

**'ONE WINDOW' COORDINATION PROCESS  
for  
Mineral Development Projects in Ontario**



## Table of Contents

<b>1. INTRODUCTION AND PURPOSE</b> .....	3
Introduction .....	3
Interpretation .....	3
Definitions .....	4
Objectives .....	4
Purpose.....	5
<b>2. 'ONE WINDOW' COORDINATION PROCESS DESCRIPTION</b> .....	7
Step One: Project Screening.....	7
Step Two: Project Definition and Evaluation .....	9
Proponents.....	9
Ministry Contacts.....	10
Inter-Ministry/Agency Review Meetings .....	10
Aboriginal Consultation.....	11
Step Three: Regulatory Process Implementation.....	13
Overlapping Information Requirements.....	13
Public Consultation.....	14
Communication .....	14
Step Four: Post - Project Evaluation.....	15
Process Flow Chart.....	16
<b>3. ROLES AND RESPONSIBILITIES</b> .....	17
Lead Ministry.....	17
'One Window' Coordination Process Project Coordinator .....	17
Participating Ministries .....	18
Ministry Contacts.....	18
Other Government Ministries/Agencies .....	19
Proponents.....	19
<b>4. ISSUES RESOLUTION PROCESS</b> .....	21
Purpose of the Issues Resolution Process.....	20
<b>5. ADMINISTRATION</b> .....	22
Review .....	22
Training.....	22
<b><u>SCHEDULE 1:</u></b> Participating Ministries .....	23
<b><u>SCHEDULE 2:</u></b> Ministry Representatives.....	28
<b><u>APPENDIX A:</u></b> Project Definition Template.....	29
<b><u>APPENDIX B:</u></b> Meeting Minutes Template .....	29

**Note:** Timelines refer to calendar days

# 1. INTRODUCTION AND PURPOSE

## INTRODUCTION

Mineral development projects can be extremely complex undertakings, requiring the involvement of many government ministries and departments at the municipal, provincial and federal levels. These ministries and departments are responsible for a myriad of regulatory processes that are designed to ensure such matters as public safety, protection of the environment and the sustainable use of resources in support of economic development.

To facilitate the permitting and approvals process associated with mineral development projects, a 'One Window' Coordination Process has been initiated. This 'One Window' Coordination Process document defines the role of the mineral development project Proponent as well as outlines and explains how government will participate in, and facilitate, the process.

It is an approach that attempts to coordinate the activities of the various parties, including the Proponent, involved in mineral development permitting and approvals and defines a framework outlining the roles, responsibilities, and expectations of those parties.

## INTERPRETATION

The 'One Window' Coordination Process

- (a) Provides an administrative coordination framework within which ministries and others may coordinate their respective powers and duties related to new mineral development projects.
- (b) Does not create any new legal powers or duties nor alter existing legal powers or duties of the signatories or participants.
- (c) Does not provide legal advice to the Proponent of a mineral development project. Proponents remain wholly responsible for complying with the legal requirements applicable to their projects.
- (d) Provides timelines that are limited to the coordination framework and that do not alter or prejudice existing regulatory and approval timelines.

**Note:** All information collected as part of the 'One Window' Coordination Process (see 'One Window' Coordination Process Description) is done in

accordance with the requirements of the *Freedom of Information and Protection of Privacy Act* (FIPPA).

## **DEFINITIONS**

In this document:

**“Proponent”** – means the owner of the project or planned project.

**“Lead Ministry”** – means the Ministry of Northern Development, Mines and Forestry, unless determined otherwise for a particular project.

**“Project Coordinator”** – means a person within the Lead Ministry assigned to a specific project.

**“Participating Ministries”** – means those ministries with some regulatory authority in respect of the Proponent’s mineral development project, including the Lead Ministry. Other agencies that are not signatories to this agreement (e.g. municipalities, Ministry of Culture, Federal Government etc) may also be involved from time to time depending upon the nature and/or scope of the mineral development project.

**“Ministry Contact”** - means a person within the Participating Ministry or outside agency assigned to a specific project.

**“Mineral Development Project”** – means a new project that will require the issuance of multiple permits and approvals and thereby the likely involvement and/or input of more than one government ministry.

## **OBJECTIVES**

The objectives of the 'One Window' Coordination Process are to provide

(a) for efficient, transparent and timely review of new mineral development projects that involve the regulatory requirements of more than one government ministry or department;

(b) a framework of clear roles and responsibilities, including effective communication processes and improved information sharing, between a Proponent and government as well as within government; and

(c) project Proponents, via the Project Coordinator, with a clearer understanding of where their permit and approval applications are within the regulatory process, thereby allowing more efficient project planning.

## **PURPOSE**

The purpose of this 'One Window' Coordination Process is to provide an efficient, transparent and timely process for the review, permitting and approval of new mineral development projects. The process outlines the roles and responsibilities of various participating ministries and departments in coordinating a multi-ministry regulatory process, the steps to be followed, and also a mechanism by which coordination challenges can be identified early. It facilitates communication between industry Proponents and government and, at the same time, helps to ensure that no significant issues are overlooked.

Outlined in section 2 is a description of the 'One Window' Coordination Process and also an explanation of the roles of key government departments, as well as the Proponent, in obtaining required permits and approvals for mineral development projects in the province of Ontario.

The 'One Window' Coordination Process is not intended to alter or influence the statutory authority or responsibility of any regulatory body. Instead, it is only intended to provide a framework of clear roles and responsibilities, thereby allowing government and industry to work together. It is a tool developed to provide a more efficient process for coordinating the permitting and approval of mineral development projects. The information and advice provided by the Project Coordinator and the Participating Ministries is designed to assist the Proponent with the regulatory process. However, the guidance provided to the Proponent under this process will be limited by the quality and/or quantity of information submitted by the Proponent in the Project Definition Template for the project (Appendix A).

The Project Coordinator and the Participating Ministries will not provide the Proponent with legal advice. The Proponent remains wholly responsible for complying with the legal requirements applicable to his/her project.

The timelines outlined in this agreement are intended to ensure the 'One Window' Coordination Process continues in an efficient and effective manner. The timelines are not binding on the Participating Ministries - in cases where timelines cannot be met, Participating Ministries will communicate this directly to

the Project Coordinator and both will work together to revise timelines as necessary and ensure that the 'One Window' Coordination Process continues to operate efficiently.

The 'One Window' Coordination Process does not replace or override any regulatory or consultation timelines.

## 2 . 'ONE WINDOW' COORDINATION PROCESS DESCRIPTION

In this process, the Ministry of Northern Development, Mines and Forestry (MNDMF) is the Lead Ministry and is responsible for facilitating the coordination of the multi-agency regulatory process for projects that may involve several ministries.<sup>1</sup>

A Project Coordinator from MNDMF will work closely with the other Participating Ministries that are signatories to this agreement. The Participating Ministries are listed in Schedule 1. Each Participating Ministry will assign a Ministry Contact person(s) who in turn will lead their ministry's participation in the coordination process. Other agencies and governments (e.g. municipalities, federal government) which are not signatories of this agreement may be invited to join this process on a specific project basis, when deemed warranted. Figure 1 provides an outline of the 'One Window' Coordination Process.

### *Step One: Project Screening*

The purpose of the screening is to determine if the project would benefit from proceeding under the 'One Window' Coordination Process and to outline the next steps.

Upon being advised of a new mineral development project the Project Coordinator will screen the project for its potential regulatory components and complete an assessment of the scope of multi-ministry involvement based upon discussions with the Proponent. If other ministry or agency approvals are potentially required, the Project Coordinator will then contact them to determine if it is so and to confirm their participation.

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<sup>1</sup> Northern Development, Mines and Forestry' role as lead is not intended to displace any other government role (Federal, Provincial or Municipal) in conducting or coordinating a regulatory or planning process. Where there is another coordinating lead assigned to any process (e.g. Canadian Environmental Assessment Agency, Ministry of Municipal Affairs and Housing), Northern Development, Mines and Forestry's role is intended to be complementary.

The Project Coordinator is intended to be the first point of contact for the Proponent and will provide the Proponent with preliminary information on the permitting and approvals process as well as links and contacts for other information they may need.

Since early stage exploration projects typically need fewer permits, they are not expected to be reviewed and coordinated through the 'One Window' Coordination Process, and, in general, they will be referred to the appropriate principal regulatory ministries for direct discussions. However, exceptions will be considered if project permitting and approvals complexities warrant.

Projects that would benefit from the 'One Window' Coordination Process would include the following:

- those requiring multiple permits and/or approvals
- those requiring the involvement of more than one Participating Ministry
- those which will trigger a requirement for processes under the Environmental Assessment Act (provincially and federally)

These would include many advanced exploration projects, new mines and significant mine expansions, for example.

The screening process may also be initiated through direct contact between Proponents of exploration and mineral development projects and any of the Participating Ministries. In that event, the Proponent would be advised of the existence of the 'One Window' Coordination Process and notified that they will be contacted by the MNDMF Project Coordinator within the geographic area (Schedule 2) of the proposed project.

Upon completion of the screening process, the Project Coordinator, in consultation with the Ministry Contacts, will determine if the project is deemed suitable for being dealt with under the 'One Window' Coordination Process.

## ***Step Two: Project Definition and Evaluation***

If it has been determined through screening that a project is suitable for the 'One Window' Coordination Process, then, in order to properly understand the scope of the Proponent's project plans, it is important that critical project-specific information is made available early in a clear and consistent manner to the Project Coordinator. To help achieve this, a Project Definition Template has been developed to guide in the preparation and assembly of the appropriate information (Appendix A).

The Project Definition Template will assist the Proponent in developing a detailed description of their project. A thorough project description will be developed early in the coordination process to assist in understanding what potential permits and approvals may be required for the project. The completed template will be distributed by the Project Coordinator to the Participating Ministries through the appropriate Ministry Contact as well as all to other potentially impacted regulatory ministries.

**Note:** This template can be acquired at any MNDMF office or by going online to <http://ontario.ca/miningpermits>

### **Proponents**

Proponents are responsible for complying with all regulatory requirements under relevant statutes and regulations and will be expected to

- Provide accurate and complete descriptions of their planned projects using the advice given by the Project Coordinator as well as by following the guidelines outlined in the Project Definition Template or any other related document, such as information required for decisions related to environmental assessment and permit documents.
- Provide timely, accurate and detailed information, as requested by reviewing ministries. This includes but is not limited to the information outlined in the Project Definition Template. Incomplete permit or approval applications will be returned to the applicant.
- Participate actively and cooperatively in the 'One Window' Coordination Process by attending scheduled meetings.
- Fund their own participation in the 'One Window' Coordination Process.

In completing the Project Definition Template, the Proponent acknowledges that the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31 (FIPPA) applies to and governs all information provided in any related application and, during the processing of the application and the permits, to approvals and licences for the Project. Records in the custody or control of the Ontario government are accessible to the public under FIPPA, subject to certain specific exemptions. The Proponent acknowledges that any information provided to the Ontario government under the 'One Window' Coordination Process may be disclosed if required under FIPPA or by an order of a court or tribunal or pursuant to a legal proceeding.

In addition, the Proponent acknowledges that the information being collected as part of any related application and the 'One Window' Coordination Process is business and project information that MNDMF will share with other Participating Ministries for purposes of processing the application and administering the 'One Window' Coordination Process. The Proponent may be asked to provide express consent in this regard. MNDMF and/or the other Participating Ministries may contact Proponents to obtain feedback on the process, to assist with improvements and program evaluation.

### **Ministry Contacts**

Ministry Contacts will be responsible for distributing the completed Project Definition Template to the appropriate departments or branches within their respective ministries.

Within 30 days of receiving the completed template, each Ministry Contact will compile a preliminary list of potential regulatory licences, permits and approvals, as well as a preliminary assessment of potential information requirements. Ministry Contacts will also identify key individuals at their agency to participate in further coordination discussions and will make the names and contact information known to the relevant Project Coordinator.

### **Inter Ministry/Agency Review Meetings**

The Project Coordinator may propose an initial meeting early in the process involving the Proponent, Participating Ministries, as well as other invited parties, deemed required by the Project Coordinator in consultation with the Ministry Contacts.

The purpose of the initial meeting is to introduce the Proponent and project to all the parties. The Proponent will present the project. Government ministries will provide feedback outlining potential regulatory requirements, as well as their initial thoughts regarding any information or study requirements or potential environmental and social concerns. These meetings are intended to help scope and identify any opportunities for better coordination of permitting and approvals and information needs, and attendance by all participating ministries should be given a high priority.

Meeting notes will be prepared by the Project Coordinator using the Meeting Minutes Template (Appendix B) and distributed to participants for comment and revision within 1 week following the meeting. Participating ministries will review and make any necessary corrections and revisions to the notes within 2 weeks of receipt. Final notes will be distributed to all attendees by the Project Coordinator.

The review process will proceed in accordance with the general principles regarding timelines articulated earlier in this document. However, it must be recognized that project plans may change or be refined during this planning phase. New information may bring other regulatory needs to the surface and therefore this process, to a large degree, will be an iterative or ongoing effort.

### **Aboriginal Consultation**

The government will assess each project accepted under the 'One Window' Coordination Process to determine whether the Crown has an obligation to consult Aboriginal communities in relation to the project. The nature, scope and content of the Crown's duty to consult can vary widely, depending on the particular circumstances of a project. This analysis involves assessing the nature and strength of any rights that Aboriginal communities have claimed or asserted and how the government's proposed decisions and actions may affect those rights.

The Proponent will be encouraged by the Project Coordinator to commence discussions and engagement of potentially impacted Aboriginal communities as early as possible and shall keep the Lead Ministry informed of their efforts. The ultimate legal responsibility for fulfilling any duty to consult rests with the government.

The Lead Ministry has the responsibility for coordinating the Crown's consultation efforts on decisions relating to mining and mineral exploration. If the project requires approvals or decisions by other Participating Ministries there will be a

coordinated approach to the government's consultation with Aboriginal communities.

### ***Step Three: Regulatory Process Implementation***

At this stage, the regulatory process, including all of the permitting and approvals processes, should be defined and well understood and all regulatory ministries, Ministry Contacts and other key people should have been identified. The project has been well defined and is well understood by the ministry and other agency representatives to whom it has been described by the Proponent. The Proponent now commences detailed planning and applies for further required permits and approvals. Also, public consultation is now initiated.

The Project Coordinator and the Ministry Contacts from all Participating Ministries will carry out the following activities to help coordinate the steps required in permitting and approvals for the project:

- early in the process, and on an ongoing basis, anticipate potential costs (i.e. travel, meals, accommodation) and resources required to facilitate the approval and permitting process;
- identify the priority of each project and commit the necessary resources to support this prioritization decision for the respective ministries;
- attend all relevant meetings (in the event a meeting cannot be attended a suitably qualified alternate should be designated);
- identify opportunities to avoid duplicate effort, share costs and partner where possible and appropriate;
- identify project information requirements, such as technical and baseline studies;
- provide accurate and timely information and direction to the Proponent on how it can work with each Participating Ministry to address requirements related to the regulatory process;
- ensure the Proponent is clearly aware that any advice given is not intended to be legal advice and that they are solely responsible for meeting their regulatory requirements;
- facilitate the 'One Window' Coordination Process;
- track and monitor project approvals and permitting.

### **Overlapping Information Requirements**

If information needs overlap or complement one another, and where it would be beneficial or appropriate to do so as determined by the Project Coordinator and the Participating Ministries, they will facilitate the establishment of technical information teams and participate in coordinated studies and data collection as appropriate to their respective mandates and responsibilities.

### **Public Consultation**

The Participating Ministries' role in public consultation processes will be coordinated by the Project Coordinator, working closely with the Participating Ministries where feasible and appropriate by

- providing advice and direction to the Proponent on how it may wish to conduct public consultation;
- having the Project Coordinator help coordinate various consultation requirements of the project, where appropriate, and work with the Participating Ministries and the Proponent to provide a collaborative approach to meeting and engaging the public;
- providing a sufficiently broad government representation at meetings to ensure a knowledgeable and responsive discussion;
- making efficient use of time and resources through combining meetings where appropriate;
- each ministry or agency agreeing to share travel and other associated costs when appropriate;
- coordinating consistent advice across government ministries where appropriate, i.e. who to consult with, how, when, how long?

### **Communication**

The Project Coordinator, in consultation with the Participating Ministries, will facilitate a communications process designed to optimize dialogue and information sharing among the various parties participating in permitting and approval of the project. It will be jointly developed, as required, to suit the needs of the project.

It will

- provide direction on how information will be collected and updated
- provide direction on how information will be controlled and distributed
- provide direction on how information will be stored
- address communication within the project team, and with internal and external client groups

**Note:** The Project Coordinator will not need to be informed of all issues related to a project; only those which are pertinent to the management of the overall 'One Window' Coordination Process. This could include information related to key staff changes and/or key project milestones, such as regulatory processes triggered, approvals granted, upcoming announcements, public meetings, Aboriginal consultation sessions, public input and other issues that may be important to the overall effectiveness of the 'One Window' Coordination Process. All parties shall distribute relevant information and material listed above to each other within 1 week of its receipt or as soon as is reasonably possible.

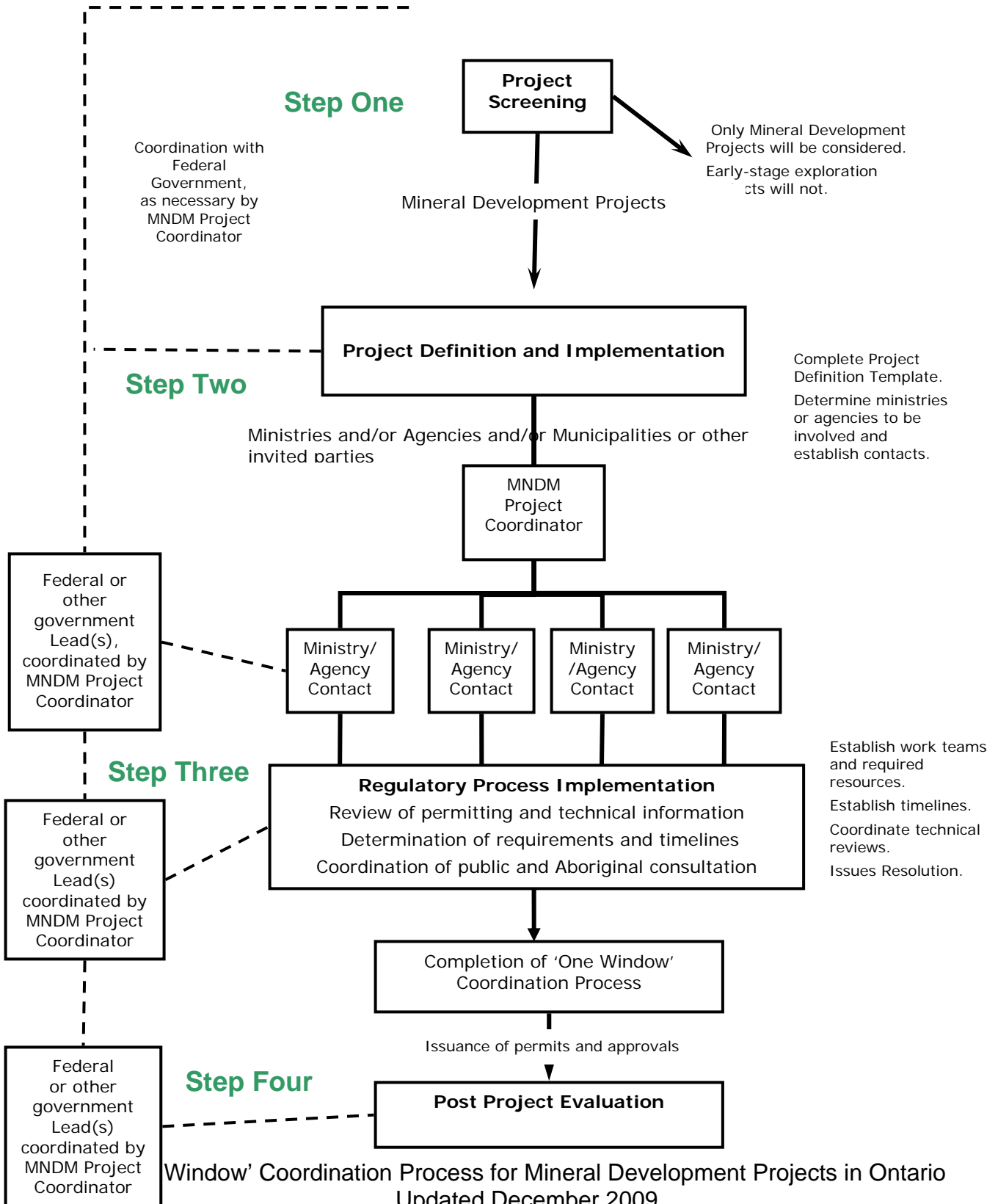
#### ***Step Four: Post-Project Evaluation***

During the 'One Window' Coordination Process, any opportunities for improving the effectiveness of the process should be captured on an ongoing basis. Upon completion of the essential permitting and approvals processes (i.e. permit issuance) for a project, however, the Project Coordinator shall convene post-project evaluation meetings with the Proponent and with Ministry Contacts and any other ministries or agencies involved. Proponent and Ministry Contact meetings shall be held separately.

The time frame for completion of post-project evaluation meetings will generally be 90 days following the issuance of the project approvals.

The results of the evaluation shall be reviewed and an action plan drawn up (if necessary) to make necessary adjustments to the 'One Window' Coordination Process, training plans or service standards within the process.

**FIGURE 1: PROCESS FLOW CHART**



### 3. ROLES AND RESPONSIBILITIES

This section outlines the roles and responsibility for the Lead Ministry, Participating Ministries and the Proponent. For the purposes of its own regulatory authority, the Lead Ministry is also a Participating Ministry.

#### *Lead Ministry*

As the Lead Ministry, MNDMF has a lead role in facilitating the agreement as outlined in this document. Related responsibilities include, where appropriate

- assigning a knowledgeable and skilled lead person, or Project Coordinator, for each project proceeding under this 'One Window' Coordination Process
- developing and implementing communication plans
- developing and implementing training plans
- participating in any periodic review of the 'One Window' Coordination Process

#### **'One Window' Coordination Process Project Coordinator**

The Project Coordinator is intended to be the first point of contact for the Proponent and will provide preliminary advice and assistance on potential approval and permitting processes and the potential involvement by other government ministries or agencies.

The Project Coordinator will

- facilitate the implementation of the 'One Window' Coordination Process for assigned projects;
- provide the Proponent with a Project Definition Template and assist in the development of a detailed description of their project;
- contact all involved, or potentially involved, regulatory ministries (including municipal and federal governments), requesting they assign a Ministry Contact to the project (agencies also, if required);

- circulate the completed Project Definition Templates to the assigned ministry or agency;
- ensure open lines of communication among participating parties, including between the Proponent and the relevant Participating Ministry or agency
- coordinate and chair inter-ministry meetings;
- work with the Ministry Contact(s) to develop a clear understanding of their ministry regulatory requirements;
- work in collaboration with Ministry Contact(s) to coordinate any joint announcements or communications pieces related to the 'One-Window' Process or a project being taken through it;
- work in collaboration with Ministry Contact(s) to coordinate the required Aboriginal consultation;
- work in collaboration with Ministry Contact(s) to facilitate and coordinate communications with stakeholders, public and Aboriginal communities where appropriate;
- act as the point of contact for questions and information regarding the 'One Window' Coordination Process;
- direct coordination challenges to the Issues Resolution Process
- work in collaboration with Ministry Contact(s) to coordinate the Issues Resolution Process;
- track and monitor overall progress of the 'One Window' Coordination Process.

### *Participating Ministries*

Each Participating Ministry will work through the Project Coordinator and where appropriate

- participate in, and follow, the 'One Window' Coordination Process outlined within this document;
- assign an appropriate Ministry Contact who will coordinate communications within his or her own ministry and work through the Project Coordinator to coordinate communications with other ministries (including municipalities and the federal government), as well as with the Proponent;

- make reasonable efforts to ensure continuity of the Ministry Contact provided;
- inform the Project Coordinator of coordination challenges (e.g. shifting timelines);
- exercise all reasonable efforts to make appropriately qualified personnel available;
- be responsible for its own full participation in the 'One Window' Coordination Process, including the cost of that participation;
- identify opportunities to coordinate, cost share and partner with other government ministries where possible and appropriate;
- where possible and considered appropriate, provide early advice and information to the Project Coordinator, other government ministries and to the Proponent regarding information deficiencies, new regulatory requirements, significant issues or emerging public concerns;
- endeavour to provide accurate and timely information and direction to the Proponent on how to meet information and process requirements related to the regulatory process;
- ensure appropriate ministry staff are in attendance at all meetings where possible;
- where appropriate, participate in joint technical studies and data collection.

### **Ministry Contacts**

Ministry Contacts will, where appropriate

- Participate in determining the scope of the required permits and approvals for projects subject to the 'One Window' Coordination Process.
- Attend all relevant meetings, where possible. When a Ministry Contact cannot attend a meeting, suitably qualified alternates should be designated to attend instead.
- Ensure the right staff from his/her ministry are at meetings.
- Establish work teams and define resources required.
- Establish agreed-upon timelines for review.
- Facilitate resolution of internal technical issues.

- Coordinate communications within his/her ministry and with other ministries involved.
- Inform the Project Coordinator of any problems with the 'One Window' Coordination Process.

### ***Other Government Ministries/Agencies***

Other ministries or agencies<sup>2</sup> who are not Participating Ministries under this agreement may be asked by the Project Coordinator to participate in the 'One Window' Coordination Process if there is general agreement from the Participating Ministries that their participation would be beneficial to a specific project.

Likewise, any government department or agency (for example, Ministry of Culture) may request that it participate in the 'One Window' Coordination Process.

### ***Proponents***

Proponents are responsible for complying with all regulatory requirements under relevant statutes and regulations and will be expected to

- Participate actively and cooperatively in the 'One Window' Coordination Process by attending scheduled meetings.
- Provide accurate and complete descriptions of their planned projects using the advice given by the Project Coordinator as well as by following the guidelines outlined in the Project Definition Template or any other related document, such as information required for decisions related to environmental assessment and permit documents.
- Provide timely, accurate and detailed information, as requested by reviewing ministries. This includes, but is not limited to, the information outlined in the Project Definition Template. Incomplete applications will be returned to the applicant.
- Fund its own participation in the 'One Window' Coordination Process.

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<sup>2</sup> Such as the Ministry of Culture, Technical Standards and Safety Association (TSSA), Conservation Authorities, Ontario Energy Board (OEB) or the Canadian Nuclear Safety Board (CNSB).

## 4. ISSUES RESOLUTION PROCESS

### *Purpose of the Issues Resolution Process*

The primary goals of the Issues Resolution Process are to ensure that:

1. When issues with respect to the 'One Window' Coordination Process arise the Project Coordinator will attempt to manage these issues, working closely with the appropriate Ministry Contacts
2. As required, the Project Coordinator, in consultation with the Ministry Contacts, will elevate issues to a committee of affected ministry directors for resolution

Note: Ministry-specific issues will be addressed by the Ministry Contact and his/her ministry team

## 5. ADMINISTRATION

### *Review*

To facilitate an assessment of the ongoing effectiveness of the 'One Window' Coordination Process and ensure a consistent approach, this agreement shall be formally reviewed after the first 12 months, and at a minimum, every 2 years thereafter, with responsibility for initiating this review being that of the Lead Ministry. Participating Ministries may also decide to review the terms of their participation in the 'One Window' Coordination Process at this time.

Participating Ministries can bring recommendations for change forward at any time.

Further, the Lead Ministry will summarize the results of any post-project evaluation and distribute the summary with any recommended action plan and/or proposed changes to this review. As well, the post-project evaluations will form the basis of an annual status report that will be prepared by the Ministry of Northern Development, Mines and Forestry and provided to the participating ministries for their review and input.

A post-project evaluation form, once developed, will be added as Appendix C.

### *Training*

Within 3 months of signing this agreement, the Lead Ministry shall develop, with input from the Participating Ministries, a training program with appropriate educational materials. MNDMF will update the educational materials and distribute them on an ongoing basis.

Participating Ministries will inform appropriate staff in their organization of the 'One Window' Coordination Process and their potential role as a Ministry Contact and distribute the educational materials to them.

## SCHEDULE 1: PARTICIPATING MINISTRIES

SCHEDULE 1: PARTICIPATING MINISTRIES

### Ministry of Northern Development and Mines

The ministry agrees to be a party to the 'One Window' Coordination Process for mineral development as the Lead Agency and for the purpose of its regulatory interests, as a Participating Ministry.

Dated this 20<sup>th</sup> day of April 2008

[Signature] Deputy Minister  
Ontario Ministry of Northern Development and Mines

### Ministry of the Environment

The ministry agrees to be party to the 'One Window' Coordination Process as a Participating Ministry.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2008

\_\_\_\_\_  
Deputy Minister  
Ontario Ministry of the Environment

Note: Northern Development and Mines was renamed Northern Development, Mines and Forestry on June 24, 2009.

[REDACTED]

**Ministry of Northern Development and Mines**

The ministry agrees to be a party to the 'One Window' Coordination Process for mineral development as the Lead Agency and for the purpose of its regulatory interests, as a Participating Ministry.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2008

\_\_\_\_\_  
Deputy Minister

Ontario Ministry of Northern Development and Mines

**Ministry of the Environment**

The ministry agrees to be party to the 'One Window' Coordination Process as a Participating Ministry.

Dated this 14th day of April 2008

[Signature]  
Deputy Minister

Ontario Ministry of the Environment

**Ministry of Natural Resources**

The ministry agrees to be party to the 'One Window' Coordination Process as a Participating Ministry.

Dated this 16 day of May 2008

D. P. Loh Deputy Minister  
Ontario Ministry of Natural Resources

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**Ministry of Labour**

The ministry agrees to be party to the 'One Window' Coordination Process as a Participating Ministry.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2008

\_\_\_\_\_  
Deputy Minister  
Ontario Ministry of Labour

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**Ministry of Natural Resources**

The ministry agrees to be party to the 'One Window' Coordination Process as a Participating Ministry.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2008

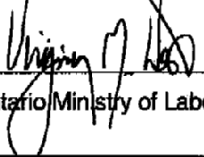
\_\_\_\_\_  
Ontario Ministry of Natural Resources Deputy Minister

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**Ministry of Labour**

The ministry agrees to be party to the 'One Window' Coordination Process as a Participating Ministry.

Dated this 14<sup>th</sup> day of May 2008

  
Ontario Ministry of Labour Deputy Minister

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**Ministry of Transportation**

The ministry agrees to be party to the 'One Window' Coordination Process as a Participating Ministry.

Dated this 6th day of May 2008

[Signature]  
Ontario Ministry of Transportation

Deputy Minister

## SCHEDULE 2: MINISTRY REPRESENTATIVES

<b>Ministry of the Environment</b>	
<b>Ministry Contact</b>	District Manager/District Supervisor, or as identified on a case by case basis or with the input of the Director, Northern Region


<b>Ministry of Labour</b>	
<b>Ministry Contact</b>	Provincial Coordinator, Mining (All Ontario)

<b>Ministry of Natural Resources</b>	
<b>Ministry Contact</b>	District Manager

<b>Ministry of Northern Development, Mines and Forestry</b>	
<b>Project Coordinators</b>	Mineral Development Advisor - Sudbury  Mineral Development Coordinator NE - Timmins  Mineral Development Coordinator NW - Thunder Bay

<b>Ministry of Transportation</b>	
<b>Ministry Contact</b>	Senior Policy Adviser Operations Office, St. Catherines

## APPENDIX A: PROJECT DEFINITION TEMPLATE



# Project Definition Template

for  
**Advanced Exploration and  
Mine Development Projects**

A guide to the information needed to  
plan for permitting and approval of  
a mineral sector project in Ontario.

December, 2009

**ONTARIO**  
CANADA

Ontario Ministry of Northern Development, Mines and Forestry

See full document at: <http://ontario.ca/miningpermits>

## APPENDIX B: MEETING MINUTES TEMPLATE

### MINUTES OF MEETING

Date/Time	File no.	
Location	Written by	Project Coordinator
Subject	Reviewed by	
Present		
Other Distribution		

	ITEMS	ACTION
1.0	General Topic to be discussed- including perhaps an overview of it	
1.1	Specific items discussed within the topic above	<b>Name</b> of person(s) assigned action with <b>date</b> of expected completion identified
2.0		