

# EPIC Posting Guide

## Environmental Assessment Act (2018)

**VERSION 1.1**

MARCH 2020



**EAO**

Environmental  
Assessment Office

## Version Control History

<b>Version #</b>	<b>Date (YYY-MM-DD)</b>	<b>Modification</b>	<b>Approved by</b>
1.0	2019-12-20	Original document, based on Public Consultation Policy Regulation of previous Act	Kevin Jardine
1.1	2020-03-16	Added Project Notifications	Kevin Jardine

Section of the Act	Document	Document Type	Posting Standard
<b>Reviewability</b>			
10(1)	Proponent Project Notification	Project Notification	Within 14 days after the CEAO receives or approves it
10(4)	EAO Project Notification Report	Decision materials	Within 60 days after the proponent submits a project notification under section 10(1)
11(9)	Reasons for Minister decision under section 11	Decision materials	Within 7 days after the CEAO receives or approves it
11(5)a	Minister’s Designation Order	Order	
12(3)a	CEAO’s Designation Order	Order	
<b>Early Engagement</b>			
13(3)a	Initial Project Description and Engagement Plan Approval Order	Order	Within 7 days after the CEAO receives or approves it
13(4)	Initial Project Description	Project Description	
-	Application for an Exemption Order	Application	
13(3)a	Engagement Plan	Plan	
13(1)	Fee Order (Filing an IPD)	Order	
16(2)b	Fee Order (Application for an Exemption Order)	Order	
13(4)	Announcement for Public Comment Period and Open House	Ad	At least 7 days before the start of the public comment period or the date on which an open house is scheduled
13(4)	Comments received during the public comment period	Comments	Within 7 days after the CEAO receives or approves it
13(4)	Proponent response to public comments	Response to comments	
13(5)	Summary of Engagement	Notice	
<b>Readiness Decision</b>			
15(1)	Detailed Project Description	Project Description	Within 7 days after the CEAO receives or approves it
15(1)	Fee Order (Filing an DPD)	Order	
16(2)a	Revised Detailed Project Description order	Order	
16(4)	Exemption referral materials	Decision material	Within 30 days after the CEAO submits a referral to the Minister under section 16(2)
16(5)	Termination referral materials	Decision material	
17(1)a	Readiness Termination Order, including reasons	Order	

Section of the Act	Document	Document Type	Posting Standard
17(1)b	Exemption Order, including reasons	Order	
17(1)c	Project referred to CEAO for further decision	Order	
18(2)	Notice of Environmental Assessment commencement	Notice	Within 7 days after the CEAO receives or approves it
<b>Process Planning</b>			
19(5)	Draft Process Order	Draft Order	Within 7 days after the CEAO receives or approves it
19(5)	Announcement for Public Comment Period and Open House	Ad	At least 7 days before the start of the public comment period or the date on which an open house is scheduled
19(5)	Comments received during the public comment period	Comments	Within 7 days after the CEAO receives or approves it
19(5)	Proponent response to public comments	Response to comments	
19(2)	Process Order issued by Chief Executive Assessment Officer	Order	
24	Process Order issued by Minister of Environment & Climate Change Strategy	Order	
<b>Application Development &amp; Review</b>			
27(2)a	Draft Application for an environmental assessment certificate under s.27(1)	Application Materials	Within 7 days after the CEAO receives or approves it
27(2)a	Announcement for Public Comment Period and open house	Ad	At least 7 days before the start of the public comment period or the date on which an open house or public meeting is scheduled
27(2)a	Comments received during the public comment period	Comments	Within 7 days after the CEAO receives or approves it
27(2)a	Proponent response to public comments	Response to comments	
27(1)	Fee Order (Application for EA certificate)	Order	
27(2)b	Notice of direction to prepare revised application	Notice	
27(4)	Accepted Revised Application	Application Materials	
	Any supplementary information in final form filed by the proponent at the request of the Chief Executive Assessment Officer for the purposes of completing the assessment;	Application Materials	

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<b>Effects Assessment &amp; Recommendation</b>			
28(1)b	Notice that Application meets applicable requirements of Process Order and has been accepted for review	Notice	Within 7 days after the CEAO receives or approves it
28(2)b	Draft Assessment Report and draft EA certificate with certificate conditions and project description under 28(2)a	Notice	
28(2)b	Announcement for Public Comment Period and Open House	Ad	At least 7 days before the start of the public comment period or the date on which an open house is scheduled
28(2)b	Comments received during the public comment period	Comments	Within 7 days after the CEAO receives or approves it
28(2)b	Proponent response to public comments	Response to comments	
<b>Decision</b>			
29(2)	Referral material under 29(2)	Decision material	Within 30 days after the CEAO submits a referral to the Ministers under section 29(1)
29(4)	Ministers’ decision on EA Certificate	Decision	
29(7)	Reasons for Ministers’ decision	Decision	
<b>Special Provisions</b>			
23(2)	Public Comment Period varied	Order	Within 7 days after the CEAO receives or approves it
38	Time limit modification	Order	
39	Assessment Termination Order	Order	
45(1)	Assessment Suspension Order	Order	
46(1)	Emergency Variation Order	Order	
<b>Post-Certificate</b>			
30	Mitigation Effectiveness Report	Report	Within 7 days after the CEAO receives or approves it
30	Fee Order (Mitigation Effectiveness Report)	Order	
31(2)	Extension Application	Application	
31(2)	Fee Order (Application for an extension)		
31(4)	Extension decision	Decision	
31(6)	Substantial Start Determination – Certificate Expires	Decision	

Section of the Act	Document	Document Type	Posting Standard	
31(7)	Substantial Start Determination – Certificate in Effect for the life of the project	Decision	Within 7 days after the CEO receives or approves it	
32(1)	Amendment Application	Application		
32(1)	Fee Order (Amendment Fee)	Order		
32(4)	Notice of amendment decision to holder	Notice		
32(5)	Amendment without application	Decision		
32(5)	Fee Order (Amendment Fee)	Order		
33(1)	Application and transfer order	Application and Order		
-	Fee Order (Management plan approval required by EA Certificate)	Order		
-	Fee Order (Management plan review required by EA Certificate)	Order		
-	Fee Order (Other post-certificate filings required by EA Certificate)	Order		
49	Fee Order (Inspections)	Order	Within 7 days after the CEO receives or approves it	
-	If a condition of an environmental assessment certificate requires that the proponent report on its compliance with the conditions of the certificate, reports submitted for that purpose to the Chief Executive Assessment Officer by the proponent.	Report		
<b>General</b>				
-	Any public notice given during an assessment (Public notice means notice of a formal public comment period, open house or public meeting).	Notice		For comment periods specified in section 23, at least 7 days before the start of the public comment period or the date on which an open house or public meeting is scheduled.  For any other public comment periods, in the time required by the Chief Executive Assessment Officer
-	Any order made under the Act by the Chief Executive Assessment Officer or the Minister	Order		Within 7 days after the CEO receives or approves it
-	Comments in respect of documents that are the subject of a formal public comment period, that are received by the Chief Executive Assessment Officer during the formal public comment for that document	Comment		

Section of the Act	Document	Document Type	Posting Standard
-	Comments received by the Chief Executive Assessment Officer from the proponent, in response to comments that are the subject of a formal public comment period.	Response to comments	