



1. Effective date

The President has approved this Instruction and it takes effect on March 1, 2014.

2. Executive Sponsor

The Vice President, Strategy and Organizational Development.

3. Definitions:

"CCC" means the Canadian Commercial Corporation;

"CEAA" means the *Canadian Environmental Assessment Act, 2012* and its regulations;

"Employee" means any employee of CCC, whether full or part time;

"Environment" means the components of the earth, and includes

- (a) land, water and air, including all layers of the atmosphere,
- (b) all organic and inorganic matter and living organisms, and
- (c) the interacting natural systems that include components referred to in paragraphs (a) and (b);

"Environmental Assessment" or "EA" means, in respect of a Project, an assessment of the environmental effects of the Project;

"Environmental Effect" means, in respect of a Project;

- (a) any change that the Project may cause in the Environment, including any change it may cause to fish, aquatic species, migratory birds and any other component of the Environment, as those terms are defined in CEAA, or
- (b) any effect of any change referred to in paragraph (a) on
 - (i) health and socio-economic conditions,
 - (ii) physical and cultural heritage,
 - (iii) the current use of lands and resources for traditional purposes by aboriginal persons, or
 - (iv) any structure, site or thing that is of historical, archaeological, paleontological or architectural significance;
- (c) any change to the Project that may be caused by the Environment;

"Physical Work" means a physical thing (human made) with a fixed location that has been, or will be, constructed;



“Prime Contractor” means CCC when contracting directly with a foreign buyer to sell goods and/or services and not as agent;

“Project” means a physical activity that is carried out in relation to a physical work.

“Proponent” means a person, body, federal authority or government that proposes a Project.

4. Application

This instruction shall apply to all CCC Project files in which CCC acts as Prime Contractor or procurement agent and where the project meets the definition of “Project” as set out above. This instruction supersedes any prior CCC Environmental policy or instruction.

In CCC’s usual role as procurement agent, CEAA will not apply as CCC is not the federal authority carrying out the Project. In CCC’s role as a prime contractor, CEAA is applicable and CCC must not carry out a project outside Canada unless CCC determines that the carrying out of the Project is not likely to cause significant adverse environmental effects.

This instruction does not impact CCC project files involving the sale of goods and services only.

In instances where CCC acts as agent for a foreign buyer, CCC should be aware of Environmental laws/regulations which govern the principal/buyer or international standards imposed by financial institutions. In situations where CCC acts as an agent for other government departments (OGDs) such as the Department of Foreign Affairs and International Trade (DFAIT), CCC should be aware that OGDs are subject to CEAA.

In situations where CCC is involved in a Project that includes another Canadian institution, such as Export Development Canada, or an international financing institution, these institutions or the foreign buyer itself may also be applying environmental standards. Where possible, the CCC officer should attempt to avoid the duplication of services in compliance with this instruction, while still assuring that the Project will not result in significant adverse Environmental Effects.

In situations where CCC acts neither as Prime Contractor, nor as agent, CCC project officers shall contact legal services to assess the applicability of CEAA.



5. Compliance and Monitoring

All CCC employees are to comply with the content of this instruction, related policies/instructions and all subordinate unit specific procedures as it pertains to the conduct of all CCC operations. It is incumbent upon each employee to know and abide by the content of this instruction. Further, it is the responsibility of their respective Managers and Executive to ensure that:

- All employees are made aware of the policies, instructions or procedures that govern daily work activities, especially during the orientation phase of a new employee or an employee transferred from another business unit within CCC;
- All employees are continuously monitored in the application of all relevant policies, instructions and procedures during the conduct of daily business operations; and,
- Cyclical review of policies, instructions and procedures take place as defined in the 'Policy Governance Framework'; and that any resultant amendments or amendments otherwise derived from lessons learned be forwarded to VP S&OD for overall policy suite reconciliation.

6. Context

This Instruction is established to support the Government of Canada's commitment to:

- (a) Ensure that Projects are considered in a careful and precautionary manner before CCC takes action in connection with them, in order to ensure that such Projects do not cause significant adverse Environmental Effects;
- (b) Encourage CCC and its Employees to take actions to promote sustainable development and thereby achieve or maintain a healthy environment and a healthy economy;
- (c) Ensure that CCC carries out its Environmental responsibilities in a coordinated manner with a view to eliminating unnecessary duplication in the Environmental Assessment process;
- (d) Ensure CCC Employees are aware of their Environmental obligations; and
- (e) Ensure CCC has an effective mechanism to assess, evaluate and address the Environmental Effects of CCC Projects.



7. Policy Statement

The Government of Canada enacted the CEAA in order to exercise leadership within Canada and internationally in anticipating and preventing the degradation of environmental quality while at the same time ensuring that economic development is compatible with the high value Canadians place on environmental quality.

Through CEAA, the federal government is committed to supporting sustainable development by ensuring that federal authorities are not involved in Projects that are likely to cause significant adverse environmental effects. CEAA applies to Projects within Canada and outside Canada where a federal authority, such as CCC is involved.

CCC is expected to ensure that it does not commit to acting as prime contractor for Projects that will cause significant adverse Environmental Effects and that this is determined prior to irrevocable decisions being taken.

8. Instruction Requirements

The CCC environmental compliance documents (Enclosed as Annexes A to E) provide support to Employees at CCC in their fulfillment of obligations under this instruction. More specifically, guidance is provided to aid Employees in determining whether a Project requires an Environmental Assessment under this instruction, managing Environmental Assessments for Projects and reviewing Environmental Assessments to confirm that they are complete and of appropriate quality.

All CCC Employees are required to:

- 8.1 Comply with this instruction and provide assistance to any CCC Employee or consultant who holds additional obligations under this instruction.
- 8.2 Disclose in good faith any willful non-compliance of this instruction by another CCC Employee, agent, consultant, partner, and subcontractor or otherwise affiliated body pursuant to the CCC Policy for Internal Disclosure of Wrongdoing in the Workplace.
- 8.3 Indicate in the certification process if the project is exclusively for the supply of goods or professional services or if CCC is acting as a procurement agent.
- 8.4 If the project is exclusively for the supply of goods or professional services or if CCC is acting as a procurement agent, then other than the certification form, no forms are required to be completed as no Environmental Assessment is necessary.
- 8.5 In all other projects, complete Forms as directed below.

All Project Officers are required to:

- 8.6 Complete form CCC-ENV-1 (EA Requirement attached as Annex A) for every CCC project file (other than projects exclusively for the supply of goods or professional services or where CCC is acting as procurement agent) prior to performing any act that commits CCC to carrying out the project in whole or in part.
- 8.7 Update form CCC-ENV-1 as additional project information becomes known or existing information changes.
- 8.8 Enclose a copy of completed form CCC-ENV-1 in the project file.
- 8.9 Upon completion of form CCC-ENV-1 EA Requirement it is determined that an EA is required, forward a copy of completed form CCC-ENV-1 to their direct manager.
- 8.10 If an Environmental Assessment is required pursuant to this instruction, assist manager or environmental consultant in reviewing or completing form CCC-ENV-2 (attached as Annex B), CCC-ENV-3 (attached as Annex C), CCC-ENV-4 (if applicable – attached as Annex D) and CCC-ENV-5 (attached as Annex E).

Additional responsibilities for Managers

Managers are required to:

- 8.11 Review and complete where noted form CCC-ENV-1.
- 8.12 Review and complete form CCC-ENV-2 and CCC-ENV-3 if the manager has the appropriate environmental knowledge and expertise and CCC-ENV-5.
- 8.13 Procure external environmental consultant to complete CCC-ENV-2 and CCC-ENV-3 if the Manager does not have the appropriate environmental knowledge and expertise.¹

Additional responsibilities for Directors

Directors are required to:

- 8.14 Forward completed forms CCC-ENV-1, CCC-ENV-2, CCC-ENV-3, CCC-ENV-4 and CCC-ENV-5 (if applicable) to Vice Presidents when applicable.
- 8.15 Review completed forms CCC-ENV-1, CCC-ENV-3, CCC-ENV-4, and CCC-ENV-5 (if applicable).

¹ Role of a Consultant

Environmental assessments can be complex undertakings and often require knowledge and skills from a variety of disciplines. Consultants, with the flexibility and experience to assemble appropriate inter-disciplinary teams, are often the best source of this expertise and knowledge. Under this instruction, CCC may delegate most aspects of an EA, including the completion or review of an EA report as long as CCC does not delegate the conclusions on the significance of environmental effects. In addition, in a majority of CCC projects, an EA will be requested by the foreign buyer or the financing institution involved in the project. In most cases, the standards applied will be international standards and CCC officers should ensure that the EA has been properly conducted so that a decision can be made as to whether or not the Project will cause significant adverse Environmental Effects after mitigation.

8.16 Complete form CCC-ENV-5 after review pursuant to 7.13 is complete.

Additional responsibilities for Vice Presidents

Vice Presidents are required to:

8.17 Review completed forms CCC-ENV-1, CCC-ENV-2, CCC-ENV-3, CCC-ENV-4 and CCC-ENV-5 (if applicable).

8.18 Complete form CCC-ENV-5 after review pursuant to 7.15 is complete.

8.19 Consult with the President and relevant Director when a Project is determined "likely to cause" or is "uncertain to cause" significant adverse environmental effects taking into account the implementation of appropriate mitigation measures in form CCC-ENV-5.

Additional responsibilities for President

President is required to:

8.20 Consult with the relevant Vice-President and Director when a Project is determined "likely to cause" or is "uncertain to cause" significant adverse environmental effects taking into account the implementation of appropriate mitigation measures in form CCC-ENV-4 (if applicable) or CCC-ENV-5.

List of Forms:

Annex A - CCC-ENV-1 **Environmental Assessment Requirement**

Annex B - CCC-ENV-2 **CCC Environmental Assessment Instructions**

Annex C - CCC-ENV-3 **Matrix of Environmental Issues**

Annex D - CCC-ENV-4 **Review of Environmental Assessment by Consultant**

Annex E - CCC-ENV-5 **CCC Review of Environmental Assessment and CCC Course of Action**

9. References

This instruction is framed by the legislative and policy mandates and business principles of CCC and must be read in the context of following related CCC policies:

External

9.1 *Canadian Environmental Assessment Act*

9.2 Values and Ethics Code for the Public Service

9.3 *Financial Administration Act*



Internal

- 9.4 Corporate Social Responsibility Documents
 - Code of Conduct
 - Code of Business Ethics
- 9.5 Policy for Internal Disclosure of Wrongdoing in the Workplace
- 9.6 Contract Documentation Instruction

10. Exceptions

The President must approve any exception to this instruction with written evidence placed on the project file or with the Sponsor as applicable; and, a copy of such approval forwarded to the Policy and Planning Analyst, S&OD/CS&PM, who will report at least annually on exceptions corporately.

11. Enquiries

For all enquiries relating to interpretation of this instruction please contact CCC's Vice President, Strategy and Organizational Development.

Document History

Original	Version 1.0
Approval: Name	M. Whittingham
Approval: Title	President
Approval: Date	May 1 st , 2010

Amendment History

Version/Date	Change Summary
1.1/March 1, 2011	Change to Exceptions Procedure & Content Review
1.2/April 28, 2011	New Section 5 inserted
1.3/January 3, 2012	Annual Content Review
1.4/March 1, 2014	Review and Update with Source GoC Legislation
Note: Add Rows as Required	

Annex A- Form CCC-ENV-1 “EA Requirement”



Form CCC-ENV-1 “Environmental Assessment Requirement”

This form must be:

- **completed for all CCC project files other than projects involving the supply of goods or services and when CCC is acting as a procurement agent**
- completed by the Project Officer and forwarded to Project Officer's Manager
- included in the project file or the certification form, and
- amended when essential project details become known and, as required, if the project is modified.

A. Project Information

Project Title		Project No.	
Buyer		Buyer Country	Location (City, Province, State, etc.)
CCC Project Officer	Title		Branch (EDM, Defence)
Telephone	Fax	Email	

B. Is an environmental assessment required?

B1. Is CCC acting as a **prime contractor** in this project?

- ☐ Yes. Go to Section B3.
- ☐ No. Go to Section B2.

B2. Is CCC acting in a role other than prime contractor or procurement agent?

- ☐ Yes. See Legal Services for CEAA applicability.

B3. Is the initiative considered a **Project [1]** such as is defined in CEAA? That is, is it:

a physical activity that is carried out in relation to a Physical Work **[2]**.

- ☐ Yes to the above. *Go to Section C2.*
- ☐ No to the above. An Environmental Assessment is **not required**. *Go to Section C1.*

C. Conclusion

- C1. ☐ An Environmental Assessment is **not** required.
- C2. ☐ An Environmental Assessment **is required** and must be included in the Project file. *Go to Section C3.*
- C3. ☐ In the event that an Environmental Assessment is required, then prior to CCC entering into a binding agreement with a foreign buyer, CCC shall ensure, in so far as is practicable, that the agreement provides for the assessment of the environmental effects of the Project and that the assessment will be carried out as early as practicable in the planning stages of the Project before irrevocable decisions are made. *Go to Form CCC-ENV-2*

D. Signature

CCC Project Officer _____ Date

Reviewed by _____ Date

Manager/Director Name _____

Note: For ALL CCC Projects, completed forms must be reviewed by the Project Officer's Manager.

Annex B - Form CCC-ENV-2

“CCC Environmental Assessment Instructions”



In the event that an Environmental Assessment (EA) is required, then CCC officers shall follow these instructions when directing that an EA be completed or reviewed.

For most CCC Projects, the preparation of an Environmental Assessment will be delegated to an environmental consultant. In these cases, CCC shall review, or have a consultant review, the Environmental Assessment and complete the CCC REVIEW OF ENVIRONMENTAL ASSESSMENT (See Annex D). Based on the results of the review of the Environmental Assessment, CCC Officers shall indicate whether or not the carrying out of the Project is likely to cause significant adverse environmental effects and whether CCC's involvement in the Project can proceed.

In cases where CCC shall be providing instructions to complete the Environmental Assessment, the instructions below are to be used.

Noted below are a list of factors and questions to be considered when providing instructions for the completion or review of an Environmental Assessment. The purpose of these questions is to record information and analytical results drawn from documents prepared for the project, including any environmental analyses or assessment results. Environmental effects and their significance, public participation where appropriate, mitigation measures, and other relevant matters should be considered in preparing or reviewing the assessment. This Environmental Assessment can be completed by CCC, a consultant, Export Development Canada or other CCC partner.

The Environmental Assessment must be;

- Completed by:** Any one or combination thereof of the following - CCC Project Officer, environmental consultant, Export Development Canada or other CCC partner if recommended by CCC project officer's manager.
- Sent to:** CCC Project Officer responsible for the project and the project officer's manager.
- Reviewed by:** CCC Project Officer's manager and the responsible director.
- Forwarded to:** the **Environmental Coordinator** c/o CCC Legal Services.

ENVIRONMENTAL ASSESSMENT INSTRUCTIONS

Project Title:

CCC File No.:

Presented to

CCC Project Officer Officer/CCC
Project Officer's Manager:

Title:

Telephone:

Email:

Prepared by

Project Officer/Consultant:

Name of Organization (If not CCC):

Telephone:

Email Address:

Prepared on:

1. Project Description

Describe the project [\[1\]](#) to which this environmental assessment applies.



2. Description of Project Surroundings

Describe the natural surroundings [5] in which the project will be implemented. Pay special attention to sensitive environmental components which may be affected.

3. Environmental Effects

Taking into account the implementation of mitigation measures [4], identify the likely adverse environmental effects associated with the project. You may use Annex C- Form CCC-ENV-3 "Matrix of Environmental Issues" to assist in the identification of environmental effects. Describe each significant adverse effect noted on the matrix of environmental issues.

4. Mitigation Measures

Describe the mitigating measures [4] that are technically and economically feasible.

5. Cumulative Environmental Effects

Identify the cumulative environmental effects that are likely to result from the project in combination with other projects or activities that have been or will be carried out and, in addition, describe the significance of these cumulative environmental effects. You may use the Matrix of Environmental Issues to assist in the identification of cumulative environmental effects and their significance.

Describe the other projects or activities referred to above that have been or will be carried out.

Describe each **significant** adverse cumulative environmental effect noted on the matrix of environmental issues.

6. Effects of the Environment on the Project

Describe how environmental conditions may affect the project.

7. Nature of Public Participation

Have people who may be affected by the project had the opportunity to comment on it? (Public participation is at the discretion of CCC)

- a) When did public participation start? When did it end?
- b) Describe the nature of the public participation.
- c) What concerns about environmental effects were raised and how were they addressed?

8. Follow-Up Program



Is there a need for a follow-up program [\[6\]](#) to verify the accuracy of the environmental assessment or to determine the effectiveness of mitigation measures?

What is required and how is it to be carried out?

9. Relevant Matters

Ensure that the Environmental Assessment takes into account the following:

- The purpose of the project
- The need for the project
- Alternatives to the project (i.e., other ways of meeting project objectives)
- Alternate means for carrying out the project, and their environmental effects
- Trans-boundary effects
- Environmental effects or malfunctions or accidents

10. Sources for the Screening Report

Indicate the sources of the information used to complete this screening report, such as;

- Environmental studies
- Public consultation
- Previous environmental assessment
- Site reconnaissance
- Traditional and/or community knowledge
- Consultation with the CCC partner(s)
- Consultation with CCC technical advisors
- Consultation with other experts
- Environmental assessment report prepared by another organization (specify)
- Other(s)

11. Comments/Recommendations

12. Additional supporting documentation attached to the Environmental Assessment

FORM CCC-ENV-3 "MATRIX OF
ENVIRONMENTAL ISSUES"

File no.		Project Title		CCC Project Officer and Title		Email		Name of Buyer			
Country of Buyer		Location		Environmental Assessment Completed By:		Date of Environmental Assessment		Consultant Address, Telephone Fax and Email			
DESCRIPTION OF CODES – Taking into account appropriate mitigation measures											
Blank		A		B		C		D		E	
No significant negative environmental effect and there is no significant public concern.		Significant positive environmental effect.		Significant negative environmental effect that can be mitigated.		Potential significant negative environmental effect unknown.		Significant public concern.		Significant negative environmental effect that cannot be mitigated.	
MATRIX OF ENVIRONMENTAL ISSUES											
PHYSICAL											
BIOLOGICAL											
For additional help, please refer to the User Notes or to the help notes included in the e-form											
PROJECT UNDERTAKINGS											
No.											
Climate											
Air Quality											
Groundwater Quantity											
Groundwater Quality											
Surface Water Flow / Quantity											
Surface Water Quality											
Soil Stability / Erosion											
Soil Fertility/ Productivity											
Terrain and Natural Hazards											
Noise											
Vegetation											
Wetlands											
Aquatic habitats											
Fish Stocks											
Terrestrial Habitats											
Wildlife, Aquatic											
Wildlife, Terrestrial / Avian											
Forest Resources											
Biodiversity											
Ecosystem Functions, Aquatic											
Ecosystem Functions, Terrestrial											
Rare Species / Ecosystems											
Protected Areas											
Interactive Effects											
Cumulative Effects											
NONBIOPHYSICAL COMPONENTS (NBP)											
Resource Use											
Select One											
Select One											
Select One											
Health											
Select One											
Select One											
Socio-Economic											
Select One											
Select One											
Cultural Heritage											
Select One											
Select One											



Annex D -Form CCC-ENV-4 “Review of Environmental Assessment by Consultant”



Form CCC-ENV-4 “REVIEW OF ENVIRONMENTAL ASSESSMENT BY CONSULTANT”

This form must be completed, signed and dated by the consultant (if applicable) retained by CCC for the Project for the review of the Environmental Assessment. A copy of this form, if applicable, the Environmental Assessment and all other documents produced by, collected by, or submitted to CCC in relation to the environmental screening of the Project must be kept in the CCC project file with a copy forwarded to the CCC EA Coordinator, c/o CCC Legal Services.

Review of Environmental Assessment

In reviewing the environmental assessment by the consultant, the following questions must be considered:

- Have questions as noted in *Environmental Assessment Instructions* (CCC-ENV-2) been adequately addressed?
- Are proposed mitigation measures appropriate?
- Are public concerns addressed?
- Is the information and analysis technically sound?
- Are there any significant adverse environmental effects not mitigated?

File Name		File No.	
Name of Foreign Buyer		Country Location of Project	Location (City, Province, State, etc.)
Consultant	Title		Address
Telephone	Fax	Email	
Environmental Assessment			
Completed by:			
Date of Environmental Assessment			

**Environmental Assessment or Screening Report Review**

☐ A. Taking into account the implementation of appropriate mitigation measures noted in the Environmental Assessment, the project **is not** likely to cause significant adverse environmental effects.

- A list of appropriate mitigation measures [4] is attached or noted in the Environmental Assessment; and
- The design and arrangements for the implementation of any follow-up program [6] is to be provided.

☐ B. Taking into account the implementation of appropriate mitigation measures noted in the Environmental Assessment the project **is** likely to cause significant adverse environmental effects that **cannot** be justified in the circumstances.

☐ C. Taking into account the implementation of appropriate mitigation measures noted in the Environmental Assessment, it is **uncertain** whether the project is likely to cause significant adverse environmental effects.

Follow-Up

Is a follow-up program [6] needed?

☐ No

☐ Yes

Approximate date of completion

YYYY-MM-DD _____

Specify follow-up requirements

Signature

Consultant _____ Title: _____

Signature _____ Date: _____

Annex E - Form CCC-ENV5 “CCC Review of Environmental Assessment and CCC Course of Action”



Form CCC-ENV-5 “REVIEW OF ENVIRONMENTAL ASSESSMENT AND CCC COURSE OF ACTION” (must only be determined by CCC)

This form must be completed, signed and dated by the CCC Director responsible for the Project following the receipt of the Environmental Assessment and, if applicable, the review of the same by a consultant and this form must be included in the Project file. A copy of this form, the Environmental Assessment and, if applicable, the completed review by a consultant, and all other documents produced by, collected by, or submitted to CCC in relation to the environmental screening of the Project must be forwarded to the CCC EA Coordinator, c/o CCC Legal Services.

Review of Environmental Assessment

In reviewing the environmental assessment by CCC, the following questions must be considered:

- Have questions raised in the *Environmental Assessment Instructions* (CCC-ENV-2) been adequately addressed?
- Are proposed mitigation measures appropriate?
- If applicable, are public concerns addressed?
- Is the information and analysis technically sound?
- Are there any significant adverse environmental effects not mitigated?

File Name		File No.	
Name of Foreign Buyer		Country Location of Project	Location (City, Province, State, etc.)
CCC Responsible Officer	Title		Branch (EDM, Defence)
Telephone	Fax	Email	
Environmental Assessment			
Completed by:			
Date of Environmental Assessment		Parties in addition to CCC reviewing Report	
Consultant (if applicable)		Date of Consultant's Review	
Telephone, Fax and Email			

**Environmental Assessment Review and required next steps**

- ☐ A. Taking into account the implementation of appropriate mitigation measures noted in the Environmental Assessment, the project **is not** likely to cause significant adverse environmental effects. CCC's involvement in the project as submitted **can** proceed.
CCC shall;
- Ensure the implementation of any mitigation measures it considers appropriate. [4]
 - Design and arrange for the implementation of any follow-up program [6] it considers appropriate
- ☐ B. Taking into account the implementation of appropriate mitigation measures noted in the Environmental Assessment, the project **is** likely to cause significant adverse environmental effects that **cannot** be justified. CCC's involvement in the project as submitted **cannot** proceed.
- ☐ C. Taking into account the implementation of appropriate mitigation measures noted in the Environmental Assessment, it is **uncertain** whether the project is likely to cause significant adverse environmental effects. CCC's involvement in the project as submitted **cannot** proceed.
- ☐ D. Taking into account the implementation of appropriate mitigation measures noted in the Environmental Assessment, the project **is** likely to cause significant adverse environmental effects that **can** be justified. CCC's involvement in the project as submitted **can** proceed by attaining the approval of the Governor in Council as per CEAA.

CCC Project Officer: YYYY-MM-DD _____

CCC Manager: YYYY-MM-DD _____

CCC Director: YYYY-MM-DD _____

Note: Only a CCC employee can make the above determination.

This responsibility cannot be delegated to a consultant. CCC can rely upon the report of a consultant to make its determination.

Follow-Up

Is a follow-up program [6] needed?

☐ No☐ Yes

Approximate date of completion YYYY-MM-DD _____

Specify follow-up requirements

Signature

I hereby affirm that CCC has respected the environmental goals as set forth in the CCC Environmental Instruction.

CCC Vice President _____ Title: _____

Signature _____ Date: _____



CCC Environmental Instruction End-Notes

[1] Project Description

The *CEAA* defines a Project outside Canada as:

- (a) a physical activity that is carried out in relation to a physical work and is not a designated project.

[2] Physical Work

A physical work is considered a physical thing (human made) with a fixed location that has been, or will be, constructed.

[3] Examples of Alternative Environmental Assessment Processes Consistent with the *CEAA*

The following are examples of countries and organizations that have environmental assessment processes that CCC accepts as consistent with the *CEAA* and can therefore be used as alternatives to the process set out in this instruction:

- Export Development Canada
- World Bank
- African Development Bank
- Asian Development Bank
- Bangladesh
- Bolivia
- Egypt
- Philippines
- South Africa

This is a list *not* inclusive. When in doubt about using a foreign EA process, please consult with the CCC Environmental Assessment officer c/o CCC Legal services.

[4] Mitigation Measures

Mitigation measures avoid, reduce, control or compensate for adverse environmental effects of a project.

Mitigation means, in respect of a project, the elimination, reduction or control of the adverse environmental effects of the project, and includes restitution for any damage to the environment caused by such effects through replacement, restoration, compensation or any other means.

A wide variety of approaches are available for providing mitigation measures, such as:

- Project sites that avoid sensitive areas.
- Project designs that avoid site sensitivities, incorporate pollution control equipment and cleaner production processes, reduce energy and materials use, or reuse waste materials.
- Construction strategies that avoid ecologically or culturally sensitive times of the year.
- Operation strategies that control energy and materials use, minimize waste streams, or enhance worker health and safety.
- Contingency plans for dealing with accidents or malfunctions, including the stockpile of emergency response supplies.
- Compensating for lost or degraded ecological values in the project area by enhancing similar values elsewhere.

[5] Describing the Project Surroundings

What is required is an overview of the environmental setting of the project to give the report reviewer a good sense of the environmental context in which the project is to be implemented and what specific conditions the project is likely to affect. The description should contain enough detail to enable reviewers to appreciate the effects analysis, the rationale for mitigation measures, and conclusions about the significance of adverse environmental effects. In addition the description should include the environmental features, including a summary of the physical and biological components in the area likely to be affected by the project, and information on whether the project may affect fish or fish habitat and navigable waters or any unique or special resources not already identified and the current and past land uses at the project site and in the adjacent area.

[6] Follow-up Program

While a follow-up program is *not mandatory* for screenings, it may be appropriate to require a follow-up program in order to:



- (a) verify the accuracy of the environmental assessment of a project; and
- (b) determine the effectiveness of any mitigation measures.

When follow-up is deemed necessary, it is incumbent upon CCC to get confirmation in writing that the prescribed mitigation measures have been implemented and analyzed for their effectiveness. It is also incumbent upon CCC to take any necessary corrective action pursuant to the follow-up program which should ideally be built into the project design.