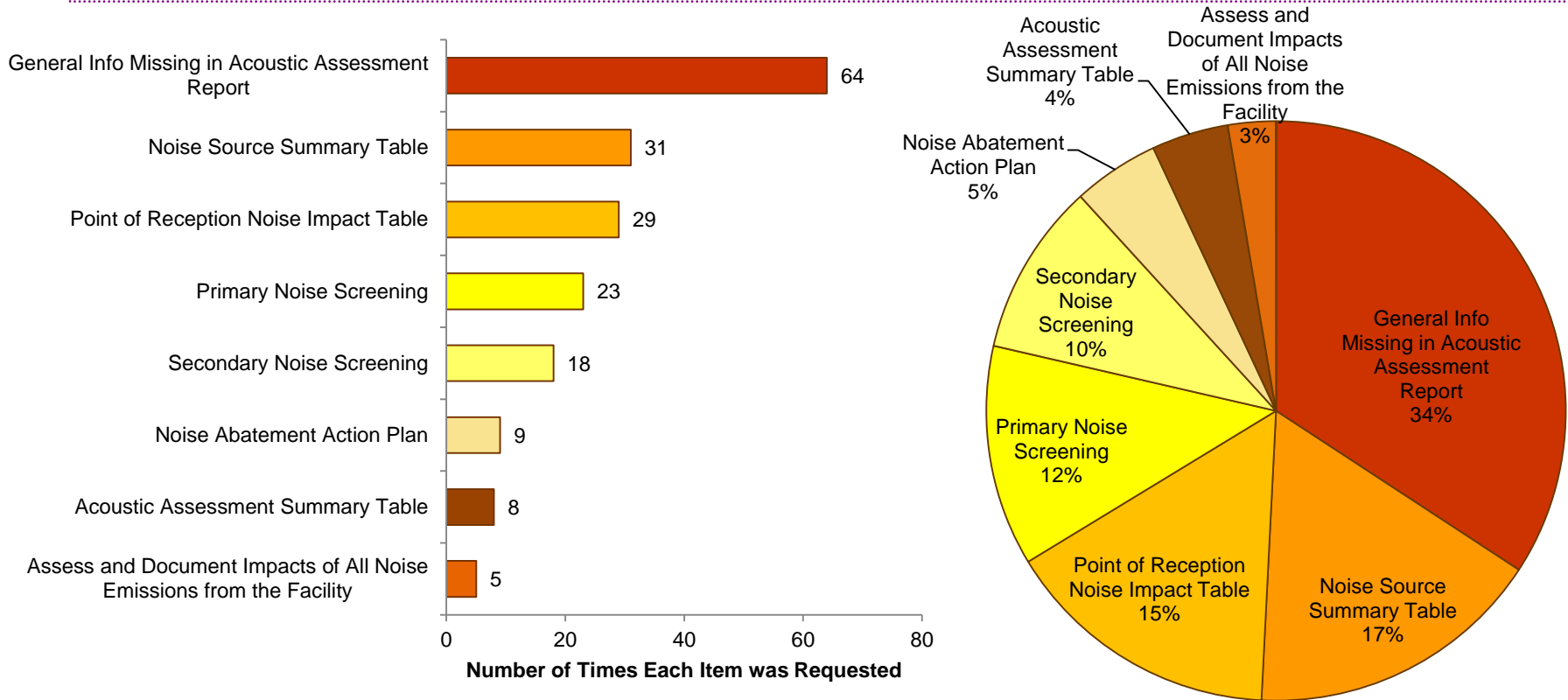


**Note:**

- Data is based on the number of times the items above were requested in the Acknowledgment Letter that were directly related to the ESDM Report.

# Missing Noise Assessment Items

April 1, 2016 – December 31, 2016



**Note:**

- Data is based on the number of times the items above were requested in the Acknowledgment Letter that were directly related to the Acoustic Assessment Report or Noise Screening Checklists

# Selected Consultants

## Report Cards

April 1, 2016 – December 31, 2016

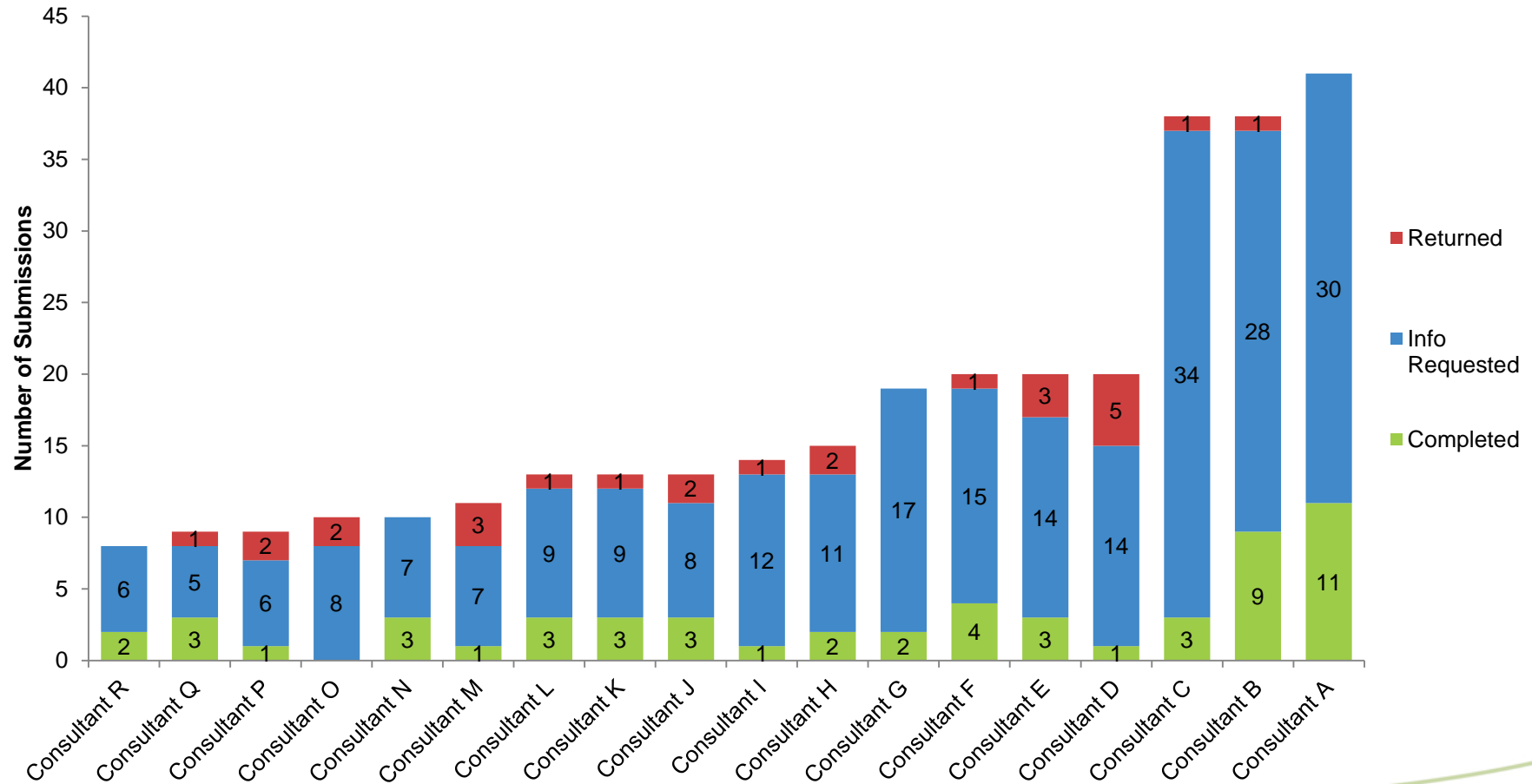
Technical Contact	Number of Submissions	Percentage Completed	Percentage Info Requested	Percentage Returned
Consultant A	41	27%	73%	0%
Consultant B	38	24%	74%	3%
Consultant C	38	8%	89%	3%
Consultant D	20	5%	70%	25%
Consultant E	20	15%	70%	15%
Consultant F	20	20%	75%	5%
Consultant G	19	11%	89%	0%
Consultant H	15	13%	73%	13%
Consultant I	14	7%	86%	7%
Consultant J	13	23%	62%	15%
Consultant K	13	23%	69%	8%
Consultant L	13	23%	69%	8%
Consultant M	11	9%	64%	27%
Consultant N	10	30%	70%	0%
Consultant O	10	0%	80%	20%



# Selected Consultants

## Comparison of the Quality of Applications

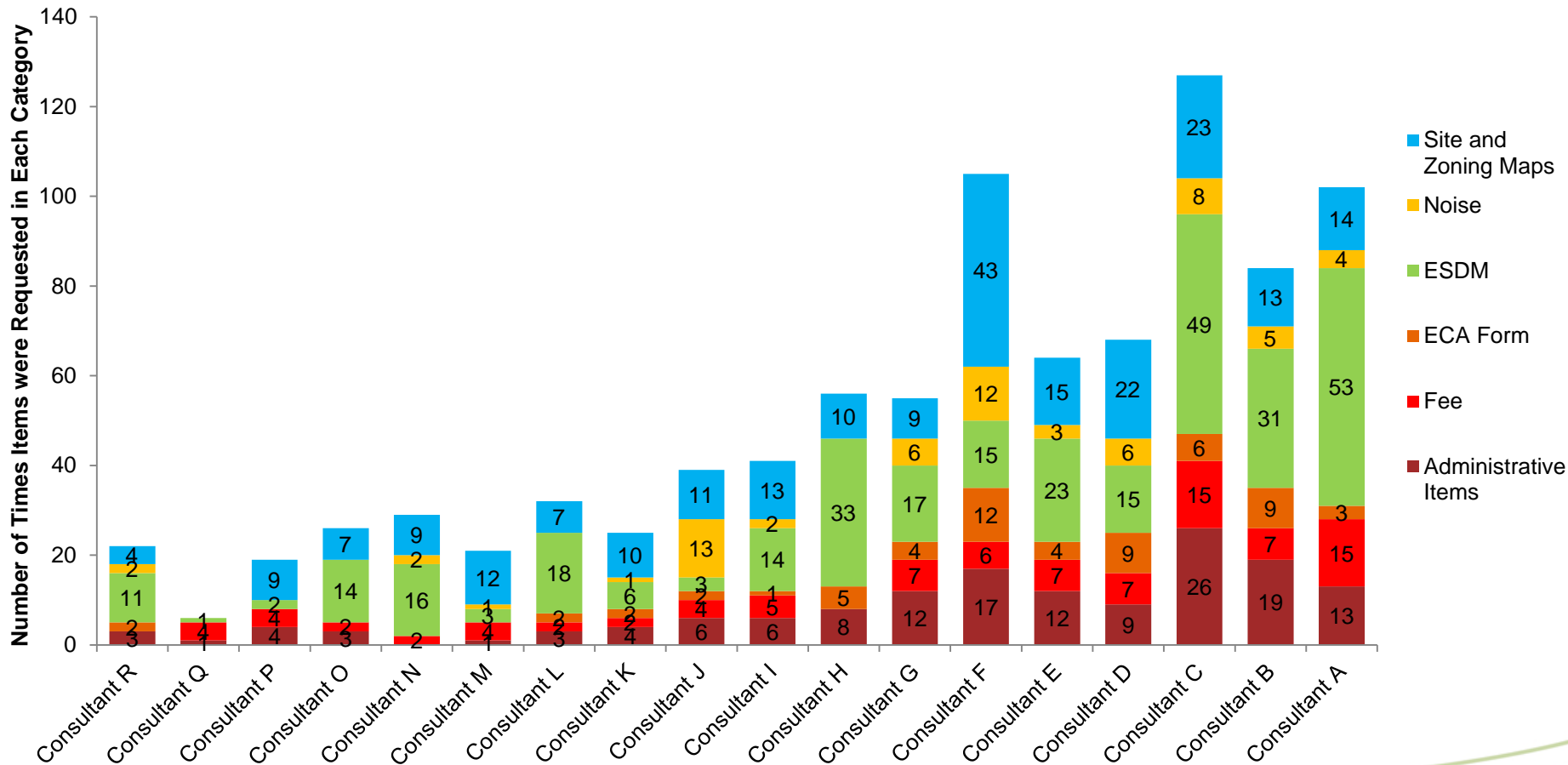
April 1, 2016 – December 31, 2016



# Selected Consultants

## Missing Information Requested from Selected Consultants

April 1, 2016 – December 31, 2016



# Summary/Next Steps

- The Ministry implemented changes to the business process to support approvals program efficiencies.
- Approximately 80% of applications received by the Ministry were found missing required technical or administrative information.
- The Ministry is willing to work with proponents and consultants to improve on the qualities of ECA submissions so that complete applications are received by the Ministry.
- Please refer to the Checklist for Technical Requirements for a Complete Environmental Compliance Approval Submission and other available guidance documents.
- If you would like to know results of our screening of your ECA submissions, please contact:
  - Sanja Jankovic at [sanja.jankovic@ontario.ca](mailto:sanja.jankovic@ontario.ca)
  - Rudolf Wan at [rudolf.wan@ontario.ca](mailto:rudolf.wan@ontario.ca)

**QUESTIONS?**