

Review Panel Procedure on Submissions

March 9, 2017

Background

The Review Panel established for the proposed Milton Logistics Hub project (the Panel) is conducting an environmental assessment under to the *Canadian Environmental Assessment Act, 2012*, as well as gathering information to assist the Canadian Transportation Agency in its assessment of the reasonableness of the location of a new railway line, under the *Canada Transportation Act*. As part of its mandate, the Panel will invite participants to provide written submissions at several points during the joint process for the review.

The Panel has established the following procedure for submission of comments, proposed information requests, procedural motions, hearing submissions and any other type of submission.

The purpose of the procedure is to ensure the review process proceeds in a manner that is respectful and transparent for all participants, and to ensure that material accepted by the Panel is relevant to its mandate.

Applicability

The comment period on the sufficiency of the Environmental Impact Statement will close on March 13, 2017. The procedure outlined in this document will apply as of March 14, 2017 and will be in place for the remainder of the Panel's mandate. If you submit comments on the sufficiency of the EIS before March 14, 2017 you are also encouraged to follow this procedure.

Procedure

Submissions received by the Panel will be added to its record and posted to the Canadian Environmental Assessment Registry, except in certain circumstances. The Panel may reject a submission if:

- it does not include the full name of the individual or the name of the organization making the submission;
- it contains abusive or inappropriate language; or
- it is outside the mandate of the Panel as described in its [Terms of Reference](#) (Document #391).

Such submissions would be returned to the sender with a notification that the information will not be posted to the Registry and therefore will not be considered by the Panel.

If a submission is rejected by the Panel, the contributor will be given the opportunity to resubmit with appropriate changes (for example, identification of first and last name, removal of inappropriate language, or provision of a summary of large volumes of material and a rationale of how it relates to the mandate of the Panel).

Submissions accepted by the Panel will be considered public and posted on the Canadian Environmental Assessment Registry, #80100. Personal information, such as home addresses, home telephone numbers, personal email addresses and signatures, will be removed by the Panel Secretariat prior to posting on the registry internet site.

Submissions must be submitted in a timely manner so the Panel can conduct its assessment within the legislated timelines. The Panel cannot guarantee that submissions received after the established deadlines will be considered.

What to Include with Your Submission

1. **Submission title** (*Required*)
2. **Author** - full name of the individual or organization (*Required*)
3. **Executive summary** (*Optional*)
 - Up to 500 words in length

How to Send Submissions

- Submissions should be sent directly to the Panel at MiltonHubPanel@ceaa.gc.ca
- Accepted formats are plain text in an email or as files sent as email attachments (e.g. PDF, MS Word, PowerPoint)
- Participants are encouraged to be concise in their submissions, with a suggested 30 page maximum (not including appendices or figures)
- Participants are encouraged to use the Panel's [resource document](#) (Document # 398) when providing Proposed Information Requests for the Panel's consideration
- Participants concerned about confidentiality should consult subsections 45(4) and 45(5) of the *Canadian Environmental Assessment Act, 2012*

Distribution List

Participants who make a submission to the Panel will have their email addresses added to the Panel's distribution list. Members of the distribution list will receive updates and notifications as the process proceeds. Please be assured that your personal information will be kept confidential.

Email addresses will be removed from the distribution list upon request, or if the Panel Secretariat receives multiple notifications that a message was undeliverable to that address.