

EPIC Posting Guide

Environmental Assessment Act (2018)

VERSION 1.2

JUNE 2021

ISSUED BY:



ELENORE AREND
CHIEF EXECUTIVE ASSESSMENT OFFICER AND
ASSOCIATE DEPUTY MINISTER
ENVIRONMENTAL ASSESSMENT OFFICE



EAO

Environmental
Assessment Office

Version Control History

Version #	Date (YYY-MM-DD)	Modification	Approved by
1.0	2019-12-20	Original document, based on Public Consultation Policy Regulation of previous Act	Kevin Jardine, Chief Executive Assessment Officer and Associate Deputy Minister
1.1	2020-03-16	Added Project Notifications	Kevin Jardine, Chief Executive Assessment Officer and Associate Deputy Minister
1.2	2021-06-10	Added Post-Certificate and Compliance and Enforcement	Elenore Arend, Chief Executive Assessment Officer and Associate Deputy Minister

Section of the Act	Document	Document Type	Posting Standard
Reviewability			
10(1)	Proponent Project Notification	Project notification	Within 14 days after the Chief Environmental Assessment Officer (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	
Early Engagement			
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	
13(4)	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	
Readiness Decision			
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)

Section of the Act	Document	Document Type	Posting Standard
16(5)	Termination Referral Materials	Decision material	
17(1)a	Readiness Termination Order, Including Reasons	Order	
17(1)b	Exemption Order, Including Reasons	Order	
17(1)c	Project Referred to CEAO for Further Decision Order	Order	
18(2)	Notice of Environmental Assessment Commencement	Notice	Within 7 days after the CEAO receives or approves it
Process Planning			
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	
Application Development & Review			
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 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	

Section of the Act	Document	Document Type	Posting Standard
27(4)	Accepted Revised Application	Application materials	
	Any supplementary information in final form filed by the proponent at the request of the CEAO for the purposes of completing the assessment;	Application materials	
Effects Assessment & Recommendation			
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 S.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	
Decision			
29(2)	Referral Material Under S.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	
Special Provisions			
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	
Post-Certificate			
30	Mitigation Effectiveness Report	Report	Within 7 days after the CEAO receives or approves it
30	Fee Order (Mitigation Effectiveness Report)	Order	

Section of the Act	Document	Document Type	Posting Standard
31(2)	Extension Application	Application	
31(2)	Fee Order (Application for an Extension)	Order	
31(4)	Extension Decision	Decision	
31(6)	Substantial Start Determination – Certificate Expires	Decision	
31(7)	Substantial Start Determination – Certificate in Effect for the Life of the Project	Decision	
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	Within 7 days after the CEAO receives or approves it
-	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	
-	If a condition of an Environmental Assessment Certificate or an Exemption Order requires that the Certificate Holder report on its compliance with the conditions of the Certificate, reports submitted for that purpose to the Chief Executive Assessment Officer by the Certificate Holder.	Report	
-	If a condition of an Environmental Assessment Certificate or Exemption Order requires a certificate holder to provide plans, programs or other documents to the EAO, plans, program or other documents provided to the EAO for that purpose by the certificate holder	Management plans, programs, terms of reference, IEM reports, post-certificate filings, etc.	

Section of the Act	Document	Document Type	Posting Standard
-	Final Inspection Records	Record	Within 7 days after the inspection record or enforcement action is finalized and issued to the Certificate Holder
-	Enforcement Actions: Notice of non-compliance, Warnings, Orders under Section 53 of the Act, Compliance Agreement pursuant to Section 55 of the Act, Final Notice of Determination for an Administrative Penalty under Section 60 of the Act	Letter, Order, Agreement, Final Notice of Determination	
General			
-	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 CEAO 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	
-	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	