
DIRECTION GÉNÉRALE DE L'ÉVALUATION ENVIRONNEMENTALE ET STRATÉGIQUE

Preliminary information on
a project in a northern region

October 2014

*Développement durable,
Environnement et Lutte
contre les changements
climatiques*

Québec 

INTRODUCTION

Sections 22 and 23 of the James Bay and Northern Québec Agreement (JBNQA) establish an environmental and social protection regime for northern Québec. They also address areas of federal and Québec jurisdiction. Areas falling under Québec jurisdiction were entrenched in Chapter II of the Environment Quality Act (R.S.Q., c. Q-2) (EQA).

Chapter II of the EQA sets out the environmental and social impact assessment and review procedures for the territories of James Bay and Nunavik (<http://www.mddelcc.gouv.qc.ca/evaluations/mil-nordique/index-en.htm>). Different procedures apply in southern Québec and the Moinier region.

Projects automatically subject to one of the procedures for northern Québec are listed in Schedule A of the EQA, and projects automatically exempt from the procedures are listed in Schedule B. Projects not listed in either of the schedules, or so-called “grey-zone” projects, must be submitted to the Ministère du Développement durable, de l’Environnement et de la Lutte contre les changements climatiques for a decision as to whether or not they should be submitted to the applicable assessment and review procedure.

No person may carry out or undertake any project referred to in Schedule A of the EQA or any “grey zone” project in a northern region unless a certificate of authorization or an attestation of exemption is issued by the Minister, in accordance with sections 154 and 189 of the EQA. For the purposes of obtaining the certificate or attestation, the proponent of a project must transmit the preliminary information for the planned project to the Ministère.

Transmission of the preliminary information is the first step in the assessment and review procedure. It takes the form of a written notice informing the Ministère of the proponent’s intention to undertake a given project. The attached preliminary information form¹ sets out the information that must be provided to describe the general nature of the project. The information must be clearly and concisely presented and include only those elements needed to enable a clear understanding of the project and its anticipated impacts. The proponent must submit at least fifteen (15) hard copies of the preliminary information and any supporting documents as well as at least fifteen (15) electronic copies in PDF (Portable Document Format), all in French. The proponent should also submit five (5) hard copies and five (5) electronic copies in English. Additional copies may be requested depending on the scope of the project. The rules for submitting documents in electronic format are contained in the appendix.

¹ The project proponent may also submit the preliminary information in another form.

In addition, as of the entry into force of sections 115.5 to 115.12 of the EQA on November 4, 2011, an applicant for a certificate of authorization issued under this Act must file, as a condition for the issue, a “Déclaration du demandeur ou du titulaire d’une autorisation délivrée en vertu de la Loi sur la qualité de l’environnement (L.R.Q., c. Q-2)” along with any other documents required by the Minister. This requirement does not apply to projects deemed exempt from the assessment and review procedure for which an attestation of exemption is issued. The guide and forms relating to said declaration are available online at the following address: <http://www.mddelcc.gouv.qc.ca/lqe/index.htm>. The applicant’s declaration is confidential and a single copy must be submitted.

The preliminary information form, duly completed by the project proponent, and the documents related to the applicant’s declaration must be sent to the following address:²

Monsieur Gilbert Charland, Deputy Minister
Provincial Administrator for the James Bay and Northern Québec Agreement
Ministère du Développement durable, de l’Environnement et de la Lutte contre les changements climatiques
Édifice Marie-Guyart, 30^e étage
675, boul. René-Lévesque Est, boîte 02
Québec (Québec) G1R 5V7
Telephone: 418-521-3933
Fax: 418-644-8222

As soon as the Ministère receives the preliminary information form, the project is entered in the public register provided for in section 118.5 of the EQA <http://www.registres.mddlcc.gouv.qc.ca/#LQE>. The preliminary information and all other documents submitted during the course of the assessment and review procedure may be made available for public consultation.

Furthermore, in accordance with the EQA, the preliminary information is transmitted to the Evaluating Committee, for projects located in the James Bay territory, or to the Kativik Environmental Quality Commission, for projects located in Nunavik. These bodies are responsible for studying the preliminary information and, in the case of projects listed in Schedule A of the EQA, making recommendations or giving an opinion, respectively, on the directives regarding the type, scope and extent of the impact assessment statement the proponent must prepare. In the case of “grey zone” projects, these bodies respectively make recommendations or a decision regarding the advisability of submitting or not submitting the project to the assessment and review procedure and, if the project is submitted, the directives for the project. They transmit their recommendations, opinions and decisions to the Ministère, which makes the final decision to either exempt the project, in which case it issues an attestation of exemption, or to submit the project, in which case it issues directives.

² Projects located on Category I lands reserved for the Crees must be submitted to the Regional Environment Administrator, which is a Cree body (see Section 22 of the JBNQA).

The Evaluating Committee is a tripartite advisory body composed of representatives of the governments of Canada and Québec and the Cree Regional Authority. The Kativik Environmental Quality Commission is a bipartite body composed of Inuit, Naskapi and Québec government representatives. In the exercise of their functions, both bodies give due consideration to the following principles set out in sections 152 and 186 of the EQA:

- a) the protection of the hunting, fishing and trapping rights of the Native people in the territory;
- b) the protection of the environment and social milieu;
- c) the protection of the Native people, of their societies, communities and economy;
- d) the protection of the wildlife, of the physical and biological milieu and of the ecological systems of the territory;
- e) the rights and guarantees of the Native people in Category II lands;
- f) the participation of the Crees, Inuit and Naskapis in the application of the environmental and social protection regime;
- g) any rights and interest of non-Native people; and
- h) the right of the persons acting lawfully to carry out projects in the territory.

À l'usage du Ministère	Date de réception : Numéro de dossier :
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1. Project proponent (natural or legal person)

Name:	
Civic address:	
Postal address (if different from civic address):	
Telephone:	
Fax:	
Email:	
Person in charge of the project:	
Mandatory: Québec enterprise number (NEQ) assigned by the Registraire des entreprises du Québec	

2. Consultant commissioned by the proponent (if applicable)

Name:	
Civic address:	
Postal address (if different from the civic address):	
Telephone:	
Fax:	
Email:	
Person in charge of the project:	
Mandatory: Québec enterprise number (NEQ) assigned by the Registraire des entreprises du Québec	

Where the proponent has commissioned a consultant, the proponent must submit a resolution attesting that the consultant was mandated to submit this application.

3. Project title

4. Project objectives and justification

Indicate the main objectives and the reasons for implementing the project.

5. Project location

Indicate the location(s) where the project is likely to be carried out, the categories of land (I, II and III), the municipalities and, as a requirement, the geographic coordinates (degrees.minutes.seconds) in GEO NAD83 datum. Include an appendix containing a topographic or cadastral map illustrating the project location. The shape files used to produce the location map must be attached to the electronic version of the preliminary information.

6. Description of project and alternatives under study

For each phase of the project (site development, construction, operation and restoration, if applicable), describe the principle characteristics of each project alternative, including planned activities, developments and work (clearing, dynamiting, backfilling, etc.). Briefly describe the operating procedures, technologies used, required equipment and material, raw materials, etc. Attach all documents that will help get a better grasp of project characteristics (plan, sketches and drawings, cross-section, etc.).

7. Environmental components and main constraints to project implementation

For all the sites affected, briefly describe the state of the natural and human environments prior to implementation of the project, as well as the constraints to its implementation.

8. Primary impacts anticipated

Briefly describe the primary impacts likely to occur in the natural and human environments as a result of each phase of the project (site development, construction, operation and restoration, if applicable).

For “grey zone” projects, provide sufficient information to enable an assessment of the project’s environmental and social impacts with a view to determining whether or not the project should be submitted to the environmental and social impact assessment and review procedure. Explain the planned mitigation and restoration measures, if any.

9. Public information and consultation processes

The Ministère encourages project proponents to inform and consult the public at the beginning of the planning stage as well as during preparation of the impact statement to ensure more effective integration of the project in the community and environment. Explain the various forms of public information and consultation already carried out or expected to be carried out during the project planning stage, including exchanges with the local populations, in particular the Crees, Inuit or Naskapis, and, if applicable, state the concerns expressed.

10. Project schedule

Indicate the timetable for implementation of each phase of the project, bearing in mind the time required for each stage of the procedure, preparation of the impact statement, public consultations or information sessions held by the proponent or responsible committees, etc.

11. Subsequent phases and related projects

If applicable, discuss subsequent phases of the proposed project, as well as any other project likely to influence the project design.

12. Signature of the applicant

I, (name of applicant or authorized signatory, position), hereby certify that the information provided in this preliminary information form is accurate to the best of my knowledge.

Signature of applicant or authorized signatory

Date

Appendix

Rules for submitting documents in electronic format for the environmental assessment procedure for projects in a northern region – Documents prepared by the project proponent –

The information in this appendix is intended to guide project proponents in submitting documents in electronic format for the environmental and social impact assessment and review procedure for projects in a northern region. All documents submitted by proponents will be filed, eventually, in the public register of the Ministère du Développement durable, de l'Environnement et de la Lutte contre les changements climatiques and will be available on the department's website. Since the primary constraints of mass online distribution of documents are the file size in octets and the digital format used, the Ministère has chosen PDF format as the standard format for distribution of all digital third-party information. The following information aims to facilitate, optimize and standardize the dissemination of these documents and is based on the functions of Adobe Acrobat®.

1. Adobe Acrobat® documents and optimization of PDF files

Please follow the simple rules outlined below. They normally function with all versions of Adobe Acrobat®, although the most recent version of Adobe Acrobat generally contains more features and facilities than older versions.

- Preparing an Adobe PDF version for online viewing.
- About electronic publication of Adobe PDF documents.
- Optimizing Adobe PDF documents.
- Compressing images in Adobe PDF files.
- Using fonts in Adobe PDF files.
- Naming Adobe PDF files.
- Practical recommendations for preparing Adobe PDF documents for electronic output.

2. Organizing and preparing documents

To provide guidance for the person responsible for the Ministère's register, the directory, subdirectory and file tree of documents contained on the CD sent must reflect that of the printed documents so as to enable quick and easy reference. A list of file names and file contents is also required.

3. General rules for all files

When creating your PDF files, choose a parameter that will net the best file optimization possible for the Web. Because large files can take a long time to download, especially with a low-speed modem connection, PDF files should not exceed the critical weight of approximately four (4) megabytes. Bigger files than that should be split into clearly identified parts.

Do not protect files with a password. The Ministère will password-protect the files before posting them to its website. Internet users will be able to view, print and extract text and images.

Files must be compatible with Adobe Reader® 5.0.

Files should contain bookmarks facilitating online viewing in a given document. As a minimum, bookmarks should mirror the contents of each table of contents and, if applicable, the list of figures and tables. Where possible, avoid bookmarks that hyperlink to outside sources. However, if such bookmarks are necessary, please inform us of such.

Descriptive information contained in files must not include personal information.

4. Special rules for large physical documents

Given the number of geomatics, mapping and compugraphics platforms available for producing large physical documents and that, in most cases, the latter can be viewed only on the original platform or using special display software, PDF will be the only electronic file format used for dissemination in the Ministère's public register. PDF files can be created in one of two ways:

- in a single vector file duly identified, ideally under four (4) megabytes, being careful to set the paper size according to the size of the original physical document;
- in a single raster file duly identified, being careful to adjust the resolution to optimize reading and document size in octets.

All documents on geomatics, mapping and compugraphics platforms must, where necessary, include a graphic scale.

For additional information on submission of electronic documents, please contact:

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575, rue St-Amable, bureau 2.10
Québec (Québec) G1R 6A6
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Fax: 418-643-9474
Email: bernard.desrochers@bape.gouv.qc.ca