

## PREPARATION OF DISCLOSURE DOCUMENTS

### 1.0 Introduction

For most proposals, the information needed to understand a proposed project, its potential environmental effects, and the actions needed to address those effects can be obtained through the application review processes under the *Environmental Protection and Enhancement Act (EPEA)* or the *Water Act*. However, in some cases the project and the circumstances surrounding it are sufficiently complex to warrant the preparation of an Environmental Impact Assessment (EIA) report by the proponent.

This guideline is intended to provide direction to proponents about the information requirements for projects that may be subject to further assessment under Part 2, Division 1 of *EPEA*. The objective of *EPEA* Part 2, Division 1 is to ensure that the environmental effects of a project have been examined and are understood before a decision is made concerning an application for an Approval under *EPEA* or the *Water Act*.

If a decision has been made that an EIA report is required because the proposed project is a mandatory activity under the *Environmental Assessment (Mandatory and Exempted Activities) Regulation*, the proponent is required to disclose the proposed project to the public as part of the process to set the Terms of Reference for the EIA report. To make a determination about the need for an EIA report for other discretionary activities or projects, the Director responsible for *EPEA* Part 2, Division 1 requires information of appropriate detail to develop an understanding about the potential for the project to have negative environmental effects, to interact with other industrial and human activity in the area, and to be of interest to the public. The proponent is also required to disclose the proposed project to the public so that the public can provide the Director with their concerns.

The objective of this guideline is to outline the type of information and level of detail needed to meet disclosure requirements regardless of reason for the disclosure.

### 2.0 General Information

Information is required that will identify the proponent and provide an overview of the full nature and scope of the project. Recognizing that plans for later phases or developments may not be developed with the same certainty of initial aspects of the project, the proponent is expected to provide as much information and detail as may be available.

- 2.1 State the name of the proponent and a person(s) designated as a contact for information about the proposed project.
- 2.2 Provide an address and telephone number that the public can use to contact the proponent and get information about the proposed project.
- 2.3 Provide a brief discussion of the proposed project, the scope of proposed and future development, and, if appropriate, the phasing of development. Include a discussion about the proponent's certainty about the proposed project and factors that may influence uncertainty about future development.
- 2.4 Provide the legal land description for the proposed project and provide maps at appropriate scales showing the legal land description, boundaries of the proposed

development area, the regional setting of the development, major existing infrastructure, neighbouring land uses and developments, and any significant environmental features (e.g., water courses, protected areas).

- 2.5 Identify and discuss, to the extent possible, other activities in the area that may interact with the proposed project.
- 2.6 Briefly discuss the purpose of the activity.

### **3.0 Project Description**

The project description is intended to identify, at a preliminary level of detail, the basic features of the proposed project, its location, size, and if appropriate, the intended process technology. It is understood that there may be varying degrees of certainty and knowledge about future development.

- 3.1 Provide a site plan of the proposed project illustrating:
  - a) the location of any existing buildings and facilities;
  - b) the location of the proposed components;
  - c) the location of any infrastructure required to service the proposed project including utilities, rail and road access, and;
  - d) the location of lands associated with the proposed project that are not intended to be developed.
- 3.2 Discuss the probable components of the proposed project, production processes, technology and the capacity of the respective production processes and, where appropriate, provide schematic diagrams.
- 3.3 Provide an estimate of the types of solid waste, liquid effluent and gaseous emissions expected from the proposed project, and briefly discuss plans for their treatment and disposal.
- 3.4 Identify the expected volume of water required for the proposed project and indicate probable sources and availability.
- 3.5 Discuss how the proposed project will be developed and compare the proposed project with potential future development.

### **4.0 Environmental Matters**

Information about the environmental setting and potential changes to it that may occur as a result of the proposed project and in combination with other activities is needed to understand the complexity of the proposed project and its potential environmental effects.

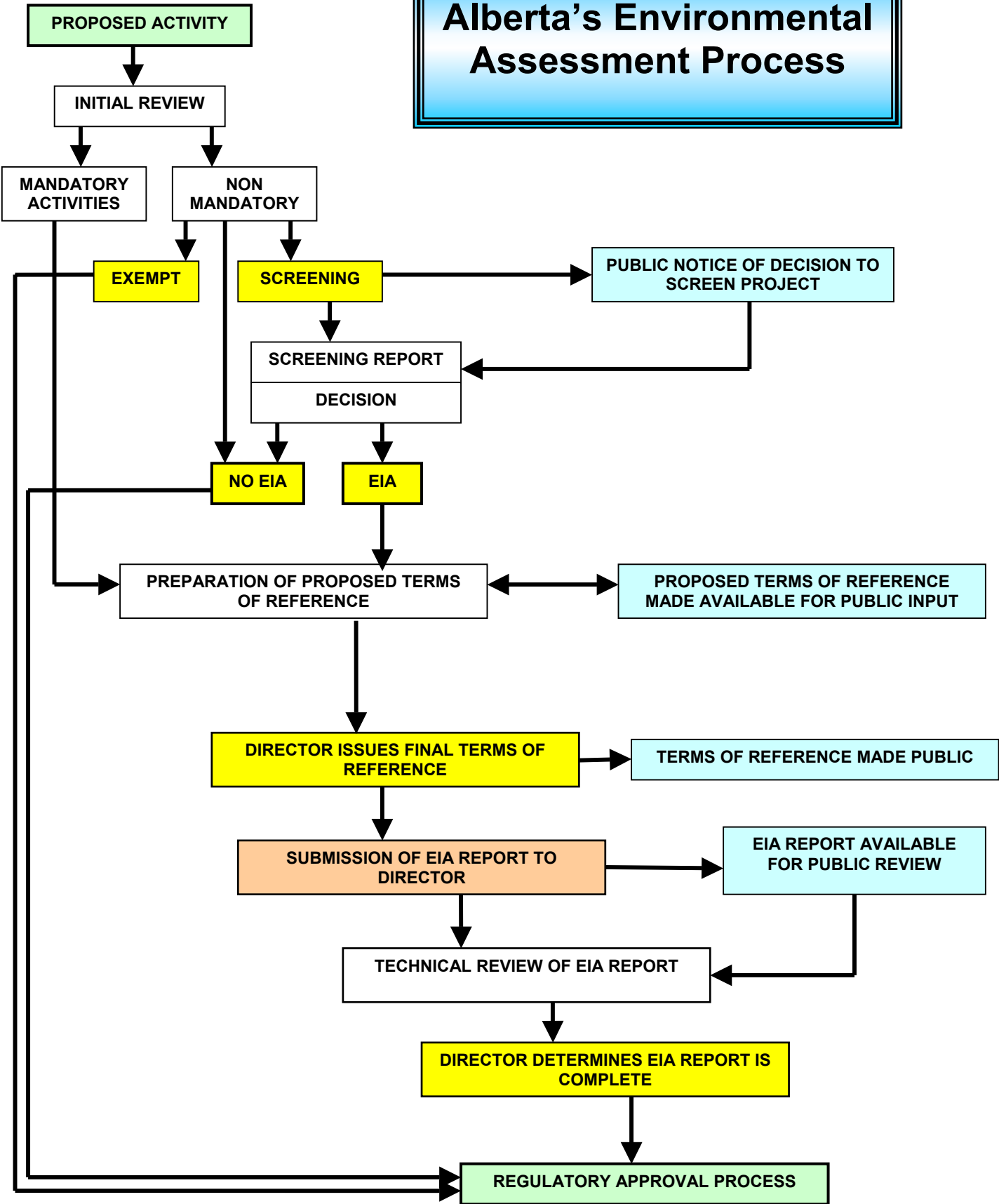
- 4.1 Provide a brief description of the biophysical setting for the site with regard, as appropriate, for air quality, soil, topography, vegetation, wildlife, surface waters and groundwater.
- 4.2 Identify those features of the proposed project having implications for environmental protection and briefly discuss the plans to be put in place to address them.
- 4.3 Discuss the possible environmental effects due to development including the proposed project and other types of activities and developments that are reasonably expected to

occur. Include in this discussion any aspects of the proposed project including, to the extent possible, potential expansion, about which there may be some uncertainty on the part of the proponent.

## **5.0 Community Information**

- 5.1 Provide a schedule for the proposed project, including an estimate for the start and completion of construction as well as an estimate of the number of construction and operational employees.
- 5.2 Discuss any consultation the proponent has undertaken with the public, Aboriginal and special interest groups to gauge public opinion about the proposed project, the nature of the response from those consulted, and issues identified by those groups.
- 5.3 Describe consultation the proponent intends to undertake to advise the public about the proposed project and obtain advice about issues of interest to the public.

# Alberta's Environmental Assessment Process



# APPLICATION PROCESS – ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT

