ENVIRONMENTAL IMPACT SCREENING COMMITTEE

ENVIRONMENTAL IMPACT SCREENING GUIDELINES

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Preamble and Limitations

The Environmental Impact Screening Guidelines (“Screening Guidelines”) are intended as information and guidance for developers and other parties participating in screening of proposed Developments by the Environmental Impact Screening Committee (“Screening Committee”) in the Inuvialuit Settlement Region of the Northwest Territories and the Yukon North Slope.

The Screening Guidelines are intended to explain the respective roles of developers, intervening parties and the Screening Committee in the environmental screening process.

The Screening Guidelines are intended as guidance. They are not intended to provide a legal interpretation of the pertinent provisions of the Inuvialuit Final Agreement (IFA). The Screening Guidelines should be used in conjunction with the current version of the IFA. A companion document titled “Rules of Procedure for the Environmental Impact Screening Process of the Inuvialuit Final Agreement” is also available. It contains more details regarding the screening process itself and the steps all involved parties should follow.

Any word or term defined in the Inuvialuit Final Agreement has the same meaning when used in the Screening Guidelines.

The Screening Committee will review the Screening Guidelines at a minimum every five years. The latest version of the Screening Guidelines will be available at www.screeningcommittee.ca, along with other relevant documents and updates.

1 Introduction

The Screening Guidelines include information on the environmental impact screening process in the Inuvialuit Settlement Region ("ISR"), and provide guidance for developers, competent authorities, Inuvialuit communities, other organizations, and the public regarding the procedures and information requirements for the screening of proposed Developments.

1.1 Contact Information

The Screening Committee administration office is located in the Semmler Building in Inuvik. It is co-located with the administrative offices of the Inuvialuit Game Council, the Environmental Impact Review Board, the Wildlife Management Advisory Council (NWT), and the Fisheries Joint Management Committee.

Correspondence intended for the Screening Committee should be directed to:

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Website: www.screeningcommittee.ca

1.2 Abbreviations

The following abbreviations may appear in the Screening Guidelines.

ABBREVIATION	DEFINITION
AHTC	Aklavik Hunters and Trappers Committee
CCP	Community Conservation Plan
CIRNAC	Crown-Indigenous Relations and Northern Affairs Canada
COPE	Committee of Original Peoples' Entitlement
CWS	Canadian Wildlife Service, Environment and Climate Change Canada
DFO	Fisheries and Oceans Canada (Department of Fisheries and Oceans)
ECCC	Environment and Climate Change Canada
EIRB	Environmental Impact Review Board
EISC	Environmental Impact Screening Committee
ENR	Environment and Natural Resources (GNWT)
FJMC	Fisheries Joint Management Committee
GNWT	Government of the Northwest Territories
HTC	Hunters and Trappers Committees
IFA	Inuvialuit Final Agreement
IGC	Inuvialuit Game Council
IHTC	Inuvik Hunters and Trappers Committee
ILA	Inuvialuit Land Administration
IRC	Inuvialuit Regional Corporation
ISR	Inuvialuit Settlement Region
IWB	Inuvialuit Water Board
JS	Joint Secretariat, Inuvialuit Settlement Region
MOU	Memorandum of Understanding
NWT	Northwest Territories
OHTC	Olokhaktomiut Hunters and Trappers Committee
PHTC	Paulatuk Hunters and Trappers Committee
SHHTC	Sachs Harbour Hunters and Trappers Committee
SARA	Species at Risk Act
TLA	Territorial Lands Act
THTC	Tuktoyaktuk Hunters and Trappers Committee
WMAC (NS)	Wildlife Management Advisory Council (North Slope)
WMAC (NT)	Wildlife Management Advisory Council (Northwest Territories)
YESAA	Yukon Environmental and Socio-economic Assessment Act
YESAB	Yukon Environmental and Socio-economic Assessment Board
YNS WCMP	Yukon North Slope Wildlife Conservation and Management Plan
YNS	Yukon North Slope
YG	Yukon government or Government of Yukon

1.3 Definitions

“authorization” means a permit, licence or other type of written permission that are issued pursuant to statutes or regulations that apply within the Inuvialuit Settlement Region.

“Chair” means the Chairperson of the Screening Committee.

“clarification” means the process by which the Screening Committee seeks an explanation of any document or information which is on the record without seeking new evidence or information in a proceeding.

“competent authority” means any government agency which provides funding, a private land owner and any department or agency that has the authority to issue a licence, permit or other authorization that would authorize in any way the carrying out of a Development.

“cumulative environmental effect” means a change to the environment or Inuvialuit harvesting caused by human action or environmental changes in combination with other past, present and reasonably foreseeable actions or environmental changes.

“developer” means a person, the government or any other legal entity owning, operating or causing to be operated any Development in whole or in part in the Inuvialuit Settlement Region, and includes any subcontractor of such owner or operator. For greater certainty, "developer" includes any Inuvialuit developer. The term also applies to outfitters, government researchers, and researchers conducting research associated with a proposed or an on-going Development

“Development” means

a) any commercial or industrial undertaking or venture, including support and transportation facilities related to the extraction of non-renewable resources from the Beaufort Sea, other than commercial wildlife harvesting; or
b) any government project, undertaking or construction whether federal, territorial, provincial, municipal, local or by any Crown agency or corporation, except government projects within the limits of Inuvialuit communities not directly affecting wildlife resources outside those limits and except government wildlife enhancement projects.

“document” means any record in printed form and any record in electronic form, including any telecommunication or electronic transmission, capable of being reduced to a printed format, video or audio recording, and any records filed in a proceeding.

“environmental impact screening” means an examination of a project undertaken by the Screening Committee pursuant to subsection 11(1) of the IFA.

“exclusion list” means the list of classes or types of Developments which the Screening Committee has determined would not have a significant negative impact on air, water, land or renewable resources and which are exempt from environmental impact screening and review.

“Hunters and Trappers Committee” (“HTC”) means an organization established pursuant to subsection 14(75) of the IFA.

“information request” means a written request for information or particulars issued to a party to a proceeding under the authority of the Screening Committee in the course of an environmental impact screening.

“Inuvialuit” means those people known as Inuvialuit, Inuit or Eskimo who are beneficiaries under [the Inuvialuit Final Agreement] by reason of the settlement of their claim to traditional use and occupancy of the land in the Inuvialuit Settlement Region and who are represented by COPE and, where the context requires, includes the Inuvialuit Regional Corporation, the Inuvialuit Land Corporation, the Inuvialuit Development Corporation, the Inuvialuit Investment Corporation, the Inuvialuit community corporations and any other corporations or trusts controlled by the Inuvialuit that may be established by or pursuant to [the Inuvialuit Final Agreement].

For the purposes of the Screening Guidelines, “Inuvialuit” also includes the Inuvialuit Game Council and the Hunters and Trappers committees.

“Inuvialuit community” means any of the communities of Aklavik, Inuvik, Paulatuk, Sachs Harbour, Tuktoyaktuk, or Ulukhaktok.

“Inuvialuit Final Agreement” (“IFA”) means the agreement signed by the Government of Canada and the Inuvialuit on June 5, 1984, as approved by the Parliament of Canada in 1984 pursuant to the *Western Arctic Claims (Inuvialuit) Settlement Act*, and as amended from time to time.

“Inuvialuit organization” means the Inuvialuit corporations, trusts or organizations controlled by Inuvialuit set out in section 2 of the IFA.

“member of the public” means a person or organization other than a party, who is permitted to participate in an environmental impact screening or an environmental review proceeding.

“other uses” means activities described in s.12(3)(b) and (c) of the IFA.

“panel” means those members of the Screening Committee and other members based on the provisions of the IFA, assigned to participate in an environmental impact screening.

“party” means Inuvialuit and Inuvialuit organizations and communities, the Developer, authorizing authorities, government departments, and co-management organizations operating in the Inuvialuit Settlement Region who are granted Party status to participate in an Environmental Screening.

“proceeding” means an environmental impact screening, or any part thereof and any process resulting in a determination by the Screening Committee during an environmental impact screening, but does not include a business meeting of the Screening Committee.

“project description” means the submission that a developer provides to the Screening Committee in support of a proposed Development that is to be screened by the Screening Committee, and includes a description of the proposed Development, the environmental impact and cumulative effects analysis, the report on engagement and consultation and, proposed mitigation measures and commitments made by the developer.

“project scope” describes the project with respect to its temporal and spatial boundaries, and the project activities that are included in the project.

“proposed Development” means an activity or project proposed by a developer that may be subject to the environmental impact screening and review process set out in sections 11, 12, and 13 of the IFA.

“public notice” means an announcement related to a proceeding made through newspaper, radio, community poster or other public means, according to such reasonable terms as are set out by the Screening Committee.

“pre-screening” means an initial assessment process undertaken in accordance with s. 11(2) and 11(3) of the IFA, to determine whether a proposed project is subject to environmental impact screening, or whether it can be exempt from screening.

“record” means all admissible and relevant documents submitted to the Screening Committee during a proceeding from the time the project description is accepted until a screening decision is made.

“registry” means the paper or electronic copies of all the records of all proceedings, in addition to all other matters considered by the Screening Committee.

“request for a ruling” means a written request by a party for a ruling or order in a proceeding.

“rules” means the rules of procedure established by the Screening Committee for the environmental impact screenings.

“ruling” means a decision or order made by the Screening Committee in response to a request for a ruling.

“Screening Committee” means the Environmental Impact Screening Committee established by subsection 11(5) of the IFA, and includes a Screening Panel thereof.

“significant negative impact” is a determination made by the Screening Committee following its assessment of the implications of a Development on the environment and on Inuvialuit harvesting in accordance with Appendix E of the Rules of Procedure.

“specialist” means an expert or technical advisor engaged by the Screening Committee to assist with an proceeding by providing expert advice, opinion, evidence or analysis.

“traditional harvesting” means the taking of natural renewable resources, which includes berries, plants, wildlife, birds, aquatic organisms and marine mammals, by Inuvialuit for their personal use for food and clothing, and includes taking for the purposes of trade, barter and sale among Inuvialuit.

“traditional knowledge” means the knowledge, innovations and practices of the Inuvialuit and other indigenous peoples embodying traditional lifestyles relevant for the conservation and sustainable use of biological diversity and the maintenance of their cultures.

"valued component" means an environmental element of an ecosystem that is identified as having scientific, ecological, social, cultural, economic, historical, archaeological or aesthetic importance.

"wildlife" means all fauna in a wild state other than reindeer. Wildlife includes all living things and especially mammals, birds, and fish that are neither human nor domesticated.

"wildlife enhancement project" means any government wildlife or habitat study or any activity intended to improve habitat or contribute to the management and increase of wildlife populations.

2 Inuvialuit Final Agreement

2.1 Background

The Inuvialuit Final Agreement establishes an environmental impact screening and review process, consisting of the Environmental Impact Screening Committee and the Environmental Impact Review Board (Review Board) that are responsible for environmental impact screening and environmental impact review respectively. Sections 11, 12 and 13 of the Inuvialuit Final Agreement provide guidance on the roles and responsibilities of the Screening Committee and Review Board.

Section 11 of the Inuvialuit Final Agreement provides specific guidance on:

- which Developments are subject to the environmental impact screening and review process;
- which Developments are not subject to the environmental impact screening and review process;
- the establishment and authorities of the Screening Committee; and
- the establishment and authorities of the Review Board.

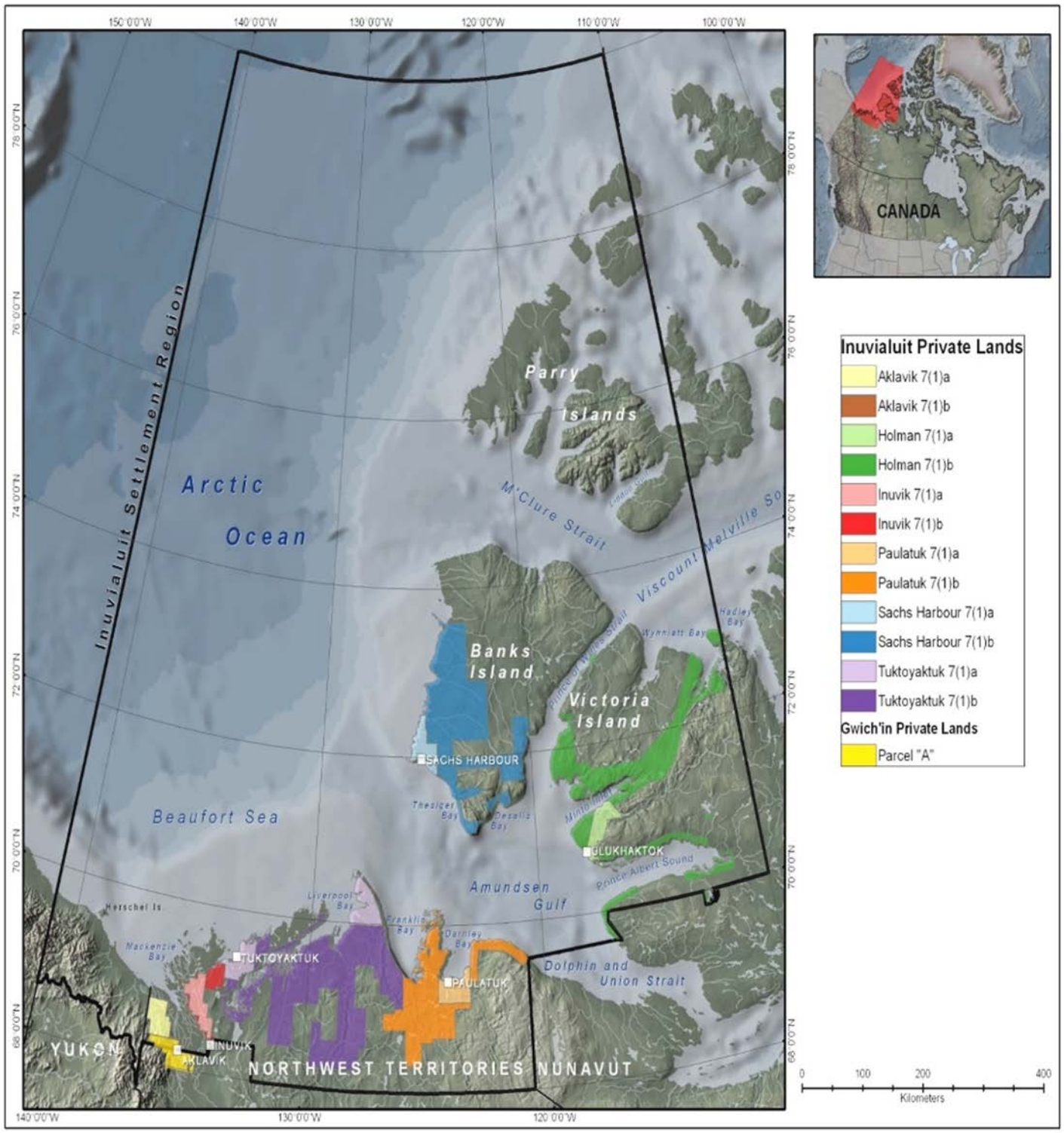
Section 12 of the IFA provides additional guidance on Development proposals occurring on the Yukon North Slope that are subject to the environmental impact screening and review process as this area falls under a special conservation regime.

Section 13 of the IFA provides specific guidance on the assessment of the impact of Development on wildlife, its habitat and on wildlife harvesting. The objective is to avoid the disruption of harvesting activities and to provide compensation for wildlife harvest loss.

Approved by the Parliament of Canada in 1984 pursuant to the *Western Arctic Claims (Inuvialuit) Settlement Act*, the Inuvialuit Final Agreement takes precedence over other legislation which may conflict or be inconsistent with it. The Inuvialuit Final Agreement is also protected under section 35 of the Constitution Act, 1982.

The Inuvialuit Final Agreement provides for financial compensation and ownership to the Inuvialuit of 91,000 square kilometres (35,135 square miles) of land including 13,000 square kilometres (5,019 square miles) with subsurface rights to oil, gas, and minerals (Figure 1). A copy of the Inuvialuit Final Agreement (As Amended, Consolidated Version, April 2005) and a legal description of the ISR can be found at: www.screeningcommittee.ca .

Figure 1. Map of the Inuvialuit Settlement Region



2.2 Goals of the Inuvialuit Final Agreement

The goals of the IFA as expressed by the Inuvialuit and recognized by Canada are to:

- Preserve Inuvialuit cultural identity and values within a changing northern society.
- Enable Inuvialuit to be equal and meaningful participants in the northern and national economy and society.
- Protect and preserve Arctic wildlife, environment and biological productivity.

2.3 Screening Committee Authorities and Mandate

2.3.1 Screening Committee Authorities

The Screening Committee is established in section 11(5) of the IFA. It operates exclusively within the scope of the authority assigned to it in sections 11, 12 and 13 of the IFA.

2.3.2 Screening Committee Mandate

As part of the broader environmental impact screening and review process, the Screening Committee is required to fulfill its roles and responsibilities for the environmental impact screening of proposed Developments in a reasonable and expeditious manner in accordance with the requirements of the IFA including:

- Whether a proposed Development could have a significant negative environmental impact (subsections 11(17) and 12(3)(a)).

- Whether any Development of consequence that is likely to cause a negative environmental impact, could have a significant negative impact on present or future wildlife harvesting (subsection 13(7)).
- Whether “other uses” within the Yukon North Slope could have a significant negative impact on wildlife, habitat or native harvesting [paragraph 12(3)(b)].
- Whether “other uses” within the Yukon North Slope that may have a significant negative impact on wildlife, habitat or native harvesting shall be permitted if it is decided that public convenience and necessity outweigh conservation or native harvesting interests in the area [paragraph 12(3)(c)].

2.4 Key Organizations and Boards

Numerous organizations and boards have a role related to the environmental impact screening and review process in the IFA. Such roles may include providing information crucial to the sound planning, design and implementation of a proposed Development, issuing some form of authorization for Development proposals, and providing direct input to the environmental impact screening process. Many are available to provide advice to developers planning to carry out activities in the ISR. A list of these organizations and boards is found in Appendix B.

3 Environmental Impact Screening Process

The environmental impact screening process is the first stage in the environmental impact screening and review process described in sections 11, 12 and 13 of the IFA. The goal of the environmental impact screening process is to ensure that proposed Developments in the ISR do not cause a significant negative impact on the environment, wildlife, wildlife productivity or on Inuvialuit harvesting. This done by examining the potential impacts of the proposed Development and gauging public concern. This section of the Screening Guidelines explains the common terminology used in the environmental impact screening process, whether a proposed Development is subject to this process, and how the Screening Committee conducts the environmental impact screening process.

A companion document, Rules of Procedure for the Environmental Impact Screening Process of the Inuvialuit Final Agreement (Rules of Procedure), provides more information on the procedural framework within which the Screening Committee operates and on how developers and other parties to a proceeding can formally participate in the environmental impact screening process.

3.1 Pre-Screening

All new files (Developments and “other uses”) are subject to the pre-screening process, unless the developer requests the file proceed directly to environmental impact screening.

All proponents of proposed projects in the ISR must complete an on-line questionnaire that officially registers the project on the Screening Committee Public Registry, and informs the Screening Committee and interested parties about the activities associated with the proposed project. The pre-screening function is administrative and is required to determine whether a particular application is a Development and whether it needs to go to a screening, or whether it is exempt from screening in accordance with the Exclusion List found in Appendix A of this document.

The Coordinator reviews the Project Summary Questionnaire (PSQ) to determine if it is complete for the purposes of pre-screening. If the information is not complete, the Coordinator will contact the developer or other appropriate parties to obtain the requested information. Once the PSQ is complete a pre-screening committee (PSC), that consists of a minimum of three Screening Committee members, will review the pre-screening submissions to determine whether or not a project proposal is subject to environmental impact screening.

The PSC makes the decision whether a project needs to go screening or if it is exempt from screening. Once a decision is made, normally within seven days, the Coordinator will prepare and issue a decision letter to the developer.

3.2 Environmental Impact Screening Considerations

3.2.1 Further Guidance on “What is a Development?”

As defined in the IFA, a Development is

a) any commercial or industrial undertaking or venture, including support and transportation facilities relating to the extraction of non-renewable resources from the Beaufort Sea, other than commercial wildlife harvesting; or,
b) any government project, undertaking of construction whether federal, territorial provincial, municipal, local or by any Crown agency or corporation, except government projects within the limit of communities not directly affecting wildlife resources outside those limits and except government wildlife enhancement projects.

Except in the case of “other uses” on the Yukon North Slope, the Screening Committee has no authority to screen projects that are not Developments as defined in the IFA.

3.2.2 Developments Subject to the Environmental Impact Screening Process

Developments subject to the environmental impact screening process include:

- every proposed Development of consequence to the ISR that is likely to cause a negative environmental impact (IFA s13(7));
- every proposed Development of consequence to the ISR that could have a significant negative impact on wildlife, wildlife habitat or, on present or future wildlife harvesting (IFA s13(7));
- all proposed Developments on the Yukon North Slope (IFA s11(1)(b));
- proposed Developments in the ISR in respect of which Inuvialuit request environmental impact screening (IFA s11(1)(c)).
- upon request of the Dene/Métis or by the Inuvialuit, and subject to agreement between the Inuvialuit and the Dene/Metis, Developments in areas including the Aklavik land selections where the traditional harvest of the Dene/Métis may be adversely affected (IFA subsection 11(1)(d)).

A government project is considered a Development and is subject to screening if it is directly sponsored by, and conducted by, or under the day-to-day control of government or a government agency or corporation. Government research and infrastructure projects meet this definition whereas university projects, or projects by non-government organizations, if they are not commercial, would generally not be considered Development.

3.2.3 Developments and "other uses" on the Yukon North Slope

Development proposals and "other uses" on the Yukon North Slope of the Yukon Territory are subject to the environmental impact screening process pursuant to IFA s.12(3). Section 12(3)(b) states that other uses within the Yukon North Slope shall be considered and may be permitted if it is shown that there would be no significant impact on wildlife, habitat or native harvesting.

Developments on the Yukon North Slope may also be subject to the Yukon Environmental and Socio-Economic Assessment Act ("YESAA"). Developers are advised to contact the YESAB office in Dawson City Yukon and to visit the YESAB web site: http://www.yesab.ca/.

3.2.4 Developments Not Subject to the Environmental Impact Screening Process

Developments not subject to the environmental impact screening and review process include:

- A proposed Development to be carried out in response to a national emergency (subsection 11(2)(a)).
- A proposed Development to be carried out in response to an emergency such that carrying it out is in the interest of preventing damage to property or the environment, or is in the interest of public welfare, health or safety (subsection 11(2)(b)).
- A government project to be carried out within the limits of communities and not directly affecting wildlife outside those limits.
- A government-led wildlife enhancement project.

Government habitat studies or any government studies intended to improve habitat, or contribute to the management and increase in wildlife populations are considered to be government-led wildlife enhancement projects.

While projects may have been approved by another agency for other reasons than environmental impact screening, it remains to the Screening Committee to make the determination as to whether a project requires screening. Therefore, all projects must be submitted to the Screening Committee for pre-screening. Proponents are required to complete a Project Summary Questionnaire (PSQ) to initiate the process.

3.2.5 Inuvialuit Referral of Proposed Developments to the Screening Committee

Notwithstanding the above, the Screening Committee must accept for screening a referral of a proposed Development, should the Inuvialuit formerly make such a request. On April 10, 1987 the Inuvialuit Game Council ("IGC") formally requested that environmental screening be conducted of all onshore Developments on Crown lands and all offshore Developments within the ISR. On April 14, 2005, the IGC requested that all proposed non-renewable resource Developments on Inuvialuit private lands be screened by the Screening Committee.

The EISC interpretation of "Inuvialuit" for the purpose of referrals is that Inuvialuit organizations, not individuals, may make referrals. Individuals may make requests, should they wish, to one of the Inuvialuit organizations. Inuvialuit organizations recognized for the purpose of requesting referrals are:

- IGC
- Inuvialuit Land Administration (ILA)
- Hunters and Trappers committees ("HTCs")

3.2.6 Obligation to Comply

Pursuant to IFA s.11(36), "no licence or approval shall be issued that would have the effect of permitting any proposed Development to proceed unless the provisions of this section have been complied with". This requirement has the effect of requiring competent authorities to give notice of applications for licences, permits or other authorizations to the Screening Committee, and these applications for proposed Developments are subject to the environmental impact

screening process. Competent authorities should also refer the proponents to the Screening Committee website and to recommend they contact the EISC Coordinator directly.

3.2.7 Trans-boundary Considerations

Developments occurring outside the ISR may result in negative trans-boundary effects within the ISR. In these cases, developers are required to comply with the IFA environmental impact screening process, as well as the applicable jurisdictional requirements. Developers should take note of the following special cases:

- Trans-boundary Developments or Developments impacting on the ISR but originating in the Gwich'in or Sahtu Regions may also be subject to the provisions of the *Mackenzie Valley Resource Management Act*;
- Developments in Nunavut which may be trans-boundary, or may impact the ISR, may also be subject to the Nunavut Impact Review Board process;
- Developments in Yukon which may be trans-boundary, or may impact the ISR or occur on the Yukon North Slope may also be subject to the provisions of the YESAA.

3.3 Environmental Impact Screening Process

This section describes the various phases and associated steps followed by the Screening Committee to complete the environmental impact screening process. Figure 2 illustrates the phases and steps in the environmental impact screening process as described in this subsection.

Figure 2: Environmental Impact Screening Process

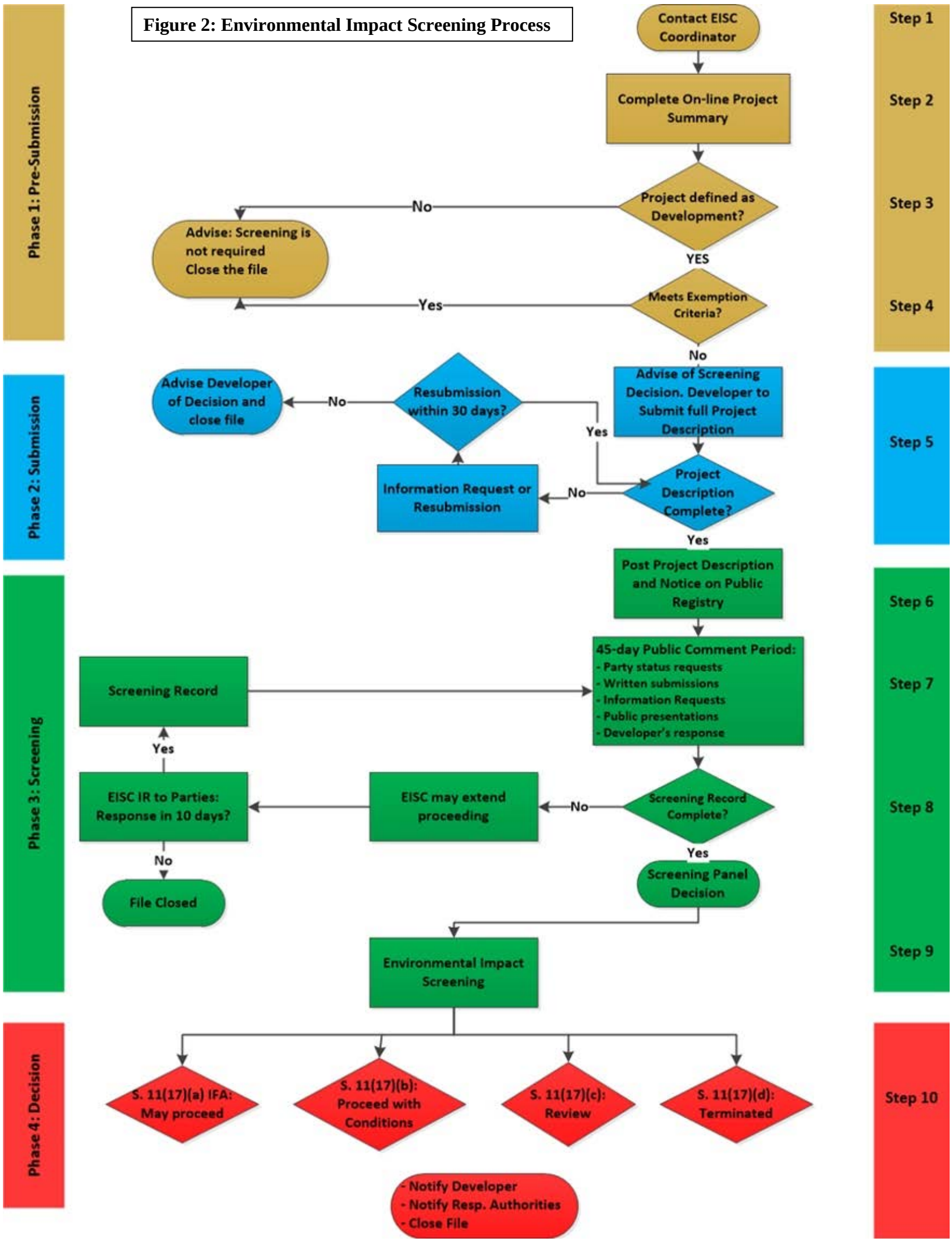


Figure 2: Disclaimer
This Figure represents the process under ideal conditions and is considered a general guideline. Parties are further advised to refer to the detailed descriptions of each step of the Screening Guidelines. Additionally, the scale and complexity of the proposed Development, the completeness of the Project Description, and the ability of the Parties to review and respond to proposals may affect schedule, timelines and decisions.

Phase 1 – Pre-Submission and Determination

3.3.1 Phase 1 – Pre-Submission

Step 1 – **Initial Developer Contact**:
A developer may contact the Screening Committee with any questions about the environmental impact screening process.

Step 2 – Complete the Online Project Summary Questionnaire (PSQ):
A developer completes the PSQ, and this document officially puts the project on the public registry. This action also informs the Screening Committee about the activities associated with the proposed project. This applies to new project proposals as well as amendments to a Development previously screened. A record of the proceeding will then be opened by the Screening Committee. In the PSQ, a developer may request:

i. that the proposed project proceed directly to Phase 2 of the environmental impact screening process as it is considered Development as defined by the IFA and not exempt from screening (a direct referral to Phase 2 must include a completed project description); or

ii. that the proposed project be reviewed to determine whether it is subject to the environmental impact screening process, and/or whether it is exempt from screening.

Step 3 – Pre-Screening Decision 1 – Development Determination:
Based on the information provided in the PSQ, the Pre-Screening Committee will determine whether the proposed project is a Development and:

i. if the proposed project is a Development, the process will proceed to Step 4; or
ii. if the proposed project is not a Development, the Screening Committee will inform the developer accordingly, post the decision on the record and close the file.

Step 4 – Pre-Screening Decision 2 – Exemption Determination:
This step consists of two questions regarding the proposed project:

Step 4.1 – Have the Inuvialuit requested a screening under the authority of s.11(1)(c) of the IFA?

i. If yes, the Screening Committee will confirm the decision with the developer, request submission of a complete project description, and post the decision on the record; or

ii. If no, the Screening Committee will confirm the decision with the developer and proceed to Step 4.2.

Step 4.2 – Is the proposed project exempt from environmental impact screening?

i. If yes, the Screening Committee will confirm the decision with the developer, post the decision on the record and close the file; or
ii. If no, the Screening Committee will notify the developer of the decision and request submission of a complete project description, and post the decision on the record.

For Step 4.1(i) and 4.2(ii), the project then proceeds to Phase 2, below.

Phase 2 – Submission

3.3.2 Phase 2 – Submission of a Project Description

Step 5 – Completeness decision on a project description:
In this phase, the Screening Committee determines the completeness of the project description for the purposes of environmental impact screening:

i. If not complete, the Screening Committee will return advise the developer of the missing information and indicate to the developer that it has 30 days to submit a revised project description containing the missing information or the file will be closed. If the file is closed after 30 days and the developer plans on submitting a revised project description, the environmental impact screening process will begin anew with Phase 1.
ii. If complete, the Screening Committee will confirm the decision with the developer, post the decision on the record, and the project will proceed to Phase 3.

Phase 3 – Screening

3.3.3 Phase 3 – Environmental Impact Screening

Step 6 – Notice of Proceeding:
The complete project description and notice of commencement of the environmental impact screening is posted to the record.

Step 7 – 45-day Comment period:
With the issuance of a Notice of Proceeding, a 45-day comment period begins. During this period, the following activities occur:

i. Party status requests: The Screening Committee will receive and register requests for status as a party to the proceedings. Section 5 of these Guidelines provides additional information.
ii. Information request process: Parties may submit an information request ("IR") to the Screening Committee within the first 35 days of the 45-day commenting period. IRs should be specific as to the information that might be required by a party. Such information might include information that would enable a party to provide advice, for example, on the significance of an impact, or to enable a party to fully understand the scope of a proposed Development and any proposed mitigation measures. Accepted IRs will be posted to the record along with the responses. Appendix E provides additional information.
iii. Post IR process: Prior to the completion of the IR time period a party may request an opportunity to make a public presentation to provide clarification of information already submitted by that party. If approved, the Screening Committee will post a notice to the record and notify the parties of the date and time of the presentation which will be open to the public.
iv. Written submissions: Parties have until day 45 to provide any written submissions to the Screening Committee for consideration in the decision-making process. All information received will be posted on the record. All information contained on the record for a particular proceeding will be considered by the Screening Committee in making its screening decision.

Step 8 – Record Completeness Determination: In this step, the following actions will be completed:

i. The developer is given 10 days to respond in writing to any issues raised during the 45-day comment period.
ii. Following this 10-day response period, the Screening Committee will examine the record and determine if it is complete to allow it to be closed and a screening decision to be reached. At this stage and in extraordinary circumstances only, such as the late submission or extreme complexity of evidence, the Screening Committee may extend the proceedings in order to:
    a) Consider the information contained in the record;
    b) Seek written clarification of any apparent issues; or
    c) Issue IRs for any information gaps noted.
iii. Once the Screening Committee determines the record is complete, the record is closed.

3.3.4 Phase 4 – Decision

3.3.4 Phase 4 – Environmental Impact Screening Decision

Step 9 – Screening Panel Decision:
A Screening Panel is established in accordance with s. 11(9) of the IFA after the Screening Committee has determined the record is complete and has closed the record.

The deliberations of the Screening Panel are private and confidential. The Screening Panel considers all the information contained on the record in its decision-making process, including:

- Any prior assessment of the proposed Development that may have occurred.
- Information contained in a developer's project description submission package.
- A complete list of the commitments made by a developer.
- Any submissions received in relation to the project description and accepted by the Screening Committee. Submissions include comments, IRs and any responses to posted comments and IRs.
- Any presentations or briefings received by the Screening Committee regarding the project description.
- Whether any significant negative environmental effects, negative impacts on wildlife or negative effects on wildlife harvesting are identified.

The Screening Panel's mandate is to undertake a screening of a proposed Development and its environmental effects to determine whether a proposed Development "…could have a significant negative environmental impact". This test of significance has a relatively low threshold which is appropriate at a preliminary environmental screening stage. If the Screening Panel determines that the proposed Development could have a significant negative environmental effect post-

mitigation then the proposed Development will be referred to an environmental impact review process for further assessment and review.

The Screening Panel's assessment of significance includes consideration of the following criteria:

- Location of the environmental effect (e.g., is it located on Category D or E lands within a Community Conservation Plan);
- within or near critical wildlife habitat areas; or in or near important wildlife harvesting areas);
- Duration of the environmental effect (e.g., one day, seasonal or multi-seasonal);
- Timing of the environmental effect in relation to environmental factors (e.g., permafrost, critical wildlife habitat, or whether the project will take place during important harvesting times);
- Frequency of activities (e.g., a onetime event, repetitive, or continuous over time);
- Magnitude of the environmental effect (e.g., the extent of the potential effect of the activity on the environment or on Inuvialuit wildlife harvesting);
- Scale of the environmental effect (e.g., within a community, the ISR or a larger area);
- Nature of the environmental effect (e.g., direct impact, indirect impact or cumulative);
- Reversibility or irreversibility of the environmental effect (e.g., the ability of the affected resource to recover and over what time period);
- Ecological context of an environmental effect (e.g., important wildlife or wildlife habitat potentially affected by the project; implications for biological diversity);
- Wildlife harvesting implications (e.g., whether areas where harvesting takes place may be impacted; the timing of the proposed activities relative to harvesting activities; whether species or populations which are under harvest quotas may be potentially affected); and,
- Likelihood of the environmental effect occurring (e.g., what is the risk that the activity will impact on the environment, wildlife or wildlife harvesting).

The Developer is responsible for providing sufficient information in its project description submission to enable the parties and the Screening Panel to determine whether the proposed Development could have a significant negative environmental effect. The Screening Panel relies on the information and advice from all parties, including Inuvialuit traditional knowledge, and considers the information and advice submitted equally.

The process for determining significant environmental impact is described in detail in Appendix E of the Rules of Procedure.

The Screening Panel expeditiously determines if the proposed Development could have a significant negative environmental impact and indicates in writing to the developer and the governmental authority(ies) competent to authorize the Development one of the following decisions:

11(17)(a) Decision: the Development will have no such significant negative impact and may proceed without environmental impact assessment and review pursuant to the IFA.

11(17)(b) Decision: the Development, if authorized subject to the environmental terms and conditions recommended by the Panel, will have no such significant negative impact and may proceed without environmental impact assessment and review pursuant to the IFA.

11(17)(c) Decision: the Development could have significant negative impact and is subject to assessment and review pursuant to the IFA. With regard to an 11(17)(c) decision and pursuant to s.11(19) of the IFA, if the Screening Committee determines that an existing or planned review process meets the environmental assessment and review function of the IFA and if the governmental authority responsible for the Development or environmental impact review process accepts the referral of the proposed Development, the Screening Committee shall refer the proposed Development to that body. Otherwise, the proposal shall be referred by the Screening Committee to the Review Board.

11(17)(d) Decision: the Development proposal has deficiencies of a nature that warrant a termination of its consideration and the submission of another project description. In this case, the Screening Committee will return the project description to the developer with its reasons for decision, and the record will be closed. If the developer submits a new Development proposal a new environmental impact screening process would begin.

Step 10 – Record Closed:
The Screening Panel's decision letter and its reasons for decision are posted on the record, provided to the developer, to the authority(ies) competent to authorize the proposed Development, and to the parties to the proceeding. The record will then be permanently closed.

3.4 Environmental Impact Screening Proceeding Extensions

This section describes the two ways the Screening Committee may consider extensions to an environmental impact screening proceeding.

3.4.1 Extension Requests to the Environmental Impact Screening Proceeding

Requests for an extension to the proceeding may be made by a party or by the Screening Committee in accordance with the Rules of Procedure. The Screening Committee may consider an extension request for one or more of the following reasons:

- New information regarding the proposed Development has been identified or received, and is considered material to the Screening Committee decision. This new information could be received during the comment period, as a result of an IR from a party, or as a result of a change to the project design by the developer.
- Circumstances out of the control of a party have occurred that prevent an adequate review of the project description within the allotted comment period.
- The developer has requested an extension with reasons and the Screening Committee has accepted the request.

3.4.2 EISC Screening Extensions

The Screening Committee may consider an extension to a proceeding on its own motion, based on the following criteria:

- Changes to the project description are considered material and could affect the screening decision.
- More time is required to consider the project description and the advice and comments provided by the parties during the comment period.
- Unresolved or outstanding questions/issues remain which prevent the Screening Committee from making a screening decision.

3.5 Changes to a Project Description During a Proceeding

A developer may choose to change a project description prior to the completion of a proceeding. Developers planning on making changes to a project description submission should contact the Coordinator for information. Failure to contact and consult with the Coordinator prior to making a change may result in a delay to the proceeding. Changes that may result in a requirement for resubmission of the project description include:

- Further refinement of design plans that result in any change in location, access or methods of construction or activity, or a change in the timing of the activities.
- A change to the project description that would result in a change to a regulatory authorization or a requirement for additional authorizations.
- An extension in schedule or duration of project.

If changes are made to the project description the developer must submit an updated project description submission, or a detailed letter of clarification that corrects the original submission at the completion of the 45-day comment period. Alternatively, a developer may request an extension in order to prepare and submit an updated project description or letter.

3.6 Amendments to a Development After Completion of the Screening Process

With respect to regulatory authorizations, no amendments or new approvals should be authorized until the Screening Committee has considered the proposed amendment and has made a determination as to whether an environmental impact screening is required.

Where a developer decides to make a modification to a Development, either during the term of the Development or at the end of the term of the authorization, the developer may be required to file a new project description if the proposed amendment(s) are not sufficiently addressed under the project scope listed in its original project description. If the proposed changes alter the location, duration, frequency, timing or any of the other significance criteria (s. 3.3.4) to an extent that may alter the original determination by the Screening Committee on the significance of the environmental effect of the Development, the Developer should consult with the Screening Committee. For example; the scope of the proposed Development is enlarged or changed to include the Development being located on Category D or E lands of a Community Conservation Plan or the scheduling of the planned activities is changed to take place during a critical wildlife period (e.g., calving, nesting). Appendix F contains instructions for a developer proposing any Amendments to a Development.

3.7 Multi-Year Development Proposals

Project descriptions for multi-year Development proposals shall include the required information as outlined in these Screening Guidelines for each planned year of the proposed Development. The Screening Committee will consider multi-year Development proposals only if there is sufficient information and details for the subsequent year(s) for a screening decision to be reached. If a developer fails to provide the information or if the Screening Committee considers that the information is insufficient to allow the Screening Committee to reach a decision on the proposed Development, the environmental impact screening would be terminated.

4 Project Description Guidelines

This section of the Guidelines is intended to assist developers in preparing a project description that will enable the Screening Committee to reach an environmental impact screening decision. The project description must be complete for the purposes of environmental screening in order to avoid unnecessary delays in the process.

4.1 Project Description Submission Requirements

Developers are expected to prepare a written submission titled Project Description. The suggested content for a project description submission is found in Appendix C. Developers are also required to complete the on-line environmental screening form found at www.screeningcommittee.ca.

All written submissions to the Screening Committee must be in unlocked PDF file format. The Screening Committee may also, from time to time, require a certain number of printed copies of the written submissions in addition to the PDF file. Maps and figures are to include appropriate contextual information.

4.2 Responsibilities of Developers

The Screening Committee expects a developer to have the knowledge and understanding of the local, regional and territorial environment, the land use and wildlife harvesting activities of the Indigenous peoples using the ISR. This knowledge and understanding should be reflected in the project description and in the developer's assessment of the potential environmental and wildlife harvesting effects of the proposed Development. Proposed mitigation measures should address the environmental and wildlife harvesting issues important to the Inuvialuit and to other ISR residents.

4.3 Engagement and Consultation with Communities and Parties

The purpose of conducting public engagement before submitting a project description to the EISC is to:

- Allow the public the opportunity to discuss the proposed Development with the developer;
- Enable the developer to understand and address or resolve any concerns expressed about the proposed Development;
- Enable the developer to gather any local and traditional knowledge that might be relevant to the Development. This information is normally obtained by dealing with the HTC in each community;
- Enable the parties to identify effects of the Development and determine how the negative effects will be mitigated;
- To ensure that potentially affected parties, communities, organizations and individuals are informed about the proposed Development; and,
- To inform the competent authorities for the proposed Development so that all required information is provided in the project description submission to enable these agencies to advise the Screening Committee appropriately.

The Screening Committee requires the developer to engage and consult with communities and with the parties during the preparation of its project description and during the environmental impact screening proceedings. The amount of engagement and consultation should be tailored to the proposed Development. The Screening Committee will not accept a project description in relation to which the developer has made no effort to inform and engage potentially affected parties or communities. The Screening Committee expects that potentially affected parties or communities will be given a reasonable opportunity to engage with the developer in an interactive manner, and to learn about the proposed Development and provide input or comment if they so wish. The Screening Committee also expects that communities and affected parties will participate in the consultation and engagement process with the developer.

Engagement and consultation appropriate for environmental impact screening can range from simply providing information and requesting feedback to engaging in virtual meetings and face-to-face meetings where feedback is sought from affected parties through interactive dialogue. The Screening Committee expects the developer to determine which groups and parties to consult, and what is appropriate to present and explain in consideration of the anticipated effects of the Development. The Screening Committee also requires the developer to record the details and outcome of its efforts and include this in the project description. Developers should be aware that more than one community may have an interest in a proposed Development. This interest may be a result of the use of shared resources and the potential environmental effect(s) on those resources or on wildlife harvesting.

In accordance with the Community Conservation Plan for each community in the ISR, the local HTC would be the first point of contact, normally providing the collective view or comments of the community.

4.4 Community Conservation Plans

Each of the six Inuvialuit communities in the ISR have developed a Community Conservation Plan which reflects each community's values and strategies for achieving conservation and management of renewable resources within the community's planning area. There are five general goals that were followed to develop these plans:

1) To identify important wildlife habitat, seasonal harvesting areas and cultural sites (for example, cabin sites) and make recommendations for their management.

2) To describe the community process for making land use decisions and managing cumulative impacts which will help protect community values and conserve the resources on which priority lifestyles depend.
3) To identify educational initiatives for the Inuvialuit and others interested in the area which will promote conservation, understanding and appreciation.
4) To describe a general system for wildlife management and conservation and identify population goals and conservation measures appropriate for each species of concern in the planning area. This will be done using the knowledge of the Community and others with expertise.
5) To enhance the local economy by adopting a cooperative and consistent approach to community decision making and resource management. This approach will help ensure economic stability and maintenance of all components of the Arctic ecosystem.

In designating land management categories, the Inuvialuit communities have attempted to recognize priority land uses and activities, as well as areas of special ecological and cultural importance. Land designations may be modified as additional information becomes available and provided the health and biological productivity of the planning area is maintained.

Each area of importance to the communities has been given a letter designation, corresponding to the categories below:

Category A	Lands and waters where there are no known significant and sensitive cultural or renewable resources. Lands shall be managed according to current regulatory practices.
Category B	Lands and waters where there are cultural or renewable resources of some significance and sensitivity but where terms and conditions associated with permits and leases shall assure the conservation of these resources.
Category C	Lands and waters where cultural or renewable resources are of particular significance and sensitivity during specific times of the year. These lands and waters shall be managed so as to eliminate, to the greatest extent possible, potential damage and disruption.
Category D	Lands and waters where cultural or renewable resources are of particular significance and sensitivity throughout the year. As with Category C, these areas shall be managed so as to eliminate, to the greatest extent possible, potential damage and disruption.
Category E	Lands and waters where cultural or renewable resources are of extreme significance and sensitivity. There shall be no Development on these areas. These lands and waters shall be managed to eliminate, to the greatest extent possible, potential damage and disruption. This category recommends the highest degree of protection in this document.

Developers are expected to have reviewed any Community Conservation Plan or the Yukon North Slope Wildlife Conservation and Management Plan that may apply to the area where the proposed Development is located. Developers are also expected to have specifically consulted with the appropriate communities and community organizations about any potential conflicts, and to have demonstrated this in their project description. Developers are also encouraged to confirm with the communities whether the information in the plans are current or need to be updated.

4.5 Wildlife Harvesting

Section 13(7) of the IFA requires that: “Every proposed Development of consequence to the ISR that is likely to cause a negative environmental impact shall be screened by the Screening Committee to determine whether the Development could have a significant negative impact on present or future wildlife harvesting”. If the Screening Committee makes a determination that a proposed Development could have a significant negative impact that cannot be mitigated, the proposed Development would be referred for environmental review.

Developers are required to provide the following information in their submissions:

- Description of any potential effects to wildlife species, such as wildlife productivity, wildlife habitat and wildlife harvesting activities;
- Analysis of these potential effects and a determination of whether or not the effects could result in significant negative impacts; and
- Evidence to support these findings and conclusions.

5 Parties to the Environmental Impact Screening Proceedings

This section of the Screening Guidelines provides information on participation as a party in the Proceedings of the environmental impact screening process.

5.1 Who is a Party to the Proceedings?

The following entities are included on the Screening Committee's distribution list and are automatically considered parties to a proceeding:

- The developer proposing the Development which is the subject of a proceeding
- Government agencies, government departments and co-management organizations
- Inuvialuit organizations
- Inuvialuit communities
- Any authority competent to authorize the Development in the Inuvialuit Settlement Region.

These parties must ensure that the Screening Committee has current contact information for them. Any entities not automatically considered to be parties to proceeding must apply to the Screening Committee for party status.

Those wishing to be recognized as a party to a proceeding and to receive notice and information regarding a particular proposed Development should apply for party status with the Screening Committee in writing or on the website at www.screeningcommittee.ca .

5.2 Roles and Responsibilities of a Party to a Proceeding

The Screening Committee relies on the input of parties for information and advice regarding the proposed Development and its potential environmental effects. Once the environmental impact screening process has started, parties are expected to provide comments or advice in the form of written submissions to the Screening Committee.

In general, the Screening Committee is interested in receiving the following information from parties wishing to contribute to an environmental impact screening process:

- An indication of whether the party was consulted by the developer;
- An indication of the issues and concerns the party identified in the developer's project description and whether they were communicated to the developer;
- An indication of whether the mitigation measures proposed by the developer would address the environmental or wildlife harvesting issues and concerns identified by a party;
- An indication of the outstanding issues identified by a party;
- Any additional mitigation measures a party would suggest that would avoid a negative environmental effect(s) or negative effect(s) on wildlife harvesting;
- Any other matter within the Screening Committee's mandate that a party may wish to raise.

Appendix D: Submission Information for Parties to the Proceedings, contains additional guidance on the type of information useful to the Screening.

Appendix A: Exclusion List

Introduction

S.11(2)(c) of the *IFA* states that an environmental impact screening or environmental impact review is not required for proposed Developments exempted pursuant to exclusion list by the Screening Committee. The Exclusion List has been developed by the Screening Committee pursuant to *IFA* s. 11(2)(c) and forms part of its Screening Guidelines. The list includes proposed Developments that, in the opinion of the Screening Committee, are deemed not to have potential to cause significant negative environmental impact, or significant negative impact on wildlife harvesting by Inuvialuit.

The list is intended as a guide to enable the Screening Committee to make pre-screening decisions quickly and effectively. In certain circumstances, notwithstanding that a project may otherwise qualify for exemption from screening, the Screening Committee may on its own motion and with reasons refer that project to screening. In addition, Inuvialuit exercising their rights pursuant to *IFA* s.11(1)(c) may request an environmental screening of an otherwise exempt Development to protect Inuvialuit interests.

Notwithstanding the exclusion list exemptions, the Screening Committee requires all proponents to meaningfully consult with potentially affected communities, HTCs and co-management bodies prior to submitting project proposals or renewal applications. Developers are expected to include proof of consultation and letters of support in their project submissions. This requirement applies to extensions, renewals or amendments to existing projects, and to new proposals.

The Coordinator should be contacted if there is uncertainty as to whether a proposed Development qualifies for exemption from screening pursuant to the list.

Developments Exempt from Screening

1. The extension of the term, renewal or amendment of an existing authorization, provided that the extension of term, renewal, or amendment would in the opinion of the Screening Committee not result in significant negative environmental impact or significant negative impact on wildlife harvesting, or alter the original decision of the Screening Committee regarding the Development.
Considerations:
a) This exemption applies to an extension of an existing authorization so the proponent must apply for an extension of the project prior to or within one year of the expiry of the existing authorization.
b) An exclusion under this Item can be granted if the proposed changes do not alter the location, duration, frequency, timing or any of the other significance criteria (see s. 3.2.4 of the Guidelines) to an extent that would alter the original determination by the Screening Committee.
c) This exemption includes routine supply and servicing operations associated with a project if the project itself was screened or was exempt from screening, and the scope of the project clearly included supply and servicing.
d) This exemption includes tourism operations provided that there is no change in the nature of the operations from the previous year.

2. Routine reconnaissance or monitoring programs conducted by regulatory authorities operating within their legislated mandates (e.g., government inspection activities in support of regulated activities or government data collection activities such as stream gauge readings) unless these activities may have a significant negative impact on Inuvialuit wildlife harvesting.
Considerations: Government inspection activities include inspections and related activities by conservation officers, natural resource officers, water inspectors, fisheries officers, lands inspectors, and similar authorities. They do not include station establishment or decommissioning. General access to Inuvialuit lands is specified in *IFA* ss. 7(13) to 7(21).

3. The routine operation and maintenance of an existing highway as defined in the *Motor Vehicles Act*[1] or its associated culverts and carried out within the existing highway right-of-way. Note: This exemption does not include the replacement of existing culverts.

4. A previously screened and permitted floating wharf being re-installed in accordance with the original project description and the original Screening Committee screening and where the proponent retains a valid permit or licence.

5. The modification or demolition of a wharf where those activities were included in the original project description, are consistent the original Screening Committee screening and where the proponent retains a valid permit or license.

[1] Motor Vehicles Act, R.S.N.W.T. 1988, c. M-16, as amended from time to time

6. Routine military surveillance or field operations and exercises by small contingents of Canadian Rangers and Canadian military staff, or other minor or routine military projects; e.g., the establishment of observation posts of limited duration and requiring limited aircraft support.

7. Commercial and light industrial activities and services within the municipal limits of an established community in the ISR, including but not limited to:

a. construction, operation and maintenance of all buildings;
b. institutional activities such as schools, daycares, and hospitals;
c. commercial activities such as shops and stores:
d. tourism businesses operating exclusively within the municipal limits of the community;
e. bulk fuel storage of less than 80,000L by individual residential or commercial users unless intended for resupply and resale.

For greater clarity: The following are examples of activities that would <u>not be exempt</u> from screening:

a. Power generation using nuclear fuels, wind farms, diesel or fuel oil, or hydroelectric facilities.
b. Any industrial activity where the aim is the manufacture, assembly or processing of goods or commodities or the use of natural resources, including but not limited to:
    i. Land farming of contaminated soils;
    ii. Manufacturing plant (metal or chemical);
    iii. Storage of hazardous wastes, chemicals, or explosives;
    iv. Commercial meat and fish production or processing (establishment or change in operation);
    v. Mineral, granular resource, oil or gas exploration or exploratory drilling, mineral or granular resource bulk sampling, mining, and all associated mining activities;
    vi. Port Development or major improvements not otherwise authorized through previous EISC screening.

8. Prospecting activities that meet all the requirements of the November 1, 1995 Letter of Agreement between the Inuvialuit Regional Corporation and the Department of Indian Affairs and Northern Development in relation to the issuance of prospecting permits and licences in the Inuvialuit Settlement Region, as long as the Agreement remains in effect.

9. Government-sponsored wildlife-related research projects in the NWT which have been reviewed and approved in accordance with the IFA co-management process and have demonstrated the research will improve habitat, contribute to management, or increase wildlife populations.

For greater clarity:

i. this exemption is limited to research projects which have been reviewed by and received conditional approval from the relevant Hunters and Trappers Committee(s), the Inuvialuit Game Council and the appropriate IFA co-management boards.
ii. the Screening Committee requires that the projects be submitted to it for a screening determination, whether or not they have been approved by the respective co-management body.

10. Developments or “other uses” deemed by the EISC to not be of consequence to the Inuvialuit Settlement Region in accordance with *IFA* s.13(7) and s.12(3)(b) and (c), and which would not have a significant impact on air, water, land or renewable resources, or negatively affect present or future wildlife harvesting.

For greater clarity: Examples of projects that the Screening Committee may consider to not be of consequence and may be exempt under this item include:

a. Projects that have been reviewed and received conditional approval from the relevant HTC(s), the IGC, or the appropriate IFA co-management bodies (i.e. (WMAC(NT), WMAC(NS), FJMC); **and**,
b. the EISC has determined that the proposed use will clearly have no significant negative impact on wildlife, habitat or native harvesting.

Appendix B: Key IFA Organizations and Boards

Co-Management Boards

The Inuvialuit and the governments of Canada, the NWT and the Yukon share equally in the management responsibilities in the ISR and designate or appoint members to each co-management body. In addition to the EISC, there are 4 other co-management organizations established pursuant to the IFA. For more Information go to: http://www.screeningcommittee.ca/resources/co-managment.html

Environmental Impact Review Board

The Environmental Impact Review Board (EIRB) conducts environmental impact reviews for proposed Developments in the ISR that have the potential for significant adverse environmental effects.

The EIRB decides whether a project should proceed and, if so, under what specific terms and conditions. In making its decision, the EIRB considers the need for wildlife compensation, mitigation, and remedial measures. Contact:

Environmental Impact Review Board
P.O Box 2120
Inuvik, NT, Canada X0E 0T0
Tel: 867-777-2828
Fax: 867-777-2610
Website: www.eirb.ca

Fisheries Joint Management Committee

The Fisheries Joint Management Committee (FJMC) was established under subsection 14(61) of the Inuvialuit Final Agreement, and consists of five members. The roles and responsibilities of the FJMC are defined by the Inuvialuit Final Agreement in subsections 14(61) to 14(72). The FJMC provides advice to the Inuvialuit and to the Department of Fisheries and Oceans on fishery management and related issues within the Inuvialuit Settlement Region. The FJMC works closely with government agencies, renewable resource user groups, and resource councils and committees established under the Inuvialuit Final Agreement, as well as with other land claim groups on a variety of activities and programs. The FJMC provides advice on fisheries issues to the Screening Committee, EIRB and other appropriate groups. Contact:

Fisheries Joint Management Committee
P.O Box 2120
Inuvik, NT, Canada X0E 0T0
Tel: 867-777-2828
Fax: 867-777-2610
Website: www.fjmc.ca

Wildlife Management Advisory Council (North Slope)

The Wildlife Management Advisory Council (North Slope) (WMAC(NS)) was established pursuant to IFA s.12(46). The roles and responsibilities of the WMAC(NS) are defined by the IFA s.12(46) to 12(57). The WMAC(NS) is responsible for the preparation of a wildlife conservation and management plan for the Yukon North Slope. WMAC(NS) provides advice to the appropriate federal or territorial Minister on all matters relating to wildlife policy and the management, regulation, and administration of wildlife, habitat and harvesting for the Yukon North Slope.

WMAC(NS) determines and recommends appropriate quotas for Inuvialuit harvesting of game in the Yukon North Slope and advises on measures required to protect habitat critical for wildlife or harvesting. The WMAC(NS) also provides advice on issues pertaining to the Yukon North Slope to the Porcupine Caribou Management Board, the Yukon Land Use Planning Commission, the Screening Committee, and the EIRB. Contact:

Wildlife Management Advisory Council (North Slope)
P.O. Box 31539
Whitehorse, YT, Canada Y1A 6K8
Tel: (867) 633-5476
Fax: (867) 633-6900
Website: www.wmacns.ca

Wildlife Management Advisory Council (Northwest Territories)

The Wildlife Management Advisory Council (Northwest Territories) (WMAC (NWT)) was established pursuant to IFA s14.(45), and consists of seven members. The WMAC (NWT) focuses on the conservation of terrestrial wildlife species (and polar bears), and birds. The Council's geographic area of jurisdiction is that part of the ISR within the Northwest Territories. The mandate of WMAC (NWT) is to advise appropriate ministers on all matters relating to wildlife policy, and on the management, regulation, research, enforcement and administration of wildlife, habitat and harvesting for the Western Arctic Region, within the NWT. It is the responsibility of the WMAC (NWT) to prepare conservation and

management plans, and to determine and recommend harvestable quotas. The WMAC (NWT) also reviews and advises the appropriate governments on existing or proposed wildlife legislation and any proposed Canadian position for international purposes that affect wildlife in the Western Arctic Region.
Contact:

Wildlife Management Advisory Council(NWT)
P.O Box 2120
Inuvik, NT, Canada X0E 0T0
Tel: 867-777-2828
Fax: 867-777-2610
Website: https://www.jointsecretariat.ca/wmacnwt

Inuvialuit Organizations

Inuvialuit Land Administration

The Inuvialuit Land Administration (ILA) is a division of the Inuvialuit Regional Corporation (IRC), and is responsible for managing and administering Inuvialuit-owned lands in the ISR. Within the ISR the Inuvialuit have exclusive ownership of surface and subsurface rights to certain lands [IFA s7.(1)(a)], and surface ownership only in other areas [IFA s7.(1)(b)], collectively known as Inuvialuit Private Lands.
Contact:

Land Administrator
Inuvialuit Land Administration
P.O. Box 290
Tuktoyaktuk, NT, Canada X0E 0C0
Telephone: (867) 977-7100
Fax: (867) 977-7101
Website: https://www.irc.inuvialuit.com/inuvialuit-land-administration

Inuvialuit Game Council

The Inuvialuit Game Council (IGC) represents the collective Inuvialuit interest in all matters pertaining to the management of wildlife and wildlife habitat in the ISR. This responsibility gives the IGC authority for matters related to harvesting rights, renewable resource management, and conservation. Officially, the IGC was incorporated as a Society under the NWT Societies Ordinance on April 20, 1983. Contact:

Inuvialuit Game Council
P.O Box 2120
Inuvik, NT, Canada X0E 0T0
Tel: 867-777-2828
Fax: 867-777-2610
Website: https://www.jointsecretariat.ca/inuvialuit-game-council

Hunters and Trappers Committees

A Hunters and Trappers Committee (HTC) has been established in each of the six Inuvialuit communities by the Community Corporations. These committees are involved in:

- advising the IGC on local matters related to harvesting
- making by-laws regarding harvesting rights
- encouraging and promoting involvement in conservation, research, management, enforcement and utilization in relation to wildlife resources in the ISR
- assisting the Wildlife Management Advisory Councils with data as needed
- allocating established harvesting quotas locally
- providing input to the environmental impact screening and review process by way of the following:
    - carefully reviewing all land use proposals and only giving their support to land use activities where they are consistent with the Community Conservation Plan
    - through the HTC, IGC or the IRC, referring any Developments on Inuvialuit Land that may be in conflict with the Community Conservation Plan to the environmental screening and review process
    - through its HTC, consulting with Developers on Developments proposed within the community Planning Area
    - with the assistance of the IGC, familiarizing themselves with the terms and conditions of any relevant Wildlife Compensation Agreements prior to signing off by the IGC, HTC and the Developer
    - through their HTCs, advising the EISC or ILA of community concerns regarding Development Developments in the community Planning Area
- developing a monitoring system with industry, transportation companies and local tourist operators to determine the numbers, impacts and rate of increase of activity to provide the data for increased regulations as required
- through their HTCs, ensuring that community harvest data are kept current in order to facilitate Development of practical and fair Wildlife Compensation Agreements.

Hunters and Trappers Committee Contact Information

Aklavik HTC
P.O. Box 133
Aklavik, NT, Canada XOE OAO
Tel: (867) 978-2723
Fax: (867) 978-2815
E-mail: ahtc@northwestel.net

Olokhaktomiut HTC
P.O. Box 161
Ulukhaktok, NT, Canada XOE OSO
Tel: (867) 396-4808
Fax: (867) 396-3025
E-mail: ohtc_2015@outlook.com

Inuvik HTC
P.O. Box 1720
Inuvik, NT, Canada XOE OTO
Tel: (867) 777-3671
Fax: (867) 777-2478
E-mail: inuvikhtc@hotmail.com

Paulatuk HTC
P.O. Box 39
Paulatuk, NT, Canada XOE 1NO
Tel: (867) 580-3004
Fax: (867) 580-3404
E-mail: paulatukhtc@gmail.com

Sachs Harbour HTC
P.O. Box 79
Sachs Harbour, NT, Canada XOE OZO
Tel: (867) 690-3028
Fax: (867) 690-3616
E-mail: shtcresperson@yahoo.ca

Tuktoyaktuk HTC
P.O. Box 286
Tuktoyaktuk, NT, Canada XOE 1CO
Tel: (867) 977-2457
Fax: (867) 977-2433
E-mail: tuk.htc@outlook.com

Appendix C: Project Description Content Guide

Project Description Content

In accordance with section 4.1 of these Guidelines, the following is presented as a suggested content guide for a project description. The Screening Committee expects that the level of detail in a developer's submission will vary depending on the stage of the Development, the scope of the activities, the Development's complexity, size, location and the duration of the proposed Development. Written submissions must clearly address the following:

1.0 Cover Letter
- A cover letter requesting a screening under the IFA environmental impact screening process, and including a contact name, address, telephone and email address for the developer and the individual responsible for authorizing the Development.

2.0 Project Description
- Title of the Proposed Development. The project description should be clearly identified. The title should inform the reader as to the nature of the Development. This title will be used in all subsequent correspondence.
- Table of Contents. The Project Description and any other associated document that exceeds 10 pages should have a "clickable" Table of Contents (i.e. includes embedded links to each of the headings in the document)

3.0 Contact Name and Address
- Include the name of the developer (company, government department or individual) and key contact names, addresses, telephone, fax, and email addresses.

4.0 Approvals – Regulatory and other Authorizations
- A list of all the authorizations, licences or permits that are required from governments (federal territorial, municipal), regulatory agencies and private landowners in order to proceed with the Development.
- If it is a government project, the authority competent to authorize the Development.
- The name, address, telephone number, email address and fax numbers for the contact person within each organization who will authorize the proposed Development.

5.0 Summary of the Project Description
- A plain language summary of the proposed Development, the potential environmental and wildlife harvesting impacts, significance determination and the developer's mitigation commitments.
- This summary can be used to facilitate community engagement and understanding of the proposed Development and its environmental and wildlife harvesting implications for the ISR.

6.0 Summary of the Proposed Development
- Purpose of the proposed Development
- Project scope, including the

  i. spatial (geographic) boundaries;
  ii. temporal boundaries (start and end date); and,
  iii. the principal activities of the project, which should include all applicable stages of the proposed Development, such as mobilization and transportation, staging, operation, monitoring, reclamation, abandonment and decommissioning, and post-closure monitoring activities.
- Any contingency plans for the project.
- Location, including any offsite activities related to the Development
- Timelines and schedules for the proposed Development i.e., key dates, or phases of the Development. If multi-year, indicate timing and scheduling for each year is required.
- Infrastructure, personnel and equipment requirements
- Waste handling and disposal (garbage, sewage [black water and grey water], hazardous materials)
- Fuel requirements, storage, transportation and handling (method of transfer)
- Greenhouse gas emissions predicted to be released over the lifespan of the project
- A summary of climate change effects that may impact the project over time (e.g. permafrost degradation, erosion, and others).

7.0 Developer's Commitments
- A summary or a consolidated list of the developer's commitments and associated implementation timelines for the Development, including all mitigation measures

8.0 New Technology
- Explain any new technologies with references to experience in other areas, particularly northern experience with the technologies proposed.

9.0 Alternatives

- A rationale for the selected site of the proposed Development and an indication of alternatives that were considered
- A rationale for the Development activities and the alternatives, including alternatives to reduce the release of greenhouse gas emissions, that were considered and rejected should be included.
- A description and details regarding any new technologies or innovative procedures that may be used.

10.0 Description of the Biophysical Environment in which the Development is to take place:

- Identify and describe in summary form the important biophysical resources, also known as Valued Components[2], that could be negatively impacted by the proposed Development (i.e., climate, oceanographic resources, surface and ground waters, permafrost, vegetation, wildlife, sites of high biodiversity and special conservation status.
- Describe the state and condition of the environment and environmental components prior to the proposed Development. This information can help distinguish between environmental changes that might otherwise be attributed to the Development, from those that could be caused by something else or be natural variation.

11.0 Traditional and Other Land Uses/ Potentially Affected Communities

- Description of the community use of the proposed Development area, including present wildlife harvesting activities/importance. Reference the relevant Community Conservation Plans and other land use and wildlife management plans and any updates or current information that should be included.
- Harvesting areas (i.e., hunting and berry picking) and harvest timing
- Sensitive wildlife harvesting areas and times
- Land designation category (should be included

12.0 Community Engagement and Consultation

- Demonstrated community engagement, a list of issues and concerns identified during the engagement, and how the Development design and implementation is addressing the issues and concerns identified. (Refer to subsection 4.5)

13.0 Co-Management, Inuvialuit Organizations and Government Engagement and Consultation

- Demonstrated engagement with relevant government departments and agencies, Inuvialuit organizations and co-management organizations. A list of issues and concerns raised by these parties and methods the developer proposes, or has already implemented, for dealing with them.

14.0 Analysis of Potential Significant Negative Environmental Impacts

- Identify those elements of the proposed Development that could negatively impact on the important biophysical resources, i.e Valued Components.
- Identify those elements of surrounding environment that may impact the project over time (e.g. permafrost degradation, erosion, and others).
- Identify those elements of the proposed Development that could negatively impact on resource harvesting activities.
- Identify whether the Development could lead to the damage or loss of wildlife and wildlife habitat, or lead to the disruption of wildlife harvesting activities
- Assess the significance of such potential environmental impacts, including impacts on wildlife and wildlife habitat, before and after mitigation measures are implemented.
- Rate the residual environmental and resource harvesting impacts to assess whether the proposed Development could have a significant negative environmental impact or significant negative impacts on resource harvesting.

15.0 Cumulative Environmental Impacts

- The developer should consider the following questions:
    - What other Developments or activities are in the area (including past, present, and reasonably foreseeable Developments and activities)?
    - Do the effects of the other Developments or activities overlap with the effects of the proposed Development?
    - What are the effects interactions (i.e., describe the cumulative impact(s))?
- If it is found that the cumulative environmental effects of this project, in combination with others are likely to be significant, further mitigation measures should be considered to reduce or eliminate the environmental effects.

[2] A Valued Component or VC is described in EISC's Rules of Procedure, Appendix D, Section 3 as: "an environmental element of an ecosystem that is identified as having scientific, ecological, social, cultural, economic, historical, archaeological or aesthetic importance.

16.0 Proposed Mitigation Measures to Address Potential Impacts

- Describe the proposed mitigation measures to address potential negative environmental impacts, impacts on wildlife and impacts on resource harvesting, and whether mitigation measures may result in the Development having no such significant negative environmental effects or significant negative effects.
- Describe the mitigation that is required to manage the cumulative impact(s), including:
  - Waste management plans (garbage, sewage (grey and black water), hazardous waste)
  - Climate change and greenhouse gas emission management and mitigation plan.
  - Emergency Response Plans, Environmental Contingency Plans, and Spill Response Plans that includes an annotated table of contents that clearly demonstrates the scope of these plans and what would be committed to by the Developer.
  - Contingency plans (this should include but not limited to: fuel spills, blowouts, permafrost degradation, accidents or malfunctions)
  - Wildlife encounter management plans (including but not limited to: Bear Management Plans, Encounter and Response Guidelines, Inuvik Region, Department of Environment and Natural Resources, GNWT, available at: http://www.enr.gov.nt.ca/_live/pages/wpPages/Safety_in_Grizzly_and_Black_Bear_Country.aspx
  - Wildlife and fisheries management plans to manage predicted long term environmental or harvesting impacts
  - Operation timing and scheduling of activities
  - Aircraft flight altitudes and landings
  - Adaptive management plans
- A summary table of potential environmental/harvesting impacts with associated mitigation measures should be included.

17.0 Clean-Up, Reclamation, Disposal and /Or Decommissioning Plans

- Plans for clean-up, reclamation, disposal and or decommission of the various elements of the proposed Development
- A decommissioning plan is necessary for all Developments involving facilities construction (i.e., construction of permanent structures)

18.0 Other Environmental Assessments

- An indication of whether this proposed Development has been subject to a previous environmental assessment,
- Provide a copy of the assessment and decision reports (where available).
- Indicate what changes to the Development resulted from the environmental assessment process, the regulatory process, or the implementation of the Development.

19.0 Visual information:

- Maps, charts and other visual aids containing information useful in determining the location, nature and extent of the proposed Development, and for helping to determine any potential significant negative impacts. This information should include, but is not limited to, the following:
  - Previous and existing Developments and infrastructure.
  - All Inuvialuit lands (7.(1)(a) and 7.(1)(b)).
  - Protected areas of any type.
  - CCP land designations.
  - Any transportation and/or access routes to or through the site.
  - Any sensitive aquatic and terrestrial areas (e.g., habitat, rearing, spawning/reproduction, feeding, harvest areas, SARA species locations).
  - Traditional use and culturally important areas.
  - Mapped coordinates of Development proposals on 1:250,000 scale maps for general location and 1:50,000 scale maps for precise locations.
- Where the developer has the capacity, the Screening Committee requests that the geographic data also be provided in a digital form. Suggested geo-referenced data formats include: AutoCAD DXF, ESRI shapefiles, Arc Interchange (.E00) Files, or mid-mif. The provision of metadata is also required - with the minimum being the projection information and required values. The preferred file format is shapefile - decimal degrees (NAD83).

Appendix D: Instructions on Submitting Comments

The following information requirements are provided as a guide for parties to a proceeding for providing comments or advice on a proposed Development subject to environmental screening. The guide addresses four types of parties recognized as potentially having an interest in or that could be affected by, a proposed Development.

Government agencies and co-management organizations

Includes:

- authorities competent to authorize the Development;
- government agencies that have specialist and/or technical expertise in relation to the proposed Development, or to the location of the Development;
- co-management organizations that have specialist and/or technical expertise in relation to the proposed Development, or to the location of the Development.

Inuvialuit organizations

Includes:

- Inuvialuit Game Council;
- Hunters and Trappers Committees;
- Inuvialuit corporations.

Communities and community organizations

includes:

- The six Inuvialuit communities, as appropriate to the nature and scale of the proposed Development;
- Community governments.

Members of the general public registered by the EISC as Parties to the Proceedings

Includes:

- Individual members of the public, including residents of the ISR;
- Non-governmental organizations;
- Indigenous groups of adjacent jurisdictions who may be affected by the proposed Development;
- Others not identified in the above types that may be affected by a proposed Development.

These parties are requested to provide, as a minimum, the following information in their written submissions:

Reviewing Party: Organization submitting the comment (your organization)
Reviewer Contact Information: Point of contact information (ie., contact name, address, telephone, and email address) for the individual providing the comments
Subject: Identify that you are submitting a “Comment Letter” followed by the corresponding EISC project file number and name
To: All comments should be directed the Environmental Impact Screening Committee for consideration

General Information

A cover letter identifying the general subject of the comment? (e.g., fish, water, cultural impacts, and others). The contents of the letter should include the party’s purpose and interest in the proposed Development (i.e., which party type do you fall into? How are you potentially affected by the proposed Development?)

A clear explanation of the scope of the party’s advice on the project description.

Party Specific Information

Government and Co-management organizations

Information or technical data in sufficient detail should be provided to support an evaluation of a developer’s assessment of the potential environmental impacts, including potential cumulative effects of the proposed Development. This information could include the following:

- An evaluation of any potential positive and negative environmental and biophysical impacts that may result from a Development, and proposed methods to mitigate or avoid negative impacts;
- An evaluation of a developer’s commitments and associated implementation timelines for the Development;

- Where a party disagrees with any part of a developer's submission, the rationale for these conclusions;
- Where possible, parties are asked to suggest alternatives to components of, or for, the whole Development, provide better mitigation suggestions where appropriate and provide suggested terms and conditions for consideration by the Screening Committee that would reduce or eliminate significant impacts;
- If the party is a government authority, the scope of the regulatory instrument for which the authority has responsibility in relation to the proposed Development (e.g., which components of the Development are regulated by the authority);
- A clear explanation and rationale for any recommendations to the Screening Committee that may result in the Development having no significant negative impacts;
- A summary and outcomes of any engagement and consultation opportunities the Party participated in with the developer, including dates, location, and other participants;
- If an authorizing authority concludes there is insufficient information in the project description submission to reach a conclusion on these points, and any other points the authority deems relevant, an information request (IR) submission to the Screening Committee is appropriate. The form can be found at www.screeningcommittee.ca .

Inuvialuit Organizations

- An evaluation of the human environment components in the Development area, including traditional and other land uses and potentially affected communities.
- An assessment of a developer's engagement and consultation efforts, a list of issues and concerns raised and methods a developer proposes or has implemented for dealing with them.
- Where a party disagrees with any part of a developer's submission, a rationale for these conclusions. Where possible, parties are asked to suggest alternatives to components of, or for the whole Development, provide better mitigation suggestions where appropriate and provide suggested terms and conditions for consideration by the Screening Committee that would reduce or eliminate significant impacts.
- An assessment of whether a Development may cause significant interference with Inuvialuit use of and peaceable enjoyment of the lands in accordance with s. 7(15) of the IFA.

Communities and Community Organizations

- An evaluation of a proposed Development and how it might affect the community and/or community services.
- An assessment of a developer's engagement and consultation efforts, a list of issues and concerns raised and methods the developer proposes or has implemented for dealing with them.
- Where a party disagrees with any part of a developer's submission, the rationale for these conclusions. Where possible, parties are asked to suggest alternatives to components of, or for the whole Development, provide better mitigation suggestions where appropriate, and provide suggested terms and conditions for consideration by the Screening Committee that would reduce or eliminate significant impacts.

Members of the Public Registered as Parties to the Proceedings:

- Any comments the member of the public wishes to submit about a proposed Development.
- An evaluation of the proposed Development and how it might affect the community and/or community services.
- An assessment of the developer's engagement and consultation efforts, a list of issues and concerns raised and methods a developer proposes or has implemented for dealing with them.
- Where a party disagrees with any part of a developer's submission, the rationale for these conclusions. Where possible, parties are asked to suggest alternatives to components of, or for the whole Development, provide better mitigation suggestions where appropriate, and provide suggested terms and conditions for consideration by the Screening Committee that would reduce or eliminate significant impacts.

Parties to the Proceeding can submit comments directly to eisc@jointsec.nt.ca in a PDF format, or online using the EISC Registry.

Appendix E: Instructions on Making an Information Request

An Information Request ("IR") may be requested by any party in accordance with section 1.9 of the Rules of Procedure. The purpose of an IR is to provide the Screening Committee with the information it needs to decide whether the proposed Development is likely to have a significant adverse environmental effect. An IR is a tool for the Screening Committee and the parties to obtain additional information or clarification on issues, and to address questions that arise during a proceeding.

IRs can originate from and be directed at any of the parties to a proceeding. A party can request information that is necessary for its technical analysis of a Development's potential impacts. All IRs are subject to the Screening Committee's approval. The Screening Committee will generally not accept any IRs outside the scope of the screening.

These parties are requested to provide, as a minimum, the following information in their written submissions:

Reviewing Party: Organization submitting the IR (your organization)
Reviewer Contact Information: Point of contact information (ie., contact name, address, telephone, and email address) for the individual providing the comments
Subject: Identify that you are submitting an "Information Request" and who is expected to answer the question or provide information (e.g., the Developer or a government department). The corresponding EISC project file number and name should also be included
To: All Information Requests should be directed the Environmental Impact Screening Committee for consideration and distribution

General Information:

A cover letter identifying what is the general subject of the request? (e.g., fish, water, cultural impacts, and others). The contents of the letter should provide a preamble and the corresponding request for each question being raised, as described below.

Preamble

Provide background information and a rationale for your request. The preamble should identify any shortcomings of available information and how the requested information will be relevant. For example: "The developer's correspondence to date describes various mitigation measures to minimize impacts on wildlife, but does not specify which measure is aimed at which species. To determine the effectiveness of proposed mitigation measures the species they are aimed at should be known".

Request

The question the party is directed to answer. For example: "Please identify which mitigation measures are aimed at minimizing impacts on moose". A question may consist of several parts. Please make your questions as specific as possible.

Parties to the Proceeding can submit Information Requests directly to eisc@jointsec.nt.ca in a PDF format, or online using the EISC Registry.

Appendix F: Instructions on Making an Amendment to a Development

The following Amendment to a Development form is provided as a guide for proponents seeking an amendment to Development after the screening process has been completed for the given project. The guide addresses the information that should be included in an Amendment to a Development request in order for the Screening Committee to determine whether further environmental impact screening is required for the project.

Please provide the following information when making an Amendment to a Development request:

EISC File Number: Number assigned by EISC to the Project file
Project Title: Name of the project title as stated on the EISC Registry
Proponent Name: Developer proposing the request
Proponent Contact Information: Point of contact information for the Developer.
Subject: Amendment to a Development Request

General Information:

The contents of the letter should provide the following information:

1.0 Summary of the Originally Proposed Activities
- Provide a brief summary of the originally proposed activities.

2.0 Summary of the Proposed Changes
- Provide details of the changes being proposed that differ from the originally proposed activities.

3.0 Project Components
- Describe how the proposed changes altered the originally identified project components.

4.0 Temporal and Spatial Boundary
- Describe how the proposed changes would affect the temporal boundaries (timing and duration) and spatial extent of the project.

5.0 Description of Environment
- Describe whether the proposed changes will affect the original description of the biophysical or human components.

6.0 Valued Components
- Describe whether the proposed changes will affect the original Valued Components (VCs) identified.

7.0 Significance Rating
- Based on the identified changes to the valued and project components, identify any new adverse environmental impacts.
- For each new adverse environmental impact identified, describe the mitigation and/or monitoring measures that will be applied.
  If any residual impacts remain following the applied mitigation and monitoring measures, describe each significant negative environmental impact and how that significance determination was reached.

8.0 Cumulative Impacts Assessment
- Describe whether any residual effects based off proposed changes have been identified and whether the residual effects impact the original cumulative impacts assessment.

All requests for Amendments to a Development must be submitted to eisc@jointsec.nt.ca in a PDF format.