

Environmental Management Act Process Description

INTAKE PHASE

Client Responsibilities
1 – Visit web for application forms & supporting info

2 (Express) – Prepare & submit application form, documents & fees if applicable

2 (Routine) – Prepare & submit prelim application form, documents & fees

If submitting a final application package, also complete public notification & reporting requirements & submit additional supporting documents

3 – If complete, receive file Tracking Number

If Ministry returns as incomplete, may reapply at any time by resubmitting complete forms & documents

Ministry Responsibilities
1 – Ensure application form & documents are complete

2 – Add to Ministry tracking system

3 – Return to client if incomplete

Express Transactions

SCREENING PHASE

Ministry Responsibilities
1 – If circumstances are exceptional, forward to Preliminary Application Phase as a Routine Transaction

PROCESSING PHASE

Client Responsibilities
1 – Receive letter by email, post or registered mail

Ministry Responsibilities
1 – Process application

2 – Prepare letter confirming authorization

Routine Transactions

PRELIMINARY APPLICATION PHASE
(To confirm application requirements)

Client Responsibilities
1 – Engage with Ministry to discuss application package requirements

2 – Conduct assessments and complete public notification & reporting requirements

3 – Submit complete final application package

4 – If Tracking Number expires, may reapply at any time by returning to Intake Phase

Ministry Responsibilities
1 – Engage with client to set final application package requirements

SCREENING PHASE

Client Responsibilities
1 – If required, provide missing information or documents within specified timeline

2 – If timeline for response elapses, may reapply at any time by returning to Intake Phase

Ministry Responsibilities
1 – Ensure final application package is administratively & technically complete

2 – If incomplete, request missing information or documents within 30 days

REVIEW & DECISION PHASE

Client Responsibilities
1 – If required, provide additional clarification within specified timeline

2 – If timeline for response elapses, may reapply at any time by returning to Intake Phase

3 – Receive authorization documents

Ministry Responsibilities
1 – Complete technical review

2 – If required, request additional clarification within 30 days

3 – If required, complete First Nation Consultation

4 – Make authorization decision

5 – Prepare & send authorization documents