

GUIDELINES

for an

Environmental Preview Report

for the

*Argentia Access Road Industrial  
Composting Facility*

**Honourable Perry Trimper**  
Minister  
Department of Environment and Climate Change

September 8, 2016

## **ENVIRONMENTAL PREVIEW REPORT GUIDELINES**

The following guidelines are intended to assist the proponent, Metro Environmental Services Incorporated, with the preparation of the Environmental Preview Report (EPR) for the proposed Argentia Access Road Industrial Composting Facility project. The EPR is a report, based on readily available information, which supplements the information already provided by the proponent upon registration of the undertaking. The EPR should include and update the information provided in the original registration and addendum and focus on the information gaps identified during the government and public review of the registration. The EPR is expected to be as concise as possible while presenting the comprehensive information necessary to enable the minister to make an informed decision as to the potential for significant environmental effects from the undertaking.

The contents of the EPR should be organized according to the following format:

### **1. NAME OF UNDERTAKING**

The undertaking has been assigned the name “Argentia Access Road Industrial Composting Facility Project.”

### **2. PROPOONENT**

The following information concerning the proponent will be provided:

- 2.1. Name the proponent and the corporate body, if any, and state the mailing address.
- 2.2. Name the chief executive officer if a corporate body, telephone number, and E-mail address.
- 2.3. Name the principal contact person for purposes of environmental assessment and state the official title, telephone number, and E-mail address.

### **3. THE UNDERTAKING:**

- 3.1. State the nature of the project.
- 3.2. State the purpose/rationale/need for the project. If the proposal is in response to an established need, this should be clearly stated. Identify needs that are immediate as well as potential future needs, e.g. the need/benefit of diverting organic and construction/ demolition waste from landfill into a marketable soil amendment product, and the value of this material to end-users such as farmers, or landscapers.

3.3 The proponent should provide information that will identify the positive and negative impacts on the local area, the Avalon, and the Province with a focus on, but not limited to the following:

- business development opportunities from construction/ operation
  - transfer of new technologies/skills, joint ventures,
  - value added processing,
  - development of local business networks,
  - acquisition of goods and services, and
  - employment;
- potential economic impacts on existing businesses
  - employment,
  - acquisition of goods and services,
  - pest infestations, and
  - unacceptable odours;
- the impact of eventual decommissioning, including loss of employment,
- the issues of local taxation

3.4. Identify any broader private or public sector policies, plans or programs to which the objectives of the project contribute, e.g., the provincial waste management strategy.

#### **4. DESCRIPTION OF THE UNDERTAKING**

Provide a comprehensive description of the project, including, but not limited to:

- preferred choice of location;
- building and infrastructure design;
- ventilation and odour management;
- leachate collection;
- composting process workflow and equipment;
- nature and source of feedstock;
- worker protection;
- employee/operator experience and training;
- legislative and industry standards for finished compost product;
- vector management plan;
- decommissioning plan;
- fire and emergency plan;
- workforce and employment information; and
- a public information session.

The project may be described in phases outlining the maximum tonnage of compost material that will be received/composted during the initial phase and the appropriate construction and operational environmental safeguards that will be implemented during this phase, followed by a description of subsequent phases that will manage progressively higher volumes of compost materials and the increased construction and operational protective measures that will be

implemented at each phase. Details shall be organized under the subheadings below.

#### **4.1 Geographical Location/Physical Components/Existing Environment:**

- 4.1.1 Explain why the location on the Argentia Access Road was selected for the industrial composting facility. This rationale should include: distance to waste generators and end product users; proximity to carbon material suppliers; proximity of existing activities that are odorous such as cattle farming, sod farming, poultry farming or waste management; access to major transportation routes; and distance to the nearest community. Provide GPS location coordinates and attach an original base map (1:25,000 scale) and/or recent air photos.
- 4.1.2 Provide an accurate description of the proposed site, including length of access road, distance between proposed building(s) and Route 100; depth of undisturbed tree screen between proposed building(s) and Route 100, and location of gate restricting access to facility. Include a detailed site plan identifying dimensions of entire site and proposed buildings.
- 4.1.3 Describe the proximity of the site relative to commercial establishments near the junction of the TCH and Route 100, existing residential areas in Whitbourne and Markland, the T'Railway, Placentia Junction cabins, Peak Pond cabins, Holiday Hill cabins, and Blaketown.
- 4.1.4 Describe the topography of the site, including vegetation, slope, water courses and wetlands.
- 4.1.5 Provide information regarding ownership and zoning of the land upon which the project is to be located and any restrictions imposed by that ownership and zoning, including municipal ownership/zoning, Crown land and private land. Indicate that an application for Crown lands has been submitted for the proposal, and a decision on the application will be made pending the outcome of the environmental assessment and a review of all referrals from the Crown lands application. (Land Management Division advises that the proposed undertaking is classified as a waste disposal site located in an unincorporated area that is subject to the Protected Road Zoning Regulations. The proposed use is classified as Rural Industrial, which is a permitted use in this zone under Section 6 of the Protected Road Zoning Regulations).

## **4.2 Construction:**

4.2.1 State the time period during which site clearing, preparation and construction of building(s) is expected to take place.

4.2.2 Describe how the existing tree screen will be used to eliminate or minimize visibility of the facility from Route 100. (Land Management Division advises that developments of a rural industrial nature shall be set back a minimum of 100 metres from the centre line of the highway with a tree screen of not less than 50 metres, and shall be separated from adjacent incompatible developments by a minimum of 150 metres with a tree screen of not less than 100 metres).

4.2.3 Identify the equipment that will be used during the construction period and describe mitigative measures that will be undertaken to reduce greenhouse gas emissions, e.g., maximizing fuel efficiency and conducting routine maintenance to ensure optimal operation of equipment.

4.2.4 Describe how the access road will be designed to meet the requirements of the Department of Transportation and Works, which include: positioning the site access road so as to achieve the required intersection sight distance; breaking and reinstalling the guiderail along Route 100 to accommodate the site access road; construction of a 10 metre wide top surface on the access road, which is a requirement of commercial developments; and installation of a 600 millimetre diameter culvert (minimum) across the access road.

4.2.5 Provide design details of building(s) to be constructed for the undertaking, including dimensions of areas designated for receiving/stockpiling feedstock, mixing, windrows, curing, and storing final product. Also, indicate designated areas for a lunchroom, washroom and shower facilities for employee(s). Indicate whether surface areas in contact with feedstock and compost materials will be impermeable.

4.2.6 Provide details of mechanical ventilation for the facility as proposed in the registration addendum, and describe and how negative pressure will be maintained inside the composting building(s) when doors are open. Describe how the ventilation system will control humidity and odour inside buildings.

4.2.7 Provide location and design details for an appropriately sized biofilter that will be installed to control odour from compost

emissions. Design the biofilter to ensure functionality during the winter months.

4.2.8 Provide design details for an adequately sized leachate collection system, in consultation with Pollution Prevention Division.

4.2.9 Provide additional employment information including the following:

- National Occupation Classification (NOC 2011) codes at the 4-digit level for each position during the construction phase, and the number of positions associated with each NOC code;
- Approximate timelines for each position during the construction phase, and the number of positions for each 4-digit NOC 2011 code throughout the project at specified time intervals (monthly or quarterly);
- Indications as to whether the positions in the construction phase are full-time equivalent or if they are the actual number of positions, and the number of full-time versus part-time positions;
- Clarification of when the operation phase is anticipated to begin and whether the operation phase will be year-round;
- Clarification of which positions would be direct hires and which would be from companies contracted to carry out project work, for both construction and operation phases.

4.2.10 Describe how waste material generated during the construction of the facility will be managed, e.g., placed in suitable refuse containers and removed to an approved waste disposal site on a weekly basis, with the approval of the site owner/operator.

### **4.3 Operation and Maintenance:**

All aspects of the operation and maintenance of the proposed development should be presented in detail, including, but not limited to the following information:

4.3.1 Clearly identify sources of feedstock and carbon fibre during the early stages of operation, and identify potential opportunities to partner with local business for future sources of feedstock and carbon materials.

4.3.2 Estimate the duration of the composting process including mixing, composting and curing to produce a final soil amendment product. State the anticipated date for receipt of first feedstock for composting at the facility.

4.3.3 Estimate the annual volume and type of feedstock and carbon that will be received/ required at the facility during each of the first five years of operation. Describe the capacity of the facility given the volume of feedstock to be received, the volume of carbon needed to

mix with the feedstock, the time required to compost the material and the space available onsite.

4.3.4 Describe how feedstock volumes will be increased incrementally, beginning with a smaller volume at the initiation of operation, and increasing volumes of feedstock only if it can be demonstrated that composting is being conducted in an environmentally acceptable manner.

4.3.5 Provide a detailed description of the composting workflow process and equipment, including the space requirements and duration of each phase of composting, including but not limited to the following:

- Weigh-in/weigh-out of material received and removed on-site;
- Screening, mixing and windrowing of compost material;
- Primary phase of composting to achieve pathogen kill;
- Secondary phase of composting for curing;
- Tertiary phase of composting for maturing and testing of final, marketable compost product;
- Final stage of composting for screening and distributing finished compost;
- Monitoring of moisture and temperature throughout the composting process; and
- Tracking the movement of material during the composting process.

4.3.6 Provide an estimate of the volume and constitution of output from the facility for each of the first five years. Define the grades of the soil amendment (final product) that will be produced at the facility, and whether there are any plans for on-site application of final compost product. If on-site field application is proposed, describe monitoring and management practices that will be employed to prevent nitrogen and phosphorus overload of the receiving area.

4.3.7 Describe the frequency of testing of the final compost product to be conducted and reported to the Department of Environment and Climate Change, and to ensure compliance with CCME Compost Quality Guidelines. Provide details regarding testing procedures and parameters. Identify laboratories/agencies that will conduct the testing and the accreditation criteria that shall be met by the laboratories. Describe how test results will be recorded and managed and made available to government inspectors.

4.3.8 In broad terms, demonstrate the business case for this project, identifying potential sources and costs of organic materials, potential revenue stream including incoming compost materials and end-product sales, and the required capital investment. Provide information on the local market intended for consumption of the

final compost product and include letters of support, if available, from potential buyers. Provide estimates of the pricing structure for the final product and indicate plans for managing excess product should markets not be available.

4.3.9 Indicate whether quarry materials (e.g. aggregate, fill, rock, stone, gravel, sand, clay, borrow material, etc.) required for the project will be sourced, either from a site permitted under the Quarry Materials Act, 1998, or from an external source as a byproduct of development and for which royalties have been paid under the Quarry Materials Act, 1998, or from within the legal boundary of the project site.

4.3.10 Describe measures that will be undertaken to ensure activities associated with the industrial composting operation will be conducted in compliance with the Occupational Health and Safety Act and its Regulations. This includes the responsibility for ensuring that contractors hired to perform work also comply with this legislation. Such measures may include, but not be limited to:

- a description of the necessary equipment, systems, tools, information, instruction, training and supervision that will be provided and maintained to ensure the health and safety of workers at the facility;
- a description of how the undertaking will be conducted to ensure that persons not employed at the facility are not exposed to health or safety hazards as a result of the undertaking, e.g. persons delivering feedstock and/or buying product;
- a description of the personal protective equipment that will be provided on-site, and periodic indoor air quality testing that will be conducted to ensure a safe environment for workers.

4.3.11 Conduct a risk assessment where workers are assigned to work alone or in isolation. Where the assessment identifies a hazard, describe appropriate controls that shall be implemented to eliminate, or minimize the risk. A procedure must be written for checking the well-being of a worker assigned to work alone or in isolation.

4.3.12 Provide an emergency response plan describing measures to be taken to effectively respond to any foreseeable mishap that may occur as a result of the undertaking. The following minimum items should be considered when developing such a plan: a proper first-aid kit, communication devices, a list of emergency names and numbers appropriately placed; and an action plan including the roles and responsibilities of workers. The plan may be included in the body of the EPR or may be attached as a separate Appendix.

4.3.13 Describe the layout of the facility indicating adequate toilet, washing and eating facilities for employees.

4.3.14 Describe how the indoor composting facilities will be adequately ventilated to minimize the buildup of bioaerosols and decomposition gases.

4.3.15 Describe how adequate ventilation will be provided in cabs of the heavy equipment (e.g. backhoe or loader) that the attendant may have to operate.

4.3.16 Describe an Odour Management Plan that will be implemented to control the dispersion of odours and address public concerns and complaints. The plan may be included in the body of the EPR or may be attached as a separate Appendix. Air dispersion modeling may be required to demonstrate odour management for specific content and volumes of feedstock, as determined by the Department of Environment and Climate Change.

4.3.17 Describe an on-going Vector Management Plan that will be implemented at the facility over its operational lifetime. The plan may be included in the body of the EPR or may be attached as a separate Appendix. Indicate whether the Vector Management Plan includes flies, and if it doesn't, describe a Fly Management Plan that will be implemented.

4.3.18 The appropriate level of expertise in the industrial composting process is vital to the success of the project. Indicate the level of training that will be required of on-site staff and/or the operator(s) of this facility, whereby at least one employee/operator on-site will be trained in the operation of an industrial composting facility, with training certified by the Composting Council of Canada, Solid Waste Association of North America, or equivalent. It is recommended that the services of an experienced industrial composting expert be secured on a part time basis to oversee the operation of the facility in the first couple of years.

4.3.19 Describe how the content, volume, source and date of each shipment of feedstock received at the facility will be recorded and made available to government inspectors when requested.

4.3.20 Describe a decommissioning plan for site clean-up, repair and rehabilitation, and removal or securing of infrastructure, equipment and access prior to closure of the industrial composting facility. The plan may be included in the body of the EPR or may be attached as a separate Appendix.

4.3.21 Provide a Fire and Emergency Protection Plan in consultation with Fire and Emergency Services-NL (FES-NL), to ensure adequate firefighting training and equipment on-site. The plan shall be approved by FES-NL prior to the initiation of construction activities. The plan may be included in the body of the EPR or may be attached as a separate Appendix.

4.3.22 Provide an Environmental Emergency Contingency Plan for the storage and handling of gasoline and associated products, including information regarding the location of spill response equipment and a trained contractor, in the event of a spill. The plan may be included in the body of the EPR or may be attached as a separate Appendix. This plan may be included in the Fire and Emergency Protection Plan required in section 4.3.21.

4.3.23 Identify that the Pollution Prevention Division of the Department of Environment and Climate Change must be contacted in the event of plans to compost a potentially hazardous material, e.g. sewage sludge or other hazardous material, prior to receiving the feedstock as additional restrictions may apply.

4.3.24 Describe how on-site waste will be managed during facility operation, e.g., suitable refuse containers will be provided for the collection and weekly removal of waste to an approved facility.

4.3.25 Ensure that all references to the former Department of Environment and Conservation are updated to the current title of Department of Environment and Climate Change, and all references to the former Forestry and Agrifoods Agency are updated the current title of Department of Fisheries, Forestry and Agrifoods.

## **5. ALTERNATIVES**

Describe alternate locations that were considered (e.g. Holyrood Access Road, alternate Crown land site near Whitbourne, and any other location considered), reasons for rejection, and reasons for supporting the proposed site as the preferred location.

Alternative locations should be clearly outlined on maps of a suitable scale (i.e. 1:50,000, 1:25,000).

## **6. POTENTIAL ENVIRONMENTAL EFFECTS and MITIGATION**

Provide detailed information regarding the potential effects of the project on the environment and the proposed mitigation to be used to avoid adverse

environmental effects, including but not limited to:

- 6.1 Limiting the clearing of trees and brush to only what is necessary for construction and operation of the facility.
- 6.2 Ensuring that sediments are contained during construction and operation and not permitted to runoff into a water body or wetland by taking actions, such as: coordinating construction and excavation activities to avoid heavy precipitation and the freezing/thawing cycle; installing sediment control structures prior to land disturbance (e.g., silt fencing, sediment traps, sediment ponds); minimizing the exposed soil area and stabilizing exposed soil as soon as possible with mulch, erosion control blankets and/or native vegetation; monitoring nearby receiving waters for total suspended solids or contaminants from project related activities.
- 6.3 Identifying measures that will be undertaken to conserve wetlands, such as avoiding development on wetlands, maintaining a 30 metre undisturbed buffer around wetlands and watercourses and diverting surface runoff from construction and operation away from wetlands.
- 6.4 Developing a contingency plan that ensures a quick and effective response to a spill event. Spill response equipment should be readily available on-site, including absorbents and open-ended barrels for collection of cleanup debris. Personnel working on the project should be knowledgeable about response procedures. In developing a contingency plan, it is recommended that the Canadian Standards Association publication Emergency Planning for Industry CAN/CSA-Z731-03, be consulted as a useful reference. The contingency plan may be either included in the EPR or included in a separate Fire and Emergency Services Plan required by Fire and Emergency Services-NL, described in Section 9 of these guidelines.
- 6.5 Storing oils, greases, diesel, gasoline, hydraulic and transmission fluids at least 100 metres from any body of water. All leaks/spills must be reported to Service NL at 729-2008 and the spill line: 1-800-563-9089.
- 6.6 Conducting refueling and maintenance activities at least 100 metres from any body of water and on level terrain, and using biodegradable fuels and fluids where possible.
- 6.7 Retaining waste oils and used lubricating oil in a tank or closed container, and disposing of them in an approved manner.
- 6.8 Reducing negative habitat disturbance on wildlife, including migratory birds, by undertaking vegetative clearing and excessive noise activities outside of the nesting, breeding and brood rearing period (April 15 to August 15 in this region). Where vegetation clearing is not avoidable and a nest is found:

- The nest and neighbouring vegetation should be left undisturbed until nesting is completed;
- Construction activities should be minimized in the immediate area until nesting is complete.

For guidance on how to avoid the incidental take of migratory birds nests and eggs, please refer to the Avoidance Guidelines (Website: <http://www.ec.gc.ca/paom-itmb/default.asp?lang=En&n=AB36A082-1>).

- 6.9 Undertaking measures to deter migratory and other birds from nesting in unattended stockpiles of soil and/or compost particularly during the breeding season. If migratory birds take up occupancy of these piles, any industrial activities will cause disturbance to these migratory birds and inadvertently cause the destruction of nests and eggs. Alternate measures will then need to be taken to reduce potential for erosion, and to ensure that nests are protected until chicks have fledged and left the area.
- 6.10 Using techniques to deter birds from stockpiles/compost without the need for a permit. Examples of these techniques include: the use of flags, streamer tape, scarecrows or human-like dummies, and electronic noisemaking devices.
- 6.11 Undertaking measures to reduce the attraction of migratory birds to on-site lighting, such as: using LED lights instead of other types of lights where possible; shielding lights needed for the safety of employees to shine down and only to where it is needed; and installing the fewest number of site-illuminating lights needed for safety, at the lowest intensity and smallest number of flashes per minute allowable by Transport Canada.
- 6.12 Undertaking measures to ensure that litter, food scraps, feedstock and any other waste shall be made inaccessible to birds, mammals and other vectors so as not to artificially enhance populations of predators of eggs and chicks.
- 6.13 Ensuring that the soil created from the composting operation is not seeded with invasive species such as Purple Loosestrife. Developing and implementing measures to diminish the risk of introducing invasive species, such as regular cleaning and inspection of mechanical equipment (including ventilation equipment) to ensure that no vegetative matter is attached to the machinery.

## 7. PROJECT- RELATED DOCUMENTS

Provide a bibliography of all project-related documents already generated by or for the proponent (e.g., feasibility study, engineering reports, etc).

## **8. PUBLIC INFORMATION MEETING**

An Open House Public Information Session is required to be held in a centralized location near the proposed industrial composting facility to provide information about the undertaking to the people whose environment may be affected by it; and to record and respond to the concerns of the local community regarding the environmental effects of the undertaking. Public concerns should be addressed in a separate section of the EPR.

As per Section 10(2) of the Environmental Assessment Regulations, 2003, you are required to notify the Minister and the public of the scheduled meeting not fewer than 7 days before that meeting. The meeting will be announced in the Environmental Assessment Bulletin and posted on the Department's web page.

Public notification specifications are outlined in Appendix A.

## **9. APPROVAL OF THE UNDERTAKING**

List the main permits, licences, approvals, and other forms of authorization required for the undertaking prior to the start of construction, together with the names of the authorities responsible for issuing them (e.g., federal government department, provincial government department, municipal council,etc.), including but not limited to the following:

- A Certificate-of-Approval (COA) from the Pollution Prevention Division of the Department of Environment and Climate Change. Financial assurances may be required for the issuance of a C of A in the event that the Department may have to take over operation due to environmental issues or abandonment of the site, contact Ms. Vicki Ficzere at 729-7012.
- Any use of halocarbons or other regulated substances, for example in fire suppression, air conditioning or refrigeration systems, associated with the proposed activity is subject to the Halocarbon Regulations NLR 41/05, contact Ms. Vicki Ficzere at 729-7012.
- A Water Use Licence from Water Resources Management Division (WRMD) of the Department of Environment and Climate Change, contact Ms. Dorothea Hanchar at 729-2539.
- A Site Drainage Plan may be required by WRMD, contact Dr. Abdel-Zaher Abdel Razek at 729-4795.
- A permit from WRMD for the installation of a culvert across the access road to the site, contact Dr. Abdel-Zaher Abdel Razek at 729-4795.
- All petroleum storage tanks shall be registered with Service NL, and all fuel storage tank systems must comply with the *Heating Oil Storage Tank System Regulations* and/or the *Storage and Handling of Gasoline and Associated Products Regulations*, contact Mr. Robert Locke at 729-2008.
- Approval from Service NL is required for the proposed water and sewerage system. Application must be made to Service NL to review building plans for

Fire/Life Safety and Building Accessibility, prior to the construction of on-site buildings, contact Mr. Robert Locke at 729-2008.

- The site is located within 400 metres of the Argentia Access Road and falls within the jurisdiction of the Protected Road Zoning Regulations. A Preliminary Application To Develop Land must be submitted to the Government Service Centre for processing and a “Permit To Develop” issued before any construction takes place, contact Mr. Robert Locke at 729-2008.
- Electrical plans must be submitted to the Government Service Centre for review and approval. An electrical permit is required for each meter. The applicable permit fees will apply, contact Mr. Robert Locke at 729-2008.
- A commercial cutting permit must be obtained from the Department of Fisheries, Forestry and Agrifoods prior to any harvesting and or timber removal activities. An operating permit is also required during the declared Fire Season (May 1-Sept 30), contact the local Forestry Office in Whitbourne at 759-2933 or the Paddy’s Pond District Office at 729-4180.
- An application for Crown lands has been submitted for the proposal and a decision will be made pending the outcome of the EA and a review of all referrals from the processing of the Crown lands application. No activity or land clearing is to take place until the Lands Branch has issued the Crown lands title, and that any Crown title issued will be subject to those terms and conditions as prescribed by the Minister of Municipal Affairs, contact Mr. Peter Hearns at 729-3231;
- A Fire and Emergency Plan for the facility shall be developed in consultation with, and approved by Fire and Emergency Services-NL, prior to the commencement of construction activities on-site. The plan shall describe on-site fire protection equipment and procedures to be implemented in the event of a fire. The plan may also include a contingency plan that ensures a quick and effective response to a spill event. Contact Mr. Derek Simmons at 729-1608.
- Any quarry materials (e.g. aggregate, fill, rock, stone, gravel, sand, clay, borrow material, etc.) required for the project must either be sourced from a site permitted under the Quarry Materials Act, 1998, from an external source as a byproduct of development and for which royalties have been paid under the Quarry Materials Act, 1998, or from within the legal boundary of the project site. Options for sourcing from a site permitted under the Quarry Materials Act, 1998, include 1) purchasing materials sourced from a permitted site, 2) applying for a subordinate quarry permit to obtain materials from a site for which a quarry permit or lease is held by a third-party, the 3) applying for a quarry permit, whether to establish a new site or re-activate an existing site. Quarry materials (e.g. aggregate, fill, rock, stone, gravel, sand, clay, borrow material, topsoil, peat) may not be legally removed off-site unless they are the byproduct of an approved development. Royalties must be paid on any quarry materials removed off-site. Grubbings (e.g. tree stumps, brush, sod) are not considered quarry materials, however any topsoil or subsoil obtained by screening grubbings is considered a quarry material. Contact: Quarry Rights Section, 729-4044.
- The proposed access road to the site must be approved by the Department of

Transportation and Works. Traffic volume to be generated by the site should be provided for further assessment of turning lane requirements, contact Mr. Patrick Shea, 729-5379.

- The construction of buildings on a Crown Land Lease for Agriculture is only permitted on approval from the Agrifoods Development Branch, contact Ms. Tara Morgan, 637-2084.

The required 7 copies of the EPR, and an electronic version for posting to the Environmental Assessment website, should be sent together with a covering letter to:

EA Committee Chair  
Argentia Access Road Industrial Composting Facility Project  
Department of Environment and Climate Change  
P.O. Box 8700  
St. John's NL A1B 4J6

## APPENDIX A

### Public Notices

Under the provisions of the Environmental Assessment Regulations 2003, Section 10, and where the approved Guidelines require public information session(s), the following specified public notification requirements must be met by the proponent prior to each meeting:

#### **PUBLIC NOTICE**

Public Information Session on the Proposed

*Name of undertaking*  
*Location of undertaking*

shall be held at  
*Date and Time*  
*Location*

This session shall be conducted by the Proponent,  
*Proponent name and contact phone number*,  
as part of the environmental assessment for this Project.

The purpose of this session is to describe all aspects of the proposed Project, to describe the activities associated with it, and to provide an opportunity for all interested persons to request information or state their concerns.

#### **ALL ARE WELCOME**

Minimum information content of public advertisement :

Minimum newspaper ad size: 2 column widths. Minimum posted ad size: 7" x 5"

Minimum newspaper ad coverage: Weekend preceding meeting and 3 consecutive days prior to meeting date; to be run in newspaper locally distributed within meeting area or newspaper with closest local distribution area.

Minimum posted ad coverage: Local Town or City Hall or Office, and local Post Office, within town or city where meeting is held, to be posted continually for 1 full week prior to meeting date.