

## ENVIRONMENTAL REVIEW SMALL BUILDING (<1000m<sup>2</sup>) CHECKLIST

### COMPLETE STEPS FOR PROJECT ENVIRONMENTAL REVIEW:

<input type="checkbox"/>	Submit A Completed Project Description Form For The Proposed Project (see below for instructions) <b>(Appendix A)</b>
<input type="checkbox"/>	Compile Supporting Documentation (see below for instructions)
<input type="checkbox"/>	Consider the following when choosing a project location: <ul style="list-style-type: none"> <li>▪ Climate change risks, and how it may affect the design. The main climate change risks recommended to be considered are drought, flooding, heating, cooling and wildfires;</li> <li>▪ Project should be a minimum of 400 m away from active and closed/abandoned waste sites;</li> <li>▪ Project should be a minimum of 30 m away from a waterbody and should be 100 m from a waterbody if it includes a fuel tank;</li> <li>▪ Project should be a minimum of 300 m away from a lagoon;</li> <li>▪ Project should not be located in a flood prone area, and must be located at a minimum of the 1:200 year flood risk zone;</li> <li>▪ Project should be a minimum of 400 m away from a bulk fuel site;</li> <li>▪ Project cannot be located on a known or suspected contaminated site (i.e. old bulk fuel site, previous gas stations, previous waste site, spills from home heating fuel tanks);</li> <li>▪ Project must meet the runway clearance required by Transport Canada and/or the Northern Airports and Marine Operations.</li> </ul>

### THE PROJECT DESCRIPTION FORM MUST INCLUDE THE FOLLOWING UNDER SECTION 1 AND 2:

<input type="checkbox"/>	<b>Contact Information</b>
<input type="checkbox"/>	▪ Housing person contact information
<input type="checkbox"/>	▪ Proponent contact information
<input type="checkbox"/>	<b>Project Information</b>
<input type="checkbox"/>	▪ Project construction phase start date and end date
<input type="checkbox"/>	<b>Detailed Project Description</b> <i>(Should include this information in Section 1 – “Project Description” or as a separate attachment)</i>
<input type="checkbox"/>	▪ Identify project activities that are taking place (i.e. clearing and grubbing, demolition, construction of new build, access road, etc.)
<input type="checkbox"/>	▪ Identify any infrastructure, debris or buildings on-site
<input type="checkbox"/>	▪ Identify the type of waste to be generated and how the waste will be managed (i.e. stored and disposed)
<input type="checkbox"/>	▪ Identify the current and previous land use at the site
<input type="checkbox"/>	▪ Identify the adjacent land use from the site
<input type="checkbox"/>	▪ Identify any daytanks/fuel tanks attached to the site and their respective size and volume
<input type="checkbox"/>	▪ Provide information on the square footage of the project
<input type="checkbox"/>	▪ Identify utility connections and existing capacities <ul style="list-style-type: none"> <li>➢ <u>Option 1: Connection to existing utilities</u> (i.e. Connection to water lines and sewer) – Provide a letter from the responsible Engineer documenting the state of the existing water and wastewater systems, clearly outlining if there is capacity to accommodate the new proposed housing.</li> <li>➢ <u>Option 2: Installation of cisterns/septic tanks/fields</u> – Provide the location of the utility, it’s associated size and a letter documenting how sewage will be disposed of.</li> </ul>
<input type="checkbox"/>	Applicant Authorization

### ADDITIONAL DOCUMENTATION TO BE INCLUDED WITH THE PROJECT DESCRIPTION FORM:

<input type="checkbox"/>	Site Plan/Lot Layout Schematic <ul style="list-style-type: none"> <li>▪ Ensure to provide:                 <ul style="list-style-type: none"> <li>➢ Any utilities/local infrastructure in reference to the housing unit</li> <li>➢ The size of the lot</li> <li>➢ Provide information on the drainage details (i.e. Is there standing surface water, wetlands or ditching on the lot?) or if it is within the flood zone</li> </ul> </li> </ul>
<input type="checkbox"/>	High Resolution Aerial Maps <ul style="list-style-type: none"> <li>▪ Include GPS Location of the housing unit (i.e. project). GPS coordinates must be in the following format: Degrees, Minutes, Seconds (For example: 51°13'36.99"N 100°57'58.00"W)</li> </ul>
<input type="checkbox"/>	Land Status Report (To be requested by the Housing Advisor)
<input type="checkbox"/>	Site Photos (Optional)
<input type="checkbox"/>	The Unit/Building Design Drawings And Floor Plan
<input type="checkbox"/>	Environmental Site Assessment Checklist - Site Visit Checklist <b>(Appendix B)</b>
<input type="checkbox"/>	Complete the Onsite Waste Management Form (OWMS) – The Environmental Health Officer from Health Canada must inspect all septic tanks/field or cisterns prior to final installation <b>(Appendix C)</b> <i>(Only for buildings that will be equipped with cisterns, septic tanks or septic fields)</i>



Indigenous Services  
Canada

Services aux  
Autochtones Canada

# APPENDIX A



# ENVIRONMENTAL REVIEW PROCESS PROJECT DESCRIPTION

## Privacy statement

The collection, use and disclosure of any personal information through the Environmental Review Process is authorized under the [Impact Assessment Act](https://laws-lois.justice.gc.ca/eng/acts/I-2.75/index.html) (https://laws-lois.justice.gc.ca/eng/acts/I-2.75/index.html), and is in accordance with the requirements of [Privacy Act](https://laws-lois.justice.gc.ca/eng/acts/P-21/index.html) (https://laws-lois.justice.gc.ca/eng/acts/P-21/index.html). Information collected will be used exclusively for the purposes of conducting the Environmental Review Process on proposed activities. The collection, use and disclosure of personal information is required to fulfill obligations under the *Impact Assessment Act* that require publication of project details on the [Impact Assessment Agency's registry website](https://iaac-aeic.gc.ca/050/evaluations/050?culture=en-CA) (https://iaac-aeic.gc.ca/050/evaluations/050?culture=en-CA). Failure to provide this information may prevent the completion of the Environmental Review Process. No identifiable personal information will be published in the Impact Assessment Registry unless otherwise authorized by the individual. The collection of information is described in the Participant Funding Program Personal Information Bank CEAA PPU 001 located in the departmental [InfoSource publication online](https://www.canada.ca/en/impact-assessment-agency/corporate/transparency/info-source.html#toc007) at https://www.canada.ca/en/impact-assessment-agency/corporate/transparency/info-source.html#toc007.

Personal information will be retained pursuant to the *Privacy Act* and its Regulations. Individuals have the right to the protection of, access to and request the correction of their personal information under the *Privacy Act*. If you require clarification concerning the Privacy Notice Statement, please contact the Departmental Access to Information and Privacy Office at 1-819-997-8277 or by email at [upvp-ppu@sac-isc.gc.ca](mailto:upvp-ppu@sac-isc.gc.ca). For more information on privacy issues, your right to file a complaint and the *Privacy Act* in general, you can consult the Privacy Commissioner at 1-800-282-1376.

► For detailed instructions and guidance refer to the **Guide to completing the project description form**.

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

## 1. Environmental review requirement

### The project will:

A. Involve physical activities?  Yes  No

B. Involve physical works?  Yes  No

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

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

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

If "Yes", indicate from which authorities

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

If "Yes", provide details on required authorizations

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

### 1.1 Contact information

#### Proponent representative

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



**First Nation contact representative**

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

**1.2 Project information**

Region	Band number	Start date (YYYYMMDD)	End date (YYYYMMDD)	Coordinates
Project descriptor		Descriptor type		
Project name		ISC Project code	Size / Footprint of structures (square meters)	
Project location (use Supporting documents table below to append a map)				

**Supporting documents** (if applicable)

Title	Submission method

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

**2. Project site description**

**2.1 Water bodies / Navigable waters**

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

If "Yes" indicate bodies of water near project site (select all that apply)

Ocean/Saltwater  Lake  Wetland  Stream  River  Estuary

Other  If "Other", specify \_\_\_\_\_

**B.** Water body is a Navigable Water as defined in the *Canadian Navigable Waters Act*?  Yes  No

**C.** Project involves:  Yes  No

- Any structure, device or other thing (temporary or permanent) that is made by humans, including a structure, device or other thing used for the repair or maintenance of another work,  
OR

- Dumping of fill in any navigable water, or any excavation or dredging of materials from the bed of any navigable water.



- ▶ If “Yes” in **B** and **C**, project may be subject to review by Transport Canada. For more information, see Guide to completing the project description form.

**Supporting details** (information to support response/assessments methods/justifications)

**Supporting documents** (relevant maps, surveys, reports)

Title	Submission method

### 2.2 Vegetation

- A. Vegetation Species at Risk (including lichens and mosses), possible or confirmed, present near the project site?  Yes  No

If “Yes”, describe the appropriate mitigation measure(s) and how they will be implemented below.

**Supporting details** (information to support response; vegetation types, dates and methods of species surveys.)

**Supporting documents** (if applicable)

Title	Submission method

### 2.3 Birds

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

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

If “Yes”, to any of the above, describe the appropriate mitigation measure(s) and how they will be implemented below.

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

**Supporting documents** (relevant maps, surveys, reports)

Title	Submission method

### 2.4 Terrestrial wildlife

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

- A. Wildlife Species at Risk?  Yes  No
- B. Critical habitat for terrestrial wildlife species?  Yes  No



C. Habitat features important for terrestrial wildlife species (e.g., hibernacula, roosting habitat, breeding habitat, dens)?  Yes  No

If "Yes", to any of the above, describe the appropriate mitigation measure(s) and how they will be implemented below.

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

**Supporting documents** (relevant maps, surveys, reports)

Title	Submission method

**2.5 Fish / Aquatic wildlife**

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

A. Aquatic Species at Risk?  Yes  No

B. Critical habitat for aquatic wildlife species?  Yes  No

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

If "Yes", to any of the above, describe the appropriate mitigation measure(s) and how they will be implemented below.

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

**Supporting documents** (relevant maps, surveys, reports)

Title	Submission method

**2.6 Other**

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

A. Involves demolition of a building within 30 meters of a school, hospital, or residential building?  Yes  No

B. Involves installation, replacement, operation, modification, expansion or removal of above ground storage system for petroleum products / allied petroleum products that has aggregate capacity of more than 5000L?  Yes  No

C. Involves any activities within a wildlife area defined in Schedule 1 of the [Wildlife Area Regulations](https://laws-lois.justice.gc.ca/eng/regulations/c.r.c.,_c._1609/index.html) (https://laws-lois.justice.gc.ca/eng/regulations/c.r.c.,\_c.\_1609/index.html)?  Yes  No  
If applicable, provide name of the wildlife area and specific activities that will take place within it.

D. Known or suspected cultural, historical, archaeological, paleontological or architectural resource values on or adjacent to the project site?  Yes  No

E. Known or suspected contaminated sites which could impact the project site?  Yes  No

If "Yes", to any of the above, describe the appropriate mitigation measure(s) and how they will be implemented below.



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

**Supporting documents** (relevant maps, surveys, reports)

Title	Submission method

**Applicant authorization**

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

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

**FOR ISC ENVIRONMENT OFFICIALS USE ONLY**

**Decision**

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

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

**Environmental Official**

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



## **APPENDIX B**



# Environmental Review – Site Visit Checklist

(Used for the Construction of a Building – Documents SITE HISTORY)

*Property Name:* \_\_\_\_\_

*Legal description/GPS Coordinates of property:* \_\_\_\_\_

**Indicate whether the following have been observed on the subject property and provide details where appropriate:**

ITEM	YES	NO	COMMENTS
Is the proposed site located on a floodplain?			
Has the property been used for industrial manufacturing?			
Are there transformers, capacitors or other electrical equipment including florescent light fixtures present on site that were installed prior to 1980?  If yes, has the equipment been tested for the presence of polychlorinated biphenyls (PCBs)?			

ITEM	YES	NO	COMMENTS
Is there any reason to suspect that any of the following substances have been or are being used, stored or disposed of on-site?			
A) Pesticides			
B) Chemicals			
C) Radioactive Materials			
D) Chlorofluocarbons (CFCs)			
E) Polychlorinated Biphenyls (PCBs)			
F) Waste of any Type			
If yes, describe nature and extent.			
Has there been Above Ground or Under Ground Storage Tanks (ASTs & USTs) located on site?			

**During the site visit, the following have been observed on the subject property:**

ITEM	YES	NO	COMMENTS
Buildings			

ITEM	YES	NO	COMMENTS
Storage, repair, maintenance facilities			
Outhouses			
Miscellaneous structures			
Sewers, drains, septic systems			
Waste streams (other than to sanitary sewer or municipal solid waste systems)			
Aboveground or underground tanks, drums or storage containers			
Tank vent pipes			
Tank fill pipes			
Electrical transformers or capacitor equipment (including florescent lighting)			
Landfill/waste disposal ground/garbage dump (current or abandoned)			

ITEM	YES	NO	COMMENTS
Incinerators			
Hazardous waste generators			
Scrap yard (e.g. scrap metals, car bodies, etc.)			
Polluted ditches, ponds, streams, creeks, rivers, lakes			
Ground water wells			
Spills (e.g. oil, fuel, chemical)			
Soil staining			
Suspicious soil depressions or mounds			
Vegetation stress related to pollution			
Wildlife stress related to pollution			
Other			
	COMMENTS		

ITEM	YES	NO	COMMENTS
Use of surrounding or adjacent properties:			
North			
South			
East			
West			

Site Assessment Completed By: \_\_\_\_\_

Signature of Assessor: \_\_\_\_\_

Date: \_\_\_\_\_



## APPENDIX C





Indigenous Services  
Canada

Services aux  
Autochtones Canada

## **APPENDIX D**





Indigenous and  
Northern Affairs Canada

Affaires autochtones  
et du Nord Canada

## LAND STATUS REPORT REQUEST

TO:  
Manitoba Region Land Registry Section  
LED – 2<sup>nd</sup> Floor

FROM:  
Click here to enter your first & last name.

Form Instructions

Fill in "Click Here" areas.  
Email sketch/map and completed form  
to [mblandreg@sac-isc.gc.ca](mailto:mblandreg@sac-isc.gc.ca)

Your File

WIN-E Click here to enter your file #.

Date of Request

Click here to select date.

<b>First Nation:</b>	Click here to enter purpose of request.
<b>Reserve Name &amp; No.:</b>	Click here to enter purpose of request.
<b>Purpose:</b> housing, school, lagoon, lease, permit, etc.	Click here to enter purpose of request.
You <b>must</b> provide at least <u>one</u> of the following descriptors:	
<b>A) GPS Coordinates:</b> <i>Must include GPS coordinates in exact format: i.e. 55°47'1.55"N 98°53'22.88"W</i>	Click here to enter GPS coordinates.
<b>B) LOT No. &amp; Survey Plan No.:</b>	Click here to enter lot and survey (CLSR or RSM) #'s
<b>C) Legal land description:</b> Section/Township/Range:	Click here to enter sub division: S-TWP-R.
D) Attached sketch and/or map showing location referenced to a known point on reserve. <input type="checkbox"/>	
<i>NOTE: Service standard is 5 business days for the preparation of a Land Status Report. Requests can be submitted as soon as location of project is confirmed.</i>	
<b>For LED Input:</b>	
LED Received by Stamp:	Completed Land Status Report
	GCDocs #
	Date Completed
	Prepared by