



Canadian International
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développement international

USER GUIDE ON THE
CANADIAN ENVIRONMENTAL ASSESSMENT ACT:
THE PUBLIC REGISTRIES OF
ENVIRONMENTAL ASSESSMENTS

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POLICY BRANCH

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ANNEXES

- A. List of criteria for inclusion in the public registries**
- B. Request for documents listed in the public registries (CIDA 1523 - 1995-10)**

ACRONYMS

CIDA	Canadian International Development Agency
CEAA	Canadian Environmental Assessment Act
CEA Agency	Canadian Environmental Assessment Agency
EA	Environment Assessment
IDIC	International Development Information Centre
YEA	Acronym to define: Environmental Assessment & Compliance Unit
ATIP	Access to Information and Privacy
ATIA	Access to Information Act
OLA	Official Languages Act
RA	Responsible Authority
FEAI	Federal Environmental Assessment Index

CIDA USER GUIDE

TO THE PUBLIC REGISTRIES OF ENVIRONMENTAL ASSESSMENTS

1.1 INTRODUCTION

The requirement for all federal departments and certain agencies to establish and maintain public registries of their environmental assessments (EAs) is an aspect of the Canadian Environmental Assessment Act (CEAA) which has a significant impact on CIDA.

The purpose of this guide is to focus on the implications of the Public Registries on CIDA as well as to outline the Departmental approach to meeting its requirements. An overview of the Public Registries is first presented in order to provide readers with the background needed to consider its implications.

1.2 AN OVERVIEW OF THE PUBLIC REGISTRIES

One of the cornerstones of the CEAA is its commitment to providing the public with a fair and transparent environmental assessment process. The preamble to the Act which sets the foundation for the entire process, emphasizes the Government of Canada's commitment to providing the public with the opportunity to participate in the environmental assessment process as well as to have access to the information on which those environmental assessments are based. The Public Registries system goes a long way toward meeting this commitment.

Section 55 of the CEAA specifically addresses the Public Registries requirements. It indicates that federal government institutions must maintain a public registry in respect of every project for which an EA is conducted and must ensure convenient public access to records relating to the EA. It is also specific with respect to where the responsibilities rest.

NOTE:

According to Section 55, a public registry must be maintained by:

- a) the Responsible Authority (RA), from the commencement of the environmental assessment of the project until the follow-up program, if there is one, has been completed;*
- b) the CEA Agency, when the project is referred to a mediator or a review panel, from the appointment of the mediator or the members of the review panel until the report of the mediator or review panel is submitted to the Minister of the Environment.*

The CEA Agency, being responsible for administering and ensuring consistency of the process, has established an electronic Public Registries system, **the Federal Environmental Assessment Index (the FEAI)**, within which all Federal departments and certain agencies (the RAs) function and which facilitates meeting the requirements of the Public Registries under the Act.

NOTE:

Based on the CEA Agency's design of the electronic FEAI, only the lead department or RA is responsible for filing the environmental assessment on the FEAI for a particular project. In such cases, other departments (RAs) for the project must ensure that the "lead" receives all the information necessary to perform this function on behalf of the group.

Therefore, when CIDA is a RA for a project, but not the "lead" RA, or when it finds itself in the role of one out of many expert Federal Authorities for a project, CIDA is not required to file a record of the environmental assessment on the FEAI.

1.3 PUBLIC REGISTRY COMPONENTS

The Public Registries system consists of three components:

- . the Federal Environmental Assessment Index,**

- **the record listing**, and
- **the records** which are produced, collected or submitted with respect to the environmental assessment process.

A detailed description of each of these components is provided on the following pages.

1.3.1 The Federal Environmental Assessment Index

The **Federal Environmental Assessment Index** or **FEAI** is a national, electronic database of the key information from all the environmental assessments conducted under the CEAA. The FEAI receives this key information (e.g. project title, type of assessment, type of physical work or activity, start and end date of project assessment, geographic location etc.) from federal departments and agencies across all of Canada. It also captures the names and addresses of individuals assigned to be "contacts" for each project in order to provide a window for public access to the records produced, collected or submitted during the related environmental assessment.

The FEAI receives updates of this key information on a monthly basis. Once these updates are received, the public portion of the FEAI is updated as well.

The public portion of the information stored on the FEAI provides the general public with access to information on all federal environmental assessments performed under the CEAA. The public has access to this information in a number of ways:

- through Internet accounts;
- at the CEA Agency offices (HQ, provincial and specific Public Review offices).

1.3.2 The Record Listing

The **record listing** portion of the public registry system is an itemized list of the publicly available records produced, collected or submitted with respect to the environmental assessment of the project.

The Act obliges each RA to maintain all records for those assessments for which it is responsible. Each RA must ensure that record listings are provided to the "contact" for the environmental assessment (as noted on the FEAI) so that the listing is readily available to members of the public who request such information.

When in the position of an RA for a project, CIDA's responsibilities will include:

- determining which records, or portions thereof, must be placed in a public registry under the Act;
- ensuring that the record listing is kept up-to-date for each project; and

- ensuring that the record listing is available to the public, either in paper or electronic format, upon request.

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NOTE:

The FEA I does not include presently the record listing for each project since the monthly update of the FEA I does not transfer this information.

For this reason, it is important that CIDA ensure that a paper or electronic copy of the record listing for each of its environmental assessments included in a public registry be prepared and available for the public, upon request.

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1.3.3 The Records

The **record** portion of the Public Registries System includes all records produced, collected or submitted with respect to the environmental assessment of a project.

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NOTE:

The definition of what constitutes a record under the Act is very broad.

According to the CEAA, a record is:

"any correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microform, sound recording, videotape, machine readable record, and any other documentary material, regardless of physical form or characteristics, and any copy thereof".

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When in the role of lead RA for a project, CIDA's Public Registries Coordinator's office serves as the window through which the public can gain access to the records associated with the environmental assessment of the project in question. In this role, the Public Registries Coordinator also:

- ensures that each record produced by or for CIDA has been subject to the record clearing process under the Act (this requirement is covered in section 1.4.5 of this guide);

- determines the fee for providing copies of records to the public, based on the CEA Agency Cost Recovery Guidelines (refer to *CIDA Procedural Guide to the Public Registries* as well as section 1.4.14 of the present guide);
- determines the need to translate records based on the Official Languages Act (this requirement is covered in section 1.4.16).

1.4 CIDA PUBLIC REGISTRIES

Based on the CEA Agency's design of the electronic FEAI, only the lead RA for a project is responsible for filing the environmental assessment with the FEAI. The lead RA is also responsible for the related record clearing requirements of the Registry.

In order that CIDA be prepared for the role of lead RA for a project, a number of issues must be considered. These issues are presented below as a series of questions and answers.

1.4.1 Who enters the data onto the Federal Environmental Assessment Index?

For projects for which CIDA is the only or the "lead" RA, data entry is performed **solely** by the designated departmental Public Registries contact at CIDA Headquarters, Hull. The Departmental Public Registries Coordinator's office is located in the Environmental Assessment and Compliance Unit (YEA) of the Policy Branch. Data entry is done by accessing CIDA's FEAI filing system and following procedures for data entry and transmission as set out in the CEA Agency's guidance material.

The Public Registries Coordinator must prepare and submit each year to Parliament through the CEA Agency a statistical summary of all the EAs pursuant to the CEAA undertaken or directed by CIDA and all courses of action taken as well as all decisions made in relation to the environmental effects of the projects after the assessments were made. This summary must also include the Canada Fund and other mission-administered projects (if applicable).

At the end of each fiscal year, posts which are the lead RA for a project are required to forward paper or electronic copies of the information required by the FEAI and relevant EA data to the designated departmental data entry site in YEA for onward transmission to the FEAI. The report must list the following information: the title of the project(s) for which an Environmental Screening Report was prepared; a brief description on the project activities; the country and location of the project; the screening decision and course of action which was made by the mission or Embassy according to Section C of the Environmental Screening Report.

1.4.2 How often are EA data concerning project records on CIDA public registries filing system sent to the central Federal Environmental Assessment Index?

The FEAI receives updates of the information entered onto the various RA public registries filing systems on a monthly basis. Therefore, any new environmental assessments entered onto CIDA filing system or any change in the status of environmental assessments entered within the last month will be noted on the central FEAI only after the next monthly update.

Projects must be maintained on CIDA Public Registries filing system and updated onto the FEAI on a monthly basis until the completion of any follow-up program associated with the project.

The CEA Agency, which is responsible for the central FEAI, ensures the updated environmental assessment information is made available to the public.

1.4.3 How does CIDA determine which records belong on a public registry?

Section 55(3) of the CEAA clearly sets out which records belong on a public registry. It states "*a public registry shall contain all records produced, collected or submitted with respect to the environmental assessment of the project*". The Act qualifies this requirement by indicating the need to first determine whether a record can be made publicly available, based primarily on the provisions of the Access to Information Act (ATIA). Further to this, the CEA Agency recommends that departments and agencies address key privacy and access considerations **before** a record is produced to eliminate the need to follow the record clearing procedures later.

Many documents relating to a screening **must** always be included in the public registry of the project, for example:

- | the screening report;
- | the class screening report (if used);
- | supporting documentation, such as background reports and studies used in the analysis;
- | terms of reference (if applicable);
- | advice or information provided by expert departments and agencies;
- | documents related to the public involvement program used in the environmental assessment;
- | public comments received;
- | monitoring plans and the results of monitoring (if applicable);
- | any follow-up program and its results (if applicable);
- | public notices of decisions.

Some documents must almost always be excluded from the public registries, for example,

- | personal information protected under the Privacy Act;

- | solicitor-client privilege;
- | any Cabinet document which contains confidences of the Queen's Privy Council for Canada. Documents in this category include:
 - { memoranda to Cabinet (MCs);
 - { background discussion papers providing explanations, analysis or policy options for consideration in decision-making;
 - { agenda or records of deliberation or decision-making;
 - { communications between Cabinet ministers on matters relating to government decision-making or the formulation of government policy;
 - { briefing notes in relation to matters before or proposed to be brought before Cabinet or Cabinet committees;
 - { draft legislation, including draft regulations, guidelines, orders-in-council, and other statutory instruments which require Cabinet approval;
 - { any record which contains information about the contents of any of the above kinds of records.

Any such documents **must** be certified by the Privy Council Office (PCO) in order to be excluded from a public registry. Record clearing procedures are outlined in sections 1.1 to 1.4 of *CIDA's Procedural Guide on the Public Registries* and on *CIDA Poster 4 - Public Registries of Environmental Assessments*. Readers should refer to this guidance as well as to pages 169-178 of the *CEA Agency's Public Registry Reference Guide* for more information on this aspect of the public registries.

NOTE:

It should be noted that not every project must be entered in the FEAI and in a public registry. CIDA must establish and operate a public registry for each project for which an EA is conducted only if the CEAA applies.

However, a public registry is not maintained in the cases where an EA of a project is not required, for instance if the project is described in the Exclusion List regulation or if the project is to be carried out in response to an emergency and carrying out the project forthwith is in the interest of preventing damage to property or the environment or is in the interest of public health and safety. Also, projects do not have to be registered in the FEAI nor placed in public registries if an EA process other than the one outlined pursuant to the CEAA is used, i.e. subsection 54(2) - use of a foreign state process consistent with the CEAA or other alternative process.

1.4.4 Are Canada Funds and Mission - administered funds projects part of CIDA public registries?

The CEAA acknowledges that the public has a right to know about a project's environmental assessment. For all projects that undergo an environmental screening under the CEAA, each Mission must keep copies of any documents relating to the environmental screening in the project file. Kept at the post for a minimum of five years, the purpose of this public registry is to document the environmental assessment process. The public registry should include all records produced by, submitted to or collected by CIDA with respect to the EA, including CIDA forms 1519 1-2-3. The Public Registries Coordinator may periodically request the contents of the public registry(ies) to be forwarded to CIDA head office to allow convenient access to the public.

CIDA requests annually, as part of its Year-End Report of projects supported by Missions and Embassies, a listing of the projects included in the Public Registry. This listing is included in the Central Public Registry at CIDA, to which the public has convenient access.

The recommended framework and standard format for the annual public registry report to CIDA are described on pages 4 and 26 (Annex C) of the *CIDA Manual on the Canadian Environmental Assessment Act: The Canada Fund and Mission-Administered Funds*.

1.4.5 Who in CIDA is required to do the record clearing?

Due to the importance of the procedure, it is recommended that the manager of the project under assessment (since this individual will be most familiar with the file) be responsible for the initial record clearing. A list of criteria for inclusion in the public registries (please refer to (Annex A)) has been developed to help CIDA employees determine whether a document or portions of it should be included in a public registry.

Project managers should fill out the list to the best of their knowledge. If only part of the document contains information which CIDA cannot legally place in a registry then the desk officer should make reference to the location of the information in the document. If the project manager has any questions concerning the inclusion list he/she should contact the Public Registries Coordinator for clarification. However, in most cases document clearing should be a straightforward process.

The inclusion lists can be obtained through the Public registries' office in the Environmental Assessment and Compliance Unit, Policy Branch (YEA). They are also available electronically through the CIDA Amipro style sheets under - Criteria - Public Registries.

After the Branch performs the initial review, the document(s) and the completed inclusion list must be forwarded to YEA, attn: the Public Registries Coordinator. The Public Registries Coordinator will do a secondary review prior to placing the document(s) in a registry. If, after the second review, the Public Registries Office is not sure if the record can be placed in a registry it will contact the Branch to discuss the matter further. The Coordinator will also consult Legal Services and the Departmental Access to Information and Privacy Secretariat for assistance related to record clearing questions.

1.4.6 How are CIDA records filed once they have been cleared?

It is important that records that have been cleared be so indicated and also be easily accessible in order to respond to phone or "walk-in" requests by the public to view the records.

To prepare for enquiries from the public, CIDA has set aside a "record viewing" room to allow the public to look over records noted in the public registries before making a request for a personal copy. This area is located in the International Development Information Centre (IDIC) on the 8th Floor of CIDA Headquarters, 200 Promenade du Portage, Hull, Quebec, K1A 0G4.

Since each record on the public version of the FEAI is identified with a unique FEAI# (generated by the FEAI), the Project Title and the RA Reference -project#, one or all of these references may be used by the public when making an enquiry. For this reason, CIDA has decided to file records which have been cleared with an indication of the CIDA Project# and Project Title. (The FEAI# is not received by CIDA's Filing System until after each successful monthly update-this time delay makes the FEAI# less useful to CIDA). The practice of using these identifiers facilitates quick response to public inquiries.

1.4.7 What happens if multiple federal government institutions (RAs) file a record on the FEAI for the same project?

In rare cases, early in the life of a proposed project, multiple RAs i.e. federal government institutions may be involved in the same project without being aware of one another's involvement. This scenario could result in more than one RA entering information on the FEAI for the project.

Should a project manager suspect this possibility, a search must be done of the FEAI (which holds records entered by all departments and agencies) by the public registries coordinator through the Internet.

If such a scenario is confirmed, a lead RA must be chosen and the multiple records on the FEAI must be merged. The CEA Agency's design of the FEAI allows for such a "fix". This is the responsibility of the Public Registries Office. Readers may wish to refer to page 7.3 of the CEA Agency's *User Manual on the Responsible Authority's Filing System of the Federal*

Environmental Assessment Index for the steps required to consolidate EAs or to change the lead RA for a project.

1.4.8 Does the public have access to the Federal Environmental Assessment Index?

The public has access to the FEAI which is available from a number of different venues including the CEA Agency's offices and Panel Review offices across Canada as well as through Internet. The CEA Agency is responsible for providing the public with this information, based on monthly updates from RA Filing Systems. The FEAI Internet address is <http://www.ceaa.gc.ca>

1.4.9 Who is the public contact to get more information about a CIDA project undergoing an environmental assessment?

Since the CEA Agency is responsible for maintaining records on the Registry of projects referred to a mediator, review panel, joint review panel or advisory committee, the public will contact the CEA Agency for information on these projects until the time that the report of the review panels, mediator or advisory committee is returned to the Minister of the Environment and CIDA. Once CIDA receives the panel, mediation or advisory committee report, the public will once again contact the Public Registries Coordinator to receive information related to the project.

For all other projects, the public will forward their questions directly to the individuals listed on the FEAI as "contacts" for a particular project. **In CIDA, the Public Registries Coordinator and its assistant are identified as the sole public contact points.**

Where CIDA is the lead RA, it provides to the public one departmental contact for each project record on the FEAI: the record contact and the project contact are both the public registries coordinator. The public registries coordinator, when required, gets in touch with the Branch record contact and/or the project contact (such as the project manager). Although the names of the individual project managers do not appear on the FEAI they are, however, part of the public registries records on CIDA's Environmental Assessments Forms and, consequently, available to the public.

1.4.10 How does CIDA process public registries inquiries?

CIDA started to respond to such inquiries one month after the FEAI was established since this was the earliest that the public had access to the FEAI. The CEA Agency's first transmittal of information on the FEAI to the public occurred May 10, 1995 through Internet.

CIDA must ensure that the public is given access to the records requested in a manner which is consistent across the entire Department. Accordingly, the public registries coordinator and the International Development Information Centre (IDIC) must facilitate public access to the records associated with a particular project assessment between the hours of 8:30 to 4:30, weekdays, local time.

Should the Public Registries Coordinator be unavailable during these hours, a fall-back position is in place in YEA. This person is also CIDA's contact point with respect to data entry into the FEAI. It ensures that the person receiving the re-routed call is knowledgeable enough about the FEAI to record the information required to satisfy the request. It is suggested that the request form in Annex B be used to record requests concerning the public registries.

NOTE:

Public inquiries are handled in a consistent manner across the department. Therefore, the following information must always be officially logged:

- *date and time of the inquiry as well as the date and time that any follow-up as a result of the inquiry is satisfied;*
- *name, address, phone number of the person making the request;*
- *project title, location, FEAI and RA Reference # of the project;*
- *whether or not the Record Listing for the project is needed; and*
- *the title and author of any record which is requested in order to facilitate retrieving the record.*

In addition, the person making the inquiry should always be informed of CIDA's Cost Recovery Policy in relation to the public registries. In CIDA, it is the responsibility of the Public Registries Coordinator to process public inquiries. The form provided on Annex B should be used to log public inquiries related to records on CIDA public registries.

1.4.11 What types of questions can CIDA expect from the public?

Public inquiries are most common for large projects which have a high public profile. Where CIDA is lead RA for this type of project, a large volume of public inquiries related to the adverse environmental effects of the project are expected both before the Minister of the Environment refers the project to a mediator, review panel, joint review panel or advisory committee (if

appropriate) and after the report of the mediator, joint review panel, review panel or advisory committee is submitted back to the Minister of the Environment and CIDA.

More often, CIDA receives requests for the **record listing** for those less controversial projects for which they are the lead RA since monthly update does not include the transfer of the record listing to the FEAI. Therefore, the public view lacks the record listing for each project.

Accordingly, the Public Registries Coordinator maintains a paper or electronic copy of the current record listing for each project for which CIDA is the RA, in order to respond to requests for copies as efficiently as possible.

After this preliminary request for the project's record listing, CIDA can expect a request to be made for copies of one or all of the records on the record listing. As often as possible, it is recommended that the records be supplied in electronic format.

1.4.12 How much time does CIDA have to respond to public requests for records?

Since records must be cleared **before**, not after, a public request for the record(s) is made, CIDA must attempt to respond to public requests for records faster than if the request was made through the ATIA. The turn-around time for inquiries made under the ATIA is 30 calendar days.

Under the CEAA, however, access to any document is pre-determined before any request is received. It is not necessary to factor into the processing period any time for determining whether access is to be provided, or for searching for a document. Some flexibility exists for this turn-around time in cases where a request is received for a large number of records and where the public is agreeable to the delay. Guidelines on the time for responding to requests is available from the CEA Agency *Reference Guide on the Public Registry and CIDA Procedural Guide to the public registries*. According to these guidelines, access should be provided within 10 working days of the date of the request, unless an extension is warranted.

1.4.13 Can CIDA also expect "walk-in" public inquiries?

CIDA should fully expect to have members of the public visit the Agency, both at Headquarters, Hull and at the Posts, in order to review the record listing or the records associated with a particular project. In order to accomodate this possibility, a "viewing room" has been established in the IDIC so that members of the public can review records of interest. The public also has the right to access the public registries kept in CIDA Missions abroad.

1.4.14 Can CIDA cost recover for responding to public requests for copies of records in the public registries?

Yes. CIDA can cost recover for such public registries related activity.

Cost recovery can be used for reimbursement of the direct costs of reproducing records in hard copy or electronic form. Costs cannot be recovered, however, for indirect costs associated with providing access to records nor can they be recovered for providing the public with access to the records for viewing purposes only.

According to the CEA Agency *Reference Guide on the public registries*, there should be no minimum or maximum charges for reproducing records. Fees for the cost of reproduction shall be calculated as follows:

- a) photocopies of page dimension of not more than 21.1 cm by 35.5 cm: \$0.20 each page; for pages larger than this size; on an at -cost basis;
- b) microfiche duplication: \$0.40 each fiche;
- c) reproduction of a document in electronic form (where available): \$10.00 per 5.25" or 3.5" diskette

Charges are automatically waived when the costs do not exceed \$25. The Public Registries Coordinator must provide the person making a request with a determination of the fees to be charged , and a cheque or money order (cash should not be accepted) made out to the Receiver General for Canada must be received prior to the records being provided.

For cost savings, the reproduction of records in electronic form is encouraged.

NOTE:

Cost Recovery Guidelines, based on the Access to Information Act guidelines, are described in more detail in the Fee Schedule section of the CIDA Procedural Guide to the public registries, pages 46 to 47.

Readers should refer also to the CEA Agency's guidance on cost recovery, set out in detail on pages 178-183 of The Reference Guide for the Canadian Environmental Assessment Act - The Public Registry. Readers should note that through the ATI guidelines do not set a fee for information provided on diskette format, the Agency's Guide refers to a fee of \$10.00 for information provided on 5.25" or 3.5" diskettes.

1.4. 15 Can CIDA be reimbursed for the funds that it cost recovers?

Yes. Though typically, recovered costs are forwarded to the Receiver General of Canada, arrangements can be made in advance with the Department of Finance to have the funds which are recovered returned to the responsibility centre where the costs were incurred. This arrangement must be done at the start of each fiscal year based on an estimate of the amount of money to be cost recovered during the year.

1.4. 16 Do public registries' records requested by the public have to be translated?

A record noted on a public registry which:

- | was prepared for the purpose of communicating with the public;
- | originated with CIDA; and
- | has a primary contact (as listed on the FEAI) located in a area designated as officially bilingual, such as is the case for CIDA;

must be translated in the other official language only if and when a request is made for that record.

It should be noted that the focus is on the location and origin of the records, rather than on the origin of the request for the records. It should also be clear that **all three of the above conditions must be met before a record is required to be translated into the other official language.** For example, records that are prepared by CIDA for internal use in making a decision (but not for the purpose of communicating with the public) do not have to be translated even if they are stored in officially bilingual areas.

The need for translating records written in languages other than the two official languages must be determined on a case by case basis. Questions with respect to such cases should be forwarded to YEA attn. the Public Registries Coordinator or to Legal Services.

1.4.17 Where can we get assistance with respect to the public registries?

Assistance with the FEAI and the public registries policy and processes are available from a number of sources. The Public Registries Coordinator's office, located within the Environmental Assessment and Compliance Unit (YEA), Policy Branch will be pleased to help you and answer any questions with respect to this subject matter. The Public Registries Coordinator or her assistant may be contacted at CIDA via telephone 819-953-4932 or 994-7087, fax 819-953-3348 or E-mail Jacqueline_Bilodeau@acdi_cida.gc.ca.

Employees, both at CIDA Head office and at the posts may also contact an Environment Specialist/Advisor in their respective Branches via e-mail, phone or fax.

A number of documents and supporting documentation is available to help integrate public registries of environmental assessments requirements into projects:

- { *CIDA Procedural Guide to the Public Registries of Environmental Assessments*, Policy Branch, Environmental Assessment and Compliance Unit, CIDA Public Registries Coordinator, 200 Promenade du Portage, 12th floor, Hull, Quebec K1A 0G4, tel: (819)997-5006 E-mail: info@acdi-cida.gc.ca. (in preparation)
- { *CIDA and the Canadian Environmental Assessment Act (Poster 4 - Public Registries Process, from a set of 6 posters)*, Policy Branch, Environmental Assessment and Compliance Unit, CIDA Communication Branch, 200 Promenade du Portage, 12th floor, Hull, Quebec K1A 0G4, tel: (819)997-5006 E-mail: info@acdi-cida.gc.ca.
- { *Electronic Job Aid and the CEAA (electronic training tool - the third section deals with the public registries)* Policy Branch, Environmental Assessment and Compliance Unit, CIDA. Available to all CIDA employees through Navigaide.
- { *Environmental Assessment at CIDA*, Policy Branch, Environmental Assessment and Compliance Unit, CIDA, 23 pages. CIDA Communication Branch, 200 Promenade du Portage, 5th floor, Hull, Quebec K1A 0G4, tel: (819)997-5006 E-mail: info@acdi-cida.gc.ca.
- { *Manual on the Canadian Environmental Assessment Act: The Canada Fund and Mission-Administered Funds*. Policy Branch, Environmental Assessment and Compliance Unit. CIDA 1996, 43 pages. CIDA Communications Branch, 200 Promenade du Portage, 5th floor, Hull, Quebec K1A 0G4, tel: (819)-997-5006. E-mail: info@acdi-cida.gc.ca.

Readers can also refer to the following related documents developed by the Canadian Environmental Assessment Agency (tel. 819-997-1000, fax 819 994-1469, Internet: www.ceaa.gc.ca).

- { *The Responsible Authority's Filing System of the Federal Environmental Assessment Index - a User's Manual; and*
- { *The Reference Guide for the Canadian Environmental Assessment Act - The Public Registry, which is included as an appendix to The Responsible Authority's Guide to the CEAA.*

