



Taking the Guesswork out of Completing ISC's Environmental Project Description Form (EPD)

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Indigenous Services Canada

NOFNEC
October 2024



Artwork: World Earth Day,
Doug LaFortune



Outline

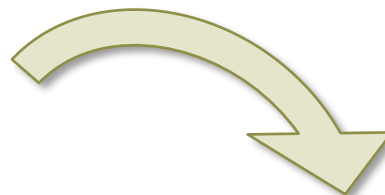
- EPD: What, When and Why
- Brief Walk-through Sections 1 & 2 of the EPD
- Key Sections of the EPD
- Sections 1 & 2 – What Next?
- Sections 3-5 of the EPD
- Project Examples
- Questions and Discussion





EPD: What it is and when it is needed

- EPD: Environmental Review Process Project Description form
- Submitted by a Proponent (First Nation or other party on the First Nation's behalf)
- EPD is required when ISC is funding a **project** on reserve:
 - First Nation Infrastructure Investment Plan (FNIIP)
 - First Nations and Inuit Health Branch (FNIHB)
 - Housing
 - Solid Waste
 - Contaminated Sites & Remediation
 - Infrastructure & Community Development



Indigenous Services Canada Services aux Autochtones Canada

PROTECTED B (when completed) Page 1 of 10

Instructions Clear data

ENVIRONMENTAL REVIEW PROCESS PROJECT ENVIRONMENTAL IMPACT ASSESSMENT

Privacy statement
The collection, use and disclosure of any personal information through the Environmental Review Process is authorized under the [Impact Assessment Act](https://laws-lois.justice.gc.ca/eng/lacta/2-75/index.html) (https://laws-lois.justice.gc.ca/eng/lacta/2-75/index.html), and is in accordance with the requirements of [Privacy Act](https://laws-lois.justice.gc.ca/eng/lacta/P-21/index.html) (https://laws-lois.justice.gc.ca/eng/lacta/P-21/index.html). Information collected will be used exclusively for the purposes of conducting the Environmental Review Process on proposed activities. The collection, use and disclosure of personal information is required to fulfill obligations under the [Impact Assessment Agency's registry website](https://www242.international.gc.ca/impact-assessment-agency/corporate/transparency/info-source.html#toc007) (https://www242.international.gc.ca/impact-assessment-agency/corporate/transparency/info-source.html#toc007). Failure to provide this information may prevent the completion of the Environmental Review Process. No identifiable personal information will be published in the Impact Assessment Registry unless otherwise authorized by the individual. The collection of information is described in the Participant Funding Program Personal Information Bank CEAA PPU 001 located in the departmental [Info Source publication online](https://www242.international.gc.ca/impact-assessment-agency/corporate/transparency/info-source.html#toc007) at https://www242.international.gc.ca/impact-assessment-agency/corporate/transparency/info-source.html#toc007.

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► For detailed instructions and guidance refer to [Instructions](#).

► Complete **ONLY Sections 1 and 2** then submit to the Indigenous Services Canada (ISC) Regional Office for review.

1. Environmental review requirement

The project will:

A. Involve physical activities?
Refer to definition of physical activities in [Instructions](#). ☐ Yes ☐ No

B. Involve physical works?
Refer to definition of physical works in [Instructions](#). ☐ Yes ☐ No

C. Take place on reserve land or other federal land? ☐ Yes ☐ No

D. Take place on pre-Addition to Reserve land or Band-owned fee-simple land? ☐ Yes ☐ No

E. Involve funding from Indigenous Services Canada or other federal authorities? ☐ Yes ☐ No

F. Project requires an Indian Act land instrument or other federal authorizations? ☐ Yes ☐ No ☐ Unknown

► If "No" to A, B and/or C, or are unsure of any of the above questions, contact the Regional ISC Environment Officer before completing the remainder of the form to determine if your project requires an environmental review.

1.1 Contact information

Proponent representative

Given name	Family name	Position/Role
Telephone number	Email address	
Mailing address (number / street / apartment / P.O. Box)		Postal code

☐ First Nation contact representative (select if different from Proponent representative)
☐ Third-Party proponent (select if different from Proponent representative)

1.2 Project information

For more information, see [Instructions](#).

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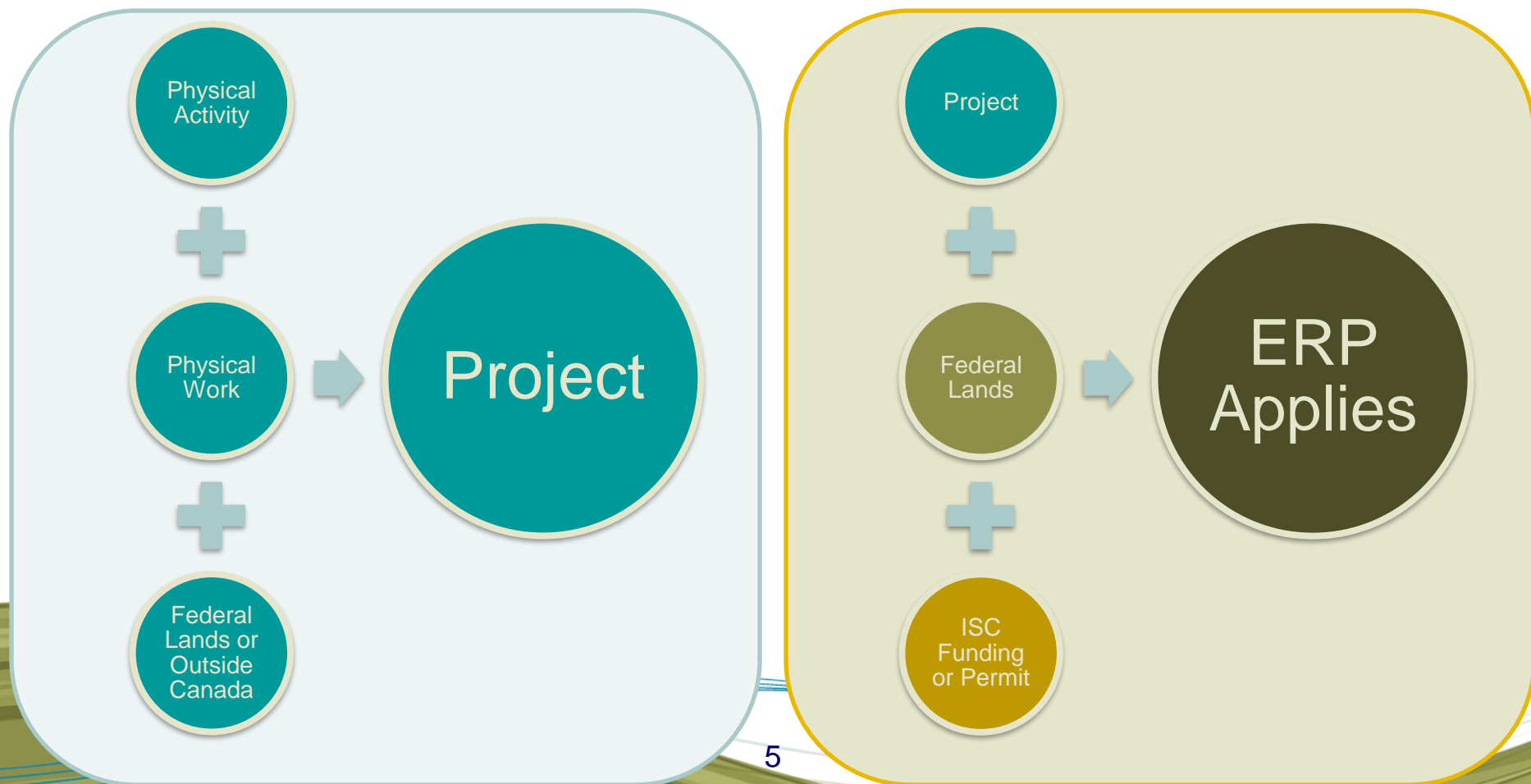
Why an EPD is needed: IAA & ERP

- EPD provides information on a project so that Environment Officers can determine if ISC's Environmental Review Process (ERP) applies, and if a determination must be made under S.82 of the *Impact Assessment Act* (IAA)
- Proponent completes **Sections 1 & 2** of the EPD and submits to ISC
 - Does the ERP apply?
 - Is additional environmental review required (Sections 3-5)?
- When potential **adverse effects** are identified, the ERP ensures that mitigation measures and BMPs are considered to eliminate or **reduce impacts** on lands, waters and the rights of Indigenous peoples



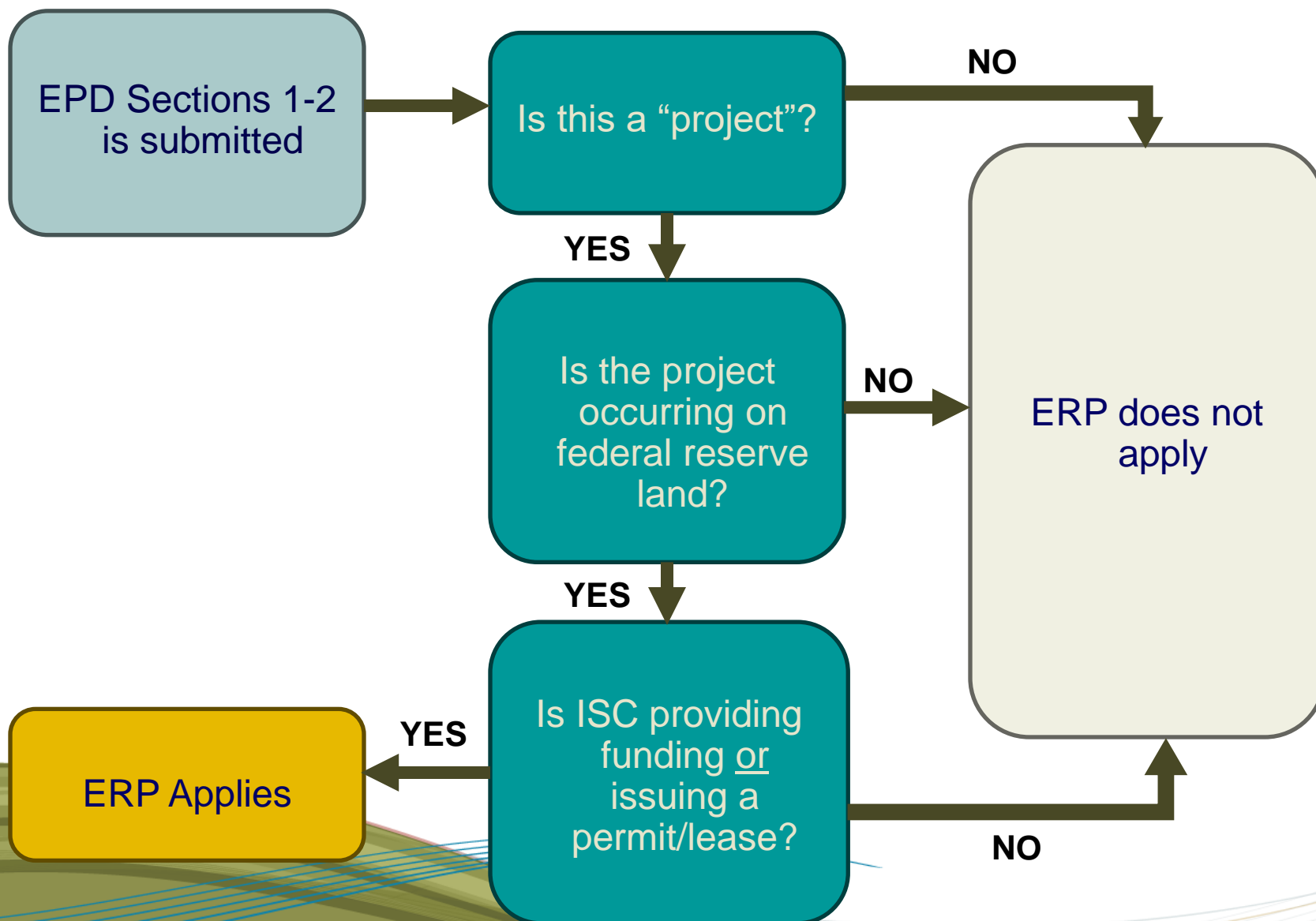
Environmental Review Process (ERP):

ISC determines whether “projects” they are supporting through funding, or a permit/lease and carried out on federal reserve lands have the potential to cause significant adverse environmental effects





Environmental Review Process (ERP) Flow Chart



Sections 1 & 2 of the EPD – Initial Intake



Section 1: Collects information needed to determine if the Environmental Review Process applies to the proposed project (i.e., on federal land, physical work, physical activity, ISC funding/permit)



Section 2: Identifies environmental and cultural features that are present and potentially impacted by the project (i.e., species at risk, fish habitat, contaminated site, archaeological or cultural resources)



This information is collected from **any resources available** to the Proponent:

- Design drawings
- Background reports
- Consultant reports
- ISC records
- Other agency records (MNRF, MECP, ECCC)
- Desktop mapping and records
- Community knowledge





► For detailed instructions and guidance refer to **Instructions**.

► Complete **ONLY Sections 1 and 2** then submit to the Indigenous Services Canada (ISC) Regional Office for review.

1. Environmental review requirement

The project will:

A. Involve physical activities?

Refer to definition of physical activities in **Instructions**.

☐ Yes ☐ No

B. Involve physical works?

Refer to definition of physical works in **Instructions**.

☐ Yes ☐ No

C. Take place on reserve land or other federal land?

☐ Yes ☐ No

D. Take place on pre-Addition to Reserve land or Band-owned fee-simple land?

☐ Yes ☐ No

E. Involve funding from Indigenous Services Canada or other federal authorities?

☐ Yes ☐ No

F. Project requires an *Indian Act* land instrument or other federal authorizations?

☐ Yes ☐ No ☐ Unknown

► If “No” to A, B and/or C, or are unsure of any of the above questions, contact the Regional ISC Environment Officer before completing the remainder of the form to determine if your project requires an environmental review.

1.1 Contact information

Proponent representative

Given name

Family name

Position/Role

Telephone number

Email address

Mailing address (number / street / apartment / P.O. Box)

Postal code

☐ First Nation contact representative (select if different from Proponent representative)

☐ Third-Party proponent (select if different from Proponent representative)



1.2 Project information

For more information, see **Instructions**.

Region	First Nation / Indigenous community / reserve	Band number	Start date (YYYYMMDD)	End date (YYYYMMDD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Coordinates (use Supporting documents table below to append a map if coordinates are not known)				
<input type="text"/>				
Project descriptor <input type="text"/>				
Descriptor type <input type="text"/>				
'Descriptor type' is dependent on 'Project descriptor' <input type="text"/>				
Project name			ISC Project code (if known)	
<input type="text"/>			<input type="text"/>	
Size/Footprint of structures and associated physical works (square meters)				
<input type="text"/>				
Project location (use Supporting documents table below to append a map)				
<input type="text"/>				
Initial state of project land <input type="text"/>				
Cultural considerations considered during site selection, design, construction, and facility operations				
<input type="text"/>				

Project Descriptor:

- Cultural project
- Natural resources
- Environmental management
- Infrastructure

Initial state of project land:

- Virgin land
- Undeveloped land
- Developed land
- Previously burned



Key Section of the EPD: Project Description!!!

The **most important** section of the EPD. A detailed description saves review time and back and forth, allowing your project to get started sooner. Newly updated to prompt the information required.

1.3 Project description (all physical activities and environmental features in project area)

► Mandatory Section

Please consult the **Instructions** for more guidance on this section specifically.

Define the scope of the project

Provide a brief project overview. Please include nature of the project, a description of the physical works that are related to the project including the purpose, size, capacity, expected lifespan. Include land area required and attach any maps, plans or figures with your submission.

Describe the infrastructure needed for the project

Describe any new or existing permanent and/or temporary infrastructure required for this project, (e.g. Fuels tanks, buildings, garages, sewer lines, gas lines, power lines communication lines, etc.)

Describe the activities involved throughout the life-cycle of the project

Describe project activities. Include activities associated with pre-planning, site preparation, construction phases, operation, and decommissioning.

Describe the waste generation of the project

Describe all solid, liquid, gaseous or hazardous waste that is likely to be generated during any phase of the project and of plans to manage those wastes.

Describe quarry materials that will be used for the project

Describe any and all quarry materials that will be used for the project, including location of the quarry and/or pit, and if the material is to be borrowed from an existing or proposed quarry/pit.

Supporting documents (maps, engineer drawings, proposal, site plan, reports, surveys, etc.)

Title

Submission method



1.4 Project works

Pre-Construction/Construction (select all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Clearing of trees | <input type="checkbox"/> Grubbing | <input type="checkbox"/> Importing fill (soil or granular) |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Removal of topsoil
(to stay on-site or within the reserve) | <input type="checkbox"/> Removal of topsoil
(to be removed from the reserve) |
| <input type="checkbox"/> On-site equipment maintenance
and re-fueling | <input type="checkbox"/> Waste generation | <input type="checkbox"/> Re-grading |
| <input type="checkbox"/> Other ▶ | Specify <input type="text"/> | |

Operation/Post-Construction (select all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Clearing of trees | <input type="checkbox"/> Grubbing | <input type="checkbox"/> Importing fill (soil or granular) |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Removal of topsoil
(to stay on-site or within the reserve) | <input type="checkbox"/> Removal of topsoil
(to be removed from the reserve) |
| <input type="checkbox"/> On-site equipment maintenance
and re-fueling | <input type="checkbox"/> Waste generation | <input type="checkbox"/> Re-grading |
| <input type="checkbox"/> Other ▶ | Specify <input type="text"/> | |

Details (size and/or quantity of project works, tree clearing, waste, timber or sand/gravel permits as applicable)

2. Project site description

2.1 Water bodies / Navigable waters

A. Water bodies within 30m of the proposed location of the project? ☐ Yes ☐ No

Supporting details (information to support response, including assessments, methods, and justifications)

Supporting documents (relevant maps, surveys, reports, department review or letter)

Title

Submission method



2.3 Birds

Indicate if any of the following are potentially present or confirmed present near or within the project site.

- A. Migratory birds, their nests or eggs? ☐ Yes ☐ No ☐ Unknown
- B. Bird species at risk? ☐ Yes ☐ No ☐ Unknown
- C. Critical habitat for bird species? ☐ Yes ☐ No ☐ Unknown
- D. Habitat features important for bird species (e.g., cliff nests, stick nest trees, breeding habitat)? ☐ Yes ☐ No ☐ Unknown

Supporting details (information to support response; including any birds species present near the project site.)

Supporting documents (relevant maps, surveys, reports)

Title		Submission method
[-]		▼
[+] Add a document		

2.4 Terrestrial wildlife

Indicate if any of the following are potentially present or confirmed present near or within the project site.

- A. Wildlife species at risk? ☐ Yes ☐ No ☐ Unknown
- B. Critical habitat for terrestrial wildlife species? ☐ Yes ☐ No ☐ Unknown
- C. Habitat features important for terrestrial wildlife species (e.g., hibernacula, roosting habitat, breeding habitat, dens)? ☐ Yes ☐ No ☐ Unknown

Supporting details (information to support response; including any terrestrial wildlife species present near the project site)

Supporting documents (relevant maps, surveys, reports)



2.5 Fish / Aquatic wildlife

Indicate if any of the following are potentially present or confirmed present near or within the project site.

A. Aquatic species at risk? ☐ Yes ☐ No ☐ Unknown

B. Critical habitat for aquatic wildlife species? ☐ Yes ☐ No ☐ Unknown

C. Habitat features important for aquatic species (e.g., spawning habitat, rearing habitat, clam beds)? ☐ Yes ☐ No ☐ Unknown

Supporting details (information to support response; including any fish/aquatic wildlife species present near the project site.)

Supporting documents (relevant maps, surveys, reports)

Title		Submission method
[-]		▼
[+] Add a document		

2.6 Invasive species

Indicate if any of the following are present near project site, possible or confirmed.

A. Invasive species present near the project site? ☐ Yes ☐ No ☐ Unknown ☐ N/A

B. Activities may introduce a pathway for invasive species? ☐ Yes ☐ No ☐ Unknown ☐ N/A

Supporting details (information to support response; including any fish/aquatic wildlife species present near the project site.)

Supporting documents (relevant maps, surveys, reports)

Title		Submission method
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2.7 Other

Indicate if any of the following apply to the project.

- A. Involves demolition of a building within 30 meters of a school, hospital, or residential building? ☐ Yes ☐ No
- B. Involves installation, replacement, operation, modification, expansion or removal of above ground storage system for petroleum products / allied petroleum products that has aggregate capacity of more than 5000L? ☐ Yes ☐ No
- C. Involves any activities within a wildlife area defined in Schedule 1 of the [Wildlife Area Regulations](https://laws-lois.justice.gc.ca/eng/regulations/c.r.c.,_c._1609/index.html) (https://laws-lois.justice.gc.ca/eng/regulations/c.r.c.,_c._1609/index.html)? ☐ Yes ☐ No
If applicable, provide name of the wildlife area and specific activities that will take place within it.
- D. Presence of known or suspected or suspected cultural, historical, archaeological, paleontological or architectural resource values on or adjacent to the project site? ☐ Yes ☐ No
- E. Presence of known or suspected contaminated sites in proximity, adjacent to, or on the site? ☐ Yes ☐ No

Supporting details (discussions with community related to structures/resources of cultural, historical, archaeological, paleontological or architectural significance)

Supporting documents (relevant maps, surveys, reports)

Title		Submission method
[-]		
[+] Add a document		

Applicant authorization

☐ I, as the Proponent or a representative thereof, hereby certify that the information provided above is accurate and complete and agree to implement the mitigation measures as described in this review.

Family name	Given name	Company name
Title	Telephone number	Email address
Signature	Date (YYYYMMDD)	



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Decision

- ☐ This project does not meet the definition of a project as defined under section 81 of the *Impact Assessment Act*, and therefore does not require an environmental review.
- ☐ This project meets the criteria described under the Designated Classes of Projects Order pursuant to subsection section 88(1) of the *Impact Assessment Act* and is exempt from further review and posting on the Canadian Impact Assessment Registry.
- ☐ Project does not fall under the Designated Classes of Projects Order, however, it is considered very low risk and therefore does not require further review or filling out of section 3-5 of the Project Description Form.
- ☐ Additional information is required in order to make a determination under section 82 of the *Impact Assessment Act* and the proponent must complete sections 3-5 of the Project Description form.

Comments and/or recommendations (mitigation measures/best management practices implemented by project proponent)

ISC Environment Officer authorization

Family name	Given name	Title
Email address	Telephone number	
Signature	Date (YYYYMMDD)	



Project Description – What we need to know

- ① **Scope of the project:** Provide a description of the physical works related to the project including the purpose, size (footprint in m²), lifespan
 - Include condition of the land (developed/cleared or undeveloped land – factors into excluded projects list)
 - Attach any maps, plans or figures and include site coordinates
- ② **Infrastructure needed for the project:** Describe any new or existing permanent and temporary infrastructure required for the project
 - Example: fuel tanks, buildings, garages, sewer lines, gas lines, power lines, communication lines, roads, septic tanks, in-water fill, water crossings, waste transfer station, lagoon, etc.



3

Activities involved in the lifecycle of the project: Pre-planning, site preparation, construction phases, operation, and decommissioning

- Examples: tree clearing, blasting, site grading, building construction and demolition, dewatering, utility connection, fuel tank installation or decommissioning, ongoing refueling, site re-establishment, ongoing landfill cover, long-term groundwater monitoring

4

Waste generation: Solid, liquid, gaseous or hazardous waste that is likely to be generated during any phase of the project and plans to manage those wastes

- Will construction material be removed from site?
- Plans for managing and disposing of hazardous material (i.e., contaminated soil, waste oil, CFL bulbs, etc.)

5

Quarry materials to be used: Describe quarry materials, locations of quarry or pit, and if material is to be borrowed from existing or proposed quarry



Key Section of the EPD: Site Description!



Waterbodies / Fish Habitat – is there water nearby, or work planned in the water? DFO and Transport Canada review?



Birds – are there any SAR birds, or birds nesting in the area? Can you avoid disturbing nests by clearing trees outside of the nesting window?



Wildlife – are there any terrestrial SAR that may be present, or have habitat in an area that may be disturbed? Environment and Climate Change Canada (ECCC) review?



Other – is contaminated material present? Above ground fuel storage tanks? Cultural or archaeological resources? Demolition near a school, residence or hospital? Within a protected Wildlife Area?



Section 1 & 2 of the EPD is submitted – What next?

Environment Officer reviews Sections 1 & 2 of the EPD and determines one of the following:

- a) **Not a 'project'** – no further review or EPD required (i.e., planning or feasibility study, equipment purchase, salary)
- b) **Excluded project list** is a 'minor project' with standard mitigation – no further review (Example: building construction or utility installation within set thresholds, repairs, maintenance to existing infrastructure, etc.)
- c) **Not 'excluded', but considered 'very low risk'** with standard mitigation – no further review (Example: may not meet exclusion list criteria, but still low risk activities)
- d) **Complete Sections 3-5 of EPD** (environmental effects evaluation) and post project to the public Registry (larger projects, *often* involves a Consultant)

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Decision

- ☐ This project does not meet the definition of a project as defined under section 81 of the *Impact Assessment Act*, and therefore does not require an environmental review.
- ☐ This project meets the criteria described under the Designated Classes of Projects Order pursuant to subsection section 88(1) of the *Impact Assessment Act* and is exempt from further review and posting on the Canadian Impact Assessment Registry.
- ☐ Project does not fall under the Designated Classes of Projects Order, however, it is considered very low risk and therefore does not require further review or filling out of section 3-5 of the Project Description Form.
- ☐ Additional information is required in order to make a determination under section 82 of the *Impact Assessment Act* and the proponent must complete sections 3-5 of the Project Description form.



Section 1 & 2 of the EPD is submitted – What next?

- Environment Officer reviews the EPD and makes a decision on the environmental review requirements, and prepares an Environment Review Memo
- **Environment Review Memo** will summarize the ERP and lets the Proponent know the following information:
 - If additional environmental review is required
 - General mitigation measures and BMPs
 - Information required as the project progresses

The EPD needs to be approved / signed by ISC prior to starting any construction!

	Indigenous Services Canada	Services aux Autochtones Canada	GCDocs #: 00000000
Submission Review – Environment Unit			
First Nation:	First Nation	000	Document Date: April 25, 2022
Document Title:	Landfill Closure EPD		Version: 1
Author(s):	Example Tribal Council		Date Received: May 24, 2022
Originator(s):	ISC Capital Management Officer		Date Reviewed: May 25, 2022
Reviewed by:	Robyn Bolton, EO, Environment Unit		GCDocs Reference: 103344871

Context

These comments reflect a review by the Environment Unit of the *Environmental Project Description Form (EPD)* for First Nation's Landfill Closure prepared by Tribal Council, dated April 25, 2022.

I have reviewed the submission and recommend it be accepted for approval, noting the following comments. Any questions or comments should be directed to the Environment Unit via Robyn Bolton, Environment Officer at (807) 358-1698 or robyn.bolton@sac-isc.gc.ca.

Recommendation

Accepted as submitted ☐ Accepted with comments below ☒ Revision required ☐

Comments



Sections 3-5 of the EPD

- If additional environmental review is required under the IAA (formerly called a 'Simple Environmental Review')
- Posted to the Registry for a minimum 30-day public comment period
- Design Consultant is *typically* involved in these projects and completes Sections 3-5 of the EPD
- Gathers additional information about the site, project, impacts and mitigation measures; may be directed by permits or approvals
- The EPD must be approved / signed by ISC prior to starting any construction
- **The Environment Officer is available to help answer any questions you have about the ERP and EPD. Don't hesitate to reach out!**







EPD Review Checklist



1. Is the EPD complete and includes sufficient information to understand the scope of the project?

✓ Section 1. Environmental Review Requirement completed:

- Physical activities, physical works, take place on reserve land, involve ISC funding

✓ Section 1.2 Project Information:

- Coordinates
- Descriptor type
- Size/footprint
- Initial state of land

✓ Section 1.3 Project Description & 1.4 Project Works:

- Scope, infrastructure and activities – detailed with all proposed works
- What pre-construction/construction/operation activities are proposed

✓ Section 2 Project Site Description:

- All sections completed with information available to the community and/or Consultant
- Environmental, or sensitive features that may be present or impacted have been identified



EPD Review Checklist



2. Is it a “project”?

- ✓ Physical activity
- ✓ Physical work
- ✓ Federal reserve land

3. Does the Environmental Review Process apply?

- ✓ Project
- ✓ Federal reserve land
- ✓ ISC funding and/or permit/lease

4. Is the project “excluded” under the *Designated Classes of Projects Order*?

- ✓ Yes → no further environmental review under IAA – standard BMPs
- ✓ No → Environment Officer determines if an environmental effects evaluation is required (Sections 3-5 of EPD) and posting to the Public Registry



Thank you for attending!

Robyn Bolton
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Indigenous Services Canada
Robyn.Bolton@sac-isc.gc.ca