

Proponent's Guide to Project Proposal Submission to a Designated Office

YESAB
Yukon Environmental and Socio-economic
Assessment Board

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PREFACE

The *Yukon Environmental and Socio-economic Assessment Act* (YESAA or the “Act”) establishes a single assessment process for most projects in Yukon. The YESAA assessment process replaces the many environmental assessment processes currently completed by regulators for a variety of permits. Under the *Act*, Designated Offices conduct evaluations (assessments) of project proposals and make recommendations as to whether or not the projects should proceed or undergo a screening by the Executive Committee of the Board.

Designated Offices do not issue permits or authorizations. Permits and authorizations continue be issued by the same regulators. Under YESAA, however, regulators cannot issue a permit until a recommendation has been received and they have issued a decision document.

If you plan to undertake a project or activity, and require a Designated Office evaluation under YESAA, you will be required to submit a “Project Proposal for Designated Office” (Form 1).

This document is designed to help you understand if your project will require an evaluation and, if so, guide you through the process of completing Form 1 for submission to a Designated Office.

WHAT IS A DESIGNATED OFFICE EVALUATION?

The Act

Across Yukon, six Assessment Districts have been established, each with a Designated Office. These offices are tasked with conducting environmental and socio-economic evaluations under the *Act*.

The *Act* describes three types of assessments. An evaluation by a Designated Office is the assessment for those projects that are generally smaller in scale. *The types of activities that require an evaluation are set out in the Regulations.*

The Activity Regulations

The types of activities proposed for Yukon that may be subject to an evaluation are identified in the *Assessable Activities, Exceptions and Executive Committee Projects Regulations* (the *Regulations*).

The *Activity Regulations*:

- Outline the activities that require an evaluation.
- Identify those activities that are exempt and do not require an assessment.
- Identify those larger-scale activities that may be subject to a screening by the Executive Committee of the Board.

NOTE: Infrequently regulators may require an assessment for a project that is otherwise exempted. Contact your local Designated Office for more information.

WHAT IS A PROJECT PROPOSAL?

A Project Proposal for a Designated Office (also known as a Form 1) evaluation contains information about the proposed project, where it will be located, how it will be accomplished, when it will occur and other information that will be considered by the assessor while conducting an evaluation. To help you submit the appropriate information, a proposal structure is provided in Form 1. It is important to note that

depending on the project being proposed, more or less information may be required (please see Section 6.2 for more guidance).

Form 1 is made up of the following parts:

PART 1 - PROPONENT CONTACT INFORMATION

PART 2 – REQUIREMENT FOR AN EVALUATION UNDER YESAA

PART 3 – PROJECT LOCATION

PART 4 – PROJECT PURPOSE

PART 5 – PROJECT DESCRIPTION

PART 6 – DESCRIPTION OF EXISTING ENVIRONMENTAL AND SOCIO-ECONOMIC CONDITIONS

PART 7 – IDENTIFICATION OF POTENTIAL ENVIRONMENTAL AND SOCIO-ECONOMIC EFFECTS AND PROPOSED MITIGATION MEASURES

PART 8 – ADDITIONAL INFORMATION

PART 9 – ACKNOWLEDGEMENT AND CERTIFICATION

OBTAINING AND SUBMITTING A PROJECT PROPOSAL

To meet the different needs and preferences of different proponents, there are several ways to obtain, fill out and submit a copy of Form 1. Using the On-line Registry will be the easiest way for most people to complete all three parts of the process, at www.yesab.ca/registry. The On-line Registry contains interactive help, custom tools and direct links to this Proponent's Guide to help you through the proposal completion process. You can also download an electronic version of Form 1 from the website www.yesab.ca for completion either electronically or on paper. Electronic submissions can be made through the On-line Registry, while paper copies of Form 1 can be picked up at any of the six Designated Offices and submitted in person, by fax or by mail or courier.

The next section describes the information to be filled out on Form 1 section by section.

We encourage you to contact Designated Office staff to help you understand all your options.

HOW TO FILL IN YOUR PROJECT PROPOSAL (FORM 1)

This following sections use the same headings that are found on Form 1. Under each heading are instructions regarding the information to be included in your project proposal. If you have any questions, please contact Designated Office staff for their advice and support.

1.0 PROPONENT CONTACT INFORMATION

The Designated Office may need to contact you at different stages of the evaluation to give you an update on the evaluation, to clarify some information, and/or to request additional information. The assessor will use the information in this section to make that contact. Please ensure that the information provided is current and accurate.

1.1 CONTACT PERSON

This field requires the name and contact information of the individual to be contacted should an assessor require any further information regarding the proposed project throughout the assessment.

1.2 CONTACT PREFERENCE

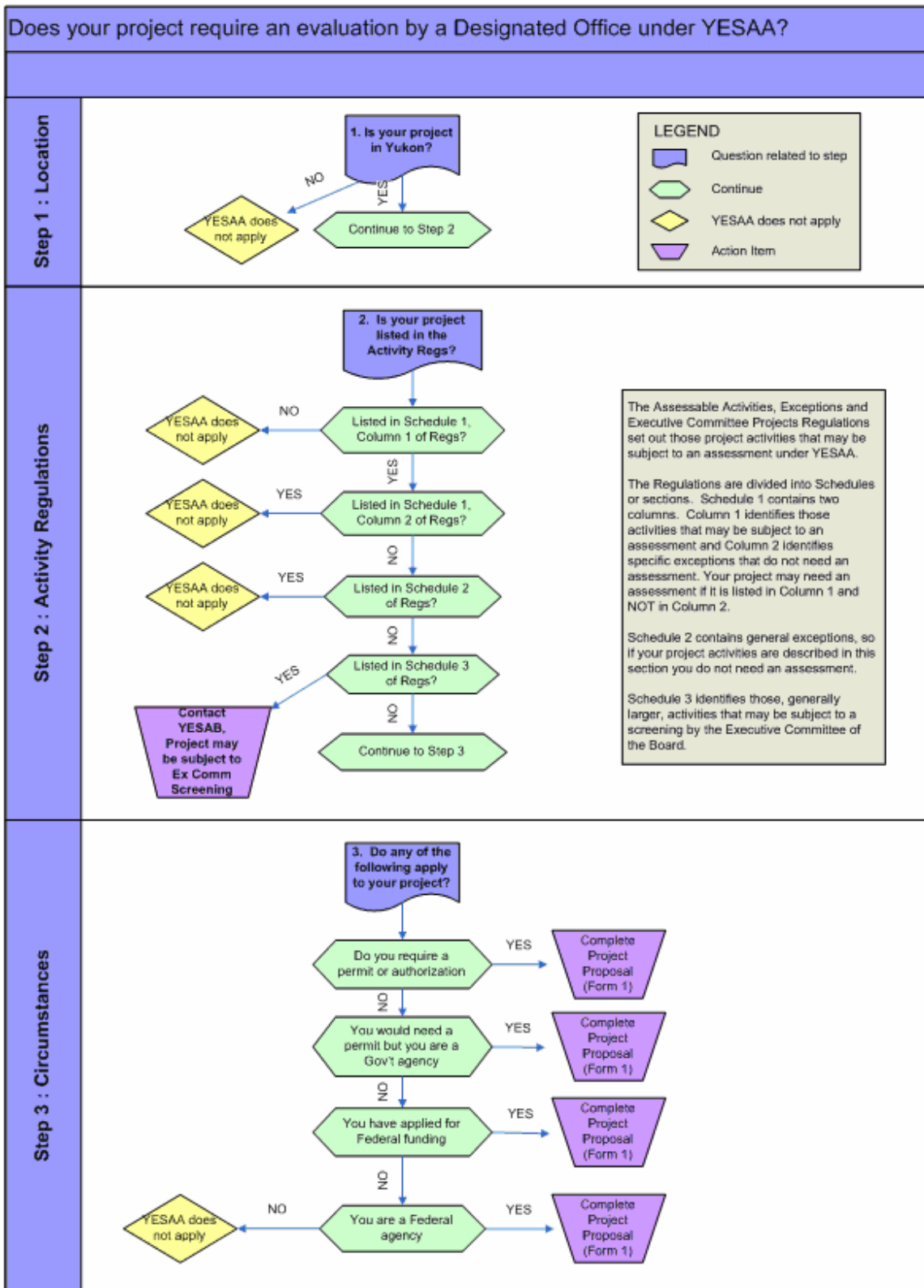
An assessor will contact you at different stages of an evaluation. This field requires you to select how you would like to be notified: by e-mail, regular mail, fax, or other. If you select other, please specify.

NOTE: There are specific timelines set for the various stages of an evaluation and choosing regular mail might make it difficult for you to respond or participate in a timely manner.

2.0 REQUIREMENT FOR AN EVALUATION UNDER THE YUKON ENVIRONMENTAL AND SOCIO-ECONOMIC ASSESSMENT ACT

There are three criteria that need to be met for a project proposal to require an evaluation under YESAA. The following flow chart can help you understand whether or not your project will need an assessment under YESAA. If you have any questions, please feel free to contact a Designated Office. A more detailed text version of the information found on this flow chart can be found on the following pages.

Figure 1: Deciding if your project requires an evaluation by a Designated Office



2.1 IN YUKON

Will your project occur in Yukon?

2.2 TYPE OF ACTIVITY(IES)

Your proposed project activities are identified, and not specifically excepted, in the Activity Regulations. The Assessable Activities, Exceptions and Executive Committee Projects Regulations can be found at www.yesab.ca, or by requesting a copy from a Designated Office.

The Activity Regulations set out:

1. those activities that may require an evaluation (Schedule 1, Column 1);
2. those activities that are excepted from evaluation (Schedule 1, Column 2 and Schedule 2); and,
3. those that may be subject to a screening by the Executive Committee of the Board (Schedule 3).

Review the *Activity Regulations* beginning with Schedule 1, Column 2 and note if any of the activities planned as part of your project are identified. The flow chart on the previous page can help structure this process. Please contact Designated Office staff for help in interpreting the *Activity Regulations*.

NOTE: The final determination as to whether a proposed project requires an evaluation is the responsibility of a Designated Office assessor.

2.3 CIRCUMSTANCES - WHICH OF THE FOLLOWING CIRCUMSTANCES ARE APPLICABLE TO YOUR PROPOSED PROJECT?

The third criterion that must be fulfilled to require an evaluation is that your proposal meets at least one of the following circumstances identified in YESAA:

- I. As the proponent, you *require an authorization or grant of interest in land* from a government agency, an independent regulatory agency, a municipal government, a First Nation or the Governor-in-Council (effectively the federal cabinet).

This circumstance is relevant to most projects at a Designated Office level. If you require a permit to conduct any of your project activities or need permission to use or access land then you meet this “circumstance” and will most likely require an evaluation by a Designated Office.

OR

- II. As the proponent you are a First Nation, territorial agency, territorial independent agency or municipal government, and an authorization or grant of interest in land would be required for the project to be undertaken by a private individual.

This is a situation similar to I), but you specifically (the proponent) are a government that does not generally permit or authorize yourself. If the project activities would normally need a permit if proposed by anyone not part of government, then the project will likely require an evaluation.

OR

- III. As the proponent you have *applied for financial assistance* for the project to a federal agency or federal independent regulatory agency.

If you have applied for financial assistance from the federal government to conduct your proposed project in Yukon, and project activities are identified and not excepted in the *Activity Regulations*, then your project will require an assessment under the *Yukon Environmental and Socio-economic Assessment Act (YESAA)*.

OR

- IV. You are a *proponent who is a federal agency or federal independent regulatory agency*.

Any federal agencies that propose a project in Yukon that is identified and not excepted in the *Activity Regulations* requires an assessment under YESAA. Please contact staff in Designated Offices, who are available to help you interpret this section and determine its relevance to your project proposal.

NOTE: Please remember that the final determination as to whether a proposed project requires an evaluation is the responsibility of a Designated Office assessor.

In summary, you will require an evaluation if your project:

- will occur in Yukon;
- is captured by the *Activity Regulations* and not excepted; and
- meets one or more of the circumstances listed in section 2.3.

If your project proposal meets these conditions, please proceed with filling out the rest of the information in the Project Proposal (Form 1).

3.0 PROJECT LOCATION

Accurately describing the location of your project is important for determining which Assessment District your project is located in and which Designated Office will be conducting the evaluation. It is also the starting point for trying to understand the kinds of effects your project may have, and who may have an interest in contributing to the evaluation.

Maps are often the best way to describe the location of projects. Keep in mind that the project area, or footprint, includes the entire area within which you will be carrying out your project. Maps of different scales may therefore be appropriate, for example a large scale map to show access routes and a small-scale map to show worksite orientation.

The Yukon Environmental and Socio-economic Assessment Board has developed a tool to help proponents better understand information about the land around their project. This tool is called the *YESAB Project Geo-locator* and shows a number of important attributes, such as coordinates, Assessment District boundaries, watersheds, Settlement Lands and other information. The *YESAB Project Geo-locator* is freely available over the Internet and in Designated Offices via www.yesab.ca. This tool may be used to build regional scale maps about your project.

If you would rather submit a map or drawing on paper, that is equally acceptable and you will find links through the YESAB website www.yesab.ca to various sites with on-line reference maps. Each Designated Office will also have paper maps available for reference, and staff at the offices can assist you by suggesting which scales of maps and drawings might be most appropriate for your proposed project.

The following information is required for the assessor to get an accurate understanding of your project location.

3.1 LATITUDE AND LONGITUDE OR UTM COORDINATES

Provide the latitude and longitude or UTM coordinates of the boundaries of your project as well as the map datum. This information is available on National Topographic System (NTS) map sheets (see below), or from Global Positioning Satellite units, or you can ask an assessor for assistance.

Common or Traditional Location Name

If applicable, name the town, village, subdivision, mountain, lake, creek or river that your project is located on or in the vicinity of. This reference to common places will allow the assessor and interested persons to get a better general idea of project location.

Quad/Block and Lot Number (if surveyed)

If your proposed project is on a previously surveyed parcel of land, provide the quad number, lot number and plan number from the survey.

NTS map sheet #

If appropriate, list the 1:50,000 map sheet(s) on which your project will occur. National Topographic System maps are the standard topographical maps produced by the Government of Canada. An index reference map with all map sheets is available in each Designated Office and through links on the website www.yesab.ca.

3.2 ASSESSMENT DISTRICT(S)

Determine in which of the six assessment districts your project is located by referencing the Assessment District maps available on-line at www.yesab.ca, and in each of the Designated Offices. If your project is located in more than one assessment district or on the boundary between assessment districts, select all of the districts that apply.

3.3 FIRST NATIONS TERRITORY(IES) THE PROJECT WILL OCCUR IN OR POTENTIALLY AFFECT

Using links on the www.yesab.ca website, or reference maps available at each of the Designated Offices, identify which First Nations territories your proposed project will:

- occur in; and,
- might have an effect upon.

This is an important consideration that will be addressed by the assessor conducting the evaluation, and a requirement that arises directly from the Yukon Environmental and Socio-economic Assessment Act.

3.4 THE PROPOSED PROJECT WILL BE LOCATED ON...?

Will your proposed project be located on settlement land, non-settlement land or both? Settlement land is land that has been identified through a First Nation Final Agreement. All other lands are non-settlement land.

You can determine if your proposed project will be located on settlement land by using the map tools listed above, or by contacting the appropriate First Nation(s). Select the response or responses that describe the type of land on which your proposed project will occur.

3.5 WILL YOUR PROJECT BE LOCATED WITHIN THE BOUNDARIES OF A YUKON COMMUNITY?

Check off the appropriate response. If you are unsure if the proposed project footprint is within the boundaries of a community, contact the municipal office or local Designated Office to make a determination.

3.6 WILL THE PROPOSED PROJECT BE LOCATED ON THE YUKON NORTH SLOPE?

Select the appropriate response. Projects occurring on the Yukon North Slope must consider the need to protect the rights of the Inuvialuit as identified under the Inuvialuit Final Agreement. Proposed projects in this area will undergo assessments under YESAA and the environmental assessment processes set out in the Inuvialuit Final Agreement. If your project will occur on the Yukon North Slope, please contact the Dawson City Designated Office for clarification of this process.

3.7 IS THERE A REGIONAL LAND USE PLAN IN EFFECT AT THE LOCATION OF YOUR PROPOSED PROJECT?

Check the appropriate response. A regional land use plan is a tool that helps guide decision-making regarding land management. In Yukon, the Umbrella Final Agreement introduced a new regional land use planning process. Currently there are eight planning regions in Yukon with borders generally following the traditional territories of Yukon First Nations. Use the map tools listed above, or reference maps available at each of the Designated Offices, to determine in which planning region(s) your proposed project is to occur and if a regional land use plan is in place. Another useful source of information is the Yukon Land Use Planning Council.

3.8 IDENTIFY THE NEAREST COMMUNITY(IES) TO THE PROJECT LOCATION

Provide the name(s) of the community(ies), town(s) or city(ies) nearest to your project and the approximate distance(s) from your project.

3.9 IDENTIFY THE WATERSHED(S) AND DRAINAGE REGION(S) YOUR PROPOSED PROJECT WILL BE LOCATED IN

Yukon is divided into drainage basins and watersheds, and by virtue of geography your project will be located in one or more watersheds. The Yukon Drainage Basins map is available at each Designated Office and through links on the website www.yesab.ca and the On-line Registry. Identify the appropriate watershed(s) and drainage region(s).

Also, identify any watercourse(s) or waterbody(ies) near your proposed project. List as appropriate.

4.0 PROJECT PURPOSE

Describe the purpose or rationale behind your project. Use the following as a guide, and include more information if you think it will help explain the purpose of your proposed project:

- Describe why you feel the proposed project should occur.
- The need the project is intended to satisfy.
- Explain the opportunities created by carrying out the project.
- Describe any alternatives to the project.

The following is a *non-comprehensive example* of a proposed project and the explanation of the project purpose.

Example: The project is the *removal of dead trees from a forest management unit*. The need for the project is the local demand for firewood. The opportunities created by the proposed project are local employment/income, wildfire fuel abatement, and promotion of the/opportunity to use a renewable resource (as opposed to combustion of fossil fuels). Alternatives include: Do not harvest dead trees, harvest trees for lumber/export, or make the dead trees publicly available for individual harvest.

5.0 PROJECT DESCRIPTION

Describe in detail the project through all of its stages. By considering the points in the following section, you should be able to describe your project in enough detail that anyone reading it will understand what you are trying to accomplish and how. Some sections may not be relevant to some projects. If that is the case, fill in “Not Applicable” or “N/A”.

NOTE: Use the scaling tool in Section 6.2 to better understand the level of information detail that is expected in your project proposal.

5.1 PRINCIPAL PROJECT

Describe the main activity that will be undertaken by your project. This is usually, although not always, the activity that is captured by the *Assessable Activities, Exceptions and Executive Committee Projects Regulations*.

To help clarify what is the principal project and what are accessory activities (see Section 5.2) it may be useful to you to organize the activities by the various phases in which they will occur.

5.2 ACCESSORY ACTIVITIES

Consider and describe any activities related to your project that may not be considered a part of the principal project but are nonetheless related. This is important for the assessor to understand and appreciate the scope of the proposed project and its potential effects.

Criteria used to identify accessory projects are:

1. Interdependence – Does the principal project *require* the undertaking of another physical work or activity?
2. Linkage – Is another physical work or activity *inevitable* if the principal project is undertaken?

Example: Building a road or trail to a forestry project may not be part of the principal activity of harvesting the wood, but the project could not occur without the access development.

5.3 DESCRIBE ALL STAGES OF A PROJECT

The effects, duration and footprint of projects often vary during different stages of a project, so provide the assessor with enough information to understand your proposed project from start-up to completion.

Describe in detail, and as appropriate given the size and complexity of your proposed project, all aspects of the:

- Construction
- Operation

- Modification
- Decommissioning
- Abandonment
- or other activity,

in relation to your proposed project.

5.4 DESCRIBE LIFESPAN OF PROPOSED PROJECT

Provide a general timetable of activities covering each of the stages listed above in Section 5.3. The time of year when the stages will occur and the duration of each stage are important pieces of information to the assessor conducting the evaluation.

5.5 OTHER USEFUL INFORMATION

Various types of additional information to include, if available and appropriate, are listed below. It is not a comprehensive listing, so include any and all information that you think might be important to the assessor conducting the evaluation of your project.

Do not underestimate the importance of these types of contributions to the conducting of the evaluation by the assessor. The more information you provide at the beginning of an evaluation, the fewer requests the assessor will make for additional information and clarifications, creating a more efficient and effective evaluation process.

You may provide information regarding the following:

- Site and camp facilities;
- Methods, processes and technology involved;
- Best Practices and Standard Operating Procedures proposed for use;
- Waste production and management;
- Emergency/Environmental management strategies;
- Water use and management;
- Equipment and machinery use;
- Energy use and management; and,
- Site access and staging/storage.

6.0 DESCRIPTION OF EXISTING ENVIRONMENTAL & SOCIO-ECONOMIC CONDITIONS

This section provides you an opportunity to describe the environmental, social and economic settings for the area(s) that may be affected by your proposed project. The assessor will be working with what you provide here, along with what you provided in your project description, to achieve an understanding of how your project will affect the landscape, the plants and animals, and the people in the area.

This type of information is often referred to as 'baseline', and it is the anticipated change from baseline that the assessor will look at in determining the potential effects related to your proposed project.

Table 1 below has been designed to prompt you to think about environmental and socio-economic components that should be considered when describing existing conditions. *Check off any and all of the boxes of the components that your proposed project might have any effect on.* This task does not involve describing the entire environmental and socio-economic setting, but instead identifies those parts that should be further described and may be subject to greater scrutiny during the evaluation of your proposed project.

Table 1 Environmental and Socio-economic Components to be Considered

<i>Environmental Components</i>	<i>Socio-economic Components</i>
<input type="checkbox"/> Air Quality	<input type="checkbox"/> Cultural/Heritage Resources
<input type="checkbox"/> Geology and Soil	<input type="checkbox"/> Recreation
<input type="checkbox"/> Water and Water Quality	<input type="checkbox"/> Employment
<input type="checkbox"/> Fish and Fish Habitat	<input type="checkbox"/> Health
<input type="checkbox"/> Wildlife and Wildlife Habitat	<input type="checkbox"/> Education/Knowledge
<input type="checkbox"/> Vegetation Age, Composition and Structure	<input type="checkbox"/> Spirituality/Religion
	<input type="checkbox"/> Families

6.1 SOURCES OF ENVIRONMENTAL AND SOCIO-ECONOMIC INFORMATION

You may know the environmental and socio-economic conditions associated with your proposed project location well, but it is often beneficial to obtain additional information from government departments, local experts, elders or specialists. Relevant information from numerous sources that is complementary carries more weight and credibility. List your information sources with enough detail so that an assessor can follow up if they have any questions.


6.2 SCALE AND DETAILS OF ENVIRONMENTAL AND SOCIO-ECONOMIC CONDITIONS

A wide range of activities will undergo evaluations by a Designated Office. The tool below (Table 2) considers many of the aspects of a project that can help you appreciate the amount and detail of information to be provided in your project proposal.

Example: The proponents of a large-footprint project proposed in a sensitive area will need to submit more detailed information about their activities, the environmental and socio-economic conditions and potential effects of their proposed project.

Figure 2 Considerations for the Potential Scale of the Assessment

Environmental Scoping	Scale	Small Footprint	Large Footprint
	Complexity	Simple	Complex
	Nature	Non-Intrusive	Intrusive
	Location	Insensitive Land Values	Sensitive Land Values
Socio-Economic Scoping	Economic input relative to local volume	Small	Large
	Resiliency	Highly Adaptable Community	Not Adaptable
	Relative # of people involved	Small Number	Large Number
	History and experience of people in the area	Common Project	Uncommon Project
Public Perception of Project		Low Interest	High Interest


 Increased potential for significant adverse effects

As the potential for significant adverse effects increases, so too should your effort in:

1. Providing baseline information.
2. Predicting potential effects that may result from your proposed project (Part 7).
3. Proposing mitigation measures for identified potential adverse effects (Part 7).

In addition to the guidance presented here, the Designated Office staff are available to answer your questions about the appropriate level of information to include in your project proposal.

NOTE: Requests for additional information that come from the public, if relevant to the conducting of the evaluation, may result in your being asked to provide additional information, or information at a greater level of detail.

6.3 WHAT IS THE PROJECT LOCATION LIKE BEFORE YOU BEGIN YOUR PROJECT?

For each of the components of the environmental and/or socio-economic systems you identified in Table 1, provide as detailed a description as possible. This should include what you personally know about the area, what local expertise can provide, information from government publications, traditional knowledge if available, and any other information you think might be pertinent.

While not comprehensive, the following is a list of some examples of the type of detail that might be appropriate to describe the various environmental and socio-economic components presented in Table 1:

Environmental Components

- *Air Quality* – distance to industrial activity, long range transport of pollution, particulates/dust levels.
- *Geology and Soil* - landscape formation, unique components, soil types, drainage, stability, permafrost.
- *Water and Water Quality* – names and sources, quality (known conditions), flow characteristics, other known developments or uses.
- *Fish and Fish Habitat* – fish species, residency, seasonal use, spawning or rearing habitat, harvest rates, importance to recreational or subsistence harvest.
- *Wildlife and Wildlife Habitat* - characteristic or important animals/birds and associated habitats, distribution, migration routes, relationships to other species; rare and endangered species, existing environmental stresses, other known developments.
- *Vegetation Age, Composition and Structure* – vegetation type, rare plants, forest stand age and composition, fire and harvest history.

Socio-economic Components

- *Cultural/Heritage Resources* – importance of area to, and use by, First Nation and local residents, known cultural/heritage resources (graves/encampments/harvesting infrastructure, etc.), potential for cultural resources to be present in area.
- *Recreation* – types of recreational uses, seasonal nature of recreation, number of people who partake, businesses involved, importance of access to opportunity.
- *Employment* – local/regional statistics, trends, government/non-government proportions, local “spin-off” factor, labour market.
- *Governance and Planning* – community/regional land-use and development plans, territorial initiatives, historical context.
- *Health* – environmental health issues, regional population health statistics, health enhancement/disease prevention programs.
- *Education/Knowledge* – local traditional knowledge, outdoor education opportunities, school curriculum, adult learning opportunities, youth programs.
- *Spirituality/Religion* – importance of area to communities, ceremonial and “off limit” areas.
- *Families* – population demographics, family stability, roles and responsibilities with families, extended families.

6.4 DESCRIBE OTHER LAND USES AND LAND USERS

Provide relevant information related to those individuals, organization, groups, businesses or communities that make use of the area in and around your proposed project area. Also, include any other information about the area that may not have been captured previously, such as:

- Special land designations
- Historical places and landmarks
- Communities, camps, facilities, commercial, industrial, residential land uses
- Land capability and resiliency
- Transportation routes and corridors
- Municipal services, utilities, transmission and telecommunication lines

7.0 IDENTIFICATION OF POTENTIAL ENVIRONMENTAL AND SOCIO-ECONOMIC EFFECTS AND PROPOSED MITIGATION MEASURES

Section 7 of Form 1 requires you as the project proponent to describe potential environmental and socio-economic effects of your project, any proposed mitigation measures and significance of the effects after mitigation. This will help the assessor track potential effects and to understand how you plan to reduce and avoid, i.e. mitigate potentially adverse effects, in a reasonable way.

Although there are often strong links between environmental and socio-economic effects, you are asked to provide information on these effects separately. This is so you can easily follow a theme from beginning to end in the information you provide. If, however, you are aware of linkages between effects feel free to provide the information if you believe it is relevant to the evaluation of your proposed project.

Depending on the scale of your project, you may have already done some consultation with those who could be affected by your project. If so, it would be beneficial to document any issues that were raised in the process and who raised them. Finally, explain how those issues were addressed, or not, in your project planning. Early identification of issues benefits all involved in the evaluation and helps minimize the time required to complete it. Remember that Designated Office staff and the various regulators may be able to assist you in identifying potential effects and their possible mitigations.

In Section 7.4 you will be asked to consider the significance of any identified adverse effects. Consideration of the significance of an effect requires an understanding of a number of criteria as they relate to the effects of your project, *after mitigations have been applied*.

These criteria include:

- Adversity of effects;
- Likelihood effects will occur; and,

- Magnitude, geographic extent, duration, frequency, reversibility and socio-economic context of the effects.

Provide your understanding of these criteria as they relate to your project and proposed mitigations. Staff in the Designated Offices can assist you in this significance determination process.

7.1 VALUED COMPONENTS

If useful to focus the assessment on those specific valued components, whether they are economic, environmental or social, which could be affected by the proposed project. For example, a caribou herd that uses habitat near a potential project might be valued by local people, a local first nation as well as government resource managers. Other examples of valued components might include things like rare or endangered species, access to wilderness, or opportunities for employment. During an assessment these values are identified, and attempts are made to ensure that, where possible, no significant adverse effects will occur on them.

Valued components provide a good way to organize your consideration of potential effects in your project proposal. Whenever possible, name who identified the valued components and your sources of information.

7.2 IDENTIFICATION OF POTENTIAL PROJECT EFFECTS

In Table 1, you identified environmental and socio-economic components to be considered in relation to your proposed project. At this point it is time to look at those components with respect to the potential effects of your proposed project.

Specifically:

- The effect of each *activity* undertaken as part of your project.
- The effects by each *phase* of your project.

7.2.1 Identifying Potential Environmental Effects by Project Activity

Consider each activity related to your project and identify any environmental effects that may occur as a result of those activities. Consider using a format such as that provided in Table 2 to list any effects that you identify.

Table 2 Potential Project Effects and Solution Summary

Project Activity	Potential Effect on Valued Component	Proposed Mitigation	Significance of Effect After Mitigation

7.2.2 Identifying Potential Environmental Effects by Project Phase

When considering project activities, it is often important to consider within which phase of a project the activity is occurring. Specifically, you should consider the stages of the project as they might relate to environmental effects on the components to be considered.

The stages to be considered are:

- Construction
- Operation
- Modification
- Decommissioning, and
- Abandonment.

7.2.3 Identifying Potential Socio-Economic Effects by Project Activity

A useful definition for socio-economic effects refers to “changes to individuals, groups, communities, and economies due to a proposed action that alters the day-to-day way in which people live, work, play, relate to one another, organize to meet their needs and generally cope as members of society.” (adapted from Burdge, 2004).

In Section 6.3 above, you listed socio-economic components to be considered as a result of potential effects of your proposed project. It is valuable to remember that for the purposes of an evaluation effects can be adverse, beneficial or both.

Consider each activity related to your project and identify any socio-economic effects that may occur as a result of those activities. Again, consider using a format such as that provided in Table 3 to list any effects that you identify.

7.2.4 Identifying Potential Socio-economic Effects by Project Phases

As with environmental effects, it is often important to consider within which phase of a project the activity is occurring. Specifically, you should consider the stages of the project as they might relate to socio-economic effects on the components to be considered. The stages to be considered are: Construction, operation, modification, decommissioning and abandonment.

7.3 MITIGATION MEASURES FOR POTENTIAL ENVIRONMENTAL AND SOCIO-ECONOMIC EFFECTS

When you identify potentially adverse and significant environmental or socio-economic effects that may result from your project, you should consider committing to mitigation measures that would reduce or prevent those effects.

Mitigation refers to those actions that can be taken to decrease or prevent the effects that may be a consequence of activities related to your project. When you identify significant effects of your project, consider investigating whether there are any standard mitigations or best practices applicable to your activity. Contact the staff at the Designated Offices or the various regulators for assistance and information about these types of resource material.

If after the application of standard mitigations and best practices you determine that the effects of your project may still be significant, consider the following general mitigations:

- Alternatives to the project or activity
- Relocation of the project site
- Project design changes
- Alternative technologies
- Changes to the project timing and schedule

- Routing alternatives

Include information about mitigations whenever an effect is anticipated to occur in response to your project activities. Providing as much information in your project proposal as possible about effects and mitigations will assist the assessor in asking useful questions, understanding the project and concluding the evaluation as quickly as possible.

7.4 SIGNIFICANCE STATEMENT

Ideally, all effects of a project would be mitigated to the point where there are no effects on the identified valued components. This is seldom the case. Those effects that remain after mitigations are applied are termed “residual effects,” and it is the determination of the significance of those residual effects that allows the assessor to recommend that a project proceed or not.

When providing your understanding of the significance of effects related to your project, consider the criteria identified in Section 7.0. They are the same criteria that the assessor will consider when making the final determination of significance of project effects, specifically residual effects. Again, those criteria are:

- *Magnitude* – Will the effect be detectible?
- *Geographic extent* – What is the footprint of your project?
- *Duration* – How long will the valued component(s) be affected?
- *Frequency* – How often will the valued component(s) be affected?
- *Reversibility* – How soon could the valued component return to an acceptable condition if the activity stopped?
- *Socio-economic context* – How familiar is the community with change, and with this type of project?

It is valuable to show the assessor, through your preparation of Form 1, that you have considered valued components, potential effects, mitigations and the significance of residual effects. The assessor will have a better understanding of your project by being able to track the improvements you have made to your project proposal.

Contact staff in the Designated Offices if you require additional information or support in including your comments about the significance of residual effects of your project

activities, recognizing that it is the assessor who makes the final determination about significance.

8.0 ADDITIONAL INFORMATION

8.1 PROJECT-SPECIFIC ADDITIONAL INFORMATION

If you feel that there is information regarding your project that has not been included in the Project Proposal (Form 1), and may be relevant to the evaluation of your project, include it at this point.

8.2 REGULATORY REQUIREMENTS FOR ADDITIONAL INFORMATION

It is advisable to contact all regulatory agencies that will be authorizing/permitting/licensing your activity prior to completing Form 1, as an assessor must consider in an evaluation any matter they specify. To reduce the likelihood of requests for additional information, you should ask if they require specific information to authorize your proposed activity. It is often helpful to attach any application you make to regulators for authorizations, permits or licences, to this section of Form 1. You are encouraged to work closely with both the assessor and regulatory agencies when you are going through the planning and evaluation of your project.

8.3 OTHER SOURCES OF INFORMATION

Is there a Wildlife Management Plan, Fish Management Plan, Official Community Plan, or other plan in effect in the area? If so, be sure to identify these documents and determine who developed or implements the plans. Review the plans or contact the originators of the plans to determine if your project is in compliance or agreement with the plans.

9.0 ACKNOWLEDGEMENT AND CERTIFICATION

The submission of a project proposal begins an evaluation process that is bound in law. Your signature verifies that you are aware that the information is being submitted to start an evaluation under the *Yukon Environmental and Socio-economic Assessment Act* and that it will be available to the public. Furthermore, it verifies that the information you have provided is true and correct to the best of your knowledge.

Signatures can be made in writing or electronically.

SUBMITTING A PROJECT PROPOSAL (FORM 1) TO THE D.O.

When Form 1 is complete, you may submit it to a Designated Office using the On-line Registry, e-mail, regular mail or a courier, or by hand delivery or fax. By using the On-Line Registry, you will receive confirmation that your proposal has been received by the Yukon Environmental and Socio-economic Assessment Board and it will most easily be made available to the appropriate Designated Office. Once your Form 1 arrives at the Designated Office, an assessor will check it for completeness and the evaluation process and the timelines set out in the Designated Office Rules begin. You will be notified when your project proposal is received.

WHAT TO EXPECT DURING THE EVALUATION PROCESS

Once you have submitted Form 1 you:

- may be asked for additional information.
- can expect to be contacted at different stages of the evaluation.
- will be able to track the entire process, including public comments, on the On-line Registry at www.yesab.ca/registry or at the Designated Offices at any time.
- will be notified of any changes in timelines, should changes be required.
- will receive a copy of the recommendation produced by the Designated Office at the end of the evaluation process.

Please contact the Designated Office which is conducting the evaluation of your project proposal at any time if you have questions about the process.

DECISION DOCUMENTS AND PERMITS

Once the evaluation process is complete, the same “recommendation” that was sent to you will be sent to the federal, territorial or First Nation governments and agencies that regulate and permit your proposed activity. The recommendation will be one of four options. The project will:

- be allowed to proceed;
- be allowed to proceed with conditions;

- not proceed; or,
- be required to undergo a screening by the Executive Committee.

The regulating agency will have 30 days to issue, in writing, a decision document that accepts, varies or rejects the recommendation by the Designated Office. Only once the decision document has been issued can an agency issue authorizations in accordance with their own process, as appropriate.

PROPONENT SUPPORT THROUGH THE EVALUATION PROCESS

You have a number of resources to help you through the process of developing, submitting and tracking your project proposal as it undergoes an evaluation under YESAA. In addition to this document, other guidance documents are available from our website www.yesab.ca and Designated Offices. Our Designated Office staff will do their best to help you, and other proponents, through the evaluation process.

DISCLAIMER

This Guide is not a legal authority and is not intended to provide legal advice or direction. The Guide provides information only, and should not be used as a substitute for the Yukon Environmental & Socio-economic Assessment Act or its associated *Regulations and Rules*. In the event of a discrepancy, the Act, Regulations, and Rules prevail. Portions of the Act have been paraphrased in the Guide, and should not be relied upon for legal purposes. The procedures described in this Guide may be deviated from, based on specific project circumstances. The Yukon Environmental & Socio-economic Assessment Board and Designated Offices disclaim liability in respect of anything done in reliance, in whole or in part, on the contents of this Guide.