

Changes to how you submit an Environmental Compliance Approval (ECA) application

Making it easier to submit a complete, high-quality ECA application

The Ministry of the Environment and Climate Change (ministry) is introducing changes to the application process for the Environmental Compliance Approval (ECA) to help provide a more efficient service.

More than half of ECA applications submitted to the ministry are incomplete, causing delays in the review process and issuance of approvals. In certain cases, incomplete applications are returned or refused by the ministry.

The ministry is committed to improving the delivery of our services and clarifying requirements to make it easier for you to submit a complete, high quality ECA application. This can help to avoid delays so you can get your approval faster.

This fact sheet highlights:

- Updates to the ECA application form and online ECA Guide
- Consultation requirements, including consultation with First Nation and Métis communities, as well as public consultation and notification requirements
- Significance of a pre-submission meeting with the ministry and how to plan one
- The new one-year service standard for higher-risk ECA applications

Updates to the ECA application form and guide

The ministry is updating the ECA application form and the [Guide to applying for an Environmental Compliance Approval](#) (ECA Guide) to make them even easier to use and understand.

Visit [Environmental Compliance Approval \(ECA\)](#) at Ontario.ca for more information.

Consultation requirements

Your project may trigger the duty of the Crown to consult on decisions that have the potential to adversely impact existing or asserted Aboriginal or treaty rights of First Nations or Métis communities. In this case, you will need to undertake consultation with First Nations and Métis communities as part of your ECA application. This consultation is required before you submit your ECA application to the ministry.

You are also responsible for meeting other requirements for public consultation and notification, if any, before and during the application process.

Read the [ECA guide](#) at Ontario.ca to learn more about consultation requirements.

Pre-submission meeting with the ministry

A pre-submission meeting with the ministry can be helpful to clarify ECA project requirements.

Use the [Pre-submission meeting considerations checklist](#) – Appendix 1 in the online ECA Guide – to determine whether a pre-submission meeting with the ministry is recommended for your project.

A pre-submission meeting is **strongly recommended** for certain types of proposed ECA projects, such as:

- Projects with high interest from the public or First Nations and Métis communities
- Projects which require hydrogeological and surface water reports and/or effluent criteria
- Major projects with system-wide or multi-site requirements

If a pre-submission meeting is recommended, the **type of ECA project** you are proposing will determine which ministry office to contact, either:

- the Client Services and Permissions Branch (CSPB), or
- the local district office where your project is located

Contact Client Services (CSPB) for:	Contact the local district office for:
<ul style="list-style-type: none">• High profile, priority or major projects with significant public or municipal interest• New technology• System-wide or multi-site requirements• Projects to address major compliance issues	<ul style="list-style-type: none">• Projects with First Nations or Métis community interest• Hydrogeological or surface water assessment reports, and/or effluent criteria• Waste management and/or waste disposal sites

- Contact Client Services and Permissions Branch (CSPB) by phone at: [416-314-8001](tel:416-314-8001) or [1-800-461-6290](tel:1-800-461-6290) or by e-mail at: moeccpermissions@ontario.ca
- Use the online [MOECC district locator](#) to find your local district office

If your ECA project requires hydrogeological or surface water assessment reports, and/or effluent criteria, **you must provide written confirmation** from the Regional Technical Support Section (RTSS) of the appropriate ministry regional office that the required reports are reviewed and sufficient.

- Starting March 1, 2018, if you do not include written confirmation from the RTSS that the required reports are reviewed and sufficient, the ministry will return your ECA application.

One-year service standard

On January 1, 2018, a one-year service standard takes effect for higher-risk ECA applications. The one-year service standard will help avoid delays in the application and review process. Applicants will benefit from greater clarity about project requirements and timelines.

The ministry can stop the clock on the one-year service standard at the screening or review stage if the ECA application is missing information. Applicants will be notified as to why the clock was stopped, and what is required to resume the application process. Once the required information is submitted, the process resumes and the clock is restarted.

The standard applies whether you submit an ECA application online or use the paper-based process.

Applying Online

The electronic Environmental Compliance Approval System (eECAS) lets you submit your ECA application and supporting documents online. You can also make payments and track application progress through the online system.

You will need a ONE-key ID, ServiceOntario account and ministry client account to apply online for an ECA. Follow the instructions to [set up your accounts](#).

Questions?

Contact us for more information.

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