

Impact Assessment Public Participation Plan - Template

IMPACT ASSESSMENT AGENCY OF CANADA
IMPACT ASSESSMENT PUBLIC PARTICIPATION PLAN FOR THE [Project name]
[Date of Public Participation Plan]

1. Introduction

On [Month, Day, Year], the Impact Assessment Agency of Canada (the Agency) determined that an impact assessment is required for the [Project name] (“the Project”), pursuant to Section 16 of Canada’s *Impact Assessment Act*.

The Public Participation Plan was developed by the Agency to set out opportunities for participation during the impact assessment process. It is intended to be flexible and does not preclude the Agency from making changes to the approaches described in this Plan in order to accommodate changes that may occur during the assessment.

For additional information about the implementation of meaningful public participation, please refer to the Interim Policy Context for Public Participation in Impact Assessment and Interim Guidance for Public Participation in Impact Assessments. A distinct and separate Indigenous Engagement and Partnership Plan is also available, outlining Indigenous engagement opportunities and approaches.

2. Description of the Proposed Project

[Project name]

[Description of the project and impact assessment]

3. Objectives of Public Participation

The Public Participation Plan was developed through consultations during the Planning Phase, and outlines the various ways a participant may provide input and engage in the process, including for those most likely affected by the Project. The following objectives for public participation reflect the views heard during the Planning Phase:

[List of objectives of public participation, based on initial feedback during the Planning Phase]

4. Identification of Stakeholders

The following is a list of communities, associations and other stakeholders that have indicated an interest in participating in the impact assessment of this project:

[List of stakeholders identified]

5. How members of the public wish to participate and be consulted

During the Planning Phase, members of the public identified the following means by which to ensure meaningful participation in the impact assessment process:

[List of preferred engagement tools identified by members of the public]

6. Activities and Public Participation Approach

The following table provides a description of the main phases in the impact assessment process, and an outline of engagement opportunities in each phase, including events led by the Agency or another jurisdiction, as well as events planned by the Proponent (to the extent known). The table describes the objectives of each phase and the anticipated engagement activities that will be used.

In the event that the impact assessment is referred to a review panel, the objectives of the Public Participation Plan will be incorporated into the Review Panel's Terms of Reference, and the Panel will select engagement activities that align with the Panel's Rules of Procedure and protect the Panel against any real or perceived conflict of interest.

Table 6.1 – Table of Public Participation Approaches and Activities

Process Phase	Objectives of the Phase	Expected Activities (Agency/Other Jurisdiction/Proponent)	Public Participation Tool	Time Lines
Impact Statement	[List of objectives specific to the Impact Statement Phase]	[List of expected activities in the Impact Statement Phase, including who the main actors are]	[List of selected engagement tools]	[Input the duration of activities next to the selected engagement tools listed in the adjacent column]
Impact Assessment	[List of objectives specific to the Impact Assessment Phase]	[List of expected activities in the Impact Assessment Phase, including who the main actors are]	[List of selected engagement tools] Online comments* on draft Impact Assessment Report	[Input the duration of activities next to the selected engagement tools listed in the adjacent column]
Decision-Making	[List of objectives specific to the Decision Making Phase]	[List of expected activities in the Decision-Making Phase, including who the main actors are]	-	-
Post-Impact Assessment Decision Phase	List of objectives specific to the Post-Impact Assessment Decision Phase]	[List of expected activities in the Post-Impact Assessment Decision Phase, including who the main actors are]	[List of selected engagement tools] Online comments* on potential amendments to Decision Statement	[Input the duration of activities next to the selected engagement tools listed in the adjacent column]

* All comments received throughout public engagement activities will be made publicly available on the Agency's

Impact Assessment Registry site at <https://www.ceaa-acee.gc.ca/050/evaluations/?culture=en-CA>. A summary of comments received will also be included in the Impact Assessment Panel Report.

7. Participant Funding

Funding to support public participation is available. For information about the activities that are eligible for funding or to apply for funding, see the National Program Guidelines and application on the following page <https://www.canada.ca/en/environmental-assessment-agency/services/public-participation/participant-funding-application-environmental-assessment.html>

8. Contact Information

The Agency office designated for administering the impact assessment of the Project is:

[Include contact information of the Agency's regional office overseeing the impact assessment]