

# MUNICIPAL CLASS EA WORKSHOP

MUNICIPAL  
ENGINEERS  
ASSOCIATION



Learn what the Class EA process is all about from an instructor who has conducted many such planning exercises since the inception of the Municipal Class EA over 20 years ago. Discover how the Municipal Class EA planning process works, and how it can be your best friend in bringing a project from concept through construction. Discover how the process, that may at first seem complex, is really quite easy to follow and use. Learn why and how this planning process is “owned” by the municipality rather than the government, and how flexible the process can be. Acquire knowledge on how you get to decide how to use the MCEA process to plan your own projects. Discover how you can manage the planning process to suit your projects, through devices like how to develop a Problem Statement, and how to evaluate alternatives. Also learn about the planning work going forward to amend and streamline the MCEA process.

The Workshop is delivered over one and a half days, in four modules. The modules will provide you with the background you need to understand the Class EA process, will walk you through the process, and will reinforce the learning process with practical exercises, followed by case studies.

## Module 1 – Municipal Class EA Basics

- Outline of Municipal Class EA
- Class EA Schedules
- Schedule B File
- Schedule C Environmental Study Report (ESR)

## Module 2 - Navigating through the Process

- 5-Phase Planning Process
- Public Consultation including for First Nations
- Master Plans & the *Planning Act*
- Appeal Mechanism (Part II Order)
- Documentation
- Schedule Determination

## Module 3 – Miscellaneous Applications – Practical Exercises

- Problem Statements
- Evaluation Process
- Notices of Completion

## Module 4 – Case Studies

- Water and Wastewater Project
- Transportation Project

### Who should attend?

This course has been specifically designed to suit the planning needs of municipal engineers and technologists, planners, consultants, and Ministry of the Environment staff.

## Course Dates/Itinerary:

June 3<sup>rd</sup> and 4<sup>th</sup>, 2019  
Centre for Health &  
Safety Innovation  
5110 Creekbank Rd  
Mississauga, ON L4W 0A1

### Registration fees:

\$475 + HST (MEA members)

\$575 + HST (non-members)

Day 1	Day 2
8:00 – 9:00 Breakfast (provided)	8:00 - 9:00 Breakfast (provided)
9:00 – 12:00 Classroom	9:00 – 12:00 Classroom
12:00 – 1:00 Lunch (provided)	
1:00 – 4:30 Classroom	

Note – the Workshop is limited to 30 participants.

## Your Instructor



**Paul Knowles, P.Eng.**, is the MEA's MCEA Advisor. He graduated from Queen's University as a Civil Engineer and worked in the private sector for 9 years before joining the Town of Carleton Place as Town Engineer in 1989. His involvement with the Municipal Engineers Association (MEA) and the Municipal Class Environment Assessment (MCEA) began shortly thereafter. In 1993, Paul was promoted to CAO for Carleton Place but continued his engineering work and remained very active with the MEA as a Board member (2008 – 2018) and as its President in 2017,

Throughout the years, Paul has been involved in all aspects of the MCEA document, including all re-writes and amendments. Paul officially retired from Carleton Place at the end of 2018 but is continuing to work with MEA as its MCEA Advisor, delivering training programs and pursuing improvements to the MCEA process.

**The MEA plans to offer an additional MCEA Workshop in the autumn of 2019. Check our website for information regarding the dates and registration. [www.municipalengineers.on.ca](http://www.municipalengineers.on.ca)**

## REGISTRATION FORM

Last name	First name	Title
Municipality/Company		
Address		
Town/City		Postal Code
Business Telephone	Business Fax	Email address

WORKSHOP TITLE	LOCATION	DATES	FEE	TOTAL
Municipal Class EA Workshop	Centre for Health and Safety Innovation 5110 Creekbank Rd Mississauga, ON L4W 0A1 905-219-0044  Conference Centre East	June 3 <sup>rd</sup> and 4 <sup>th</sup> 2019	\$475 +HST (MEA members) \$575 + HST (Non-members)	

Dietary Restrictions:     Vegetarian     Kosher     Halal     Allergies: \_\_\_\_\_

Please check one:     Mastercard     Visa

CARD # \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

- FAX REGISTRATION FORM TO 289-291-6477**  
 **CHEQUE payable to Municipal Engineers Association**

**REFUNDS AND CANCELLATION:**

- If written cancellation is received at least 10 working days in advance – 100% refund
- If written cancellation is received 9-3 working days in advance – 50% refund
- If written cancellation is received less than 3 working days in advance – No Refund
- If payment has not been received at the time of cancellation, an invoice will be issued for the appropriate amount as costs have already been incurred.
- If circumstances prevent a previously registered person from attending a course, substitutions are permitted up to and on the day of the event.

**Accommodation**

The Residence Inn by Marriott, 5070 Creekbank Rd, Mississauga is offering a special guest room rate. Please call the hotel directly to reserve at 905-602-7777 and ask for the Ontario Good Roads Association room rate.