PN1 – Preliminary information

Project title:

Proponent’s name:

**FORM**

**Preliminary information**

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| **Preamble**The James Bay and Northern Québec Agreement (JBNQA), by its chapters 22 and 23, establishes a system of protection for both the natural and social environment in the James Bay and Northern Quebec region. Depending on the type of project, some aspects of these chapters may report under the responsibility of the Government of Canada, or the Government of Québec or both levels of government. Some projects can also be reported under the responsibility of the Cree Nation Government, notably for projects conducted on Category IA lands. Title II of the [Environment Quality Act (EQA)](http://legisquebec.gouv.qc.ca/en/ShowDoc/cs/Q-2) presents the environmental and social impact assessment and review procedures applicable in the James Bay region (section 133 of the EQA) and in Northern Quebec (section 168 of the EQA). The projects mentioned in schedule A of the EQA are subjected to one of the procedures applicable in the Northern environment, contrary to those mentioned in schedule B, which are exempt from the procedures. Projects not outlined in either schedule are considered "grey zone" projects. Anyone who intends to undertake a project in a northern environment covered by schedule A of the EQA must apply for a certificate of authorization. For “grey zone” projects, a proponent must request an attestation of exemption and the Provincial Administrator will confirm to him, after analysis of the project by the northern committee concerned, whether the project is not subject to the [Environmental and social impact assessment and review procedure](https://www.environnement.gouv.qc.ca/evaluations/mil-nordique/index-en.htm) or if it is subject to it. In the first case, an attestation of exemption will be issued to the proponent for the project and, in the second, a directive will be prepared and sent to him, which will indicate the nature, scope and extent of the impact study he must prepare. Thus, except for the projects listed in schedule B, a proponent must file a preliminary information form with the Provincial Administrator of the JBNQA.If necessary, it is possible to confirm whether your project corresponds to an activity listed in schedules A and B of the EQA or a “grey zone” by sending an e-mail request for verification of exemption, including a short description of your project, its location and the anticipated impacts at the following email address: dgees-assujettissement@environnement.gouv.qc.ca. The preliminary information form is used to describe the general characteristics of a project. It must be completed in a clear and concise manner and the information must be limited to the elements that are relevant for a proper understanding of the project, its anticipated impacts, and possible ramifications. In accordance with the EQA, the preliminary information form is either sent to the Evaluating Committee (COMEV), if the project concerns the region south of the 55th parallel (James Bay), or to the Kativik Environmental Quality Commission (KEQC), if the project concerns the region north of the 55th parallel (Nunavik). These two committees review the preliminary information and, in the case of projects covered by schedule A of the EQA, produce a recommendation on the directive indicating the nature, scope and extent of the study impact that the proponent must prepare. For "grey zone" projects, these committees produce a recommendation (COMEV) or a decision (KEQC) on whether the project is subjected to or exempt from the procedure. These recommendations and decisions are then forwarded to the Provincial Administrator who communicates his decision to the proponent. The proponent may be issued an attestation of exemption for projects that are exempt from the procedure or issued a directive for those subjected to the environmental and social impact assessment and review procedure. The Evaluating Committee is a tripartite advisory body composed of representatives appointed by the Cree Nation Government and representatives of the Government of Canada and the Government of Quebec. The Kativik Environmental Quality Commission is a bipartite body of Inuit or Naskapi representatives appointed by the Kativik Regional Government and representatives of the Government of Quebec. While performing their duties, both bodies pay particular attention to the following principles, which are outlined in sections 152 and 186 of the EQA:1. the protection of the hunting, fishing and trapping rights of the Native people;
2. the protection of the environment and social milieu;
3. the protection of the Native people, of their societies, communities and economy;
4. the protection of the wildlife, of the physical and biological milieu and of the ecological systems of the territory;
5. the rights and guarantees of the Native people in Category II lands;
6. the participation of the Crees, Inuit and Naskapis in the application of the environmental and social protection regime provided for in this division;
7. any rights and interest of non-Native people, and
8. the right of the persons acting lawfully to carry out projects in the territory.

Also note that the preliminary information form will be published in the [Environmental assessment register](https://www.ree.environnement.gouv.qc.ca/index.asp) (French only) as defined in section 118.5 of the EQA but only for projects for which a directive will be issued. The [COMEV](https://comev.ca/en/) and [KEQC](https://www.keqc-cqek.ca/en/) also publish preliminary information form on their websites.Since May 2022, the applicant for any authorization must produce, as a condition for the issuance of an authorization, the applicant’s declaration of background (declaration d’antécédents). This declaration replaces the declaration of the applicant. You will find the form to be completed at the following address : <https://www.environnement.gouv.qc.ca/evaluations/declaration-antecedents.pdf> (French only).The preliminary information form must be accompanied by the payment, charging the proponent for services provided under the environmental authorization system. This payment can be made by check to the ministre des Finances or via bank transfer. Details regarding the applicable rates are available in the [Tarification](http://www.mddelcc.gouv.qc.ca/ministere/tarification/ministere.htm#milieu_nord) section (French only) of the environmental assessment web page. It should be noted that the MELCCFP will not process the application until payment is received.Once completed, the proponent must send its preliminary information form together with a letter of transmission, which must be sent to the JBNQA Provincial Administrator:* Send the electronic copy of the documents (form and letter of transmission) to reception.30e@environnement.gouv.qc.ca including the Deputy minister (marie-josee.lizotte@environnement.gouv.qc.ca) as well as Vanessa Chalifour, coordinator/team leader for northern projects (vanessa.chalifour@environnement.gouv.qc.ca). The letter of transmission must confirm that the hard copies are consistent with the electronic ones. In case of large electronic documents, please consult the last bullet.
* Send the hard copies and the USB keys (including the French and English versions) to the Direction générale adjointe de l’évaluation environnementale des projets industriels, miniers, énergétiques et nordiques at the following address:

Mélissa Gagnon, directrice générale adjointeDirection générale adjointe de l'évaluation environnementale des projetsindustriels, miniers, énergétiques et nordiquesMinistère de l’Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs Édifice Marie-Guyart, 6e étage, boîte 83 675, boul. René-Lévesque EstQuébec (Québec) G1R 5V7 Projects located south of the 55th parallel (James Bay)**COMEV**Eight (8) hard copies, including five (5) in French and three (3) in EnglishThree (3) PDF copies on USB keyAdditional copies may be requested depending on the scope of the project.**COMEX**Nine (9) hard copies, including six (6) in French and three (3) in EnglishThree (3) PDF copies on USB keyAdditional copies may be requested depending on the scope of the project.Projects located north of the 55th parallel (Northern Quebec/Nunavik)Fourteen (14) hard copies, including seven (7) in French and seven (7) in EnglishThree (3) PDF copies on USB keyAdditional copies may be requested depending on the scope of the project. * If the electronic documents are very large: Inform the Direction générale adjointe de l'évaluation environnementale des projets industriels, miniers, énergétiques et nordiques (vanessa.chalifour@environnement.gouv.qc.ca) and a secure link allowing you to send your documents on the ShareFile platform will be shared with you. This link will be valid for a period of 7 days. Attach the letter of transmission to the email, indicating that the electronic version will be transmitted via the ShareFile platform of the DGÉES.
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1. **Identification and coordinates of the proponent**

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| **1.1 Identification of the proponent** |
| Name :       |
| Civic address :       |
| Postal address (if different from civic address) :       |
| Name and function of the signatory(s) authorized to submit the application:       |
| Telephone :        -     | Telephone (other) :        -     |
| Email :      @     .      |
| **1.2 Company number** |
| Québec enterprise number (NEQ) :       |
| **1.3 Resolution of the municipal council, band council, northern village, or responsible body** |
| If the proponent is a municipality, the preliminary information form is accompanied by the resolution of the municipal council, band council, northern village, or the responsible body duly certified authorizing the signatory(s) of the application to present it. Add a copy of the resolution to appendix I. |
| **1.4 Identification of the consultant mandated by the proponent (if applicable)** |
| Name :       |
| Civic address :       |
| Postal address (if different from civic address) :       |
| Telephone :        -     | Telephone (other) :        -     |
| Email :      @     .      |
| Description of mandate :       |

1. **General presentation of the project**

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| **2.1 Project title** |
| Project of ... (construction/extension/development/ etc.) of ... (installation/equipment/factory/etc.) in the territory of ... (municipality/village/community)      |
| **2.2 Article of accordance**  |
| To verify the accordance of your project, indicate which paragraph of schedule A of the Environment Quality Act your project is subjected to, in your opinion, and why (threshold, for example). Indicate if your project is considered a "grey zone" project, if applicable.       |
| **2.3 Objectives and justification of the project** |
| Indicate the main objectives and highlight the reasons for implementing the project.      |

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| **2.4 Brief description of the project and alternatives**  |
| Briefly describe the project (length, width, quantity, voltage, surface, etc.) and for each of its phases (development, construction, and operation and, when appropriate, closure and restoration), briefly describe the main characteristics associated with each of the project alternatives, including planned activities, developments, and construction (deforestation, expropriation, blasting, backfilling, etc.).      |
| If relevant, add to appendix II all the documents allowing to better understand the characteristics of the project (diagram, sketch, cross-section, etc.). |
| **2.5 Related activities** |
| Summarize, if applicable, related planned activities (ex: road access, crushing or milling, installation of a cofferdam, stream diversion) and any other projects that may influence the project design.       |

1. **Project location and schedule**

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| * 1. **Identification and location of the project and its activities**
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| Name of the municipality, village, or community where the project is located (indicate if several municipalities, villages, or communities are affected by the project):      |
| Land categories (I, II and III):       |
| Geographical coordinates in decimal degrees of the central point of the project (for linear projects, provide the coordinates of the project start and end point):Central point or start of the project: Latitude:       Longitude:       Project end point (if applicable) : Latitude:       Longitude:        |
| **3.2 Description of the project site** |
| Describe the main components of the physical, biological, and human environments likely to be affected by the project by focusing on the description on elements considered to be of scientific, social, cultural, economic, historical, archaeological, or aesthetic importance (environmental valued components). Indicate, if applicable, the ownership status of the lands where the project is planned, as well as the main features of the site: zoning, available space, sensitive environments, wetlands and bodies of water, compatibility with current uses, availability services, topography, presence of buildings, aboriginal land use and occupation, etc.       |
| **3.3 Project schedule** |
| Provide the implementation schedule (estimated period and estimated duration of each step of the project) considering the time required for the preparation of the impact study, if applicable, and the progress of the procedure.       |
| **3.4 Location plan** |
| Add to appendix III a topographic or cadastral map showing the location of the project and, if applicable, a plan for the location of development or activities on an appropriate scale indicating any existing infrastructure and its relation to the proposed work site. |

1. **Information and consultation activities of the public, aboriginal communities and users of the territory**

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| **4.1 Information and consultation activities carried out** |
| If applicable, indicate the terms and conditions relating to the public information and consultation activities carried out as part of the project design (methods used, number of participants and represented areas ), including those carried out with the local populations, among others the Crees, Inuit and Naskapi, as well as the users of the territory, and indicate, if needed, the concerns raised by the public and whether these concerns were taking into consideration in the design of the project.      |
| **4.2 Information and consultation activities planned during the environmental and social impact assessment procedure** |
| If applicable, indicate the terms and conditions for public information and consultation activities during the environmental and social impact assessment procedure, including those planned for aboriginal communities and users of the territory impacted by the project.      |

1. **Description of the main issues[[1]](#footnote-1) and impacts of the project on the receiving environment**

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| **5.1 Description of the main issues of the project** |
| Briefly describe the main issues regarding the development, construction, and operation phases and, when applicable, closure and restoration phases of the project.      |
| **5.2 Description of the main anticipated impacts of the project on the receiving environment** |
| For the development, construction, and operation phases and, when appropriate, closure and restoration phases of the project, briefly describe what are the anticipated impacts of the project on the receiving environment (physical, biological, and human). Briefly outline the planned mitigation or remediation measures, if applicable.      |
| For a "grey zone" project, provide sufficient information to assess its environmental and social impacts to determine whether it should be subjected to the environmental and social impact assessment and review procedure. Provide mitigation or remediation measures, if applicable. |

1. **Greenhouse gas emission**

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| **6.1 Greenhouse gas emission** |
| Indicate if the project is likely to lead to the emission of greenhouse gases and, if so, which ones. Briefly describe the main sources of projected emissions at the various phases of the project.      |

1. **Other relevant information**

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| **7.1 Other relevant information** |
| Enter any other information deemed necessary for a better understanding of the project.      |

1. **Declaration and signature**

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| **8.1 Declaration and signature**  |
| ***I certify that :*** *1° the documents and information provided in this preliminary information form are accurate to the best of my knowledge.**Any misrepresentation may result in sanctions under the EQA. All information provided will form an integral part of the application and will be published on the website of the Evaluating Committee (COMEV) or the Kativik Environmental Quality Commission (KEQC) and the Environmental assessment register.* |
| First and last name |
|       |
| Signature |
|       |
| Date |
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**Appendix I**

Resolution of the municipal council, band council, northern village, or responsible body

If applicable, insert below the resolution of the municipal council, band council, northern village or responsible body duly certified authorizing the signatory(s) of the application to present it.

**Appendix II**

Project characteristics

If relevant, insert below documents to better understand the characteristics of the project (diagram, sketch, cross-section, etc.).

**Appendix III**

Location plan

Insert a topographic or cadastral map showing the location of the project and, if applicable, a plan for the location of works or activities on an appropriate scale indicating in particular the infrastructures in place in relation to the work site.



1. Issue: A major concern for the government, the scientific community, or the population, including the impacted indigenous communities, and whose analysis could influence the recommendations or decisions of the northern committees regarding the authorization or refusal of a project. [↑](#footnote-ref-1)