

Environmental Assessment Office
Environmental Assessment Act – Review Process

**GUIDELINES FOR PREPARATION OF AN APPLICATION
FOR A PROJECT APPROVAL CERTIFICATE**

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1. INTRODUCTION

According to the BC *Environmental Assessment Act* (Act), a proponent who intends to build and operate, or modify, certain types of projects in British Columbia, must apply for a Project Approval Certificate (Certificate) and be subject to an assessment defined in the Act. A review under the Act is normally only required if the plant or facility is captured by the *Reviewable Projects Regulation*, setting defined thresholds for reviewable projects. However, the Minister of Environment, Lands and Parks can declare any proposed project reviewable if it meets the criteria outlined in section 4 of the Act.

Section 7 of the Act defines what an Application must contain. However, Section 7(2)(a) to (o), inclusive, only provides general guidance as to what an Application must include. Proponents are also encouraged to consult the *Guide to the British Columbia Environmental Assessment Process*, June 1995, section 3 and Appendix 1.

The enclosed Guidelines attempt to offer proponents with projects captured by the Act a more detailed guidance to Application structure and content. A generic Table of Contents for a model Application under the Act is outlined over the next pages. Since information and assessment requirements will vary from project to project, it is anticipated that application contents will vary, to a certain degree, from sector to sector. The Environmental Assessment Office (EAO) may issue reference material for sector specific Application requirements.

These Guidelines are developed to advise proponents on the structure and content of an appropriate Application under the Act. The Guidelines are not fully tailored to reviews under the *Canadian Environmental Assessment Act*. There will be different project material requirements required under the federal Act, subject to a "screening study" or a "comprehensive study". Proponents are encouraged to contact the Canadian Environmental Assessment Agency (CEAA) for further details.

It should be stressed that while section 7 of the Act provides guidance on Application content, section 19(2) of the Act defines the test for whether the Application contains sufficient information for the review to be completed without proceeding to a project report stage (Stage 2) review. A proponent may submit an Application complying with section 7 of the Act. However, there is no guarantee that an Application will meet the test of section 19(2); if it does not, the review will proceed to a stage 2 under the Act.

Proponents are encouraged to discuss their Application with the (EAO) and key review agencies prior to filing their Application. The enclosed Guidelines will provide pertinent references for such pre-application consultation.

2. GENERIC TABLE OF CONTENTS

The following generic Table of Contents (TOC) is suggested for filing an Application for a Certificate under the Act. The model structure outlined below will cover the requirements specified in Section 7(2) of the Act. For cross-reference between the enclosed TOC and requirements under Section 7(2) of the Act, reference is made to Appendix 1 of these Guidelines.

The generic TOC is structured so that an Application will contain the following key assessment sections:

- Existing Setting and Effects Information
- Project Description
- Issue Identification and Project Impacts
- Mitigation Measures and Monitoring
- Information Distribution and Consultation

Please turn the page for a summary of TOC items. General information requirements under each sub-section are further defined in the following pages.

EXECUTIVE SUMMARY

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ENCLOSURES (Tables/Diagrams/Figures/Plans/Drawings)

3. TABLE OF CONTENTS – DETAILS

The Environmental Assessment Office has attempted, in a tabular form, to provide detailed requirements for application content. This guidance is provided in the following pages, covering each of the 14 sections included in the Guidelines' generic contents, suggested in Section 2. It should be noted that the generic contents are not comprehensive and that agency requirements may not be limited to those items listed in the following table. All proponents are encouraged to contact individual agencies before proceeding with any of the information requirements.

Date of issue: June 15, 1999

Amendments:

Number:

Date:

GENERIC TABLE OF CONTENTS**EXECUTIVE SUMMARY**

Subsection	Recommended Content
None	Provide a concise description of all key facets of the project. This is important as the text can be used by the Environmental Assessment Office (EAO) for public notices, including newspaper advertisements. The executive summary should also provide a general outline of key impact issues and proposed mitigation strategies and measures. The proponent should also include a succinct description of information distribution, as well as First Nations and public consultation measures undertaken.

GENERIC TABLE OF CONTENTS	SECTION 1.0	Introduction
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Subsections	Recommended Content
1.1 Proponent Identification: company	Provide proponent information (i.e., name, address, phone, fax, email). Include name of representative managing the project. Include company incorporation, structure and stock exchange listing.
1.2 General Background:	Provide brief summary of project, location and rationale for site location.
1.3 Project Rationale:	Provide overview of project purpose and justification. Describe general economic background, including market coverage.
1.4 Project Overview:	Provide a brief description of the project components, process technology and use of natural resources. Identify general resource input and output of the project. Provide a summary of construction features, schedules and costs.
1.5 Regulatory Framework:	Provide overview of federal and provincial Acts pertaining to the regulatory approval of the project, including the <i>Environmental Assessment Act</i> and the federal/provincial harmonization agreement. If a co-operative federal/provincial review is required, outline future license/permit level authorizations needed. Advise if request for concurrent certification/permitting will be pursued.

GENERIC TABLE OF CONTENTS	SECTION 2.0	Project Area
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Subsections		Recommended Content
2.1	Study Region:	Define the study region and describe project location and method/criteria used for site selection. Describe any constraint pertaining to the project, such as resource availability, energy sources, markets, major physical barriers, and distance constraints. Provide general discussion on project's benefits to project area.
2.2	Alternative Location of Project:	Include brief summary of alternative location evaluation from Section 9.2. ¹

¹ This analysis, applying to the total project, may not be required for all projects under review. The analysis may, however, apply to parts of the project, such as an access to transmission line.

GENERIC TABLE OF CONTENTS	SECTION 3.0	Environmental Setting
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Subsections	Recommended Content
3.1 Physiography, Geology, Natural Hazards: 3.1.1 Physiography 3.1.2 Infrastructure 3.1.3 Geology 3.1.4 Natural Hazards	<p>Note: It is important to provide an overlay of the following features onto the project setting.</p> <p>Describe regional/area setting. Describe key terrain features including mountains, rivers, lakes, etc.</p> <p>Provide overview of infrastructure and communications (as appropriate).</p> <p>Provide general geotechnical/soils/stability information. For general projects not extracting mineral resources, provide general overview of geology. For mining projects, provide overview of geological resources and demonstrate mineral resources.</p> <p>Provide information on seismology, earthquake risk/design, avalanches, floods and other possible hazards.</p>
3.2 Climate/Meteorology: 3.2.1 Climate 3.2.2 Winds 3.2.3 Precipitation 3.2.4 Air Quality ²	<p>Describe prevailing climate conditions and identify recording stations used for project data.</p> <p>Describe predominant wind conditions, including direction, velocity, seasonal variations, and wind roses.</p> <p>Provide data on area precipitation (snow, rain, fog) including volume and frequency. Identify data sources and location of sampling stations.</p> <p>Provide information on the source, type, volume, and concentration of air emissions. Provide background on existing ambient conditions and emission loadings at project site. Provide baseline monitoring data relevant to project assessment. Define airshed boundaries and assimilative capacity characteristics.</p>

² An air quality assessment may or may not be required, depending upon the specific site and project characteristics.

3.3	Surface and Groundwater:	For projects where surface water is not extensively used, or extensively utilized in a process associated with the project, the proponent may be required to supply information on summary hydrology, such as 7-day low flows and peak flows. If the water source is used in an industrial process associated with the project, extraction volumes and impact on water course should be included in the application. Describe the receiving environment.
3.3.1	Surface Water	
3.3.2	Water Quality ³	Provide baseline and post-development information on water quality, including description of water column, and sedimentation, as well as sources, types and concentrations of effluents. Impacts of Acid Rock Drainage should be included.
3.3.3	Ground water	Describe hydrogeology and groundwater flows and quality. If ground water resources are to be used in an industrial process associated with the project, extraction volumes and relative impact on ground water resources and water tables must be provided. Water quality data shall also be included, as well as data on water supply and information on the receiving environment. Proponents should refer to the EA Guidelines on Hydrogeology.
3.4	Aquatic Environment:	An application may include information and baseline data on: flood-plain channels and wetlands, study methods, habitat surveys, fish sampling, and results of field work, depending upon the scope of the project and the location. A detailed fish resource inventory, including major fish, shellfish, marine plant species abundance and distribution, etc., may also be established, with recommendations for future field work and study, if required. Baseline information should be provided for each water course likely to be affected by the project and where fish habitat has been established. It is important to document critical and sensitive habitats and spawning periods, rare and endangered species and habitats, aboriginal, commercial and sport fishing activities and baseline monitoring for key populations.
3.4.1	Fish Resources	
3.4.2	Benthic Invertebrates	Provide results of sampling with summary of inventory.
3.4.3	Periphyton	Provide results of sampling and baseline data, with information on sampling sites, taxonomy, biomass, chlorophyll, etc.

³ A water quality monitoring program will need to be designed specifically for the project and site, if impacting on water.

3.5	Terrestrial Environment:	
3.5.1	Bioterrain and Soils	Include terrain mapping details, soil classification, and erosion potential, if required.
3.5.2	Terrestrial Ecosystem Mapping (TEM)	Provide appropriate TEM, if required, after consultation with Ministry of Environment, Lands and Parks (MELP). Describe methodology and map units (ecoregions, biogeoclimatic units, ecosystem units, etc.) in accordance with agency support.
3.5.3	Vegetation	Provide information on study methodology, results of vegetation cover and biogeoclimatic classification, rare and endangered species, and ecological reserves.
3.5.4	Wildlife	Wildlife inventories may or may not be required, depending upon the project and its location. If necessary, provide inventory of terrestrial mammalian fauna, amphibians, and reptiles, including red and blue-listed species. Establish wildlife capability ratings based on habitat mapping exercise, and discuss valued ecosystem components and environmentally sensitive areas. Include information on hunting and trapping activities.
3.6	Land Resources:	
3.6.1	Recreation and Tourism	Provide information on park and recreation features of impacted area. Describe scenic resources and visual analysis, tourism capability and development opportunities. Describe existing and proposed protected areas, as well as any information from any Land and Resource Management Plans (LRMPs) or other land use plans completed, or in progress, in the project's area.
3.6.2	Forest Resources	Provide information on forest cover and forest land capability. Identify forest licences and operations, and forest access roads. Identify any Forest Land Reserve (FLR).
3.6.3	Agriculture Resources	Provide information on agricultural use, Agricultural Land Reserve (ALR) designations, and soil capability, if applicable.
3.6.4	Mineral and Petroleum	Describe coal and mineral occurrence, potentials, and tenure claims. Describe any petroleum and natural gas reserves and leases, and aggregate and quarry resources. Discuss mining, oil and gas exploration, development and production, as well as access to resources.
3.6.5	General	Provide brief summary of current land use regime for Crown lands in the area and/or the relevance of any municipal <i>Official Community Plans</i> . Identify any strategic land use plans in terms of the zoning designations and resource management objectives and strategies that affect the project. (Discuss distinction between Crown land, reserve land, private lands, etc.)

Subsections		Recommended Content
4.1	Regional and Area Economy:	Provide concise economic profile and conditions in the region, and in communities likely to be impacted.
4.2	Labour Market:	Describe labour market conditions, such as unemployment and labour supply. Outline local employment and skills training opportunities from the project.
4.3	Economic Trends:	Describe key economic trends in the area in the absence of the project.
4.4	Infrastructure:	Provide information on transportation and other relevant infrastructure and programs in the project area.

GENERIC TABLE OF CONTENTS	SECTION 5.0	Social Setting
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Subsections	Recommended Content
5.1 Demography:	Provide social and demographic profile (e.g., age, sex , education), including population trends in the absence of the project.
5.2 Housing:	Describe housing and accommodation supply (e.g., affordability, housing stock, diversity).
5.3 Transportation and Traffic:	Describe existing vehicular, pedestrian and cycling issues.
5.4 Social Support Services:	Provide brief description of existing services, such as health, education, justice, policing and fire protection. Provide information on social support services, such as family and children, counselling and emergency services.
5.5 Community Stability:	Provide brief description and information on community stability, diversity, trends, etc. in the absence of the project.

GENERIC TABLE OF CONTENTS	SECTION 6.0	Health Setting
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Subsections	Recommended Content
6.1 Water, Waste, Sewage, Air and Noise Considerations:	Provide health setting information, such as community water supply and watersheds. Discuss any waste treatment and discharge volumes associated with the project, as well as any changes to ambient air and water quality, noise environment, etc. ⁴
6.2 Emergency Planning:	Provide overview information on any public risks in the project area without the impact of the project. ⁵
6.3 Public Health and Safety:	Provide overview information on any increased public risks resulting from the project. Indicate expected increased needs for medical services, if any.
6.4 Remote camps:	Voluntary disclosure requested of plans for Foodsafe programs and recreational programs.

⁴ Extract from previous Sections

⁵ Proponent should also consult “Health Goals for British Columbia”, Ministry of Health (MOH), December, 1997, and “Health Guidelines”, MOH, May, 1999.

GENERIC TABLE OF CONTENTS	SECTION 7.0	Cultural/Heritage Setting
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Subsections	Recommended Content
7.1 Archaeological Sites:	Provide an archaeological overview assessment (AOA) ⁶ of the project area, based on documentary research, direct consultation, and preliminary field reconnaissance where appropriate. If the project area contains recorded sites or has the potential to contain unrecorded sites (see <i>Archaeological Impact Assessment Guidelines, 1998</i> from MSBTC, Archaeology Branch), an archaeological impact assessment (AIA) may also be required.
7.2 Historic Sites and Landscape Features:	Provide overview information on historic research.

⁶ MSBTC permit required and First Nations are to be consulted prior to permit issue.

GENERIC TABLE OF CONTENTS	SECTION 8.0	First Nations Setting
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Subsections	Recommended Content
8.1 Regional and Area Overview:	Provide a local and regional socio-economic profile of First Nations communities whose traditional territory is on or in the vicinity of the project (EAO will assist in identification).
8.2 First Nations Impact Assessment:	Describe consultation program undertaken and planned (see also section 12). Provide information on interests, issues and concerns identified by First Nations through consultation undertaken with them (see 8.3 below). Describe measures to prevent or mitigate potential adverse effects (see section 11.7 below) or measures proposed to address First Nations interests. In order for the parties (the proponent, First Nations and governments) to assess potential impacts on First Nations, information may need to be provided related to: current use for traditional purpose activities (hunting, fishing, medicines, etc.); cultural, ceremonial and spiritual sites and activities; and socio-economic situations. For further information, consult the EAO <i>Guide to the British Columbia Environmental Assessment Process, 1995</i> , Appendix III.
8.3 Consultation Activities:	Before an application is accepted, a proponent has to describe consultation undertaken and planned with First Nations. A detailed discussion of First Nation consultation is included in Appendix III of the EAO Guide. Establish positive relationships with First Nations as early as possible as the basis for developing a consultation program. Consultation is essential to identify the potential adverse impacts the project might have on First Nations' interests. Early consultation contributes to more acceptable and complete baseline information. The EAO will work closely with both proponents and First Nations in establishing relationships, consultation planning and information collection. Consultation contributes to the ability of the parties to arrive at mutually acceptable measures to prevent, mitigate or manage adverse project impacts.

GENERIC TABLE OF CONTENTS	SECTION 9.0	Project Description
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Subsections	Recommended Content
9.1 Project Rationale:	Explain the rationale for the project, including a description of target markets. Describe if the project is regulated under a provincial legislation, such as the BC <i>Utility Commission Act</i> , and describe how such an approval is/will be solicited. Confirm if government participation is required, in kind (such as infrastructure provisions) or in direct financial support/participation. In such cases, the proponent may have to include a project feasibility study separately from the application. Note: a project rationale description may not be suited for all projects.
9.2 Project Location, Alternatives and Site Selection:	
9.2.1 Study Region	Include brief summary of Section 2.1.
9.2.2 Alternative Locations	Depending on the project, identify feasible alternatives for the project, or components of the project, within the study region based on (i) engineering and cost constraints; (ii) biophysical and land use constraints; and (iii) socio-economic/cultural-heritage constraints. Alternative locations, either for the overall project or for specific project components, should be documented in the application.
9.2.3 Assessment and Comparison of Location Alternatives	The application must include a comparison of alternatives (when alternatives are feasible), based on the assessment in section 9.2.2 above. The comparison should be based on (i) technical/engineering features and constraints; (ii) environmental features and impacts; and (iii) cost estimates. The application should include a conclusion on the preferred site, based on the above assessments. ⁷

⁷ This analysis, applying to the total project, may not be required for all projects under review. The analysis may, however, apply to parts of the project, such as an access road, a transmission line etc.

9.5	Capital Costs:	Provide a total capital cost estimate, preferably broken down by project components. Assess sales tax impacts on total costs and describe purchasing policies with BC content requirements.
9.6	Labour Force Requirement:	Estimate total labour force requirement (direct jobs only), with category of labour for the construction, operations and decommissioning phases.
9.7	Risk Statement:	The application should include a general outline of a project Risk Statement, including risk profiles, based on plant design and operations, to the environment and the public. This Risk Statement should also include site specific safety measures, an overview of risks associated with malfunctions, accidents, spills, and potential overall risk associated with the project.

Subsections	Recommended Content
10.1 Issue Assessment Methodology:	<p>The application should outline the methodology for assessment of the environmental, economic, social, health, cultural and heritage impacts of the proposed project. The method used by the proponent must embrace the requirements of the <i>BC Environmental Assessment Act</i>, and if there is a trigger under the federal <i>Canadian Environmental Assessment Act</i>, impact assessment requirements under this Act should also be observed. It is suggested that the proponent adhere to the conceptual framework for an environmental assessment (including the wider sectors noted above) proposed by Beanland and Duinker (1983).⁸ An important step in this methodology is the creation of Valued Environmental Components (VEC). The environmental assessment methodology included in the application should - in this case - contain, but not be limited to:</p> <ul style="list-style-type: none"> • Introduction of VECs; • Definition of study area (ecological/socio-cultural/economic/project/administrative/technical); • Description of existing conditions; • Definition and evaluation of the significance of residual environmental effects; • Analysis and residual environmental effects prediction (i.e., determination if adverse effects/determination if adverse effects occur and whether they are significant); • Description of sustainable use of renewable resources; • Description of follow-up and monitoring. <p>In determining whether adverse environmental effects are significant, the methodology must provide for an assessment of potential interactions, issues and concerns, mitigation, analysis and residual environmental effects prediction, level of confidence and overall residual environmental effects rating by project development phases.</p>

⁸ Beanlands, G.E., and Duinker, P.N. *An Ecological Framework for Environmental Impact Assessment in Canada*. Institute for Resource and Environmental Studies, Dalhousie University, Halifax, NS and Federal Environmental Assessment Review Office, Ottawa, ON. 1983.

10.2 Issues Scoping:

The application must include the proponent's approach and coverage of issue scoping. Issue scoping should ideally lead to development of selected VECs (see Section 10.1 above) to be used in a residual environmental effects assessment. It is suggested that VECs should be considered for the six categories of major impact assessment under the BC Act (environmental/social/economic/health/cultural and heritage). The determination of significant and related matters is discussed in a FEARO document.⁹ Applying these principles more generally, a proponent should consider only (i) direct changes caused by the project; (ii) the effects of these changes on health and socio-economic conditions/physical and cultural heritage/current use of land and resources for traditional purposes/any structure; site or things that are of historical/cultural significance; and (iii) changes to the project caused by the environment. The application should include the extent of consultations in appropriate issue scoping.

⁹ *Determining Whether a Project is Likely to Cause Significant Adverse Environmental Effects*, FEARO, 1994. A reference guide to the *Canadian Environmental Assessment Act*.

Subsections	Recommended Content
11.1 Categories and Significance of Impacts:	<p>This sub-section of the application should provide a summary of the assessment significance criteria discussed and developed in Section 10.0. Section 11.0 should provide an assessment based on the interactions of the projects with the VECs, which were selected as a result of issues scoping and consultations with review agencies, First Nations, and the public during pre-application consultation activities. This sub-section should further lay out the basic structure of the impact assessments and mitigation described in the subsequent parts of this section (11.0).</p>
11.2 Environment:	<p>11.2.1 Climate/Meteorology – Air Quality</p> <p>Provide information on proposed waste minimization and emission treatment strategies. Include data collection results and dispersion modelling, where required. Assess pathways and fate of air pollutants. Discuss worst-case scenario impact assessment and sensitivity analysis. Also, include summary of the project’s effects relative to air quality objectives and propose mitigation measures, if required.</p> <p>11.2.2 Surface and Ground Water – Water Quality</p> <p>Describe sources, types, volumes and concentration of effluents. Propose waste minimization and effluent treatment strategy. Provide results of any effluent dispersion modelling. Assess pathways and fate of pollutants, and assess effects relative to water quality objectives. Discuss emergency spill potential and contingency response plans. Propose mitigation measures, if required.</p>

11.3 Environmental Management Plan:
(EMP)

The application should include an outline of an EMP for the project, to be finalized in discussion with the relevant permitting agencies before start of construction. EMPs outline the proponent's approach to project planning and the development of protection measures to mitigate potential environmental effects. EMPs are general documents which describe the environmental practices and procedures to be applied during planning, construction, and operation of the project. EMPs typically consist of :

- Project Description – describes facilities, activities, emissions and discharges, and proposed environmental construction and operations standards;
- Environmental Protection Planning (EPP) – outlines the environmental protection measures or procedures to be implemented during construction and operation. EPP identifies person(s) responsible for work and accountability to third party monitors, and usually includes monitoring programs;
- Environmental Management Systems – describes management practices to be employed during planning, construction, and operation of the facility;
- Environmental Auditing – follow-up and revisions to the EMP to ensure that the plan will be successfully implemented.

11.4 Economic and Social Issues:
11.4.1 Economic Impact

Discuss employment opportunities (especially regarding opportunities for local residents), with information on direct employment by job category during construction and operation. Also, outline hiring policy. Outline anticipated capacity restrictions in the local community. Describe source of labour pool if not locally available, with information on special training needs/opportunities. Assess the economic impact of the project in the local community and on a regional/provincial level. Provide information on estimated capital and operating expenditures by category, as well as project revenues and sources of materials/resources. Provide any information on adverse economic impacts (e.g. on other business) and mitigation measures. Provide assessment of government revenues and costs associated with the project (federal/provincial/municipal) over the lifetime of the project. Discuss any government financial participation in the project and any adverse economic impacts (e.g. on other business) and mitigation measures. If government financial support is required, a (confidential) feasibility study of the project may be required.

11.4.2 Social Impacts	Describe the impacts of the project on population growth, traffic congestion, community service and infrastructure, with particular attention to requirements for housing, the use of social services and their deliveries. Describe mitigation measures. Discuss any other potentially adverse social effects and how they can be mitigated.
11.5 Health Impacts:	Discuss the project's impacts on health issues and health services outlined in Section 6.0. Indicate kinds of emergencies which may occur with the project, and indicate general emergency plans in co-operation with other organizations.
11.6 Cultural and Heritage:	Discuss the project's impacts on the variables identified in Section 7.0.
11.7 First Nations:	Outline measures proposed to prevent or mitigate project-specific significant, adverse effects on First Nations interests. This should include: a description of First Nations interests; how these were identified; proposed prevention and mitigation measures, including any benefits accruing or promised to First Nations; and the degree of acceptance of these measures by First Nations.

11.8 Cumulative Effects

Include sufficient information to formulate a Cumulative Effects Assessment (CEA) for all changes to the environment caused by the project in combination with other past, present and known future human actions. A CEA is expected to:

- Assess effects over a longer period of time into the past and future;
- Consider effects on VECs due to interactions with other activities;
- Include other past, present and future (e.g., reasonably foreseeable) actions; and
- Evaluate significance in consideration of other than just local, direct effects.

CEAs typically consist of, but are not limited to, the following key steps:

- Scoping;
- Analysis of Effects;
- Identification of Mitigation;
- Evaluation of Significance;
- Follow-Up.

If the project triggers a federal environmental assessment under the CEAA, there is an operational policy statement that specifically addresses cumulative environmental effects.¹⁰

¹⁰ OPS-EPO/3 – 1999. *Addressing Cumulative Effects under the Canadian Environmental Assessment Act*. Canadian Environmental Assessment Agency.

Subsections	Recommended Content
<p>12.1 Initiatives Undertaken: (First Nations and the Public)</p>	<p>Section 14 of the Act requires that the proponent's public information and consultation activities be assessed and reported on. Section 7(2)(i) to (l), inclusive, outlines the type of information requested in the application. The application must describe the proponent's efforts in distributing project material to the public, to stakeholder groups and to First Nations. Distribution and consultation can take the form of public meetings and open houses, direct meetings with interested parties, articles on the project in the written media, enclosures in community papers, interviews on local radio and television, participation in community events/fairs, etc. It is important that the proponent records and reports on public, stakeholder groups' and First Nations' responses and issues identified. See section 7(2) (i) and (k) of the Act.</p>
<p>12.2 Future Program: (First Nations and the Public)</p>	<p>In compliance with section 7(2) (j) and (l) of the Act, the proponent must describe any program of public and First Nations information distribution and consultation activities proposed during the next stages of project review under the Act. This usually includes a program following the filing of the application until the completion of the application review. Measures outlined in section 12.1 above should be considered.</p>

Subsections**Recommended Content**

13.1 Government Consultation:

The application should contain a detailed record of consultation with federal, provincial, regional, and municipal government representatives, as per section 7(2)(m) of the Act. This will also include "neighbouring jurisdictions" (bordering to the province), on projects in such locations that it may effect out-of-province territories. All issues discussed and any issues resolved should be properly documented. Reference is also made to records established as discussed in section 11.0.

GENERIC TABLE OF CONTENTS	SECTION 14.0	References
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Subsections	Recommended Content
None	Provide all references to documents quoted in the application. List references to consultation meetings with the public and First Nations. Include records of meetings and discussion topics/ agreement with review agencies prior to filing application. Provide a list of all enclosures (i.e., appendices) in the application.

**APPLICATION TABLE OF CONTENTS
CROSS REFERENCE TO REQUIREMENTS UNDER SECTION 7(2) OF THE EA
ACT**

I. PROJECT

A. PROJECT DESCRIPTION

Information Description	EA Act Provision	Section in TOC
Identification of proponent and particulars	Section 7(2)	1.1
Project description outlining major components	Section 7(2)(a)	1.2, 1.4, 9.2, 9.5
On and offsite facilities	Section 7(2)(c)	1.4, 9.3
Construction plan and timetable	Section 7(2)(d)	9.4
Expansion needed to public works	Section 7(2)(e)	4.4

B. PROJECT PURPOSE

Information Description	EA Act Provision	Section in TOC
Describe the need or demand the project will fill:	Section 7(2)(a)	1.3, 9.1
<ul style="list-style-type: none"> • Include any discussion of justification requirements relevant to each sector; • This could include an alternatives analysis. 	As above	2.1, 9.2

C. LEGISLATIVE AND POLICY CONTEXT FOR PROJECT

Information Description	EA Act Provision	Section in TOC
Describe any land use plans completed and relevant to the project area.	Section 7(2)(h)	1.5, 2.2, 3.6
Outline to the best of the ability of the proponent whether there is an expectation of a CEAA trigger.	Bilateral Agreement	1.5
Describe any emergency plans in effect for project area and site, and outline the lead agencies for these (this is not a mandatory section 7 requirement, but can be useful to eventually achieving CEAA requirements if relevant and providing early information often requested by public).	None	3.1, 9.8
Describe approvals required of proponent in addition to the project approval certificate, prior to the project being operational. This is technically not an application requirement, but all proponents will find value from this.	None	1.5

II. EFFECTS IDENTIFICATION AND ASSESSMENT

A. EXISTING INFORMATION AND SETTING

Information Description	EA Act Provisions	Section in TOC
Describe the current situation regarding the following effects:	Section 7(2)(b)	
Environmental		3.0
Economic		4.0
Social		5.0
Health		6.0
Cultural		7.0
Heritage		7.0
First Nations		8.0

B. IDENTIFY ISSUES AND POTENTIAL EFFECTS OF PROJECT

Information Description	EA Act Provision	Section in TOC
Identify the issues associated with the project.	Section 7(2)(m)	10.2
Describe the potential effects of the project relying on the categories listed above; include the methodology used to make predictions.	Section 7(2)(f)	10.1, 11.0
Rate the significance of the predicted effects.	Directed by Section 19 test	11.1, 9.8
Undertake an assessment of the cumulative effects if it appears necessary to meet the needs of the CEAA.	Bilateral Agreement	11.1, 11.2

C. MITIGATION MEASURES AND MONITORING

Information Description	EA Act Provision	Section in TOC
Based on the assessment in B above, and on a categorization of the effects, describe the proposals to reduce adverse effects. This may require consideration of options.	Section 7(2)(m)	11.2, 11.3, 9.2
Include description of existing emergency planning context, if relevant and not covered under Part I-C above and consider emergency measures needed at site.	Bilateral	11.0 (topically)

III. INFORMATION DISTRIBUTION AND CONSULTATIONS

Information Description	EA Act Provision	Section in TOC
Provide notification and information to the public from an early stage in the planning and ensure public input into the identification and resolution of concerns and issues.	Section 7(2) i) and (j)	12.1, 12.2
Ibid, pertaining to identified First Nations in the project area.	Section 7(2)(k) and (l)	12.1, 12.2 Also see 7.0
Provide information on discussions undertaken with ministries or agencies of the BC government about the effects of the project.	Section 7(2)(m) and (n)	13.0