



Impact Assessment
Agency of Canada

Ontario Region
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Agence d'évaluation
d'impact du Canada

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March 19, 2021

Sent by email

Correspondence to Federal Review Team

Jennifer Carter, Employment and Social Development Canada
Jennifer McKay, Environment and Climate Change Canada
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Tom Hoggarth, Fisheries and Oceans Canada
Chantal Roberge, Health Canada
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Tonina Simeone, Indigenous Services Canada
Nathalie Lechasseur, Infrastructure Canada
Adam Schjott, Innovation, Science and Economic Development Canada
John Clarke, Natural Resources Canada
Vera Haslett, Transport Canada
Denise Gareau, Women and Gender Equality Canada

Dear Colleagues:

Subject: Federal Authority Advice Record for the Waterloo Airport Runway Project – Authority and Summary of Issues

Please respond to Part A of the attached form by April 9, 2021 and Part B by April 16, 2021.

On March 19, 2021, the Impact Assessment Agency of Canada (the Agency) accepted the Initial Project Description for the Waterloo Airport Runway Project (the Project) from the Region of Waterloo International Airport (the proponent) as meeting the requirements of Schedule 1 of the *Information and Management of Time Limits Regulations* under the *Impact Assessment Act* (IAA). As of today, the 180-day planning phase of the impact assessment has commenced. The Initial Project Description is available on the Registry Internet site at: <http://iaac-aeic.gc.ca/050/evaluations/document/138383>.

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The Agency is conducting a 30-day comment period on the Initial Project Description from March 19 to April 18, 2021, inviting the public, Indigenous groups and other jurisdictions to provide feedback related to the Project. All comments that will inform the Summary of Issues¹ with respect to the Project will be provided to the proponent.

Request for comments and risk characterization

Attached to this letter are five enclosures. **Enclosure 1** is the **Federal Authority Advice Record: Authority and Summary of Issues**. This is a two-part form: **Part A** of the form requests information on your department's powers, duties, or functions, and your department's comments on the proponent's Initial Project Description. This includes your department's expert advice on potential project effects, including effects within federal jurisdiction and direct and incidental effects.

To support development of the Summary of Issues and—should it be determined that an impact assessment is required—the preparation of the Tailored Impact Statement Guidelines, your department is requested to use **Enclosure 2**, Table 1 to provide the following within your mandate:

- as much detail as practicable in describing the potential effects of the Project;
- advice on risk characterization of potential effects;
- for any potential effects that have been overlooked or could be better described and presented, provide a concise synopsis of each for inclusion in the Summary of Issues; and,
- instructions, where applicable, for how the proponent would build confidence in the Detailed Project Description and Response to the Summary of Issues to support or confirm the risk characterization

Enclosure 3 provides definitions for risk characterization.²

To further assist your staff in their review of the Initial Project Description, the Agency has developed unique questions for each federal authority based on the federal authority's mandate and expertise (**Enclosure 4**).

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¹ The Summary of Issues is a list of issues raised in the Planning Phase prepared by the Agency, as per section 14(1) of the *Impact Assessment Act*. This document provides the proponent with an understanding of issues and allows participants to see how their comments and concerns have been characterized.

² Agency staff provided an overview of the Risk-Based identification of project effects to federal working-level staff on February 8, 2021.

Please submit the completed **Part A** form and **Enclosure 2** via the *Submit a Comment* feature available on the Project's Canadian Impact Assessment Registry page (Reference #81452 at <https://iaac-aeic.gc.ca/050/evaluations/proj/81452>). Letters and forms can be uploaded using this feature. If you have any difficulties submitting this way, please contact the Agency using the information provided below for assistance. The Agency requires your department to complete **Part A** as per subsection 13(1) of IAA **no later than April 9, 2021**, (prior to the deadline provided to the public and Indigenous groups).

Part B of **Enclosure 1** requests information on your department's interest in participating in the Agency's Indigenous consultation and public engagement activities. As there may be protected information in this form, please submit the completed **Part B** by email to IAAC.Waterloo.AEIC@canada.ca **no later than April 16, 2021**.

Important note: Please note that any information submitted to the Agency to inform this project assessment will be made publicly available as part of the project file and on the Canadian Impact Assessment Registry. However, there are certain exceptions related to privacy, security or confidentiality.

The Agency's Submission Policy³ determines which submitted information can be shared publicly, and what should remain private. For further information on how we protect your privacy, please refer to the Privacy Notice.⁴

Orientation and introduction to risk characterization

Due to the novelty of the risk-based identification of issues, the Agency will be happy to provide an orientation meeting and a description of the risk characterization definitions. Agency staff will contact federal reviewers in the coming days with an invitation to such a meeting.

Federal Authority Work Plan

As per the Memorandum of Understanding with your department or agency, the Agency has attached a project-specific work plan (**Enclosure 5**) that sets out the detailed tasks, deliverables and timelines, consistent with the legislated time limits of the IAA, for the planning phase of impact assessment. This work plan will be updated, in consultation with federal authorities, as the assessment of the Project progresses.

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³ <https://iaac-aeic.gc.ca/050/evaluations/participation/conditions>

⁴ <https://iaac-aeic.gc.ca/050/evaluations/protection>

Next steps

Upon receipt of the Summary of Issues from the Agency, the proponent will submit a Detailed Project Description that includes an explanation of how it intends to address the issues raised. The Agency may contact your department for information or advice at that time for the purpose of determining if the Detailed Project Description is complete. Following acceptance of the Detailed Project Description, the Agency may seek the opinion of your department to inform its decision on whether an impact assessment of the Project is required.

Future steps

If the Agency determines that an impact assessment is required, it will develop draft Tailored Impact Statement Guidelines, a Permitting Plan, a Public Participation Plan, an Indigenous Engagement and Partnership Plan, and a Cooperation Plan with other jurisdictions. Your department will be contacted in the near future with potential opportunities to participate in the development of the draft guidelines and plans (please refer Enclosure 5). These documents should be finalized and issued to the proponent by no later than September 15, 2021.

The Agency intends to hold a future 30-day comment period sometime in July and August, 2021. During this comment period, the Agency intends to hold at least two information sharing and discussion sessions. These sessions will be held virtually due to COVID-19. Additionally, the Agency is presently seeking information from Indigenous groups regarding their interest in meeting. Should you have an interest in participating in the public engagement meetings or the meetings with Indigenous communities, please complete Part B of the attached form and contact the Agency. If you do participate, any expenses will need to be borne by your respective departments.

If you have any questions, do not hesitate to contact Conor Anderson, Project Manager, by phone at 416-735-1673 or email IAAC.Waterloo.AEIC@canada.ca. If desired, the Agency is also available to meet and discuss.

Sincerely,

<Original signed by>

Anjala Puvananathan
Director, Ontario Region

Enclosures: 1 - Federal Authority Advice Record: Authority and Summary of Issues
2 - Review Table for the Waterloo Airport Runway Project - Initial Project Description (IPD)
4 - A Risk-Based Approach to Describing Potential Effects
3 - Specific Valued Components and Issues Identified for Federal Authorities
5 – Project-Specific Work Plan for Federal Authorities

C.C.: Alexandre Dugas, Employment and Social Development Canada
Eric Lalonde, Employment and Social Development Canada
Vikash Narine, Environment and Climate Change Canada
Wesley Plant, Environment and Climate Change Canada
Lisa Wren, Fisheries and Oceans Canada
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Health Canada Generic Mailbox
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Public Health Agency of Canada Generic Mailbox
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