STRATEGIC ENVIRONMENTAL ASSESSMENT

POLICY

INDUSTRY CANADA
1. **Title: Industry Canada’s Strategic Environmental Assessment Policy**

The policy will guide the department’s implementation of the 2010 Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals (the Cabinet Directive) and supporting Guidelines which outline key government requirements for Strategic Environmental Assessments (SEA).

2. **Definitions**

**Strategic Environmental Assessments (SEA):** A SEA is a comprehensive evaluation by departments of the important environmental effects (positive and negative) of their Proposals to Ministers. A SEA informs strategic decision-making by the Government through careful analysis of environmental risks and opportunities.

**Proposal:** A Proposal is any program, plan or policy presented to the Minister or Cabinet for consideration. A Proposal can include a Deck presentation, Memorandum to Cabinet, Aide Memoire, or a Ministerial Recommendation; a Treasury Board Submission; a Regulatory Impact Analysis Statement; or other planning document for resource allocation, such as a Budget letter.

**Proposal Lead:** The lead on developing the SEA is the director responsible for developing the Proposal.

**Public Statement:** A public statement indicates the expected environmental effects of a Proposal. The statement may be part of the Government’s general announcement on the Proposal or provided as a stand-alone communication by the Minister.

**Environmental effect:** Any direct or indirect effect on the environment (i.e., air, water, land and all interacting natural systems) that can be attributed to the Proposal’s implementation, including on health and socio-economic conditions, on physical and cultural heritage, on the current use of lands and resources for traditional purposes by Aboriginal persons, or on any structure, site or thing that is of historical, archaeological, paleontological or architectural significance.

**Direct effect:** An environmental effect that is: a change that a project may cause in the environment; or a change that the environment may cause to a project. It is a consequence of a cause-effect relationship between a project and a specific environmental component.

**Indirect Effect:** A secondary environmental effect that occurs as a result of a change that a project may cause in the environment. An indirect effect is at least one step removed from a project activity in terms of cause-effect linkages. For instance, a river diversion for the construction of a hydro power plant could directly result in the destruction of fish habitat causing a decline in fish population. A decline in fish population could result in closure of an outfitting operation causing loss of jobs. Thus, the river diversion could indirectly cause the loss of jobs.
Important environmental effect: Important environmental effects are environmental effects that need to be managed because they may affect the achievement of government commitments (e.g., the goals and targets in the Federal Sustainable Development Strategy); reflect public, stakeholder or Aboriginal concerns; affect the number, location, type and characteristics of sponsored initiatives; or raise significant risks or uncertainties to the environment that may affect Canadians’ health and well being (e.g., application of new technologies).

3. Framework

Industry Canada’s SEA policy is based on the following five framework texts: i) The Department of Industry Act; ii) the Federal Sustainable Development Act; iii) the Federal Sustainable Development Strategy; iv) the Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals (2010); and v) the Guidelines for Implementing the Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals (2010).

3.1 Department of Industry Act

The Department of Industry Act (S.C. 1995) is the department’s founding legislation. The Act mandates the Minister of Industry to “strengthen the national economy and promote sustainable development.”

3.2 Federal Sustainable Development Act

The Federal Sustainable Development Act (S. C. 2008) requires that the government develop a Federal Sustainable Development Strategy and update it every three years. It also requires departments to develop annual departmental strategies.

3.3 Federal Sustainable Development Strategies

The 2010-2013 Federal Sustainable Development Strategy supports sustainable development decision-making by the government and establishes environmental sustainability as a long term priority. The Strategy establishes environmental goals and targets under the four themes of Air, Water, Nature and Greening Government Operations, as well as implementation strategies for each target. Industry Canada has seven implementation strategies under Theme 1: Air, and specific targets under Theme 4: Greening Government Operations. A full list of the Federal Sustainable Development Strategy goals and targets is provided in Annex Five.

3.4 Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals

The 2010 Cabinet Directive states that a preliminary SEA scan is to be completed for all Proposals presented to a Minister or to Cabinet for consideration.

A full SEA is only required when the following conditions are met:
a Proposal is submitted to a Minister or to the Cabinet for consideration; and

the Proposal’s implementation may result in important environmental effects, (positive or negative; direct or indirect) in Canada or abroad.

A full SEA can also be completed in cases where strong stakeholder reaction to the Proposal is expected or the environmental effects are uncertain. The Cabinet Directive states, however, that the effort in preparing the analysis should be commensurate to the magnitude of the anticipated effects.

3.5 Guidelines for Implementing the Cabinet Directive on the Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals

The 2010 Guidelines state that:

Ministers are responsible for ensuring their Proposals are consistent with the government's broad environmental objectives and sustainable development goals, as described in the 2010-2013 Federal Sustainable Development Strategy.

Departments are responsible for taking economic, social and environmental considerations into account when making informed decisions in support of sustainable development.

Departments are also responsible for reporting on the extent and results of their SEA practices in annual Reports on Plans and Priorities (RPP) and Departmental Performance Reports (DPR). The DPR reporting must include a description of how plans, programs and policies subject to SEA have affected or are expected to affect progress towards the Federal Sustainable Development Strategy's goals and targets.

4. Policy Purpose

The updated SEA policy outlines Industry Canada’s commitment to conducting high quality SEAs (preliminary scans and full reviews) that address the requirements of the 2010 Cabinet Directive, the supporting Guidelines and the goals and targets of the 2010-2013 Federal Sustainable Development Strategy.

The SEA policy also reflects Industry Canada’s interest in integrating sustainability considerations into its decision-making, consistent with commitments in the 2011 and 2012 departmental strategies on sustainable development.

5. Policy Implementation

The Department is fulfilling its responsibilities on SEA implementation by:
incorporating the 2010-2013 Federal Sustainable Development Strategy’s goals and targets into Industry Canada’s SEA policy and questionnaire for conducting preliminary scans and full assessments;

- clarifying the mandatory requirements for completing preliminary scans, full SEAs and public statements in the SEA Policy and Questionnaire, strengthening accountability consistent with the 2010 Cabinet Directive and Guidelines;

- encouraging officials to also complete full SEAs in situations where strong stakeholder reaction to the Proposal is expected or the environmental effects are uncertain, supporting greater transparency;

- identifying advisory and other resources in the Department to support high quality and timely completion of SEAs, allowing for early-stage identification and integration of environmental considerations into Industry Canada decision-making.

6. **Policy Resources**

The Industry Canada SEA Advisor is available to provide advice and guidance to Proposal Leads at each step in the SEA process. Training material will also be made available on the ICwiki.

Additional support, if required, is also available from SEA experts at Environment Canada (EC) and the Canadian Environmental Assessment Agency (CEAA).

7. **Policy Application**

Industry Canada’s Strategic Environmental Assessment Policy applies to all Industry Canada officials involved in the development of Proposals for Ministerial or Cabinet consideration.

8. **Policy Accountability**

The Deputy Head of Industry Canada is responsible for the SEA Policy’s implementation.

9. **Policy Review and Evaluation**

One year after it comes into effect, the Policy will be reviewed by Strategic Policy Branch in consultation with sectors. Thereafter, it will be evaluated on a three-year cycle consistent with the Federal Sustainable Development Strategy cycle, to ensure that it remains aligned with the government’s broader environmental objectives, directives and guidelines.

10. **Enquiries**

If you have any questions about the SEA process, please contact Industry Canada’s SEA Advisor, Georgina Wainwright Kemdirim, Strategic Policy Branch, at (613) 948-7277.
11. **Effective date**

Industry Canada’s updated SEA policy comes into effect in July 2013.

12. **Annexes**

Updating of the annexes will not require an amendment to the policy.

Annex One: SEA process and SEA Questionnaire

Annex Two: Guidance for authors of SEA Public Statements

Annex Three: Guidance for authors of Treasury Board submissions

Annex Four: Guidance for authors of Regulatory Impact Analysis Statements

Annex Five: Federal Sustainable Development Strategy goals and targets

Annex Six: Relevant documentation
**Annex One: SEA Process and SEA Questionnaire**

**SEA Process Overview:**

**Step 1:** The Proposal Lead will undertake a preliminary scan (i.e., Part A of the SEA Questionnaire) as early as possible in the Proposal’s development cycle to identify possible environmental effects, and determine whether the Proposal requires a full SEA review. Early assessment will also assist in identifying policy alternatives and recommendations in cases where the environmental effects are important.

Of note, Questions A.8 and A.9 of the Questionnaire list special exemptions from the SEA process. If the Proposal Lead can justify an exemption for the Proposal under one of categories provided, then further responses to questions in Part A are not required. The Proposal Lead can skip directly to Part B for a results summary and to Parts E, F and G for requisite sign-offs.

For all Proposals, the completed questionnaire must be provided to the SEA Advisor in Strategic Policy Branch for a review. For record keeping purposes, the questionnaire in support of a Proposal must be filed with the following areas: to Cabinet Business Unit for Memoranda to Cabinet, Aide Memoires, Ministerial Recommendations or Cabinet decks; to CAS for TB submissions; and to PCRA for RIAS documents.

**Step 2:** The Proposal Lead will provide written responses to Questions A.1 to A.17 to the SEA Advisor for timely review, ensuring that new information is incorporated as the Proposal develops. At this stage, a detailed qualitative analysis is not required as part of the SEA process.

If the responses to Questions A.15, A.16 and A.17 are all negative and the Proposal Lead determines, in consultation with the SEA Advisor, that the Proposal does not have important environmental effects, then he/she can develop a SEA results summary (see Part B of the SEA Questionnaire for guidance and sample text) for inclusion in the Proposal document.

If a response to Questions A.15 or A16 or A.17 is positive, then the Proposal’s environmental effects warrant a full SEA review in keeping with the conditions outlined in the SEA Policy, and the Proposal Lead will complete Part C of the SEA Questionnaire. At this stage, a detailed qualitative SEA analysis is required commensurate to the level of anticipated important environmental effects.

The results of the full SEA will be included in the Proposal (see Part B of the SEA Questionnaire for guidance and sample text), supporting transparency on the integration of environmental considerations into decision-making at Industry Canada.

**Step 3:** The Proposal Lead will work with the SEA Advisor and the Communications and Marketing Branch to complete Part D of the SEA Questionnaire and develop a SEA Public Statement that speaks to the Proposal’s integration of environmental considerations where a full SEA is completed. The requirement for a Public Statement will be included in the Communications Plan for the Proposal, as appropriate. A Public Statement is also encouraged
under the 2010 Cabinet Directive when a preliminary scan is completed, supporting transparency and accountability.

**Step 4:** In all cases of preliminary SEA scans or full SEA reviews, the Proposal Lead will complete the required sign-offs in **Part E** and obtain Director General attestation in **Part F**, confirming that the SEA process is complete and its results incorporated into the final Proposal. Then the Proposal Lead should provide the SEA documentation to the Departmental SEA Advisor for final sign off (**Part G**). Thereafter, follow normal filing procedures and submit SEAs to the appropriate destination depending on the type of Proposal. It is suggested that sectors also keep a copy for corporate memory. Please note that an SEA has the same security classification as the document for which it was developed.
SEA Questionnaire:

Part A: SEA Preliminary Scan

A.1 Title of Proposal

______________________________________________________________________________

A.2 Contact Information for Proposal

Lead:

______________________________________________________________________________

Name and Title:

______________________________________________________________________________

Directorate and Branch:

______________________________________________________________________________

Telephone:

______________________________________________________________________________

A.3 Type of Proposal (check one box)

☐ Memorandum to Cabinet ☐ Aide Memoire ☐ Ministerial Recommendation

☐ Treasury Board Submission ☐ Treasury Board Attestation ☐ Budget Proposal ☐ Deck

☐ RIAS Triage for a Regulatory Submission ☐ Other Plan, Program, Policy, or Strategy

A.4 Is this a new Proposal or an extension, expansion or continuation of an existing policy, plan or program?

☐ New ☐ Extension ☐ Expansion ☐ Continuation

If the initiative is an extension, expansion, or continuation of an existing policy, plan or program, an SEA may have already been completed in the past and can be referred to and updated to reflect the requirements of the 2010 Cabinet Directive and Guidelines.
A.5 At what stage is the Proposal in terms of its development cycle?

☐ Early  ☐ Mid-point  ☐ Advanced

It is recommended that Proposal Leads begin the SEA process early in the Proposal’s development cycle to ensure early consideration of possible environmental impacts and support sustainable development decision-making.

A.6 Projected date for Proposal’s submission to Minister or Cabinet for approval:

A.7 Interdepartmental Proposal

Is this an interdepartmental Proposal?  ☐ Yes  ☐ No

Provide details on which federal departments/agencies are participating. Indicate the lead department for the Proposal.

Lead Department:

Other Participating Departments

<table>
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<tr>
<th>Name of Department</th>
<th>Contact Name</th>
<th>Phone Number</th>
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Note: In cases where Industry Canada is not the lead department on a Proposal but the Minister will be co-signing with other ministers, they are all accountable and therefore must come to a common conclusion on environmental effects. Therefore, the following steps should be followed: Obtain the completed SEA by the lead department and attach it to the completed SEA for that part of the Proposal for which Industry Canada is responsible. Integrate, where appropriate, the result of the lead department’s SEA. Follow Parts E, F and G for sign offs at Industry Canada. Submit both SEAs to the appropriate destination depending on the type of Proposal.
A.8 A full SEA is not required in certain special cases. If your Proposal qualifies for one of the exclusions listed below, please check the appropriate box, provide a written justification and then proceed to complete Parts B, E, F and G. No responses to further questions in Part A are required.

☐ Response to a clear and immediate emergency. Ministers are responsible for determining the existence of an emergency. Please provide a brief explanation in the space provided below and indicate what follow-up action will be taken when time permits.

☐ Matter of urgency; normal process of Cabinet consideration has been shortened. Please provide a brief explanation in the space provided below and indicate what follow-up action will be taken when time permits.

☐ Initiative has been previously assessed for environmental impacts. For example, the initiative is a subset of a policy, plan or program that has been previously assessed. Normally, this would pertain to an initiative already assessed under a previous proposal to Cabinet, or has undergone a project environmental assessment under the Canadian Environmental Assessment Act.

The important changes to SEA made in the 2010 Guidelines to the SEA Cabinet Directive mean that all previously assessed initiatives under the 1999 or 2004 SEA Cabinet Directives should be assessed again in order to reflect considerations under the Federal Sustainable Development Strategy. Please append the previous SEA to this document.

☐ The Framework for Conducting Environmental Assessments of Trade Negotiations applies and the SEA will be conducted by the Department of Foreign Affairs, Trade and Development.

Justification for Exclusion:

A.9 A full SEA is not required if the Proposal meets Industry Canada’s low risk pre-assessment criteria for exemption. If your Proposal qualifies for an exemption under one of the low risk criteria listed below, please check the appropriate box, provide a written justification and then proceed to complete Parts B, E, F and G. No responses to further questions in Part A are required.

The Proposal is low risk and it will not result in important environmental effects because it:
☐ is a matter of routine administrative, human resource, or financial procedure; there are no important environmental implications.

☐ constitutes a progress or performance report to Cabinet or Treasury Board.

☐ involves program renewals, extensions or continuations where no new program elements are being introduced and there are no important environmental effects.

☐ constitutes a government response to a Parliamentary Standing Committee that summarizes the objectives and achievements of a current program.

☐ could be considered administrative such as renewal of membership fees to an international organization.

☐ constitutes a change in the governance of a program, regulation or Act.

Justification for Exemption:

A.10 Provide a Summary of the Proposal’s major elements and socio-economic outcomes.
A.11 Describe any environmental effects (positive or negative; direct or indirect) of the Proposal and any mitigation strategies.

This section constitutes your analysis and will provide the evidence required to answer questions A-15 and A-16 below.

A.12 Which of the following sustainable consumption and production elements, if any, does the Proposal effect? Check all that apply.

Positive environmental effects

☐ Decreasing energy/GHG emissions of goods and services, affecting air.
☐ Reducing toxic dispersion, affecting air, water and nature.
☐ Enhancing material recyclability (reduced waste), affecting nature.
☐ Reducing the material requirements for goods and services, affecting nature.
☐ Enhancing sustainable use of renewable resources, affecting nature.
☐ Extending product durability, affecting nature.
☐ Increasing the service intensity of goods (i.e.: product-service systems) affecting nature.

Negative environmental effects

☐ Increasing energy use and GHG emissions of goods and services, affecting air.
☐ Increasing toxic dispersion, affecting air, water and nature.
☐ No material recyclability (increased waste), affecting nature.
☐ Increasing the material requirements for goods and services, affecting nature.
☐ Reducing sustainable use of renewable resources, affecting nature.
☐ No product durability (planned obsolescence), affecting nature.
A.13 Describe how elements of the Proposal may affect the achievement of the goals of the *Federal Sustainable Development Strategy*, as applicable. (See Annex Five). Answers to A.11 and A.12 will support the development of this answer.

A.14 A SEA is also a tool to forecast projects which may require environmental assessment under the *Canadian Environmental Assessment Act, 2012*. Will the Proposal generate designated projects that could require an environmental assessment under this Act? Will the Proposal generate projects on federal lands? See Annex Three for information on designated projects and federal lands under the *Canadian Environmental Assessment Act, 2012*.

Designated Projects  ☐ Yes  ☐ No

Federal Lands  ☐ Yes  ☐ No

If yes, please describe.

A.15 Based on your responses to questions A.11 to 13, is it likely that any of the outcomes associated with the Proposal will have important environmental effects, whether they are positive or negative, direct or indirect?

☐ Yes  ☐ No
A.16 Based on your responses to questions A.11 to 13, is there a level of uncertainty whether this proposal will result in important environmental effects, whether they are positive or negative; indirect or direct?

☐ Yes  ☐ No

A.17 Have any public concerns been identified or expressed about the possible environmental effects of the Proposal? If yes, please provide a brief summary. It may be appropriate to consult with Communications and Marketing Branch (CMB) to obtain advice to complete this section.

Note: If you answered “No” to questions A.15, 16 and 17, no further assessment is required and the Proposal Lead should proceed to Part B of the SEA Questionnaire to complete the SEA results summary for inclusion in the Proposal, followed by the requisite sign-offs in Parts E, F and G.

If you answered “Yes” to either of A.15, 16 or 17, the Proposal Lead should proceed to Part C to conduct a full SEA review.
**Part B: SEA Results Summary**

If a full SEA is required based on the potential for important environmental effects, please proceed to the **SEA (Part C)**.

If the Proposal is **exempted** from the preliminary scan process, a short results summary is required for inclusion in the final Proposal document for Minister or Cabinet consideration in accordance with the paragraph provided below:

In accordance with the *Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals (2010)*, this Proposal is exempted from the Preliminary Scan process. *[Insert the reason it was exempted according to the response in A8 (special case) or A9 (low risk)].*

If a **Preliminary Scan** is completed on the Proposal, then a short results summary is required for inclusion in the final Proposal document for Minister or Cabinet consideration in accordance with the paragraph provided below:

In accordance with the *Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals (2010)*, a Preliminary Scan was conducted for this Proposal. The Preliminary Scan indicated that the proposal is unlikely to result in important environmental effects. *[Insert the results of the Preliminary Scan. Include relevant information on mitigation, follow up, and recommendations if possible. Include a summary of the linkages to the Federal Sustainable Development Strategy goals and targets].* Designated projects and projects arising from this proposal will be assessed as per the *Canadian Environmental Assessment Act 2012* and other applicable legislation prior to decisions being made.

If a full **SEA** is completed on the Proposal, a results summary is required for inclusion in the final Proposal document for Minister or Cabinet consideration in accordance with the paragraph provided below:

In accordance with the *Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals (2010)*, a Strategic Environmental Assessment was conducted for this Proposal. The SEA indicated that the Proposal is likely to result in important environmental effects. *[Insert the results of the SEA. Include relevant information on mitigation, follow up, and recommendations if possible. Include a summary of the linkages to the Federal Sustainable Development Strategy goals and targets].* Designated projects and projects arising from this proposal will be assessed as per the *Canadian Environmental Assessment Act 2012* and other applicable legislation prior to decisions being made.
Part C: Full SEA Review

There is flexibility in how a full SEA is developed. Normally, a full SEA includes the production of a report which addresses the following six key elements, and provides information on the proposal and all of its alternatives:

1. A description of the Proposal’s activities or outcomes (direct or indirect) that is likely to have important environmental effects, positive or negative. The activities may include, for example, an existing or new process, technology or delivery arrangement with important environmental implications.

2. A description of the scope and nature of environmental affects (including direct or indirect; positive or negative), such as timing; location and magnitude; frequency and duration; risk and irreversibility; cumulative nature; and other interactions with the environment.

3. A description of whether and how the environmental effects could be mitigated if negative or enhanced if positive.


5. A description of any proposed follow-up measures which could be put in place to monitor the environmental effects of the Proposal and/or its effects on the achievement of the Federal Sustainable Development Strategy goals.

6. A description of any public or stakeholder concerns and knowledge (e.g., local and traditional knowledge) regarding the Proposal’s potential environmental effects. Please also indicate how these concerns were identified (e.g., published statements, public consultations, etc.)
Part D: Proposed Public Statement (to be developed in coordination with CMB)

A public statement is mandatory when a full SEA is completed for a Proposal. A Public Statement is also required in unique circumstances such as a generally high level of public concern about the initiative or there is uncertainty about environmental. Although not mandatory, the Cabinet Directive also encourages departments and agencies to prepare a Public Statement of Preliminary Scans in support of transparency and accountability. The Public Statement should indicate how the Proposal impacts on the Federal Sustainable Development Strategy goals and targets. (See Annex Two for more information on how to prepare a Public Statement).

D.1.  Are there concerns or constraints respecting public disclosure of the SEA results when a public announcement is made of the approved proposal?

☐ Yes  ☐ No

D.2  If yes, please explain:


D.3  If no, please provide a proposed Public Statement.


Part E: Proposal Lead Sign off

Author, Title: Organization:

Phone: E-mail:

Signature Date:

Director Organization:

Phone: E-mail:

Signature Date:
Part F: Director General Attestation

The purpose of the Director General attestation is to ensure that an assessment of potential environmental effects has been conducted using IC’s Strategic Environmental Assessment process and the results have been incorporated into the final Proposal.

I, [name] as Director General on behalf of [Branch name], hereby attest that the results of the Strategic Environmental Assessment have been taken into account in the development of [name of Proposal for which the SEA was developed], and that I approve the public statement (if necessary).

___________________________   ___________________________
Signature     Date
Part G: SEA Advisor Approval and Comments, if necessary

The purpose of the SEA Advisor approval is to ensure that the SEA process has been followed and to provide any additional comments, if necessary.

SEA Advisor Comments

I, [name] as Departmental SEA Advisor, hereby approve the Strategic Environmental Assessment for [name of Proposal for which the SEA was developed] and confirm that the process had been followed.

________________________________________  ___________________________
Signature                                      Date
Annex Two: Guidance for authors of SEA Public Statements

A SEA Public Statement is required when a SEA has been conducted through Part C of the questionnaire. The purpose of a public statement is to demonstrate that environmental considerations and Federal Sustainable Development Strategy goals and targets have been integrated into the decision-making process. According to the Cabinet Directive, it is expected that the public statement provide a brief summary of the SEA results, including:

- the nature and scope of the environmental effects (positive or negative; direct or indirect);
- impacts (positive or negative; direct or indirect) on achievement of the goals or targets of the Federal Sustainable Development Strategy; and
- the measures the federal government employed to enhance the sustainability of the Proposal including mitigation, enhancement, monitoring, and/or follow-up.

The Public Statement is to accompany the public announcement of the Proposal. The Public Statement may be a component of a general announcement by the government respecting the Proposal or it may be a stand-alone document that explains the results of the SEA. For example:

The Proposal could result in the increased use of [chemicals X and Y] in the [X sector]. If large concentrations are released into the aquatic environment, it could have an important negative environmental effect. The likelihood of this situation is rare but to mitigate this impact, in cooperation with other jurisdictions, the federal government is developing guidelines on the use of these chemicals and implementing training programs and information sessions for potential user groups. Monitoring and follow-up will be implemented through existing industry and provincial water quality monitoring programs.

The incentive program for development activities in [industry x] could result in important negative environmental effects on [species X habitat]. As the site-specific effects will be considered and mitigated through the project review under the Canadian Environmental Assessment Act 2012, [Comment - an EA will potentially be conducted if 1) the physical activity is listed on the Regulations Designating Physical Activities and 2) the Agency determines that an EA is required] the SEA focused on developing mitigation measures that guide industry to avoid areas of high environmental risk and a code of practice to guide industry standards. Monitoring and follow-up will be implemented at the designated project-level and will include indicators that provide trend information on the impact to [species X habitat] throughout Canada.

When preparing a SEA Public Statement, care should be taken to ensure that any disclosure of information aligns with requirements of existing legislation, regulations and policies (e.g., Cabinet confidence).
Annex Three: Guidance for authors of Treasury Board (TB) Submissions

If an SEA has already been completed for the parent Memorandum of Cabinet (MC) of the Treasury Board (TB) submission, a separate SEA is not required. Contact the author of the MC to determine whether an SEA was completed. If an SEA was completed for the parent MC, the TB submission should reference the SEA. This summary should include a brief presentation of the important findings.

When an SEA is completed for a TB submission, a paragraph or two summarizing the results of the questionnaire must be included in the Government-Wide Policy Considerations Appendix of the new 2014 Guidance for the Preparation of TB Submissions. Part B of the SEA questionnaire will support that effort.

SEAs completed in support of a Treasury Board submission should be retained by sectors for record keeping purposes.

Designated Projects under the Canadian Environmental Assessment Act, 2012

If the TB submission is expected to result in a designated project, a designated project level environmental assessment (EA) may be required as specified in the Canadian Environmental Assessment Act, 2012. In this case, the Proposal Lead must provide to the Canadian Environmental Assessment Agency (the Agency) a description of the proposed project early in the process. The project can not proceed unless and until the Agency issues its decision statement that the designated project is not likely to cause significant adverse environmental effects or that the significant adverse environmental effects that it is likely to cause are justified in the circumstances.

Federal authorities must not carry out a project on federal lands unless the Authority determines that the carrying out of the project is not likely to cause significant adverse environmental effects or the carrying out of the project is likely to cause significant adverse environmental effects and the Governor-in-Council decides that those effects are justified.

A designated project, as defined in the Canadian Environmental Assessment Act, 2012, means one or more physical activities that: are carried out in Canada or on federal lands; are designated by regulations made under paragraph 84(a) or designated in an order made by the Minister of the Environment under subsection 14(2); and are linked to the same federal authority as specified in those regulations or that order. It includes any physical activity that is incidental to those physical activities.

A project as defined in the Canadian Environmental Assessment Act, 2012, section 66, means a physical activity that is carried out on federal lands or outside Canada in relation to a physical work and is not a designated project.
Please contact Manon Hamel at (613) 957-7705 for additional information on EA for specific designated projects or for projects on federal lands.
Annex Four: Guidance for authors of Regulatory Impact Analysis Statements (RIAS)

The Government of Canada’s Regulatory Policy establishes requirements for a Regulatory Impact Analysis Statement in support of the development of a regulatory submission, as a means of ensuring that the Government's regulatory activity serves the public interest, including in the area of quality of the environment. Therefore, the Triage of the RIAS is designed to illustrate the potential impacts the regulation will have on certain areas, including the environment. Departments and agencies are responsible for ensuring that relevant directions are followed when developing regulations, including the Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals.

If a Regulatory Impact Analysis Statement is prepared on an initiative, IC officials should reflect the findings of the Preliminary Scan or the SEA in the Triage Questions on environmental benefits (Q1) and environmental costs (Q3) of the proposal. Normally, an exemption under question A9 of the questionnaire or completion of the preliminary scan only would indicate low impact assessment, which would occur for technical regulations, for example. A full SEA, however, would indicate that the RIAS would require a medium to high impact assessment.

As noted in the Regulatory Policy, when departments and agencies are developing the option that maximizes net benefits, they are to: prevent or mitigate adverse impacts and enhance the positive impacts of regulation on the environment; identify the scope and nature of residual adverse environmental effects after mitigation and enhancement strategies have been considered; and identify necessary follow-up measures to track environmental effects over time. The SEA can provide support in this analysis.

SEAs completed in support of a Regulatory Impact Analysis Statement should be sent to Policy Coordination and Regulatory Affairs Directorate (PCRA) for record keeping purposes.

Please contact Katerina Smith, PCRA, at (613) 941-8349 for additional information on RIAS for specific Proposals.

The Federal Sustainable Development Strategy has four main themes and under each are goals and targets.

Theme 1: Addressing Climate Change and Air Quality

Goal 1: In order to mitigate the effects of climate change, reduce greenhouse gas emission levels and adapt to unavoidable impacts

- Target 1.1: Climate Change Mitigation: Relative to 2005 emission levels, reduce Canada's total GHG emissions 17% by 2020.
- Target 1.2: Climate Change Adaptation: Facilitate reduced vulnerability of individuals, communities, regions and economic sectors to the impacts of climate change through the development and provision of information and tools.

Goal 2: Minimize the threats to air quality so that the air Canadians breathe is clean and supports healthy ecosystems.

- Target 2.1: Outdoor Air Pollutants: Improve outdoor air quality by ensuring compliance with new or amended regulated emission limits by 2020 and thus reducing emissions of air pollutants in support of AQMS objectives.
- Target 2.2: Indoor Air Quality: Help protect the health of Canadians by providing health-based guidance and tools to support actions to better manage indoor air quality.

Theme 2: Maintaining Water Quality and Availability

Goal 3: Protect and enhance water so that it is clean, safe and secure for all Canadians and supports healthy ecosystems.

Targets to Support Safe and Secure Water Systems

- Target 3.1: On-Reserve First Nations Water and Wastewater Systems: Increase the percent of on-reserve First Nations water systems with low risk ratings from 27% to 50% by 2015. Increase the percent of on-reserve First Nations wastewater systems with low risk ratings from 35% to 70% by 2015.
- Target 3.2: Drinking Water Quality: Help protect the health of Canadians by developing up to 15 water quality guidelines/guidance documents by 2016.

Targets to Protect and Restore Aquatic Ecosystems
• Target 3.3: Great Lakes - Canadian Areas of Concern: Take federal actions to restore beneficial uses for delisting five Canadian Areas of Concern and to reduce the number of impaired beneficial uses in the remaining Areas of Concern by 25% by 2018.

• Target 3.4: Great Lakes: Contribute to the restoration and protection of the Great Lakes by developing and gaining bi-national acceptance of objectives for the management of nutrients in Lake Erie by 2016 and for the other Great Lakes as required.

• Target 3.5: St. Lawrence River: Take federal actions to reduce pollutants in order to improve water quality, conserve biodiversity and ensure beneficial uses in the St. Lawrence River by 2016.

• Target 3.6: Lake Simcoe and South-eastern Georgian Bay: Reduce an estimated 2000 kg of phosphorus loadings to Lake Simcoe by 2017, which will support the Province of Ontario's target to reduce phosphorus inputs into Lake Simcoe to 44 000 kg/year by 2045. Reduce an estimated 2000 kg of phosphorus loadings to south-eastern Georgian Bay watersheds by 2017.

• Target 3.7: Lake Winnipeg Basin: By 2017, reduce phosphorus inputs to water bodies in the Lake Winnipeg Basin, in support of the Province of Manitoba's overall plan to reduce phosphorus in Lake Winnipeg by 50% to pre-1990 levels.

Targets to Prevent Pollution and Manage Waste

• Target 3.8: Marine Pollution – Releases of Harmful Pollutants: Protect the marine environment by an annual 5% reduction in the number of releases of harmful pollutants in the marine environment by vessels identified during pollution patrol from 2013-16.

• Target 3.9: Marine Pollution - Disposal at Sea: Ensure that permitted disposal at sea is sustainable, such that 85% of disposal site monitoring events do not identify the need for site management action (such as site closure) from 2013-16.

• Target 3.10: Agri-Environmental Performance Metrics: Achieve a value between 81–100 on each of the Water Quality and Soil Quality Agri-Environmental Performance Metrics by March 31, 2030.

• Target 3.11: Wastewater and Industrial Effluent: Reduce risks associated with effluent from wastewater (sewage) and industrial sectors by 2020.

• Target 3.12: Water Resource Management: Facilitate sustainable water resource management through the collection of data and the development and dissemination of knowledge from 2013-16.
Theme 3: Protecting Nature and Canadians

Goal 4: Conserving and Restoring Ecosystems, Wildlife and Habitat, and Protecting Canadians: Resilient ecosystems with healthy wildlife populations so Canadians can enjoy benefits from natural spaces, resources and ecological services for generations to come.

Targets to Conserve and Restore Ecosystems, Wildlife and Habitat

- Target 4.1: Species at Risk: By 2020, populations of species at risk listed under federal law exhibit trends that are consistent with recovery strategies and management plans.

- Target 4.2: Migratory Birds: Improve the proportion of migratory bird species that meet their population goals

- Target 4.3: Terrestrial Ecosystems and Habitat Stewardship: Contribute to the proposed national target that by 2020, at least 17% of terrestrial areas and inland water are conserved through networks of protected areas and other effective area-based conservation measures.

- Target 4.4: Improving the Health of National Parks: Improve the condition of at least one Ecological Integrity Indicator in 20 national parks by 2015.

- Target 4.5: Marine Ecosystems: By 2020, 10% of coastal and marine areas are conserved through networks of protected areas and other effective area-based conservation measures.

- Target 4.6: Invasive Alien Species: By 2020, pathways of invasive alien species introductions are identified, and risk-based intervention or management plans are in place for priority pathways and species.

Targets to Protect Canadians and their Environment

- Target 4.7: Environmental Disasters, Incidents and Emergencies: Environmental disasters, incidents and emergencies are prevented or their impacts mitigated.

- Target 4.8: Chemicals Management: Reduce risks to Canadians and impacts on the environment and human health posed by releases of harmful substances.
Goal 5: Biological Resources: Efficient economic and ecological use of resources – Production and consumption of biological resources are sustainable.

Targets to Support Sustainable Use of Biological Resources

- Target 5.1: Sustainable Fisheries: Improve the management and conservation of major stocks.
- Target 5.2: Sustainable Aquaculture: By 2020, all aquaculture in Canada is managed under a science-based regime that promotes the sustainable use of aquatic resources (including marine, freshwater, and land based) in ways that conserve biodiversity.
- Target 5.3: Sustainable Forest Management: Contribute to the proposed national target that by 2020, continued progress is made on the sustainable management of Canada’s forests.
- Target 5.4: Sustainable Agriculture: By 2020, agricultural working landscapes provide a stable or improved level of biodiversity and habitat capacity.

Theme 4: Shrinking the Environmental Footprint - Beginning with Government

Goal 6: Greenhouse Gas (GHG) Emissions and Energy: Reduce the carbon footprint and energy consumption of federal operations.


Goal 7: Waste and Asset Management: Reduce waste generated and minimize the environmental impacts of assets throughout their life-cycle.

- Target 7.1: Real Property Environmental Performance: As of April 1, 2014, and pursuant to departmental Real Property Sustainability Frameworks, an industry-recognized level of high environmental performance will be achieved in Government of Canada real property projects and operations.
- Target 7.2: Green Procurement: As of April 1, 2014, the Government of Canada will continue to take action to embed environmental considerations into public procurement, in accordance with the federal Policy on Green Procurement.
- Target 7.3: Sustainable Workplace Operations: As of April 1, 2015, the Government of Canada will update and adopt policies and practices to improve the sustainability of its workplace operations.
• Target 7.4 (Optional): Greening Services to Clients: By March 31, 2015, departments will establish SMART targets to reduce the environmental impact of their services to clients.

**Goal 8: Water Management: Improve water management in federal operations.**

• Target 8.1: Water Management: As of April 1, 2014, the Government of Canada will take further action to improve water management within its real property portfolio.
Annex Six : Relevant Documentation

The following websites provide relevant information about SEA.

- Canadian Environmental Assessment Agency
- 2010 Guidelines on the Cabinet Directive
- Federal Sustainable Development Act (2008)
- Federal Sustainable Development Strategy
- Departmental Sustainable Development Strategy