Information Bulletin – Environment Act Proposal Report Guidelines

Manitoba
Conservation and Water Stewardship

These guidelines apply to all Environment Act Proposals (EAPs) under *The Environment Act*. They prescribe what is required in report(s) supporting the EAP, and the quantity and types of copies required.

Separate, supplementary guidelines exist for certain types of developments, indicating additional information required. These guidelines are available on the Environmental Approvals Branch (EAB) webpage (http://www.gov.mb.ca/conservation/eal) or by contacting the EAB.

DEVELOPMENT ENVIRONMENTAL ASSESSMENT (EA) REPORT

This information is based on the Licensing Procedures Regulation (Manitoba Regulation 163/88).
Note that where Imperial measurements are used, metric equivalents must be listed as well.

The main EA Report typically contains the following:

- Executive summary
- Introduction and background
- Description of proposed development, including construction, operation, maintenance, and decommissioning if applicable
- Description of existing environment in the project area
- Description of environmental effects of the proposed development
- Description of the human health effects of the proposed development
- Mitigation measures to protect the environment and human health and residual environmental effects
- Follow-up plans, including monitoring and reporting
- Conclusions

Definitions

"environment" means

(a) air, land and water, or
(b) plant and animal life, including humans

"environmental health" means those aspects of human health that are or can be affected by pollutants or changes in the environment

"pollutant" means any solid, liquid, gas, smoke, waste, odour, heat, sound, vibration, radiation, or a combination of any of them that is foreign to or in excess of the natural constituents of the environment, and

(a) affects the natural, physical, chemical, or biological quality of the environment, or
(b) is or is likely to be injurious to the health or safety of persons, or injurious or damaging to property or plant or animal life, or
(c) interferes with or is likely to interfere with the comfort, well being, livelihood or enjoyment of life by a person.

Introduction and Background

- Need or rationale for the development, purpose, and alternatives; may include one or more of the following depending on the development:
    - products or services to be provided and process technologies to be used;
    - quantitative information on the volumes or amounts of products or services as applicable;

- current population trends, if a specified population is to be served by the development; and
- reference to previous studies and activities relating to feasibility, exploration, or project siting and prior authorization received from other government agencies.

Description of Proposed Development

- Certificate of Title showing the owner(s) and legal description of the land upon which the development will be constructed; or, in the case of highways, rail lines, electrical transmission lines, or pipelines, a map or maps at a scale no less than 1:50,000 showing the location of the proposed development.

- Owner of land upon which the development is intended to be constructed, and of mineral rights beneath the land, if different from surface owner.

- Existing land use on the site and on land adjoining it, as well as changes that will be made in such land use for the purposes of the development.

- Land use designation for the site and adjoining land as identified in a development plan adopted under *The Planning Act* or *The City of Winnipeg Act*, and the zoning designation as identified in a zoning by-law, if applicable.

- Description of proposed development and schedule for stages of the development, including proposed dates for planning, design, construction, commissioning, operation, and decommissioning and/or termination of operation (if known), identifying major components and activities of the development as applicable (e.g. access road, airstrip, processing facility, waste disposal area, etc.).

- Funding, including the name and address of any government agency or program (federal, provincial or otherwise) from which a grant or loan of capital funds have been requested (where applicable).

- Other federal, provincial or municipal approvals, licences, permits, authorizations, etc. known to be required for the proposed development, and the status of the project's application or approval. (Information on federal approval requirements may be obtained from the Canadian Environmental Assessment Agency at http://www.ceaa-acee.gc.ca/default.asp?lang=En&n=D75FB358-1.)

- Results of any public consultations undertaken or to be undertaken in conjunction with project planning.

Description of Existing Environment in the Project Area

- The biophysical environment as related to the development, including topographic and base maps and aerial photographs as necessary, as follows:
    - description of the local area and regional setting including important terrain features such as hills, valleys, lakes, rivers, shorelines, etc;
    - description of the prevailing climate and meteorological conditions, and identification of any nearby climate monitoring stations;
    - identification and description of local and regional surface waterbodies (lakes, rivers, wetlands, etc.) and description of the regional groundwater conditions including aquifers, recharge areas, quality, wells, etc;
    - description of the aquatic environment including fish resources, fish habitat, benthic invertebrates, aquatic macrophytes, etc. for each waterbody that could be affected by the proposed development;
    - description of the terrestrial environment including vegetation, wildlife (mammals, birds, amphibians, reptiles, etc.), wildlife habitat, etc. that could be affected by the proposed development;
    - identification and description of any rare, threatened or endangered species or any important or sensitive species and/or habitats, particularly if federally and/or provincially protected; and
    - identification and description of the existing land and resource uses in the region including

agriculture, forestry, mining, hydroelectric, oil and gas, recreation, tourism, etc.

- The socioeconomic environment as related to the development, including topographic and base maps and aerial photographs as necessary, as follows:
    - identification of any existing public safety and human health risks in the development area;
    - identification and description of protected areas (e.g. national and provincial parks);
    - heritage resources (e.g. archaeological and historic sites), etc; and
    - identification of First Nation communities in the vicinity of the proposed development.

Existing environmental information may come from sources such as site visits, previous studies, environmental databases, baseline data, ecological land classification, and traditional ecological knowledge.

Description of Environmental and Human Health Effects of the Proposed Development

- Potential impacts of the development on the environment, including, but not necessarily limited to:
    - impact on biophysical environment, including wildlife, fisheries, surface water, groundwater, and forestry resources;
    - type, quantity and concentration of pollutants (emissions, effluents and solid wastes) to be released, and the technologies proposed to contain or treat the waste streams;
    - information on the storage, transportation and disposal of any hazardous wastes that may be produced;
    - identification of any storage of gasoline or associated products (e.g. diesel fuel, used oil, heating oil, aviation gas, solvents, isopropanol, methanol, acetone, etc.);
    - impact on heritage resources;
    - socio-economic implications resulting from environmental impact; and
    - climate change implications including a greenhouse gas inventory calculated according to guidelines developed by
      Environment Canada (http://www.ghgreporting.gc.ca/GHGInfo/Pages/page15.aspx)
      and the United Nations (http://www.ipcc-nggip.iges.or.jp/public/index.html).
- Potential impacts of the development on human health and safety, including, but not necessarily limited to:
    - potential impact on human health and safety resulting from any release of pollutants, including a human health risk assessment.
- Potential impacts of the development on Aboriginal and treaty rights, including, but not necessarily limited to:
    - direct impacts on communities in the project area;
    - resource use, including hunting, fishing, trapping, gathering, etc.;
    - cultural or traditional activities in the project area.

Mitigation Measures and Residual Environmental Effects

- Proposed environmental management and risk mitigation practices to be employed to prevent or mitigate adverse implications from the impacts identified above, having regard to, where applicable:

    - mitigation incorporated at the planning and design stages;
    - containment, handling, monitoring, storage, treatment, and final disposal of pollutants;
    - conservation and protection of natural or heritage resources;
    - environmental restoration and rehabilitation of the site upon decommissioning; and
    - protection of environment and human health.

- Residual environmental effects remaining after the application of mitigation measures, to the extent possible expressed in quantitative terms relative to baseline conditions.

- Description of control technology as compared to best available control technology.

Follow-up Plans, including Monitoring and Reporting

- Proposed follow-up activities that will be required at any stage of development (e.g. monitoring, inspection, surveillance, audit, etc.)

COPIES:

For EAP reports, submit the following:

- 4 hard (paper) copies; and
- 1 electronic copy (CD)

Additional hard copies may be required for proposals in locations where internet access is limited.

NOTE: *The Environment Act* requires that subject to the Confidential Information clause, Section 47, a proposal shall be filed in the public registry. **Proprietary information, if applicable, should be clearly noted. Separate hard and electronic report~~s~~ excluding proprietary information should be submitted for the public registry.**

The EAB publishes all EAPs on its webpage for public access. For this reason, please use the following guidelines for creating electronic copies:

- Documents must be in Portable Document Format (PDF) or a file type that can be easily converted to PDF (e.g. Microsoft Word or other word processing documents).
- Files should be smaller than 5 MB. Larger files may be broken into logical sections if necessary. Avoid numerous small files.
- The content and order of the electronic copy must be identical to the hard copy. Include tables, pictures, figures, drawings, etc. in the same locations throughout the document as they would be in the hard copy. If the Table of Contents lists them as separate documents, include them as separate electronic files.
- File names must be in lower case letters with no spaces. Numbers and underscores (_) are acceptable (e.g. “eap_sec1.pdf”).
- If GIS data were used to create any maps or drawings included in the submission, include digital data files compatible with ESRI software (e.g. Shapefile, Coverage or DXF format) along with base metadata (author/date/datum/projection/accuracy).

For further information, please contact:
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http://www.gov.mb.ca/conservation/eal