

Handbook on Strategic Environmental Assessment

Fisheries and Oceans Canada

January, 2005

Preface

Consistent with the Department of Fisheries and Oceans (DFO) commitment to sustainable development, DFO is also committed to ensuring that the department completes Strategic Environmental Assessments (SEA) in conformance with the *2004 Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals*.

Purpose of this Handbook

The purpose of this Handbook is to assist DFO managers, policy and program officers in deciding when and how to undertake an SEA. Once completed, an SEA prepared in accordance with this Handbook will serve as the basis for a summary statement in a policy plan or program proposal put forward in a Memorandum to Cabinet or Treasury Board Submission.

Approach

This Handbook is designed for interactive use by managers, policy officers and staff tasked with preparing policy, plan and program documents. The Handbook should be used early on in the proposal development process and referred to as the SEA evolves to completion. The Handbook provides textual guidance, and forms to support the work and document conclusions. The *2004 Cabinet Directive* remains the definitive reference where there is uncertainty about meaning and/or interpretation.

This Handbook will be evaluated through ongoing follow-up to identify areas for improvement. The Handbook will also be reviewed in the context of the quality, appropriateness and effectiveness of the resultant SEAs and feedback through inter-departmental processes.

For Further Information

For further information and advice for completing SEAs and use of this Handbook contact:

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1.0 Introduction

Strategic Environmental Assessment (SEA) is an effective planning tool that supports the achievement of sustainable development. It provides for evaluation of any positive and negative environmental effects of policy, plan or program proposals, and socio-economic effects derived from environmental effects, as the proposals are being developed and before decisions are taken.

SEA is intended to ensure that environmental considerations are factored into decision-making, concurrent with consideration of economic and social factors. Through SEA, environmental considerations can be addressed at the earliest planning stages in the development of government policy and programs.

2004 Cabinet Directive

In 2004, Cabinet updated previous 1990 and 1999 Directives to departments that they were to take environmental considerations into account at the strategic level of policy, plan and program development. The *1999 Cabinet Directive* had strengthened the role of SEA by clarifying obligations of departments and agencies, and by linking SEA to the implementation of Sustainable Development Strategies.

The *2004 Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals* states, in accordance with the federal commitment to sustainable development, “Ministers expect that policy, plan and program proposals of departments and agencies will consider, when appropriate, potential environmental effects.” An SEA must accompany any policy, plan or program proposal brought before Ministers for approval where it may result in important environmental effects either positive or negative.

The *2004 Cabinet Directive* provides a series of guiding principles for departments to apply in meeting their SEA obligations. These guiding principles are set out below.

Early Integration – Consider environmental effects early in the planning stages.

Examine Alternatives – Evaluate and compare different options.

Flexibility – Adapt and refine SEA methodology to meet circumstances.

Self-assessment – Departments determine how to conduct SEAs, complete the SEAs, determine whether there are important environmental effects, and report the results.

Appropriate Level of Assessment – Extent of assessment should be commensurate with the importance of anticipated environmental effects.

Accountability – SEAs should be rationalized and defensible.

Use Existing Mechanisms – Use the departmental policy process as the basis for consultation, identifying SEA team members, etc.

SEA Public Statement

Amendments in the *2004 Cabinet Directive* require a public statement on environmental effects when an SEA “Detailed Analysis” has been completed.

A link to the *2004 Cabinet Directive* is contained in Annex B.

1.2 SEA in Department of Fisheries and Oceans

DFO is committed to working with Canadians to ensure the sustainable development and safe use of Canadian waters. Implementing the *2004 Cabinet Directive* is an important part of DFO's commitment in this regard.

Sustainable development is fundamental to DFO's mandate, policies and programs and the department is called upon on a daily basis to integrate environmental, economic and social considerations into its decision-making. SEA provides the means to identify and address potential environmental effects of policies, programs and plans early in the planning process. As a result of DFO's mandate, consideration of the environmental effects of DFO policies, programs and plans is fundamental to the business of the department and, in many cases, is being undertaken on an ongoing basis. SEA provides a useful tool to inform and document the consideration of environmental effects, and offers a number of important benefits. In particular, SEA assists in:

- Enhancing positive environmental effects and minimizing negative environmental effects;
- Considering potential cumulative environmental effects;
- Demonstrating accountability and credibility among the general public and stakeholders;
- Streamlining related project-level environmental assessments by addressing overarching strategic issues at the planning stage;
- Facilitating discussions with provincial / territorial governments and Aboriginal and Inuit self-government organizations; and,
- Contributing to broad government policy commitments and obligations.

In implementing the *2004 Cabinet Directive*, DFO considers those socio-economic effects that are derived from the environmental effects of a proposal. Broader socio-economic effects are considered within the body of the proposal documents themselves, as appropriate.

2.0 When to Complete SEA

SEA Required When

An SEA is required when:

- A proposal for a policy, plan or program is submitted to an individual Minister or Cabinet for approval; and,
- Implementation of the proposal may result in important environmental effects, either positive or negative.

The *2004 Cabinet Directive* also encourages Departments/Agencies to conduct an SEA when circumstances warrant (e.g., facilitate Sustainable Development Strategy (SDS) implementation; public concern warrants, etc.).

In DFO, the need to complete an SEA must be considered when the following are being developed to support of policy, plan and program proposals:

- Memorandum to Cabinet (MC);
- Treasury Board (TB) Submission;
- Regulatory Impact Analysis Statement (RIAS);
- Ministerial Announcements; and,
- Other documents submitted for Ministerial or Cabinet decisions.

SEA Not Required When

An SEA is not required when:

- It is clear that a policy, plan or program proposal has no potential for environmental effects (e.g., proposed change to departmental identity standards such as logo, uniforms, etc.);
- The proposal is in response to a clear and immediate emergency (Ministers determine whether an emergency exists);
- The matter is of such urgency (e.g., for the economy or a particular industrial sector) that normal Cabinet process is shortened; and,
- The environmental effects of the proposal have been previously assessed (e.g. as part of a broader SEA).
- MC is transmitting a response to a Panel Report for approval with respect to an EA under CEAA.

Under these circumstances, the decision and rationale for not completing an SEA should be documented on the Initial Checklist Form (Form 1) in Appendix A.

3.0 SEA Roles and Responsibilities

In DFO, it is the responsibility of the originator of any policy, plan or program proposal to ensure that an SEA is completed as early as possible in the proposal development process. **This responsibility will fall to a Policy Officer or Program Officer within the sponsoring Responsibility Centre.**

There are three options for managing completion of an SEA:

- Officer prepares the SEA with minimal input from others;
- For more complex SEAs, a team is established by the lead sector to bring relevant expertise from appropriate disciplines, in other DFO Sectors and/or other departments, to bear on the SEA; or,
- A third party or consultant is retained to prepare the SEA.

Approval of an SEA is the responsibility of the Assistant Deputy Minister having accountability for the policy, plan or program proposal. Assistant Deputy Ministers will sign-off on SEAs or the rationale through a preliminary scan not to conduct a detailed analysis, and will also ensure SEA training for staff engaged in the proposal development process. Coordination of the Department's SEA activities is led by Strategic Priorities, Policy Sector. Accordingly, the Assistant Deputy Minister of Policy Sector will have final approval of SEAs based on advice of the Director of Strategic Priorities.

In order to support DFO's SEA management system, Strategic Priorities keeps an inventory of proposals identified by sector lead and conducts quality reviews on a bi-annual basis. Additionally, Strategic Priorities provides access to SEA training and guidance for DFO employees. It is the responsibility of sectors and regions to send employees on training and pay for it.

Consultation with other federal government departments may be necessary as part of the normal inter-departmental process associated with bringing a policy, plan or program proposal to the Minister, or Ministers, for approval. In addition, consultation with stakeholders and the public may be appropriate, depending on the nature of the initiative and considerations around possible security status restrictions associated with the documentation. Consultation should be consistent with the DFO Consultation Framework and, as a guiding principle, consultation on an SEA should be integrated with other consultations that may be undertaken in support of the proposed initiative. It should not be necessary to initiate a separate consultation process for the sole purpose of SEA.

4.0 SEA Levels

Under the *2004 Cabinet Directive*, there are two levels of SEA:

Preliminary Scan Preliminary Scan:

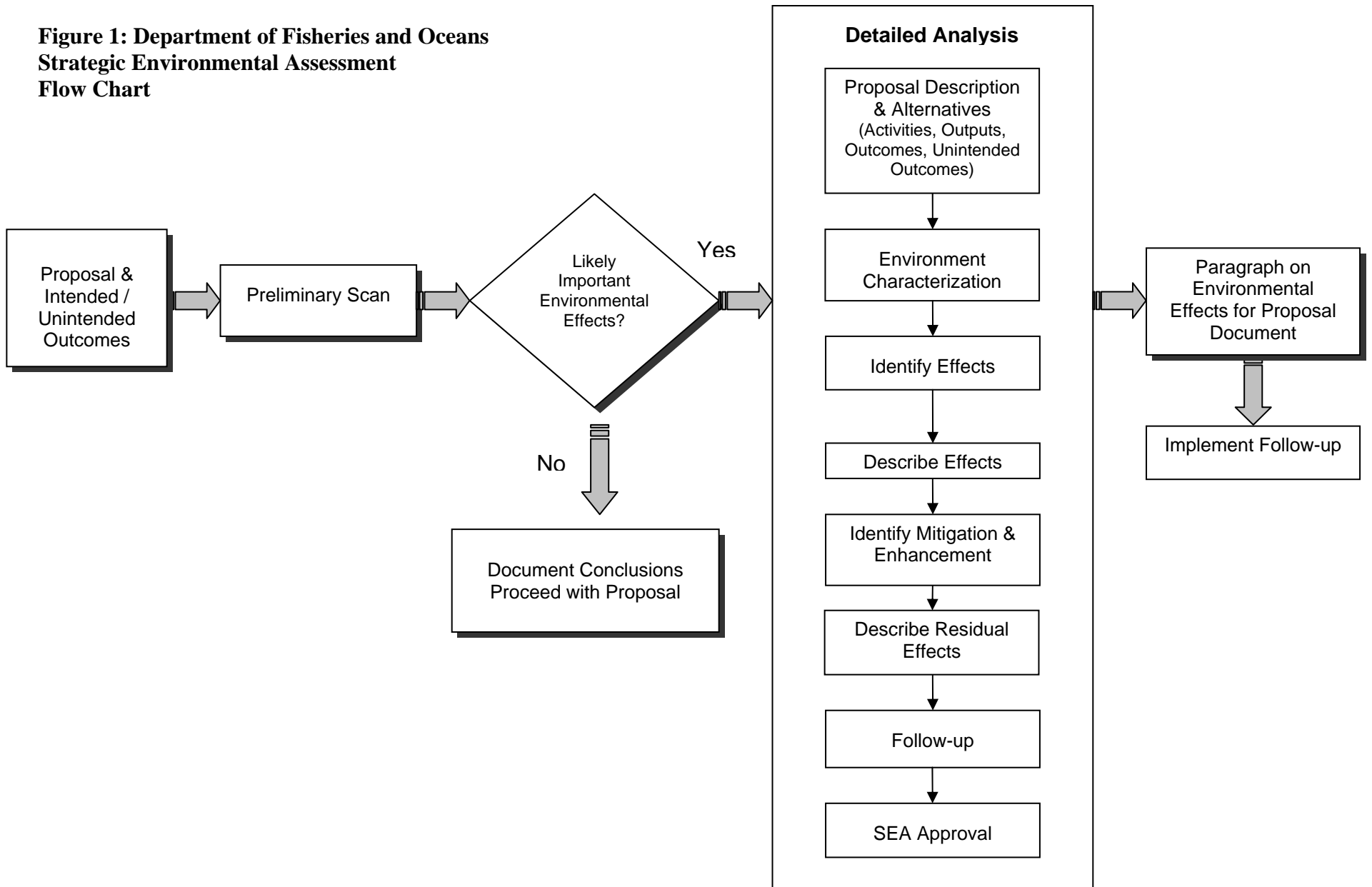
- Analysis of whether important environmental effects (positive or negative) are likely to occur in association with the policy, plan or program proposal under consideration. Details on completing a Preliminary Scan are presented in Section 5.

Detailed Analysis Detailed Analysis:

- Analysis of the environmental effects of each proposal option and outcome, fully integrated with the analysis of social, economic, safety and security aspects of the proposal. Details on completing a Detailed Analysis are presented in Section 6.

The Preliminary Scan and Detailed Analysis are illustrated in the SEA Flowchart presented in Figure 1 below.

**Figure 1: Department of Fisheries and Oceans
Strategic Environmental Assessment
Flow Chart**



5.0 Preliminary Scan

The Preliminary Scan is a high level consideration of the proposal to determine whether its implementation outcomes are likely to have “**important**” positive or negative environmental effects.

If the intended and unintended outcomes of the proposal are **NOT LIKELY** to result in **positive or negative environmental effects** that are considered “**important**”, then further SEA is not required. If the proposal outcomes are predicted to result in **positive or negative environmental effects** that are **LIKELY “important”**, then further SEA in the form of a Detailed Analysis is required.

Deciding whether an environmental effect is “**important**” is subjective. The following questions are intended to assist in making this determination:

- Will the outcomes affect aspects of natural resources? (e.g. quality, quantity, management);
- Does the proposal have direct or indirect outcomes with environmental effects?
- Will the proposal affect achievement of SDS commitments?
- Will the proposal generate projects subject to CEAA or other federal EA legislation?
- Will the proposal involve a new process or technology?
- Will the scale, timing, etc. of the proposal and its predicted effects (refer to effects characteristics description in Section 6.4) result in important interactions with the environment?

If the answer to one or more of these questions is “yes”, then it is generally considered appropriate to complete a Detailed Analysis. **A public statement on the environmental effects is required when a Detailed Analysis is completed.**

Use the Preliminary Scan Form (Form 2) in Appendix A. The form should be signed by the policy or program officer leading the SEA and the appropriate ADM. If a Detailed Analysis is not necessary, place the signed form in the proposal file and forward a copy to Strategic Priorities for ADM Policy approval and retention on the departmental SEA file.

6.0 Detailed Analysis

The SEA Form (Form 3) in Appendix A can be used for guidance in preparing a Detailed Analysis. It may be possible to use the form itself, or it may be more appropriate to prepare a separate SEA report. For simple, straight forward SEAs it will likely be preferable to use the forms. In more complex situations, it will likely be necessary to have a separate SEA report prepared, with the help of a team (e.g., Treasury Board Submission for a new research initiative).

For a Detailed Analysis, it will likely be necessary to bring a number of disciplines, areas of expertise and possibly Responsibility Centres and Departments to bear. It is not expected that policy analysts or program officers will necessarily have all of the required expertise. Seek advice on where to find the expertise appropriate to a given proposal and build a team to complete the task. It may be necessary to obtain the help of academics, non-governmental organizations and/or consultants.

6.1 Proposal Description

As a first step in completing the Detailed Analysis, prepare an overview description of the policy, plan or program proposal.

- **Proposal Scope**

Clarify Scope of Proposed Initiative:

To prepare the Proposal Description, clarify the scope of the proposal and confirm consensus on the scope among SEA team members, the inter-departmental community, and possibly stakeholders. The scope of the proposal confirms what is included in the Proposal Description and what is not. Scoping decisions should be supported by a rationale. The scope of the proposal should be confirmed early in the process because decisions on boundaries can have implications throughout the SEA.

Example: For a program to freeze a research ice-breaker into the Arctic for 10 months, elements included in the scope could include: the voyage north and return; 10 months in the Arctic; re-supply by air; fuel handling; etc. Elements that might be excluded from the scope could include the effects of research findings on the environment (e.g., results leading to refined climate change models).

- **Proposal Description**

Prepare Description of Proposed Initiative:

Prepare an overview description of the proposal. Major elements of the proposal may include: Purpose; Context; Options; Activities; Intended Outcomes; and, Unintended Outcomes. Many of these elements can be derived from the MC or TB Submission, particularly if a Results-based Analysis approach has been used in preparing the proposal. Approach the preparation of this description from a broad perspective, thinking about the kinds of direct, indirect and unintended outcomes that could have environmental implications.

The SEA must address the environmental implications of each proposal option. Each option should be presented in the Proposal Description.

6.2 Environment Characterization

Prepare a characterization of those aspects of the environment that are relevant to the proposed initiative. The “Environment Characterization” is a high-level description of the baseline conditions that define the environment that will be affected by the proposal. “Environment” refers to the biophysical environment (i.e., land, water, air, and associated organisms and natural systems). However, consideration should also be given to socio-economic, cultural and health features which may be affected as a result of a direct or indirect change in the environment that is likely to be caused by the proposal.

- **Scope of Environment**

Clarify Scope of the Environment:

The scope defines what is included in the Environment Characterization and what is not. Establish the scope, or boundaries in space and time, of the environment to be considered and described in the SEA. If the initiative relates to a specific site or area, then the scope may be fairly restricted and the description fairly specific. If, however, the proposed initiative is regional, national or international in scope, then the characterization will need to be at a higher level that is more all encompassing and less detailed based upon potential interactions of the proposal and environment. Include socio-economic aspects if it is expected that they will be affected by any environmental effects caused by the proposed initiative.

In defining the scope, it is important to confirm consensus in the SEA team, the inter-departmental community, and possibly stakeholders, as appropriate. If the scope is too broad, then many peripheral issues may be raised. If the scope of the Environment Characterization is too narrow, then key proposal / environment interactions may be missed.

In the Environment Characterization, different boundaries may be established for different environmental components.

- **Spatial Boundaries** (e.g., specific geographic area; local; regional; national; international).
- **Temporal Boundaries** (e.g., one season; one year; population cycle of an organism; one or more human generations, etc.).
- **Jurisdictional Boundaries** (e.g., national; province; territory; municipality; Aboriginal or Inuit self-government, etc.).

For example, the boundaries in space and time, that are suitable for climate change considerations, would likely be different from boundaries associated with constructing ships in Canadian shipyards.

• **Environment Characterization**

Prepare a Description of the Environment:

Officers charged with responsibility for completing an SEA, and the SEA team where one has been established, will have to apply their judgement in deciding how to approach preparation of the environment characterization.

Characterizing the relevant environment in SEA can be quite challenging. In some cases, it will be possible to be fairly specific (e.g., Treasury Board Submission to re-construct a research institute would be specific because the initiative is very specific in terms of location, size, life-cycle, etc., making the implicated environment specific).

In other cases, the environment characterization will have to be at a fairly high level (e.g., Memorandum to Cabinet on a policy framework for aquaculture would be quite general because it could relate to Canada's three coasts, as well as inland areas). Reference to previous SEAs and consulting those with experience within DFO, in other departments, and/or the consulting community, can provide useful assistance.

Components of the **Physical Environment** that may warrant characterization in an SEA could include:

- Climate conditions (e.g., winds; air temperature; etc.);
- Oceanographic and limnological conditions (e.g., waves; ice-cover; temperature; density; salinity; currents; flows; dissolved oxygen; dissolved CO₂; etc.); and,
- Sediment physical/chemical characteristics.

Components of the **Biological Environment** that may warrant characterization in an SEA could include:

- Freshwater and marine environment characteristics (e.g. water quality (e.g., nutrients), fish species, population levels and population dynamics, ecosystem function, marine plants, aquatic vegetation, fish habitat, waterfowl, wetlands, marine mammals, species at risk); and,
- Terrestrial environment characteristics (e.g. terrestrial flora present and function (e.g., vegetation, forest cover, agricultural crops), terrestrial fauna present and function (e.g., population levels, habitat, mammals, birds, reptiles, species at risk, etc.).

Components of the **Socio-economic Environment** that may be affected by the environmental effects of a proposal could include:

- “Quality of life” or “way of life”;
- Economic / commercial opportunities, or employment that derives from current environmental conditions; and
- Availability and quality of recreational opportunities and amenities.

Components of the **Cultural Environment** that may be affected by the environmental effects of a proposal could include:

- First Nations and Inuit cultural links, lands, and land claim implications;
 - Integrity of archaeological or paleontological sites;
 - Cultural values, customs and beliefs closely linked to environmental components (e.g., coastal community viability and way of life); and,
 - Sacred sites (e.g., burial grounds), historic trails and rivers.
-

Components of the **Human Health Environment** that be affected by the environmental effects of a proposal could include:

- Human health as it relates to levels of toxic contaminants and / or bacteriological pathogens that could be changed as a result of the proposal; and,
 - Human health as it relates to release of therapeutants and pesticides.
-

6.3 Environmental Effects Identification

Identify Environmental Effects

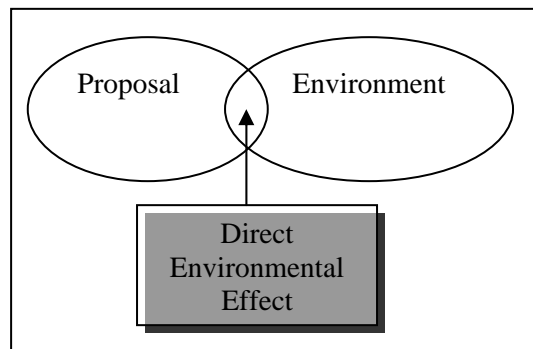
Use the Proposal Description and Environment Characterization to identify Environmental Effects likely to accrue from implementing the proposal. The SEA practitioner / team will need to think broadly in considering whether or not effects are likely to occur, using a logical and reasoned approach.

In identifying potential Environmental Effects, consider:

- Direct Environmental Effects;
 - Indirect Environmental Effects; and,
 - Cumulative Environmental Effects.
-

Direct Effects

Direct Environmental Effects are a direct cause-effect relation between the Proposal and the Environment.

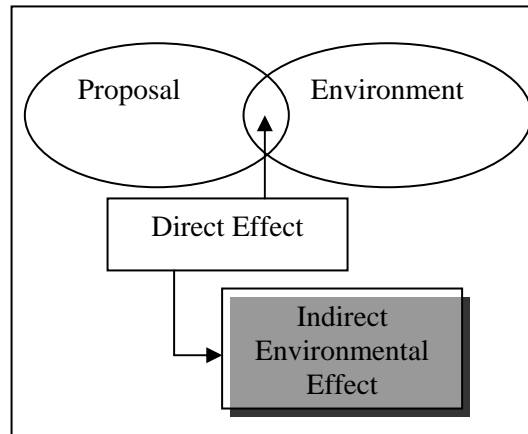


Direct Effect Examples:

- A diesel fuel spill from a vessel will have toxic effects on marine life.
- Construction and operation of salmon spawning channels alters water flows.

Indirect Effects

Indirect Environmental Effects are second order effects, one step removed from a direct effect in terms of cause-effect linkages.

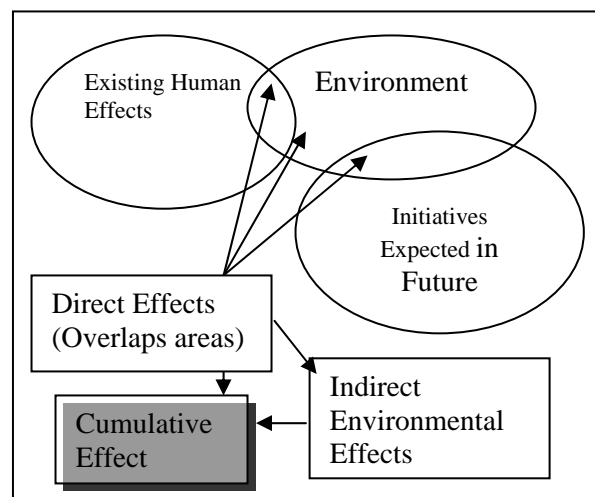


Indirect Effect Example:

- Increased salmon production from spawning channels ensures that vitality of coastal communities dependent on salmon fishing is maintained.

Cumulative Effects

Cumulative Effects are the additive and synergistic effects predicted to result from implementing the proposal when considered in combination with effects from previous and present sources, as well as sources reasonably expected to be implemented in the future.



Cumulative Effect Example:

- Fish habitat degradation, combined with effects from climate change lead to decreased overall fish production.

Tools for Identifying Effects:

Expert Advice – Expert advice may be obtained within the various DFO sectors, from other federal government departments, academic institutions, and non-governmental organizations, and by retaining independent consultants to either prepare the complete SEA, or provide input on certain aspects.

Matrix – A Matrix is an effective tool for identifying interactions between components of the environment and the activities, outputs, outcomes, and unintended outcomes from a proposal. It can be used to identify positive and negative effects that are Direct, Indirect and Cumulative, that can be subsequently characterized for decision-makers. The SEA Form (Form 3) in Appendix A includes a prototype Matrix for environmental effects identification. For use in an SEA, the column headings would have to be confirmed and adjusted with the study team. Use of a Matrix is optional, depending upon the degree of specificity that can be achieved in the analysis. For specific Treasury Board submission SEAs, use of a matrix will be quite appropriate; however, for very high level SEAs, it may not be appropriate to use such a specific analytical tool.

Case Studies – Previous experience from implementing similar policy, plan or program proposals in Canada or beyond can provide valuable information for predicting the environmental effects, particularly if an SEA was completed.

6.4 Describe Environmental Effects

As a basis for drawing conclusions on the importance of environmental effects, it is important for decision-makers to have as complete an understanding as possible of the nature and extent of predicted effects. The following descriptors are normally used as prompts to elicit the type of description that is useful in making SEA related decisions.

Effect Characteristic	Description
Magnitude	Extent of change predicted
Location / Geographic Extent	Where the effect is predicted to occur and the area over which the effect will extend
Scale	Local, regional, national, international
Timing	Describe when the effect is predicted to occur (i.e., at a certain time of year)
Duration	Length of time over which the effect is predicted to extend
Reversibility (over what period of time)	Prediction on whether the effect is reversible and, if so, the period of time for recovery
Ecological Context	Predict the implications of the effect for the affected ecosystem (i.e., critical ecosystem components affected that could have more far-reaching longer-term implications; comparison with baseline conditions, environmental quality objectives, etc.)
Social Context	Predict implications of the environmental effects on social considerations (i.e., people rely on an affected environmental component for health or livelihood; comparison with area, municipal, provincial or national management plans; comparison with SDS targets and those of other federal departments; etc.)

Positive & Negative Effects

During the assessment, each environmental effect should be classified as positive or negative. Some effects may, however, be classified as neutral in terms of their implications for the environment. In addition, some effects may be assigned a neutral classification on a temporary basis, until additional information clarifies the conclusions. Socio-economic effects described in the SEA will be those that derive from effects on the environment.

Cumulative Effects

The description of effects should also identify whether effects are classified as cumulative, when considered in combination with effects from other sources (past, present, reasonably anticipated in the future).

6.5 Mitigation & Enhancement of Effects

Identification of Mitigation and Enhancement Measures is a key objective of the SEA process and involves:

- Identification of the effects;
 - Identification of mitigation and / or enhancement measures;
 - Determination of feasibility and/or prediction of effectiveness based upon past experience, documented studies, feasibility analyses; and,
 - Re-assessment and description of the effect assuming effective application of the mitigation / enhancement measures.
-

Mitigation of Negative Effects**Mitigation Measures:**

Mitigation Measures reduce, control or eliminate adverse environmental effects and can include:

- Changes to the proposed policy, plan or program (e.g., alternate options, approval criteria);
 - Changes in proposal implementation and management (e.g., alter timing, re-locate infrastructure / activities, adaptive management);
-

-
- Conditions placed on future projects / activities resulting from approval of the proposed policy, plan or program (e.g., time and funding for project-level environmental assessment); and / or,
 - Measures to compensate for environmental effects predicted to result from implementation (e.g., community projects to construct new, compensatory habitat).
-

Enhancement of Positive Effects

Enhancement Measures:

Enhancement Measures may be considered to optimize or improve positive environmental effects. These could include identification of:

- Partnership opportunities to build on local initiatives; and,
 - Opportunities to use environmental effect related education and positive experiences as ways to facilitate reductions in environmental effects (e.g., responsible fishing initiatives).
-

6.6 Describe Residual Effects

Following the identification and description of feasible Mitigation Measures and/or Enhancement Measures, proceed to adjust the Environmental Effects and Related Socio-economic Effect Description, reflecting effective application of the identified measures. This description will form the basis for a paragraph to be included in documentation going to the Minister or Ministers (i.e., M.C., Treasury Board Submission, etc.). As with any component of such a document, it is important that underlying assumptions, rationales, etc. are made apparent for decision-makers. Where appropriate, concerns about environmental effects from groups most likely to be affected, and among the public and other stakeholders, should be identified.

7.0 Follow-up

Follow-up may be required to ensure that mitigation and/or enhancement measures are implemented as planned and are effective. Follow-up should be considered, particularly in those cases where:

- The proposal provides authority for new activities that have the potential to cause environmental effects;
- The proposal involves new or unproven technology;
- The proposal involves new mitigation or enhancement measures;
- An otherwise routine proposal is planned for an unfamiliar environmental setting;
- There is some uncertainty about the conclusions; and/or,
- To ensure the proposal and its implementation remain consistent with SDS objectives and targets.

Follow-up can be used to provide information for use in future SEAs and/or to provide information to adjust implementation as it unfolds.

8.0 SEA Approval

Once completed, the SEA should be signed by the policy officer or program officer that led its completion, as well as a corresponding ADM. Copies should be sent to Strategic Priorities for ADM Policy approval and retained in appropriate proposal files, as well as in the consolidated departmental SEA file.

APPENDIX A

DFO

STRATEGIC ENVIRONMENTAL ASSESSMENT

FORMS

Fisheries and Oceans Canada			
Strategic Environmental Assessment			
Proposal Name:		Originating Responsibility	
File Number:		Centre:	
Security:			
Form 1: Initial Checklist (Handbook Section 2.0)			
Type:		Contact Name:	
<input type="checkbox"/> Memorandum to Cabinet <input type="checkbox"/> Treasury Board Submission <input type="checkbox"/> Ministerial Announcement <input type="checkbox"/> Other (Describe)		Position:	
		Telephone:	
		Facsimile:	
Description of Initiative:			
Potential for Environmental Effects:			
Proposal Exempted from SEA:			
Emergency: <input type="checkbox"/>		Shortened Cabinet Process: <input type="checkbox"/>	Previously Assessed: <input type="checkbox"/>
Is a Strategic Environmental Assessment required?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Rationale:			
_____	_____	_____	_____
Policy Officer	Date	Manager	Date

Fisheries and Oceans Canada

Strategic Environmental Assessment

Proposal Name:

File Number:

Security:

Originating Responsibility

Centre:

If Strategic Environmental Assessment is required, proceed to Preliminary Scan.

Form 2: Preliminary Scan (*Handbook Section 5.1*)

Proposal Activities and Outcomes (Direct and Indirect):

Are aspects of natural resources affected by outcomes?

Yes

No

Description and Rationale:

Does the proposal have Direct and Indirect outcomes with environmental effects?

Yes No

Description and Rationale:

Will the proposal affect achievement of SDS commitments?

Yes

No

Description and Rationale:

Fisheries and Oceans Canada

Strategic Environmental Assessment

Proposal Name:

File Number:

Security:

Originating Responsibility

Centre:

Will the proposal generate projects subject to the *Canadian Environmental Assessment Act* or other federal EA legislation?

Yes No

Description and Rationale:

Does the proposal involve a new process or technology?

Yes No

Description and Rationale:

Does the scale or timing of the proposal result in important interactions with the environment?

Yes No

Description and Rationale:

Fisheries and Oceans Canada
Strategic Environmental Assessment

Proposal Name:
File Number:
Security:

**Originating Responsibility
Centre:**

Preliminary Scan Conclusion:

Does the proposal meet any of the above criteria? Yes No

Is the proposal likely to result in important environmental effects? Yes No

Is a Detailed Analysis required? Yes No

Rationale:

Policy Officer

Date

Assistant Deputy Minister

Date

Assistant Deputy Minister, Policy

Date

**If the proposal is likely to result in important environmental effects, proceed to
Detailed Analysis (Form 3).**

Fisheries and Oceans Canada
Strategic Environmental Assessment

Proposal Name:
File Number:
Security:

Originating Responsibility
Centre:

Form 3: Detailed Analysis (*Handbook Section 6.0*)

Describe the Proposal. (Use attachments if necessary)

Scope:

Major Elements:

What are the Direct, Indirect and Unintended Outcomes of the proposal? (Refer to SEA Handbook text and use attachments if necessary)

Describe the environment at a level and scope relevant to the proposal.

Scope:

Boundaries:

Spatial:

Temporal:

Jurisdictional:

Fisheries and Oceans Canada
Strategic Environmental Assessment

Proposal Name:
File Number:
Security:

Originating Responsibility
Centre:

Physical Environment Components Characterization:

Biological Environment Components Characterization:

Related Socio-economic, Cultural and Human Health Environment Component Characterization:

Fisheries and Oceans Canada
Strategic Environmental Assessment

Proposal Name:
File Number:
Security:

Originating Responsibility
Centre:

Potential Environmental and Related Socio-economic Effects Description (Optional use of Matrix to identify effects):

Mitigation / Enhancement Measures:

Planned Follow-up (*Handbook Section 7.0*) :

Fisheries and Oceans Canada
Strategic Environmental Assessment

Proposal Name:
File Number:
Security:

Originating Responsibility
Centre:

Views of the Public and Stakeholders:

Sources of Information:

Internal Documents:

External Documents:

Public and Stakeholder Consultations (Describe):

Other (Describe):

Summary Characterization of Environmental Effects:

Fisheries and Oceans Canada
Strategic Environmental Assessment

Proposal Name:
File Number:
Security:

Originating Responsibility
Centre:

Summary Characterization of Environmental Effects (cont'd):

SEA Approval (*Handbook Section 8.0*):

Detailed Analysis Prepared by:

Policy Officer

Date

Detailed Analysis Approved by:

Assistant Deputy Minister

Date

Assistant Deputy Minister, Policy

Date

APPENDIX B

THE 2004 CABINET DIRECTIVE

Please refer to the Canadian Environmental Assessment Agency Internet site:

http://www.ceaa-acee.gc.ca/016/directive_e.htm

APPENDIX C

GLOSSARY

GLOSSARY

2004 Cabinet Directive – The *2004 Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals* that requires federal departments and agencies to complete Strategic Environmental Assessments and provides guidance for doing so.

Canadian Environmental Assessment Act – Legislation in Canada that governs the environmental assessment of a Project by a federal government department or agency, and the steps to be followed in completing the environmental assessment.

Detailed Analysis – The *1999 Cabinet Directive* requires completion of a Detailed Analysis when a Preliminary Scan indicates that a policy, plan or program proposal is likely to have important environmental effects. A Detailed Analysis systematically examines the potential environmental effects (and related socio-economic effects) of the proposal.

Environment – Components of the earth, including:

- Land, water and air, including all layers of the atmosphere;
- All organic and inorganic matter and living organisms; and,
- The interacting natural systems that include the above components.

Environmental Assessment (EA) – A process for identifying, predicting, evaluating and mitigating the biophysical, social and other relevant effects of development proposals prior to major decisions being taken.

Environmental Effect – Any change that a policy, plan or program may cause in the environment, including any effect of such change on health and socio-economic conditions, on physical and cultural heritage, on the current use of lands and resources for traditional purposes by aboriginal persons, or on any structure, site or thing that is of historical, archaeological, palaeontological, or architectural significance, and any change to the proposal that may be caused by the environment, whether such change occurs inside or outside of Canada. Note that effects on species at risk should be considered as environmental effects.

Follow-up – Follow-up is a program for ensuring that mitigation / enhancement measures are implemented, determining the effectiveness of those measures in achieving their intended purpose, and for verifying the accuracy of the environmental assessment.

Mitigation – The elimination, reduction, or control of adverse environmental effects of a policy, plan or program, and includes restitution for any damage to the environment caused by such effects through replacement, restoration, compensation or any other means.

Outcomes – Short or medium-term results of one or more outputs from a policy, plan or program proposal.

Outputs – Direct products or services stemming from activities of a policy, plan or program initiative, and delivered to a target group or population. They are immediate, visible, concrete and tangible results of activities. Outputs are entirely within the control of the organization.

Preliminary Scan – This is the first step in conducting a Strategic Environmental Assessment (SEA) in accordance with the *1999 Cabinet Directive*. It is a high level examination of the proposal concept to determine whether the proposal's results are likely to have important positive or negative environmental effects. The Preliminary Scan conclusions determine whether or not a Detailed Analysis is required.

Scoping – The scope of the proposal refers to those components that are considered to be included in the proposal for the purposes of completing an SEA. The scope of the assessment refers to the environmental components and effects that are to be considered in the SEA, including the scope of the effects and the effects to be considered in decision-making.

Strategic Environmental Assessment (SEA) – A systematic and comprehensive process of evaluating the environmental effects of a policy, plan or program and its alternatives at the earliest stage in planning. SEA differs from project environmental assessment in that the analysis and decisions are dealt with at a higher level in the federal government decision-making process. Specific requirements for federal SEA are set out in the *1999 Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals*.

Sustainable Development – Development that meets the needs of the present, without compromising the ability of future generations to meet their own needs.

Sustainable Development Strategy (SDS) – Objectives and action plans of a federal department to further sustainable development. In accordance with the *Auditor General Act*, federal departments and agencies are required to prepare Sustainable Development Strategies and to update them every three years.

APPENDIX D

REFERENCES

REFERENCES

The following references may be consulted for additional information on SEA.

Strategic Environmental Assessment

- Agriculture and Agri-Food Canada. Guide to Environmental Analysis of Agricultural Policies and Programs (1998).
- Canadian Environmental Assessment Agency. Bibliography on Strategic Environmental Assessment (1996).
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- Transport Canada. Strategic Environmental Assessment Manual and Workbook (2004).

Fisheries and Oceans Canada

- **SEAs**
 - **SeaMap**
 - **Proposed Program on Aquaculture Development**
 - **NAAHP**
 - **Oceans Action Plan**
 - **Fleet Renewal**