# 1. About

## 1. Preface

This document is intended to outline the content of the MMPO E-guide; an online repository of current information including instructions, templates, documents and examples supporting the work of MMPO Project Leads. It connects the coordinated authorization process to project management best practices and follows the workflow of a Project Lead from pre-application activities through application screening, technical review, draft permits to decision by statutory decision makers.

## 2. Abbreviations

CIM Chief Inspector of Mines

Code Health, Safety and Reclamation Code for Mines in British Columbia

EAA *Environmental Assessment Act*

EAO Environmental Assessment Office

FLNR Ministry of Forests, Lands and Natural Resource Operations

MDRC Mine Development Review Committee

EMPR Ministry of Energy, Mines and Petroleum Resources

MMPO Major Mine Permitting Office

ENV Ministry of Environment and Climate Change Strategy

MRC Project-specific Mine Review Committee

NRS Natural Resource Sector

SDM Statutory Decision Maker

## 3. Key Terms

**Advisory Committee,** in this guide, refers to a committee that is established by the Chief Inspector of Mines for a specific mine project. The committee comprised of provincial government agencies and First Nations serves as the primary forum for the coordinated authorizations process. The committee satisfies the requirement under Section 9 of the *Mines Act* to act as a regional advisory committee specific to the major mine project under review.

**Authorizations** are permits, licences or approvals for activities required by legislation. This guide focuses on the authorizations required for the construction, operation and closure of a major mine.

**Code** in this guide is the Health, Safety and Reclamation Code for Mines in British Columbia established under the *Mines Act*.

**Coordinated Authorizations Process** is a process implemented largely through a project-specific advisory committee to coordinate multiple authorizations that may be required from the various Provincial natural resource agencies for new or expanded major mine projects.

**Major mine project**, for the purposes of this guide, is a major mine project which the Chief Inspector of Mines has referred to the coordinated authorizations process.

**Mine Development Review Committees (MDRCs)** and **Mine Review Committees (MRCs)** are interagency advisory committees established under Section 9 of the *Mines Act* to review applications for authorizations under the *Mines Act* referred to them by the Chief Inspector of Mines, and to make recommendations to the Chief Inspector and other statutory decision makers. In the context of the coordinated authorizations process, an MDRC and/or MRC provide a single window interagency venue for prospective major mine proponents who may enter the coordinated authorization process, to establish communication with natural resource sector ministries.

**Project Lead** is the individual assigned by EMPR to lead and manage the coordinated authorizations process for a major mine project, referred by the Chief Inspector of Mines.

**Proponent**is the applicant or holder of a mineral or coal tenure who proposes to construct or modify and operate a major mine project.

**Tenure** with respect to major mine projects means mineral claims and leases under the *Mineral Tenure Act* and coal licenses and leases under the *Coal Act*.

# 2. Introduction

The Ministry of Energy, Mines and Petroleum Resources (EMPR) leads the coordinated authorizations review process in collaboration with provincial natural resource sector (NRS) agencies and with First Nations, to streamline permitting decisions to encourage economic development while striving to better understand and manage potential impacts to environmental, social, and cultural values.

## 1. Description of a major mine Project

For the purposes of the coordinated authorizations process, a major mine project refers to any new or existing mine which requires multiple authorizations and has been referred to the coordinated authorizations process by the Chief Inspector of Mines. There are three different ways for a major mine project to come into the coordinated authorizations process:

* a new major mine project proceeding from the provincial environmental assessment process under the *Environmental Assessment Act* (EAA);
* a new major mine project that is non-reviewable under the EAA; or
* a major mine project that is an extension, expansion or re-start requiring multiple authorization amendments.

## 2. Chief Inspector Of Mines

The Chief Inspector of Mines (CIM) is appointed by the Minister of Energy, Mines and Petroleum Resources to administer the *Mines Act* and the Health, Safety and Reclamation Code for Mines in British Columbia*.* The CIM is also the Executive Director of the Mines and Mineral Resources Division's Health and Safety Branch.

The CIM is the senior statutory decision maker (SDM) for all mines in BC and is the primary contact for major mine permits. The CIM is also the initial point of intake for applications for major mine permits and amendments.

The CIM has the statutory authority and obligation to establish an advisory committee to review applications for *Mines Act* permits.

## 3. Regulatory Requirements for Mines in BC

This section identifies statutory requirements corresponding to the development stages defined in the previous section, outlined in bold. Each requirement will have triggers and processes specified in legislation and/or policy.

The purpose of the figure below is to illustrate the potential number of authorizations and the general timing of requirements throughout the life of a mine. Note that there are a number of authorization requirements outside of the coordinated authorization review process.

Although this guide cites specific legislation, government policies and other documentation, users should be aware that some of the legislation, policies and documents cited are subject to review and change. Users should therefore refer to official copies of the legislation, and should contact the appropriate government offices directly to determine legal requirements and confirm that they are referencing the most up to date policies and documentation.

**Figure 3 - Regulatory Framework for Major Mines**

### i. Mineral Tenure Act and Coal Act

The Mineral Titles office of EMPR administers the *Mineral Tenure Act* and the *Coal Act*, and manages the recording system for the acquisition and maintenance of mineral and coal tenures in BC.

Under the *Mineral Tenure Act*, a mineral claim must be converted to a mining lease for any production exceeding 1,000 tonnes of ore per year from each unit or cell.

Under the *Coal Act*, production of coal from a coal license is limited to a single 100,000 tonne sample for testing purposes. Coal licenses must be converted to coal leases for production above the limit.

For more information on the EMPR, Mineral Titles Branch please visit: <http://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/mineral-titles>.

### ii. BC Environmental Assessment

The Environmental Assessment Office (EAO) is a provincial agency that manages the review of proposed major projects in British Columbia, as required by the *Environmental Assessment Act.* This integrated review process identifies and evaluates the potential adverse environmental, economic, social, heritage, and health effects that may occur during the life of a reviewable project. The neutrally administered process is transparent, timely, and procedurally fair, holding all participants accountable. Opportunities for meaningful participation in the EAO process are available to First Nations, proponents, the public, local governments, and federal and provincial agencies.

If a project is reviewable under the *Environmental Assessment Act*, a proponent must obtain an EA certificate before subsequent authorizations can be issued for the project. An EA certificate is the legal instrument to address and mitigate the potential economic, environmental, heritage, health or social effects including potential adverse effects to Aboriginal Interests from the proposed mine that were identified through the EA. The certificate also defines how and where the project must be constructed and operated through the attached certified project description and table of conditions. Subsequent permits must be consistent with the project described in the EA certificate or they are without effect.

Where a project is also subject to a Federal environmental assessment, the EAO is committed to working with the Canadian Environmental Assessment Agency to minimize duplication and to harmonize efforts wherever possible.

For more information about the environmental assessment process, refer to the [EAO User Guide](http://www.eao.gov.bc.ca/pdf/EAO_User_Guide_20100415.pdf) and other information on the EAO website: <http://www.eao.gov.bc.ca>.

### iii. Canadian Environmental Assessment

The *Canadian Environmental Assessment Act, 2012* applies to any mine project that is captured by the Regulations Designating Physical Activities. The proponent of such a project is required to submit a project description to the Canadian Environmental Assessment Agency, who determines if a federal EA is required based on the potential for environmental effects in areas of federal jurisdiction. If a federal environmental assessment is required for a mine project, the assessment is undertaken by the Canadian Environmental Assessment Agency.

The EAO and the Canadian Environmental Assessment Agency have signed a memorandum of understanding on substitution to achieve the principle of “one project, one assessment” in practice. Under substitution, where both federal and provincial EA’s are required, there can be a single review process (provincial) and two decisions (federal and provincial). Substitution is considered on a project by project basis.

More information is available at: <http://www.ceaa.gc.ca/> and <http://www.eao.gov.bc.ca/substitution.html>. A public engagement process on potential changes to the federal EA process was initiated in 2016. Proponents should confirm whether there have been any updates to the federal legislation prior to pursuing regulatory approvals for their project.

### iv. Mines Act

The CIM is the senior SDM for all mines in the Province under the authority of the *Mines Act* and Code. Under Section 10 of the *Mines Act*, the owner, agent or manager of a mine must hold a permit issued by the CIM before starting any work in, on or about the mine. A *Mine Act* permit does not expire and can only be closed by the CIM once the reclamation obligations have been satisfactorily fulfilled.

Line to Mines Act

### v. Environmental Management Act

In addition to the *Mines Act* permit, a permit to discharge effluent under the *Environmental Management Act* is an essential authorization for any activity on a mine that could result in a discharge to the environment and for the management of waste. A permit authorizes the discharge of wastes from the mining activity to the environment and sets the terms and conditions under which the discharge may occur so that pollution is prevented. The terms and conditions include limiting the quantity and quality of waste contaminants, monitoring the discharge in the receiving environment, and reporting information to the Ministry of Environment. Permits are ongoing authorizations and may be amended, transferred to other dischargers, suspended or cancelled.

The *Environmental Management Act* permit application can seek authorization for a major mine’s construction stage (erosion and sediment control) and the operations stage (metal and chemical residues, contact water and tailings).

# 3. Overview of The Coordinated Authorizations Process

Once a major mine project advances to a stage where multiple authorizations are required, the CIM may establish a project-specific advisory committee to coordinate and review the applications and provide advice to Provincial statutory decision makers (SDMs). Further, the CIM may request that MMPO chair the advisory committee. Once the advisory committee is established, MMPO assigns a project lead to manage the coordinated review process.

The goal of the coordinated authorizations process is to coordinate the review of multiple authorizations including both technical and First Nations consultation and accommodation conversations required from the various natural resource agencies for new and expanding major mines.

The coordinated authorization process is meant to improve consistency and eliminate overlap and duplication in process and information requirements by the various natural resource agencies. The advisory committee provides recommendations through their technical review; statutory decision makers within each natural resource agency maintain responsibility for their respective individual permitting decisions.

## 1. The Value of Coordinated Authorizations

The coordinated authorizations process strives to reduce time, expense and risk while improving decisions. Streamlining and coordinating the permit application process provides benefits for proponents, First Nations, the public and the government.

**The Proponent** of a major mine will have a government project lead assigned to coordinate the review process. The project lead, with the assistance of the advisory committee, provides proponents with a more clear and concise understanding about application requirements. Proponents have the opportunity to bundle their applications into a single submission to gain efficiencies; these options are described below in detail.

**First Nations** are able to assess the project as a whole within a harmonized consultation process instead of having to respond to a series of piecemeal consultations.

**The Public**’s safety, environmental and economic interests are served by informed and durable decisions supported by a comprehensive review, including public review and comment period(s) during both the EA and permit review processes.

**Government** staff and resources are used more effectively and efficiently. Facilitated coordination of natural resource agencies can improve consistency of approach, reduce overlap and share expertise.

### i. Concurrent Approval Regulation

The *Environmental Assessment Act* Concurrent Approval Regulation allows proponents to apply for the concurrent review of provincial authorizations for a proposed project that is undergoing the EA process.

The Concurrent Approval Regulation stipulates that Provincial ministries must proceed expeditiously with their review and consideration of the proponent's application(s) for eligible approval, and within 75 days of the date on which the proponent's application for an environmental assessment certificate was accepted, notify the proponent and the Environmental Assessment Office of any additional information required from the proponent in order to complete the application review.

Should an environmental assessment certificate be issued to a proponent, the ministry must, within 60 days after the issuance:

(a) issue the eligible approval,

(b) refuse to issue the eligible approval and provide reasons for the refusal, or

(c) specify a later date on which the proponent will be given a decision on the application for the eligible approval and provide reasons for the delay.

Although the Concurrent Approval Regulation stipulates sector ministries must proceed expeditiously with their permit review and recommendations to statutory decision makers, there is a potential risk for proponents following the issuance of an environmental assessment certificate, should a ministry proceed to recommendations while there may be outstanding information requirements and/or issues related to the permit review process.

With this in mind, the Ministry of Energy, Mines and Petroleum Resources, in coordination with Provincial natural resource sector agencies, applies the synchronous permitting model (described below) in an effort to address the risks associated with the concurrent approval regulation.

For more information about the environmental assessment process, refer to the [EAO User Guide](http://www.eao.gov.bc.ca/pdf/EAO_User_Guide%20Final-Mar2011.pdf) and other information on the EAO website: <http://www.eao.gov.bc.ca/>.

### ii. Synchronous Permitting

Synchronous permitting provides the same flexibility as the concurrent approval regulation for a coordinated EA and permit review process. Parties involved in the coordinated review process, however, are not bound by legislated timelines in order to make permitting decisions, post EA. Therefore, this option provides the time required to resolve potentially outstanding issues or substantial project changes that may arise during the coordinated review process. In addition, this option:

* Allows technical reviewers, who are typically the same members of the EA working group and the permitting advisory committee, the capacity to focus on the environmental assessment prior to the detailed permit review process;
* Provides proponents the time to address any significant issues that may require resolution during the EA, prior to finalizing their permit applications; and,
* Allows provincial statutory decision makers the time to identify where issues brought forward during the EA process may be appropriately addressed in permitting.

### iii. Sequential Permitting

Proponents may also choose to apply for sequential permitting. This process involves undergoing the EA process first; should an environmental assessment certificate be issued, permits for construction and operations are then subsequently applied for. The added benefit of sequential permitting is the ability for all parties involved in the review of a project to focus on the EA process prior to permitting.

### iv. Phases of the Coordinated authorizations Process

This section of the guide presents a detailed summary of the coordinated authorizations process. Figure 5 summarizes the four stages of the coordinated authorizations process.

Figure 5 – Coordinated Authorizations Process Overview

### v. Guidance

MMPO has developed the following tools to help Project Leads guide Proponents through the Coordinated Authorizations Process:

#### Coordinated Authorizations Guide

This guide is intended to outline the coordinated authorizations review process for major mine projects that require multiple permits, licences or other authorizations (regulatory requirements) for construction and operation in the province of British Columbia. For the purposes of this guide, a major mine is a proposed or operating mine as defined in the Health, Safety and Reclamation Code for Mines in British Columbia (Code).

*Link to CAG*

#### Information Requirements Table

The Information Requirements Table (IRT) serves as the single list of information requirements for a Mines Act permit application, issued by the Ministry of Energy and Mines (MEM), and an effluent discharge permit application under the Environmental Management Act (EMA), by the Ministry of Environment (MOE). The IRT is intended to:

Be used in conjunction with the document entitled, “Joint Application Information Requirements for Mines Act and Environmental Management Act Permits” and is intended for use in the development of both new and/or permit amendment applications. The information contained within the IRT will be developed to meet the unique nature of each project.

Aid MOE and MEM during the screening phase; inform clients of the detailed information required to support MA and EMA permit applications and ensure all the information necessary to support the MA and EMA applications is provided.

*Link to IRT*

#### Joint Application Information Requirements for Mines Act and Environmental Management Act Permits

The Application Information Requirements document sets out the information that is required to support a joint application for a Mines Act (MA) permit issued by the Ministry of Energy and Mines (MEM), and (if required) an effluent discharge permit issued under the Environmental Management Act (EMA) by the Ministry of Environment (MOE). This document is intended for both new and existing major mines, including proposed major expansions/extensions of mining projects. The combined technical information requirements are intended to reduce overlap in technical information required by both ministries and enable one application, or bundled applications, to be submitted for review.

*Link to Joint AIR document*

# 4. Pre-Application Stage

The pre-application stage is an important stage of the process, and requires a collaborative effort by the MMPO Project Team, advisory committee and the proponent to support an efficient and timely process. There are no statutory timelines in the pre-application stage, and time spent ensuring that the review process is understood by all, that all required authorizations have been identified, and that identification and scoping of issues and information requirements have been thoroughly discussed and agreed to by the advisory committee will greatly increase the certainty of a timely review.

*Link to Pre-application Checklist*

## 1. Project Initiation

### i. Mine Review Advisory Committees

Under Section 9 of the *Mines Act*, the CIM has the authority to establish an advisory committee; in the context of the coordinated authorization process, the CIM will delegate a representative from the Ministry of Energy, Mines and Petroleum Resources to chair the advisory committee on his/her behalf for the review of applications for mine approvals and permits.

At the discretion of the CIM or delegated authority, the project may be referred to a Regional Mine Development Review Committee (MDRC) or a project-specific Mine Review Committee (MRC). The criteria considered by the CIM in determining the appropriate venue for review includes but is not limited to the scope, scale, and complexity of the project proposal.

In the context of the coordinated authorizations process, both the MDRCs and project-specific MRCs provide a single interagency venue for mine proponents to engage in pre-application discussions with natural resource sector agencies and First Nations. This gives proponents an early look at the review process, application information requirements, and responsibilities of all parties involved throughout the coordinated review process.

*Link to MRC TOR*

### ii. Early Engagement With Proponent

#### Ministry of Energy, Mines and Petroleum Resources Outreach

The initial contact by major mine proponents to the Ministry of Energy, Mines and Petroleum Resources should be to the office of the CIM who will refer the proponent to the appropriate branch within the Ministry, assigning a project lead and establish an advisory committee. The project lead assigned to the file will assist in the early conversations and the beginning of the pre-application stage to ensure that the project proposal is understood, the coordinated authorizations process is discussed and a preliminary identification of issues and next steps are undertaken.

Early outreach using the advisory committee can assist in the identification and scoping of issues and information requirements in advance of the coordinated authorizations process. Strong relationships, a collaborative information-gathering process and detailed understanding of the potential impacts and benefits of the project at this stage will give parties greater confidence for moving forward.

#### Project Description

For the review of large scale major mine projects, the CIM will typically assign the file to the Major Mine Permitting Office. MMPO will then assign a project lead that will develop the project specific Mine Review Committee and arrange the first committee meeting. At this meeting, the proponent will introduce their project to committee members and provide the proposed project description and related information, enabling the committee to:

* identify project components and activities both onsite and offsite;
* identify with the proponent the list of potential Provincial statutory authorizations to be reviewed by the committee;
* identify the baseline and impact assessment information requirements to satisfy the authorization applications;
* identify potential issues related to the project proposal including identifying homes for addressing issues which may be outside the scope of statutory permit ability to address, and,
* develop the engagement and consultation approach to meeting the government’s duty to consult and accommodate First Nations.

The project description should be based on an understanding of the coordinated authorizations approach to bundling authorization applications to provide for efficient and effective consultation with First Nations and to enable a review of the project as a whole.

If the major mine proposal is proceeding from the provincial environmental assessment process, the proponent will have already prepared a project description that can be updated and expanded as necessary for the committee.

A template for a project description can be downloaded from: <http://www2.gov.bc.ca/gov/content/industry/natural-resource-use/natural-resource-major-projects/industry-sector/major-mines>.

#### Public Outreach

Proponent-sponsored outreach to the public during project initiation can also contribute to an efficient review process by informing the public and providing the proponent with early identification of public issues and information requirements.

Major mine project proponents will ultimately need to engage with the public during both the environmental assessment and permit review processes (refer to Section 4.3.2 *Public Review and Comment* for further details). Public participation in a project review process helps to ensure that community values and public goals for community development are considered in project planning and decision-making. Throughout the project process, it is the proponent’s responsibility to provide opportunities for public comment on the project often through open houses and comment periods. It is fundamental to good development that members of the public have an opportunity to review and comment on plans before they are approved. In addition to providing a means of identifying and mitigating potential problems within the project, public consultation also offers the opportunity for developers to become familiar with the social and political fabric of the surrounding community.

*Link to Public Outreach Guidance*

### iii. Early Engagement and Consultation With First Nations

The legal responsibility to consult and, where appropriate, accommodate, lies with the Crown alone, as represented by the statutory decision makers. Project proponents can, however, be of great assistance in building relationships with First Nations and facilitating the exchange of information.

For pre-application engagement, Provincial staff can provide advice to proponents based on a scan of Aboriginal interests in the area. Before commencing consultation, Provincial staff will conduct an initial review as described in the Provincial Procedures and establish an initial level of engagement/consultation. This will include reviewing First Nations contacts and other related readily available information, including general archeological and historical information. This is also an opportunity for government to clarify any protocols contained in agreements with First Nations. If pre-application information sharing has taken place between the Proponent and First Nations, the Province will also review the findings from this early engagement.

First Nations engagement by the major mine proponent and consultation by the Province occurs throughout a mine’s development, starting from the exploration stage. Planning for First Nations consultation at the coordinated authorizations stage will be in the context of the previous consultations and the previous knowledge and relationships that the Province and proponent have with the First Nations.

The proponent is advised to engage with all potentially affected First Nations in meaningful and collaborative dialogue and relationship building, and to gain an understanding of the potential impacts of the project and the First Nations’ expectations for participation in the project.

Some key issues that will likely be of interest to potentially affected First Nations include:

* wildlife and fisheries harvest activities in the area;
* water quality;
* other traditional use activity (sustenance activities, village sites, spiritual sites, etc.);
* archaeology sites;
* socio-economic impacts, and
* capacity to participate in consultation and benefit sharing including jobs and contract opportunities.

Any joint studies with First Nations that provide ethnographic or legal information about the Aboriginal claims (to Aboriginal rights and/or title) in the area and/or the impact of the proposed activity on First Nations will also be of significant value.

Many First Nations will have the internal capacity, or want to develop the internal capacity, to take on a direct role in the collection of the information required by the proponent. Proponents are encouraged to involve First Nations in the collection of information as much as possible, as this is an opportunity to contribute to capacity building and to help First Nations develop a stronger understanding of the project impacts and benefits.

It should be noted that the proponent is not required to provide government with First Nations information that by arrangement with First Nations has been agreed to be treated as confidential.

Project proponents may assist Provincial staff by advising of any engagement activities with First Nations such as providing mitigation strategies, environmental monitoring or benefit sharing opportunities. Commitments to training programs, employment opportunities or other engagements by the proponent will help secure longer-term relationships with the mining sector in the area and build the capacity for engagement on other projects.

If the proponent’s discussions with First Nations have extended to cover proposed statutory authorizations, it will be of particular value to the advisory committee to be aware of any mitigation strategies that have been proposed (such as providing a role for First Nations in the environmental monitoring or reclamation). If such strategies have not been identified, the proponent may seek assistance from the advisory committee at a later stage in the consultation process to secure such longer term commitments, where appropriate, in discussions with the First Nations.

Proponents are encouraged to refer to the additional information regarding engagement with First Nations, including utilizing all of the guidance and resources provided on the following BC Ministry of Aboriginal Relations and Reconciliation webpage: <http://www.gov.bc.ca/arr/consultation/index.html>.

### iv. Strategic Agreements With First Nations

The Province of British Columbia is committed to establishing processes and institutions for shared decision-making about the land and resources and for revenue and benefit sharing with First Nations. Treaties and other agreements are important tools for First Nations to develop sustainable, healthy, and resilient communities. These agreements help build relationships with First Nations, resolve conflicts, or address concerns associated with development on traditional territories. Both treaties and non-treaty agreements are key aspects of this government’s vision for a strong economy and secure future for all British Columbians.

### v. Land Use Planning

Provincial land use plans provide the framework and context for setting environmental, social, land use and resource management goals and objectives on Crown land. For some authorizations, land use plans establish legal objectives and policy that decision-makers must consider. Land use plans may also describe considerations relevant to engagement with First Nations and may be the basis for First Nations involvement in the authorizations process. As such, land use plans may inform the authorizations process.

## 2. Project Planning

### i. Project Charter

The purpose of this Project Charter is to provide a shared understanding of the coordinated authorization process for Major Mine Projects as it applies to each Project. The Project Charter also outlines the scope and objectives of the process, major risks and the roles and responsibilities of all Project Stakeholders and First Nations.

A Project Charter is developed at the outset of the coordinated authorizations process by a designated Project Lead with input from the Proponent and Project participants. Once complete the Project Charter will approved by the Project Director before going to the Major Mine Project Board for approval. The Project Charter is updated as necessary when elements within the Charter change.

The MMPO Project Charter has the following goals:

* To provide a shared understanding of how permit applications for a project are managed through the coordinated authorization process.
* To set the scope and objectives for the coordinated authorizations process for a project.
* To provide the proponent and the province with background on the project and First Nations engagement.
* To provide roles and responsibilities and an organizational chart for participants managing permit applications through the coordinated authorization process.
* To outline major deliverables and milestones of the coordinated authorizations process.
* To provide a communication plan outlining the reports and meetings included as part of the coordinated authorizations process.
* To outline the major risks to the schedule or scope of the coordinated authorizations process.

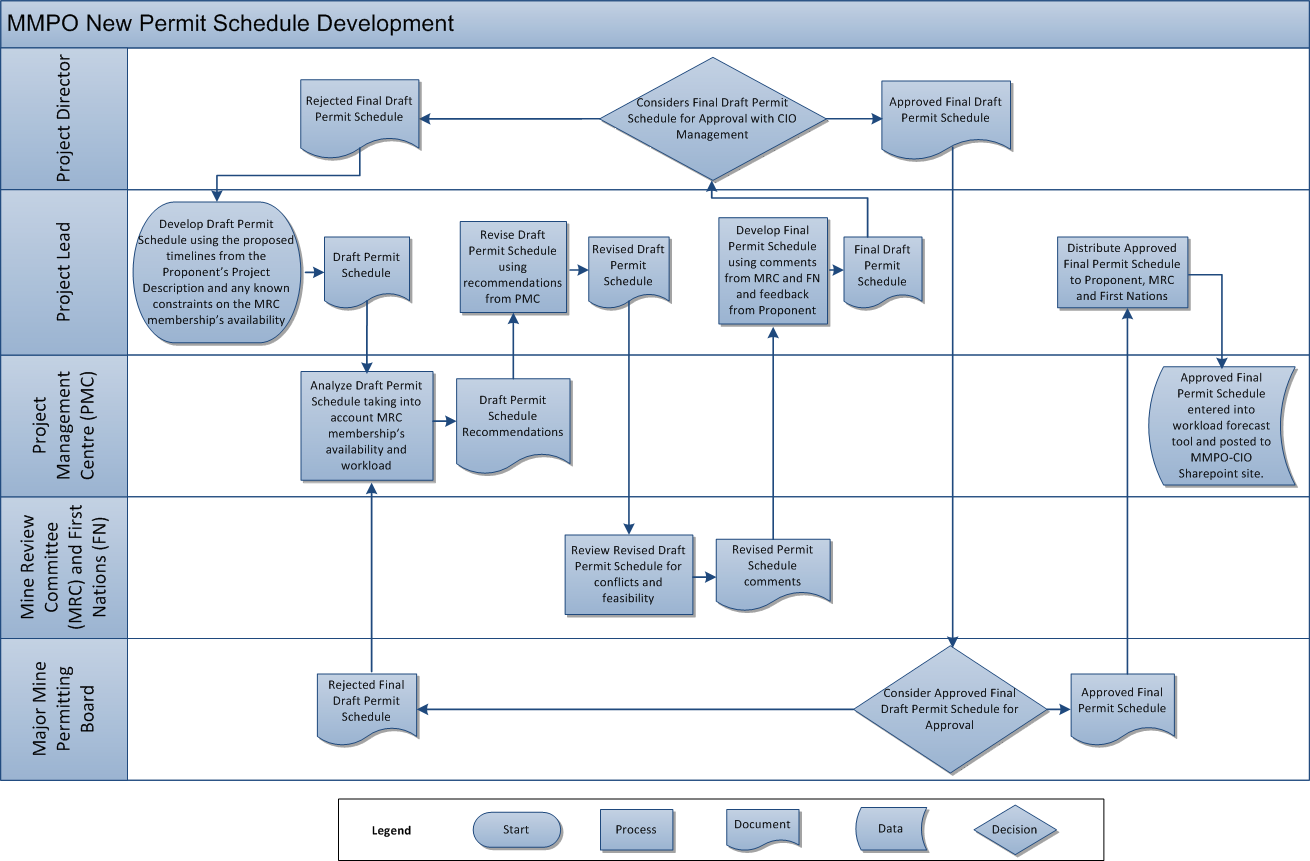
*Link to PC and PC Roll Out*

### ii. Baseline Schedule

The purpose of the baseline Schedule is to identify initial timelines for project milestones, activities and deliverables. Project schedules are developed, revised and maintained by MMPO Project Leads.

Steps to New Schedule Development:

1. New schedules are drafted by Project Leads using input from the proponent and members of the MRC.
2. The Project Management Centre (PMC) offers advice on the workloads of project resources over the timeline of the draft permit schedule.
3. The Project Lead revises the draft permit based on the advice of the PMC
4. The revised draft of the schedule then is shared with members of the MRC for feedback.
5. The Project lead develops the final draft of the permit schedule using the feedback of the members of the MRC.
6. The Project Director then takes the final draft permit schedule to the Chief Inspectors Office (CIO) for approval.
7. Final draft permit schedules approved by the CIO are then sent to the Major Mine Permitting Board for final approval.
8. Once new permit schedules are approved by the Board they are considered the baseline schedule for the project.



*Link to Schedule Template*

### iii. Resource Management

The availability of resources is an important part of developing meaningful schedules. The MMPO Project Management Centre maintains a workload forecast tool that estimates the availability of technical resources to review applications. The tool is used in planning and the development of new schedules.

*Link to Workload Forecast Tool*

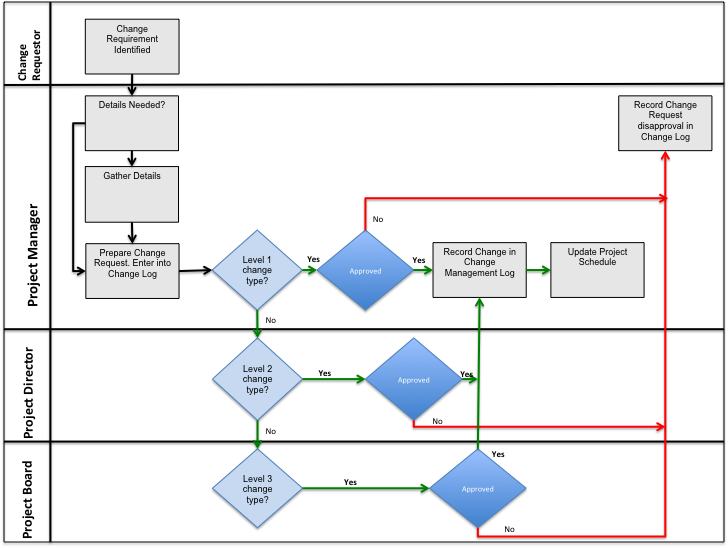
### iv. Risk Management

Risks play a significant part in any project. The purpose of the risk management plan is to establish the framework in which the project team will identify risks and develop strategies to mitigate or avoid those risks.

*Link to MMPO Risk Management Plan and Risk Register*

### v. Change Management

Project Leads are responsible for identifying change within the project. When a valid change is identified the Project Lead will work with the Proponent, the PMC and members of the MRC to initiate the change management process with the completion of a change request form. The change request form details the impact on the schedule, change level, and benefits/costs of the proposed change. The Project Lead will review level 1 changes for approval and forward level 2 and 3 changes to the appropriate approval level. Once a change is reviewed and approved, the Project Lead will record the change into the Change Management Log and revise the permit schedule. If the change is rejected, the change request will be recorded in the change log as rejected.



MMPO Change Management Process

*Link to Change Management Plan, Change Form and Change Log*

### vi. Issue Management

Project Leads manage two types of issues throughout each stage of the project, technical issues and project issues. Technical Issues are generated by the MRC and are the responsibility of the proponent to resolve while project issues can be generated by anyone and impact the deliverables or milestones of the project.

Issue Management involves the implementation of five key processes:

* The identification of project issues
* The evaluation and documentation of project issues
* The determination of issue resolution actions
* The monitoring and control of assigned issue resolution actions
* The closure of project issues.

*Link to Issue Management Plan*

### vii. Information Management

Project Leads are responsible for organizing and storing project related information on the MMPO LAN. As well, as the chair of the MRC Project Leads are responsible for setting up and managing a SharePoint site for MRC related information.

*Link to SharePoint Set-up and Tips and Tricks Documents*

### viii. Draft Authorizations

Based on a review of a project description, the advisory committee works with the proponent to identify issues and information requirements, including any conditions or proponent commitments from the environmental assessment process that are within the scope of the committees review. For those issues that are outside the scope of review, it is important to provide an explanation of why they are not to be considered and where in other processes they may be addressed.

Regulatory authorizations that may be required for a major mine will vary depending on the project, and may include but not be limited to:

* *Environmental Assessment Act* requirements, including a potential amendment to an existing Environmental Assessment Certificate;
* *Heritage Conservation Act* requirements;
* *Forest Act* occupant license-to-cut for removal of timber;
* Special Use permit under the Provincial Forest Use Regulation of the *Forest Practices Code of British Columbia Act* for access road construction off a mineral claim and within a Provincial Forest
* *Health Act* Industrial Camp Regulation permits for construction and operation of camp facilities and potable water;
* *Water Sustainability Act* approvals and licenses for changes in or about a stream or to store, use or divert water; *Land Act* licenses and leases for infrastructure such as aggregate borrow pits and power lines off mining tenures, and
* Federal authorizations related to:
  + *Fisheries Act* Section 35 for habitat alteration, disruption or destruction
  + Schedule 2 of the Metal Mine Effluent Regulation of the *Fisheries Act* for approval to discharge deleterious material into a fish bearing habitat
  + *Migratory Birds Convention Act* and its regulations for impacts on habitat of migratory birds;
  + *Navigation Protection Act* for authorization to cross a navigable stream; and
  + *Explosives Act* for manufacture and storage of explosives.

Some legislation has requirements to be addressed although no authorizations (permits) are involved, such as:

* *Species at Risk Act*, and the Canada – British Columbia Agreement on Species at Risk (2005), and
* *Fisheries Act* - Metal Mining Effluent Regulations.

#### Ministry of Energy, Mines and Petroleum Resources Authorizations

Mineral Tenure

Tenure provides an exclusive or preferred right of access to explore for, develop, and remove resources. For a major mine, tenure initially comes from a mineral claim under the *Mineral Tenure Act* or a *Coal Act* coal licence.

The Mineral Titles Office of MEM administers the statutes and manages the recording system pertaining to the acquisition and maintenance of mineral, placer and coal rights in the Province. More information: <http://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/mineral-titles>.

A mineral claim or coal licence must be converted to a mining lease under the *Mineral Tenure Act* or a coal lease under the *Coal Act* before production can exceed the limits specified in legislation.

| Statute | Tenure | Purpose |
| --- | --- | --- |
| *Mineral Tenure Act* | Mineral Claim | Subsurface rights to minerals in a defined unit, up to 10,000 tonnes per year per unit. |
|  | Mining Lease | Conversion of mineral claim to a mining lease is necessary before production can exceed above limits. |
| *Coal Act* | Coal Licence | Rights to explore for and develop coal on the licence location up to a single 100,000 tonne bulk sample. |
|  | Coal Lease | Conversion of coal license to a coal lease is necessary before production exceeds above limit. |

Store and Use Explosives

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| Activity | Store and use explosives |
| Authorization | Explosives Magazine Storage and Use Permit |
| Description | Users must apply for an explosives storage and use permit |
| Legislation | *Mines Act* and Health, Safety and Reclamation Code |
| Decision-maker | Regional Mines Office – Inspector of Mines |
| Technical staff | Regional mines office staff |
| Pre-Requisites | N/A |
| Linkages | (Federal) Department of Natural Resources *Explosives Act* - For the manufacturing of explosives along with the construction of the explosives plant. |
| Application Requirements | <http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/permitting/explosives.pdf> |
| Guidance | <http://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/permitting> |

Construct, Operate and Close a Mine

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| --- | --- |
| Activity | Construct, operate and close a mine pursuant to the *Mine Act* definition |
| Authorization | *Mines Act* Permit |
| Description | Provides approval for the site preparation, construction, operation and closure phases of project development subject to conditions, provision of further detailed information and assessment as it becomes available and sets out closure and reclamation obligations and security |
| Legislation | *Mines Act* and Health, Safety and Reclamation Code |
| Decision-maker | Chief Inspector of Mines |
| Technical staff | Office of the Chief Inspector of Mines |
| Pre-Requisites | Mineral tenure; advanced exploration (an ore body). |
| Linkages | Mines involve discharge of material to the environment and will therefore require waste discharge authorizations under the *Environmental* (EMA) *Management Act* (MA). Since the MA and EMA authorizations have significant common information requirements, proponents are encouraged to make a joint MAEMA application using the Joint MAEMA IRT (see below). |
| Application Requirements and Guidance | Contact the Chief Inspector of Mines Office to obtain the most up to date information about application requirements.   * The following information can be found online: Project Description Template * Guidelines for submitting a joint MAEMA IRT. * A public notice of application is to be placed in the BC Gazette and local news media upon application, providing a 30 day public review period.   Numerous useful guidance documents can be found at:  <http://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining>  <http://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/health-safety/health-safety-and-reclamation-code-for-mines-in-british-columbia> |

#### Ministry of Environment and Climate Change Strategy Authorizations

Waste Discharge Authorizations

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| Activity | Discharge from the mine site to the environment.   * Effluent discharges (such as acid and neutral rock drainage, tailing pond supernatant, mine influenced run-off and sewage); * Air emissions (such as refuse incinerator emissions, emissions from large power generating plants, emissions from milling process), and * Solid wastes (such as mill tailings, water treatment plant sludge, municipal and industrial refuse). |
| Authorization | Waste Discharge Permit or Approval |
| Description | The *Environmental Management Act* permit application can seek authorization for the site preparation and construction stage (erosion and sediment control and blasting residues) and operations stage (metal/chemical residues and contact water and tailings). Alternatively, the proponent may take a two-step approach to the *Environmental Management Act* permit by seeking authorization for only the site preparation and construction stage and deferring authorization via a permit amendment for the operations stage until engineering is sufficiently detailed to support an application for amendment to the permit.  Authorizations can take the form of a permit or, for short-term discharges up to 15 months duration, an approval. |
| Legislation | *Environmental Management Act* |
| Decision-maker | Regional Director, Environmental Protection Division (EPD)  Section Head Authorizations, EPD |
| Technical staff | Environmental Protection Officer  Environmental Impact Assessment Biologist |
| Linkages | Major mines involve discharge of material to the environment and will therefore require waste discharge authorizations under the *Environmental Management Act*. Since the *Mines Act* permit and the *Environmental Management Act* authorizations have significant common information requirements, proponents are encouraged to make a Joint Application to improve the efficiency of the application/review process. |
| Application Requirements | Contact the Regional Director to obtain the most up to date information about application requirements.  Requirements for submitting a waste discharge authorization can be found here:  <http://www2.gov.bc.ca/gov/content/environment/waste-management/industrial-waste/mining->  Key requirements:   * A pre-application meeting for the proponent to provide an overview of the proposal, to confirm with the ministry the requirements set out in legislation and guidelines, and to confirm the level of detail for supporting information required; * Application form for an Authorization to Discharge Waste: <http://www2.gov.bc.ca/gov/content/environment/waste-management/waste-discharge-authorization>; * Application fees; * Several environmental management plans may be required (see guidelines); * A final Technical Assessment Report may be required; * Notice of application must be published in the BC Gazette and local news media (30 day public notification period) See *Environmental Management Act* Public Notification Regulation. |
| Guidance | General guidance: <http://www2.gov.bc.ca/gov/content/environment/waste-management/waste-discharge-authorization/guidance-forms-and-fees>  Guidance for completing an application form, consultation and technical assessment:  <http://www.env.gov.bc.ca/epd/waste_discharge_auth/guidance/index.htm>.  Proactive steps the proponent can take:   * Prepare for pre-application meeting with Environmental Protection staff by becoming familiar with legislation and guidelines. * Verify acceptability of any emission dispersion model that will be used. |

Dispose Sewage

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| Activity | Construct and use a sewage disposal facility for camps. |
| Authorization | Sewage Disposal Registration and Certification |
| Description | **Sewage Disposal Facility Registration:** Authority to construct and use a sewage disposal facility (if necessary depending on design sewage flow of camp) for camps >100 persons.  **Certification Letter:** A certification letter needs to be filed with Northern Health by an ‘Authorized Person’ for <22,700 L/day of sewage. If >22,700 L/day, then *Municipal Sewage Regulation* under the *Environmental Management Act* applies. |
| Legislation | **Registration:** *Environmental Management Act*, Municipal Sewage Regulation  **Certification:** *Public Health Act* – Sewage Disposal Regulation |
| Agency | **Registration:** Ministry of Environment and Climate Change Strategy  **Certification:** Health Authority |
| Decision-maker | **Registration:** Regional Director, EPD  Section Head Authorizations, EPD  **Certification:** Environmental Health Officer, Public Health Protection, Health Authority |
| Technical staff | Environmental Protection Officer  Environmental Impact Assessment Biologist |
| Linkages | Compliance with requirements of the *Sanitary Regulations* of the *Health Act*  Regional District bylaws if applicable |
| Application Requirements | Key requirements:   * Registration must be completed 90 days prior to construction; * Environmental Impact Study and Operations Plan must be completed 90 days prior to construction; * Discharges cannot contribute to a health hazard; * Only ‘Authorized Persons’ construct and/or maintain on-site sewage systems; * Certified systems must be designed in accordance with the regulations and adhere to performance standards.   Public consultation:   * None. |
| Guidance | Registration guidance: <http://www.env.gov.bc.ca/epd/mun-waste/>  Municipal Sewage Regulation: <http://www.env.gov.bc.ca/epd/mun-waste/regs/mwr/>  Registration form and guidance: <http://www.env.gov.bc.ca/epd/mun-waste/>  Environmental Study guidelines: <http://www.env.gov.bc.ca/epd/epdpa/mpp/pdfs/EIS_Guideline_Dec2000.pdf>  Operations Plan guidelines: <http://www.env.gov.bc.ca/epd/mun-waste/>  For certification guidance on regulation, requirements, how to file, and standard practices:  <http://www.health.gov.bc.ca/protect/lup_onsite.html>  <http://www.gov.bc.ca/health/>  Authorized Persons: <http://www.health.gov.bc.ca/protect/lup_authorized.html> Northern Health - Guidelines for Industrial Camps Sewage Disposal  <http://www.northernhealth.ca/YourHealth/EnvironmentalHealth/SewageDisposal.aspx>  Proactive steps the proponent can take:   * Decide whether to register under the *Environmental Management Act* Municipal Sewage Regulation or include sewage disposal as part of the effluent permit under the *Environmental Management Act*. If it is included in the effluent permit, the system would need to meet the basic requirements of the Municipal Sewage Regulation. * Become familiar with the regulation * Hold a pre-registration meeting with ministry staff at least 60 days prior to registration |

Dispose/Incinerate Refuse

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| Activity | Construction Camp |
| Authorization | Refuse Permit (for camp >100 persons)  Air Discharge Permit (incinerator for camp >100 persons)  Hazardous Waste Registration (if more than prescribed quantity) |
| Description | The Environmental Protection Program issues Waste Management Permits under the authority of the [*Environmental Management Act*](http://www.qp.gov.bc.ca/statreg/stat/E/03053_00.htm). The permits authorize the discharge of wastes to the environment and set limits on the quantity and quality of the discharge. They also set requirements for monitoring the effect of the discharge on the environment, and any other terms and conditions which may be necessary to prevent pollution.  **Refuse Permit:** Authorization for municipal solid waste (solid waste from camps >100 persons) - disposal of food wastes for exploration, construction, and industrial camps.  **Air Discharge Permit:** Authority to discharge air contaminants into the environment, e.g. Incinerator for camps serving >100 persons.  **Hazardous Waste Registration:** Registration and application for a provincial identification number is required in order to produce, store, treat, recycle or discharge more than a prescribed quantity of hazardous waste within 30 days. |
| Legislation | *Environmental Management Act* |
| Decision-maker | Regional Director, EPD  Authorizations Section Head, EPD |
| Technical staff | Environmental Protection Officer  Environmental Impact Assessment Biologist |
| Pre-Requisites | A pre-application meeting with ministry staff (Environmental Protection Officer) is essential to setting the scope of the application and process requirements for these authorizations. |
| Application Requirements | * Incinerator Application Requirements: * <http://www2.gov.bc.ca/gov/content/environment/waste-management/waste-discharge-authorization> * Application fees * Several environmental management plans may be required (proponent to discuss with ministry staff as to what will be required) * A final Technical Assessment Report may be required * Notice of application must be published in the BC Gazette and local news media (30 day public notification period) See *Environmental Management Act* Public Notification Regulation |
| Guidance | <http://www2.gov.bc.ca/gov/content/environment/waste-management/waste-discharge-authorization/guidance-forms-and-fees>   * Ability to submit all the registration applications together as a package (refer to Part 4 Division 1 sections 45 and 46 of the MWR for requirements “Before discharge begins” and “Notification of discharge”).   Proactive steps the proponent can take:   * Schedule a pre-application meeting with ministry staff (Environmental Protection Officer) to set the scope of the application and process requirements - to provide an overview of the proposal, to confirm with the ministry the requirements set out in legislation and guidelines, and to confirm the level of detail for supporting information required. * Several environmental management plans may be required (proponent to discuss with ministry staff as to what will be required during the pre-application phase) * A final Technical Assessment Report may be required |

Store Fuel

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| Activity | Fuel Storage |
| Authorization | Registration |
| Description | Any petroleum storage facility that has a cumulative storage capacity over 100,000 L occupies a location for more than 180 consecutive days and is NOT a part of a retail service station is required to register. The regulation also outlines requirements for oil water separator systems and effluent quality. The BC Fire Code has separate requirements that must also be adhered to. |
| Legislation | *Environmental Management Act* – Petroleum Storage and Distribution Facilities Storm Water Regulation |
| Decision-maker | Regional Director, EPD  Authorizations Section Head, EPD |
| Technical staff | Environmental Protection Officer or Technician |
| Linkages | Petroleum Storage and Distribution Facilities Storm Water Regulation <http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/38_168_94>  BC Fire Code  Spill Reporting Code  <http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/46_263_90> |
| Application Requirements | Please note, there is no form or no fee for this regulation but the following information needs to be submitted to register. Registration of petroleum storage and distribution facilities:  Every operator must register with a director each petroleum storage and distribution facility under the operator's charge or control by submitting in writing to the director the following information:  (a) the name of the owner or operator; (b) the address of the owner or operator; (c) the address of the petroleum storage and distribution facility; (d) the name and telephone number of a contact person; (e) the number and total volume of tanks at the petroleum storage and distribution facility; (f) the volume and capacity of any oil/water separator or treatment device at the petroleum storage and distribution facility;  (g) a description of the discharge point of all separators or treatment devices. |
| Guidance | [A Field Guide to Fuel Handling, Transportation & Storage](https://www.google.ca/search?q=A+Field+Guide+to+Fuel+Handling%2C+Transportation+%26+Storage&rlz=1C1VFKB_enCA722CA722&oq=A+Field+Guide+to+Fuel+Handling%2C+Transportation+%26+Storage&aqs=chrome..69i57j0j69i64.247j0j7&sourceid=chrome&ie=UTF-8) |

Concrete Batch Plants (permanent or temporary)

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| Activity | Concrete Production in a batch plant |
| Authorization | Registration |
| Description | The code addresses air quality management, discharge of process water and storm water and the management of waste solids — as well as registration, monitoring, record keeping and enforcement. |
| Legislation | *Environmental Management Act* – Code of Practise for the Concrete and Concrete Products Industry |
| Decision-maker | Regional Director, EPD  Authorizations Section Head, EPD |
| Technical staff | Environmental Protection Officer or Technician |
| Linkages | Code of Practise for the Concrete and Concrete Products Industry <http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/16_329_2007> |
| Application Requirements | Registration Form with submission instructions & $200 application fee <http://www.env.gov.bc.ca/epd/industrial/regs/codes/concrete/pdf/reg_form.pdf> |
| Guidance | Guidance Document available here <http://www.env.gov.bc.ca/epd/industrial/regs/codes/concrete/index.htm> |

Open burning

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| Activity | Open Burning (Land clearing debris, construction wastes and other wood wastes) |
| Authorization | Burning Permit |
| Description | Open burning of wood debris, generated by activities such as land clearing and forest harvesting, can be conducted in accordance with the *Open Burning Smoke Control Regulation*. Conditions of the regulation are summarized in Appendix A. Open burning of other waste materials is prohibited. |
| Legislation | *Wildfire Act*  Land Clearing Debris – carried out in accordance with the Open Burning Smoke Control Regulation: <http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/34_145_93>  Construction Wastes and other Wood Wastes – requires authorizations under the Environmental Management Act: <http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/03053_00> |
| Linkages | Ensure to monitor venting index |
| Application Requirements | Key requirements:   * Any burning requires a burning reference number. * Burning reference number contact: 1-888-797-1717 |
| Guidance | A Permit or Approval under the *Environmental Management Act* is required for open burning operations which do not meet the requirements of the Open Burning Smoke Control Regulation. Contact the regional Environmental Protection office for permit/approval application instructions. |

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#### Ministry of Forests, Lands, Natural Resource Operations, and Rural Development Authorizations

Occupy Crown Land

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| Activity | Occupy Crown land for power line right of way, quarry, camp, staging areas, or mine infrastructure off of the mineral tenure. |
| Authorization | Permit, Licence of Occupation, Lease or Sale. |
| Description | **Temporary Licence**: Issued for temporary use up to two years.  Issued to any proponent requiring access to the land for appraisals, inspections, analyses, inventories, surveys or other investigations of Crown land or its natural resources, or where otherwise required. No disturbance is authorized and no buildings or other improvements may be placed on the land.  **Licence of Occupation**: Authorization for power line right of way, quarries, camps and staging areas. Utilities on Crown land, whether buried, hung on poles or sunk/buried under water require authorization.  **Lease**: A lease should be issued where long term tenure is required, where substantial improvements are proposed, and/or where definite boundaries are required in order to avoid conflicts.  **Sale:** Crown land sales may occur through an application process if the proposed site meets specific criteria and the use is considered suitable by government agencies and other affected interests.  Only investigative and temporary permits and licences of occupation are used in the early stages of mine development. Licences may be converted to long term tenure, when a project is approved by government. |
| Legislation | *Land Act* |
| Decision-maker | Minister – delegated to Land Officer |
| Technical staff | Land Officer (project-specific) |
| Linkages | Related authorizations:   * Occupant License to Cut to clear trees tenure of occupation * *Water Sustainability Act* authorizations to change or use streams |
| Application Requirements | Application documents: <http://www2.gov.bc.ca/gov/content/industry/natural-resource-use/land-use/crown-land>  Key requirements:   * In addition to general application requirements, mining applications require a site plan, a Certificate of Public Convenience and Necessity from the BC Utilities Commission (if applicable), and a Management Plan. * Front Counter BC receives application and fees * At the time of application acceptance, provincial staff will notify applicants if advertising is required and provide the necessary instructions. |
| Guidance | Proactive steps the proponent can take:   * Carefully follow the requirements specified in the application documents. Deficiencies in the application will cause delays. |

Inspect, Investigate, Alter Archaeological/Heritage Site

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| Activity | Disturbance which could impact archaeological deposits or heritage values |
| Authorization | **Permit(s) under the** *Heritage Conservation Act* (HCA) |
| Description | **Inspection Permit (s.14):** Authority to inspect a property for the presence of archaeological deposits, to assess potential impacts to archaeological deposits by a proposed development, to evaluate the significance of the site(s), and to provide enough information to formulate management recommendations for the site(s).  **Investigative Permit (s.14):** Authority to mitigate impacts to site through the recovery of data after an impact assessment has been completed under an inspection permit, and when a site has been determined to be too significant to go straight to an alteration permit.  **Site Alteration Permit (s.12):** Authority to alter or destroy the site in accordance with the terms and conditions of the permit. |
| Legislation | *Heritage Conservation Act* |
| Decision-maker | Director or Manager of the Permitting and Assessment Section |
| Technical staff | Heritage Resource Specialist |
| Pre-Requisites | Archaeological studies |
| Application Requirements | Application forms: <http://www.tca.gov.bc.ca/archaeology/archaeology_professionals/permits.htm>  Details on recording and submitting information: <http://www.tca.gov.bc.ca/archaeology/bulletins/bulletin23_Recording_Archaeological_Study_Areas.htm> |
| Guidance | Overview information, standards, guidelines, practices, legislation, etc.: <http://www.tca.gov.bc.ca/archaeology/archaeology_professionals/index.htm>  Site Alteration Permit Application Guide can be downloaded from: <http://www.tca.gov.bc.ca/archaeology/archaeology_professionals/permits.htm> |

Change In/About Streams or Divert/Use Water

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| Activity | Changes in and about a stream. Divert, store or use surface and/or groundwater  See “Remove groundwater” under ENV for well requirements. |
| Authorization | Water Licence, Use Approval and/or Change Approval |
| Description | **Water License:** Authority to store, use and/or divert surface/ground water beneficially, including installation and maintenance of works. May or may not be required for capturing and recycling water for industrial use.  **Use Approvals (s.10):** Authority to carry out any short-term use of water. If granted, a Use Approval may not exceed 24 months. Use Approvals also do not authorize the construction, maintenance or use of prescribed works.  **Approval or Notification of Changes in and About a Stream (s.11):** An approval is written authorization for physical changes in and about a stream (includes any modification to the nature of the stream, including any modifications to the land, vegetation and natural environment of a stream of the flow of water in a stream OR any activity/construction within a stream channel that may have an impact on a stream or stream channel). Notifications are used for activities as specified in Part 3 of the Water Sustainability Regulation and have provided notice to a Habitat Officer. |
| Legislation | *Water Sustainability Act,* Water Sustainability Regulation |
| Decision-maker | Water Manager or Assistant Water Manager |
| Technical staff | Water Stewardship Officer (project-specific) |
| Linkages | See application guides for information about federal requirements. |
| Application Requirements | Application packages for authorizations, user guides, standards, best practices, and legislation:  http://www.frontcounterbc.gov.bc.ca/guides/water/new-water-licence/overview/  <http://www.frontcounterbc.gov.bc.ca/guides/surface-water/changes-in-about-stream/overview/>  <http://www.frontcounterbc.gov.bc.ca/guides/surface-water/use-approval/overview/>  http://www.frontcounterbc.gov.bc.ca/guides/surface-water/use-approval/overview/  Key requirements:   * Application package * Application Fee * Location, drawing, plan, site map * Development plan may be required. * Hydrological and other data requirements, dependent upon project |
| Guidance | Links in Application Requirements include user guides.  Proactive steps the proponent can take:   * Applications for authorizations should be made well in advance of the anticipated construction period to ensure the proponent allows sufficient time to address any terms and conditions that may be required. |

Remove groundwater

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| Activity | Well construction |
| Authorization | Follow the Regulation |
| Description | Well construction that significantly enhances ground water protection |
| Legislation | *Water Sustainability Act* –Groundwater Protection Regulation |
| Decision-maker | Water Manager |
| Technical staff | Water Stewardship Officer – In the Region |
| Linkages | May be tied to the Environmental Assessment (depending on size) |
| Application Requirements | Link to application forms and information requirements.  Key requirements:   * Water Protection and Sustainability Branch Website:   <http://www.env.gov.bc.ca/wsd/plan_protect_sustain/groundwater/>  <http://www.frontcounterbc.gov.bc.ca/guides/ground-water/new-water-licence/overview/> |
| Guidance | Proactive steps the proponent can take:   * Water Protection and Sustainability Branch Website:   <http://www.env.gov.bc.ca/wsd/plan_protect_sustain/groundwater/>   * Water and Air Baseline Monitoring Guidance Document for Mine Proponents and Operators   <http://www.env.gov.bc.ca/epd/industrial/mining/pdf/water_air_baseline_monitoring.pdf> |
| Activity | Well construction |
| Authorization | Follow the Regulation |
| Description | Well construction that significantly enhances ground water protection |
| Legislation | Groundwater Protection Regulation – *Water Act* |
| Decision-maker | Water Stewardship Section Head or Director of Authorizations |
| Technical staff | Water Stewardship Officer – In the Region |
| Pre-Requisites | n/a |
| Linkages | May be tied to the Environmental Assessment (depending on size) |
| Application Requirements | Link to application forms and information requirements.  Key requirements:   * Water Protection and Sustainability Branch Website:   <http://www.env.gov.bc.ca/wsd/plan_protect_sustain/groundwater/> |
| Guidance | Proactive steps the proponent can take:   * Water Protection and Sustainability Branch Website:   <http://www.env.gov.bc.ca/wsd/plan_protect_sustain/groundwater/>   * Water and Air Baseline Monitoring Guidance Document for Mine Proponents and Operators   <http://www.env.gov.bc.ca/epd/industrial/mining/pdf/water_air_baseline_monitoring.pdf> |

Cut and Remove/Destroy Crown Timber

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| Activity | Cut and remove trees on Crown land by person with occupation rights |
| Authorization | Occupant Licence to Cut (OLTC) |
| Description | A licence that authorizes cutting and/ or removing of timber |
| Legislation | *Forest Act* |
| Decision-maker | District Manager or delegate |
| Technical staff | Authorizations staff |
| Pre-Requisites | Operational Licence To Cut (OLTC) can only be issued to a person with occupation rights on Crown land under a land surface tenure such as mineral claims/mining lease, special use permit, *Land Act* tenure, etc. |
| Linkages | OLTC for cutting trees on SUP road can be bundled with SUP application to the local forest district office.  **Burning** must comply with *EMA* Open Burning Smoke Control Regulation and with *Wildfire Act*. Call 888-797-1717 to get a burning reference number. Refer to webpage on Burning Outdoors: What, Where and When? (including smoke control) <http://www.bcairquality.ca/topics/burning-outdoors.html>  *WorkSafe BC Act* - *Notice of Forestry Operations* form: <http://www.worksafebc.com/insurance/managing_your_account/notice_of_project/default.asp> |
| Application Requirements | Application form:  <http://www.for.gov.bc.ca/isb/forms/lib/FS321.PDF>  Key requirements:   * A timber cruise may be required * Timber cruise must meet standards of BC Timber Cruising manual.   Timber stumpage (payment for timber removed or destroyed) will be based on the Interior Appraisal Manual.  Cruising and appraisal manuals: <http://www2.gov.bc.ca/gov/content/industry/forestry/competitive-forest-industry/timber-pricing>   * First Nations consultation required. * Public consultation is not a legal obligation under forest legislation; however, it is in the best interest of the proponent to reach out/ notify stakeholders of the proposed activity in advance (best management practice). * Separate OLTCs are required for area versus linear tenures. |
| Guidance | Proactive steps the proponent can take:   * Communicate with the authorizations staff well in advance. * If field visit is required by authorizations staff prior to authorizing the licence, proponent must take this into account for timing purposes. Field visits must be scheduled in snow free conditions. * Stakeholder notification should be conducted by the proponent as a best management practice. |

Construct, Use and Maintain a Road

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| Activity | Construct, maintain and use access road within Provincial Forest |
| Authorization | Special Use Permit (SUP) |
| Description | Construction, maintenance and/or use of access road and associated lay down areas, log landings and borrow pits, within Provincial Forest leading to a mineral tenure (post exploration phase).  The SUP provides occupation rights but no rights to cut, remove or destroy trees on the SUP area. |
| Legislation | Provincial Forest Use Regulation of the *Forest Practices Code of British Columbia Act*  *Forest and Range Practices Act* s.22 and 22.1. |
| Decision-maker | District Manager |
| Technical staff | Authorizations staff |
| Pre-Requisites | Valid tenure at the end of the road |
| Linkages | Occupant License to Cut(OLTC) to cut and remove/destroy trees within the SUP area. |
| Application Requirements | SUP Application Guidelines are available on many district websites.  Key requirements:   * Application with plans and information specified in the SUP Application Guidelines; * Deposit/annual report; * Access, SUP and associated OLTCs can be done at one time. |
| Guidance | Proactive steps the proponent can take:   * Communicate with the authorizations staff well in advance. * Be aware that field work and checks may have seasonal limitations. * If field visit is required by authorizations staff prior to authorizing the licence, proponent must take this into account for timing purposes. Field visits must be scheduled in snow free conditions. * Stakeholder notification should be conducted by the proponent as a best management practice. |

Use Existing Industrial Road

“Forest service road” is a designation under the *Forest Act* which allows the road to be administered by the Ministry of Forests, Lands, Natural Resource Operations and Rural development and requires the ministry to ensure that the road is maintained.

Industrial use of a forest service road must be authorised under a road use permit (RUP). Typically, a RUP authorizes use of one or more segments of road. Section 79 of the *Forest and Range Practices Act*’s Forest Planning and Practices Regulation allows the district manager to order the holder of an RUP to assume surface maintenance obligations for the segments covered by the RUP. The regulation also defines what the maintenance obligations entail. Subsequent users of the same road segments are not to be designated as having surface maintenance responsibilities; however, they are responsible to pay a reasonable cost to the user having the surface maintenance obligations.

The RUP application form is available at <http://www2.gov.bc.ca/gov/content/industry/natural-resource-use/resource-roads/engineering-publications-permits>.

Holders of an agreement under the *Forest Act* or *Range Act* may have a road permit to construct, maintain and use an industrial road.

Road permits and special use permits are non-exclusive tenures which normally allow access to the public and other industrial users.

If an industrial road is under a road permit or a special use permit, the legislation requires other industrial users to give notice to the permit holder and to make a reasonable contribution towards road maintenance. Therefore, the parties must enter into a road maintenance agreement.

Wildlife Salvage and Removal

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| --- | --- |
| Activity | Wildlife salvage and removal |
| Authorization | Wildlife Act Permit |
| Description | Under the Permit Regulation, permits may authorize the conduct of specific activities, or provide an exemption from having to comply with certain regulations. Most permits apply for limited periods of time--usually not more than 5 years. |
| Legislation | *Wildlife Act* Permit Regulation |
| Decision-maker | Regional Manager |
| Technical staff | Fish and Wildlife Manager |
| Application Requirements | Pick up an application from your nearest FCBC office or regional Fish and Wildlife manager, or Government Agent or the Permits and Authorizations Service Bureau.  Key requirements: |
| Guidance | An introduction to the Wildlife Permit Regulation <http://www.env.gov.bc.ca/pasb/fw_permreg.html> |

#### Ministry of Transportation and Infrastructure Authorizations

Connect, Cross or Use Highway Right of Way

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| --- | --- |
| Activity | Connect, cross or use highway right of way or infrastructure |
| Authorization | Access Permit, Utility Permit, Crossing Permit |
| Description | **Access Permit:** Authority to construct proposed routes that originate off of highway.  **Utility Permit:** Authority to construct power line (up to 69kV) as well as access points to build and maintain it within highway right-of-way.  **Crossing Permit:** Authority for circumstances wherein power line crosses over highway right-of-way or infrastructure (may be able to tie into Utility Permit). |
| Legislation | *Transportation Act* |
| Agency | Ministry of Transportation and Infrastructure |
| Decision-maker | MTI District Manager |
| Technical staff | District Development Technician |
| Pre-Requisites |  |
| Linkages |  |
| Application Requirements | Link to online and paper applications: <http://www.th.gov.bc.ca/permits/Apply.asp>  Key requirements:   * Detailed drawings showing design of intersection * For utility permit, pole locations must be staked in the field for a field visit * Application fee |
| Guidance | Link to permit information: <http://www.th.gov.bc.ca/permits/1%20Permits.asp>  Proactive steps the proponent can take:   * Discuss access (temporary and permanent) to construct/maintain utility |

Rail Access and Information Links

Please contact the Ministry of Transportation and Infrastructure for further information.

<http://www.gov.bc.ca/tran/contacts.html>

#### Local Health Authority Authorizations

Authorizations administered by the Health Authority for the area:

Supply Drinking Water

|  |  |
| --- | --- |
| Activity | Construct or modify a water supply system and provide drinking water |
| Authorization | Water Supply Construction Permit, Operating Permit |
| Description | **Water Supply Construction Permit:** Authority to commence construction, installation, alteration or extension of a water supply system. Required for commissioning of a new water system and also for every structural or mechanical change to an existing water system that may occur over time, but no required for routine maintenance. Construction, installation, alteration, or extension of any part of a water supply system without a valid Construction Permit is an offence under Section 45 of the *Drinking Water Protection* *Act.*  **Water Service Operating Permit:** Authority to provide a drinking water service to users. |
| Legislation | Drinking Water Protection Act and Regulation |
| Agency | Health Authority – Public Health Protection |
| Decision-maker | **Construction Permit:** Public Health Engineer, Public Health Protection, HA  **Operating Permit:** Drinking Water Officer/Environmental Health Officer, Public Health Protection |
| Technical staff | Public Health Protection office within Health Area |
| Pre-Requisites | For a new water system, the operating permit will not usually be issued until the CP process is completed. |
| Linkages | Water Licence from FLNR is required if surface water will be used.  If the source is a well, the well must be registered and the well must comply with the Groundwater Protection Regulation of Water Act.  The operating permit process for a water system can move forward in parallel with the construction permit process. |
| Application Requirements | Northern Health application for Construction Permit  Key requirements:   * Compliance with *Drinking Water Protection Act* and Regulation * Drinking water source approval |
| Guidance | * Construction permit process flowchart * Northern Health Guidelines for Approval of Waterworks * Guidelines for small water systems (systems serving <500 persons in any 24-hour period) * Operating Permit Application * Emergency response plan template |

Food Premises

|  |  |
| --- | --- |
| Activity | Opening a food premise |
| Authorization | Food Premises Permit |
| Description | Prior to opening a food premise, approval must be obtained from the Environmental Health Officer. |
| Legislation | *Public Health Act*, Food Premise Regulations. |
| Agency | Health Authority |
| Decision-maker | Environmental Health Officer Health Authority |
| Technical staff |  |
| Pre-Requisites |  |
| Linkages | Related requirements include fire inspections, building inspection, business license, etc. |
| Application Requirements | Link to Northern Health application forms and information requirements. <http://www.northernhealth.ca/YourHealth/EnvironmentalHealth/FoodSafety.aspx>  Key requirements:   * Building Plans * Proposed Menu * Food Safety Plans * Sanitation Plans * Food safe Certificates * Inspection required |
| Guidance | Proactive steps the proponent can take:   * Application and plans must be submitted prior to the proposed opening date to allow sufficient time for review and comment, approval, and the initial inspection. |

Sewage Disposal

Ministry of Environment and Climate Change Strategy, and the Health Authority administer sewage disposal authorizations:

Camp Construction

|  |  |
| --- | --- |
| Activity | Construction of a camp (Ranges from temporary exploration camp to permanent mining camp) |
| Authorization | *Land Act* |
| Description | Prior to building a camp, approval must be obtained from the Mine Inspector and Environmental Health Officer. |
| Legislation | *Public Health Act*, Industrial Camps Regulation and the British Columbia Building Code |
| Decision-maker | Mine Inspector as designated by the Chief Inspector of Mines and Environmental Health Officer from the Health Authority |
| Technical staff | Professional designates as required |
| Application Requirements | Key requirements:   * Building Plans * Sanitation Plans * Professional Inspections required * Part of the reclamation plan |
| Guidance | Proactive steps the proponent can take:   * Application and plans must be submitted prior to construction to allow sufficient time for review and comment, approval, and the initial inspection. |

*Link to permit list examples*

# 5. Screening and Review Stage

After completing necessary baseline and assessment studies to adequately address identified issues and potential impacts and meet statutory information requirements, the proponent should submit an applications package that meets the application requirements identified in the pre-application stage.

Members of the advisory committee, specifically the technical advisors to the statutory decision makers for each authorization under review will, with the coordinating assistance of the project lead, screen the draft application.

As noted above, the application requirements document developed by the proponent and accepted by the permitting agencies will assist in the screening of the draft application to ensure that it is complete and sufficient for a full review by the committee. If the technical advisors on the committee are satisfied with the applications package, the SDM’s from each ministry will refer the completed applications to the advisory committee to review, initiating the coordinated review of the applications package. The advisory committee strives to complete a review of all submitted applications in a timely way.

Should a draft application package not pass the initial screening phase of the coordinated review process, the proponent will be asked to make the necessary revisions, requested by members of the advisory committee, to the draft application package for re-submission.

Once an application package has been accepted into the review phase of the coordinated authorization process, the project lead will inform the proponent that the draft applications for statutory authorizations has been screened and accepted for review. The proponent is responsible for distributing the final application and supporting documentation to advisory committee members and making it available to the public and other interest groups. Electronic distribution is encouraged where practicable and where it meets the needs of all reviewers; however, at least one hard copy is still required for EMPR.

The proponent will be asked to meet with the MRC early in the application review stage to summarize the content of the applications and help kick-start the review. The advisory committee provides the interagency and First Nations venue for technical review of the applications and for information exchange and discussions among all committee participants. The proponent will be expected to address all issues within the scope of review before the final report of the committee is forwarded to statutory decision makers. The project lead will work with the advisory committee and proponent to find homes for addressing any issues which are outside the scope of the statutory authorizations under review.

The goal of the project lead and other advisory committee members is to work collaboratively and strive to complete the application review stage in a timely manner.

## 1. Project Execution

### i. Meetings

Project meetings including MRC meetings will occur throughout the coordinated authorizations process and should be supported with agendas, action trackers and meeting notes to ensure efficiency and consistency.

*Link to Agenda Template*

*Link Action Tracker Template*

*Link to Meeting Notes Template*

### ii. Status Reports

Project Leads are responsible for providing regular Project Status Reports to their Directors. Project Status Reports consist of three major components to reporting project status:

* Project health: An indication if the project is on schedule or not and if not why not.
* Milestones: An indication of accomplishments and which milestones are complete, which ones are in progress, and which ones are coming up next.
* Issues and Risks: Brief details about each issue or risk to help managers make decisions on any necessary support.

*Link to Status Report Template*

### iii. Public Review and Comment

Applicants for a mining lease are also subject to a legal requirement to post a notice in the office of the chief gold commissioner stating that the recorded holder intends to apply for a mining lease. They must also publish this in one issue of the Gazette, and once each week for 4 consecutive weeks in a newspaper circulating in the area in which the mineral claim is situated. A person claiming a right to the minerals of any kind must commence a proceeding in the Supreme Court within 80 days after the date of posting of the notice.

Applicants for a *Mines Act* permit are subject to a legal requirement to advertise project proposals upon submission of the application and make information available for public review, with 30 days available for public review and comment [Part 10.2.1 and 10.2.2 of the Code].

Additionally, applicants for an effluent discharge permit under the *Environmental Management Act* are required to provide public notice of an application in accordance with the [Public Notification Regulation](http://www.bclaws.ca/civix/document/id/complete/statreg/202_94), available at <http://www.bclaws.ca/>.

Other authorizations typically required for ancillary infrastructure like transmission lines, access roads, camps and staging areas also require both public adverting and stakeholder engagement; for example, a *Land Act* tenure application for a transmission line.

The project lead will coordinate with members of the advisory committee to provide direction to the proponent regarding the format and method of public notification, including opportunities to make a joint notification for the ancillary and primary authorizations that require public advertising including making the applications available for review and a common public comment review period.

### iv. First Nations Consultation and Accommodation

Before issuing authorizations for any mining activity, the Province has a legal responsibility to consult and, where appropriate, accommodate First Nations with Aboriginal interests in the project area. The Province also has treaty-specific responsibilities where there are established treaty rights. The advisory committee’s First Nations consultation advisor is responsible for leading and coordinating the First Nations consultation process.

The procedures were released in July 2010 as interim in order to review them with First Nations. To view the document, click on [Updated Procedures for Meeting Legal Obligations When Consulting First Nations: Interim](http://www.gov.bc.ca/arr/reports/down/updated_procedures.pdf).

Accommodation includes activities to avoid or mitigate adverse impacts or concerns respecting Aboriginal interests brought forwards by a First Nation during engagement. Accommodation options could include:

* Changing the timing of a proposed activity;
* Altering the footprint or location of a proposed activity;
* Avoiding the Aboriginal interest;
* Environmental monitoring, and,
* Other mitigation strategies (i.e. agreements).

Proponent-driven initiatives such as modifying mine plans to minimize potential impacts, avoiding sensitive areas, developing mitigation strategies, carrying out environmental monitoring programs or developing benefit and other business agreements with First Nations can also contribute to the decision-making process.

## 2. Project Control

### i. Tracking Schedule

Each change to the baseline schedule should be documented in a tracking schedule. The tracking schedule provides an at a glance summary of the expected and actual dates for milestones and deliverables.

*Link to tracking schedule template*

### ii. Change Tracking

When a change to the scope or schedule of a project has been identified the Project Lead will gather details regarding the proposed requirement for change. With the assistance of the person requesting the change, the Project Lead will complete a Change Request Form. The Change Request Form summarizes the changes including background, proposed change, benefits, consequences, change analysis impact and approvals. As well, the Project Lead will track all project changes in a Change Log.

*Link to change request form and change log*

### iii. Issue Tracking

The Project Lead (MRC Chair) will track technical issues raised by MRC members throughout the coordinated authorizations process in an Issues Tracking Table. The management and responsibility for the issue tracking should be worked out among all review participants including the Proponent to ensure efficiencies, accuracy, objectivity and it is useful to SDMs.

*Link to Technical Issue log and Project Issue Log*

### iv. Risk Tracking

The Project lead can track risks with a risk register. All project risks are documented and prioritized in the risk register. Best practice for risk management is to review the risk register regularly and address them during project status meetings.

*Link to Risk Register template*

### v. Lessons Learned Log

Throughout each project life cycle, lessons are learned and opportunities for improvement are discovered. Documenting lessons learned helps the team discover the root causes of problems that occurred and avoid those problems in later project stages or future projects. It also allows for better planning of later project stages and future projects, improving implementation of new projects, and preventing or minimizing risks for future projects.

*Link to lessons learned log*

### vi. Action Tracker

Actions coming out of project meeting and discussions with stakeholders or First Nations can be easily tracked and logged using an action tracker. Actions should be reviewed regularly and closed out when complete.

*Link Action Tracker Template*

# 6. Reporting and Decisions Stage

The advisory committee provides recommendations to statutory decision makers (SDMs) and does not have any decision-making authority. At the end of the committee’s review of the applications, the project lead will prepare a summary report on behalf of the committee and submit it to the appropriate SDMs for permit decisions. The summary report contains information on the proposed project, the review process and timelines, the issues raised during review and how they were resolved, and a summary of First Nations and public consultation.

As well, the First Nations consultation advisor for the advisory committee will prepare a detailed First Nations consultation report for SDMs, which identifies First Nations interests and suggested mitigations, provides details of the consultation process, and assesses how the process satisfied the Province’s legal obligations to consult and accommodate.

## 1. Project Closeout

### i. Mine Review Committee Report

The purpose of this report is to provide SDMs with information from which to make an informed and durable decision. As such, care should be taken to ensure the report contains:

* the appropriate information on the process undertaken to meet each statutory requirement; information distribution and comment;
* identification of issues raised and how they were addressed and if not, why not; and
* matters for each decision-maker to take into consideration in making a decision.

The report is not intended to be a Reasons for Decision document and does not preclude additional information a SDM may use to make a decision or to develop permit conditions.

*Link to Mine Review Committee Report Template*

### ii. First Nations Consultation Report

The purpose of this report is to provide Statutory Decision Makers (SDMs) with an overview of First Nations consultation that has taken place during the coordinated authorizations process, including the scope of the consultations, the approach, summary of communications and meetings and applicable agreements. The report is typically completed by the First Nations Consultation Advisor from FLNRO assigned to the project with the support of the MMPO Project Lead.

*Link to Examples of FN Consultation Reports*

### iii. Lessons Learned Summary Report

A summary report of lessons learned is recommended to be completed by the Project Lead after the submission of the final decision package to the statutory decision makers. The report should address the following key issues:

* Assessment of goals and objectives; and
* Identification of activities or areas needing additional effort; and
* Identification of effective activities or strategies; and
* Assessment of the roles and interactions of the organizations/ministries involved in the project.

*Link to Lessons Learned Summary Report Template*