

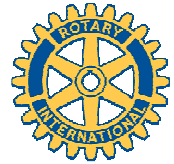


## Canadian Rotary Collaboration for International Development

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# CRCID Environmental Sustainability Policy

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## Definition of Terms:

<b>Canadian Environment Assessment Act (CEAA):</b>	Act of parliament that came into effect in January 1995. It is a tool utilized to assess the environmental effects of projects requiring federal action or decisions. It ensures that the environmental effects of projects are considered as early as possible in a project's planning stages. The Act sets out, for the first time in Canadian legislation, the responsibilities and procedures for carrying out the environmental assessments of projects that involve the federal government.
<b>Environment:</b>	The economic, political, social, cultural, and natural / biological factors which together create the context which surrounds human life. For the purpose of this policy, CRCID is mainly concerned with managing the interaction(s) between humans and the natural or biological environment (this includes the atmosphere, hydrosphere, cryosphere, lithosphere and biosphere).
<b>Environment Checklist: (CRCID Form)</b>	A tool designed to integrate environmental considerations into the project planning process. The report is intended to provide sufficient information to determine if the CEAA applies to the proposed project.
<b>Environment Assessment: (formal)</b>	If the project is a physical work and the CEAA applies then the project will require the submission of an environmental assessment that provides detailed environmental information and mitigation measures. CRCID will build the EA from information already received from the program in the Environmental Checklist and from additional information requested from the project planners. The final report is subject to a CIDA environmental audit.
<b>Environmental Effect:</b>	Any positive or negative change that the project may effect within the environment, including the impact of any 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/object that is of historical, archaeological, paleontological, or architectural significance.
<b>Environmental Sustainability:</b>	Recognizing the limits that the natural world places on economic development and growth and stressing the importance of long term attention to the ecosystem so that a healthy and flourishing natural / biological environment is sustained for future generations.
<b>Exclusion List:</b>	List of certain projects which do not require an environmental assessment because the environmental effects in relation to physical works are insignificant. (e.g. building construction less than 100m <sup>2</sup> ,

less than 5m high & greater than 30m from water body).

<b>Host Country</b>	The developing country in which the program / project will be carried out.
<b>Mitigation Measures:</b>	Measures that effectively reduce, control, or eliminate a project's adverse environmental effects. Examples of mitigation measures may include: changing the location of a project to a more appropriate site; modifying the design, plan, implementation period and construction techniques; or using environmentally friendly production procedures and techniques or replacement technologies that conserve energy, prevent the emission of pollutants, reduce waste, promote recycling.
<b>Physical Work:</b>	A physical structure with a fixed location.
<b>Program:</b>	A three year, large scale plan of activities; usually led by one Rotary Club or Rotary District in Canada. The umbrella term for the three year period of time where smaller scale related projects are carried out.
<b>Project:</b>	Smaller scale activity/activities performed under the umbrella of a large scale program
<b>Qualified Personnel:</b>	Persons qualified to perform an Environmental Assessment, Environmental Impact Assessment, Environmental Management Plan, Strategic Environmental Assessments, Environmental Audits, Environmental Monitoring and Environmental Evaluation. A qualified person will have post-secondary education in environmental science, environmental engineering or in the sustainable development field. A qualified person may be a registered / certified Environmental Inspector or Environmental Assessment Practitioner.
<b>Sustainable Development:</b>	Development that meets the present needs of the beneficiaries without compromising the ability of future generations to meet their own needs.

## Sec. 1 Purpose of This Policy

The Canadian Rotary Collaboration for International Development strives to support positive development results. Achieving positive and sustainable development requires the successful integration of many factors: social, economic, political, cultural and the natural / biological environments<sup>1</sup>. Consideration of environmental sustainability is particularly essential in development because the environment is the very basis of human life. There is a distinct interdependence between

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<sup>1</sup> Hereinafter, the *natural / biological* environment is referred to in the use of the term 'environment'

the global environment – the physical, biological and social surroundings and their interactions that sustain life – and the objectives of human development.

In the developing world, individuals and governments often focus their priorities toward is short-term survival, often at the expense of the environment. Populations living in the poorest regions of the world are also typically the most heavily affected by environmental degradation and environmental risks (Eg: climate change or weather phenomena). In many areas of the globe, poverty becomes both the cause and the effect of environmental degradation. Both CRCID and the international community recognize that the interrelatedness between poverty and environmental issues means that a focus on environmental sustainability is extremely important in all phases of development (planning, implementation, monitoring and follow up).

As such, CRCID maintains that preservation and improvement of the environment is a programming priority. CRCID aims to meet and / or exceed environmental standards in all of its programs and this commitment is reflected in policy. As CRCID receives funding from the Canadian International Development Agency, CRCID must be compliant with Canadian environmental standards, which are defined by the *Canadian Environmental Assessment Act*. This Environmental Sustainability policy will outline the environmental review of each proposed program / project as well as the monitoring of policy standard compliance. By adhering to this policy, CRCID will enhance the predictability, transparency and accountability of its actions and decision- making processes in the area of environmental sustainability, assist program / project developers improve their environmental performance and increase positive development results.

This policy is intended to guide the management of and reporting on the environmental performance of each program. CRCID reports to CIDA regularly on each of the CRCID programs in Results Based Management (RBM ) format. RBM is absorbed in the narrative reporting templates that are provided to each program; environmental reporting is included in these templates.

## **Sec. 2 CRCID's Commitment**

CRCID's mandate is "to be a leading advocate in fostering the alleviation of poverty and improving the quality of life through facilitating the implementation of sustainable international development programs."<sup>2</sup> As such, CRCID has developed the following operational objectives for environmental sustainability:

1. to ensure that environmental considerations, including opportunities for enhancing environmental sustainability, are integrated into project planning and implementation, taking into account the needs and views of the beneficiaries and local communities.
2. to promote and support projects that directly address environmental issues;

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<sup>2</sup> CRCID Mission Statement. 2007- 2010 Strategic Plan. 1

3. to support those implementation measures that enhance the environmental benefits of projects, or assist in the identification of alternatives and negative impact mitigation measures;
4. to ensure that all approved projects / programs have a positive or no effect on the biological environment and that if a negative impact is foreseen, that mitigation measures are put in place or alternatives explored;
5. to encourage and support Canadian and offshore Rotary Clubs and third party non-Rotary NGOs to develop projects that further the objectives of environmental sustainability;
6. to contribute to the development of knowledge and experience in Canada and in developing countries, on undertaking environmentally sustainable forms of development;
7. to promote education and awareness among Rotarians in Canada and in developing countries of the importance of environmentally sustainable approaches to development;
8. to monitor and evaluate any and all programs for environmental sustainability throughout the life of the program and following;
9. to research, develop and implement policy pertaining to environmental sustainability to ensure that all CIDA environmental recommendations are met or exceeded; making revisions as necessary.

### **Sec. 3 Roles and Responsibilities**

Operationally, CRCID expects program developers / coordinators to manage the social and environmental risks and impacts of their projects / programs. This includes assessment of the risks and impacts, and implementation of measures to meet the requirements of CRCID, CIDA and the Canadian Environmental Assessment Act. CRCID's role is to:

1. review the assessment submission (initial and any subsequent assessment);
2. assist the program developers / coordinators in developing measures to avoid, minimize, mitigate or compensate for environmental impacts consistent with the operational objectives;
3. identify opportunities to improve and enhance environmental outcomes;
4. assist with monitoring the program / project's social and environmental performance throughout and following the life of CRCID's involvement with the program / project;
5. assist in identifying a *qualified individual* in the host country where possible;
6. provide guidance and direction as needed with environmental issues or specific projects;
7. complete ongoing research and education on environmental sustainability and on the Canadian Environmental Assessment Act and revise procedures and policies as necessary.

### **Procedures**

When a program / project applies for CRCID funding, the applicant is responsible for answering all environmental questions included in the *CRCID Program Application* {[www.crcid.org/forms.html](http://www.crcid.org/forms.html)} and

each applicable section of the *CRCID Environmental Impact Checklist* [Appendix 1]. The Checklist must be completed for each project that involves physical works.

Upon receiving the completed Checklist, whether with the Program Application or throughout the life of a program, the CRCID Environmental Specialist will review the document carefully and advise the program developer / manager of one of the below:

Actions:

1. **Approval:** No further environmental action is required at this time to move forward with the project. The CRCID Environmental Specialist will sign the Checklist and return via email a copy for the program files.
2. **Conditional Approval:** The CRCID Environmental Specialist may recommend methods to avoid / minimize / mitigate / enhance a potential environmental impact but a formal environmental assessment is not required. The Checklist may be approved on the condition that recommended measures will be taken. The CRCID Environmental Specialist will sign the Checklist and return via email a copy for the program files.
3. **More Information Required:** The CRCID Environmental Specialist requires additional information on the project to determine the next steps.
4. **Environmental Assessment (formal) required:** The CRCID Environmental Specialist has identified that the project will need a formal Environmental Assessment completed by a qualified individual in the host country. CRCID will provide the program developer / manager with specific guidelines [Appendix 2] and support in identifying a qualified individual if possible.

If a formal Environmental Assessment is required, CRCID will remain in communication with the program developer / manager to provide assistance as necessary. Once completed and submitted to CRCID, the Environmental Specialist will review the Assessment, consulting outside parties as necessary. The CRCID Environmental Specialist will then recommend one of the following actions:

1. **Approval:** The Environmental Assessment is approved as submitted and the project may move ahead as planned. The Assessment remains in CRCID files and may be subject to CIDA Audit.
2. **Conditional Approval:** The Environmental Assessment is approved on the condition that small alterations are made to the document. The Assessment remains in CRCID files and may be subject to CIDA Audit.
3. **More Information Required:** The Environmental Assessment needs alteration that requires additional information to be gathered by the qualified individual in the host country. The Assessment will need to be altered and re-submitted to CRCID.
4. **Project Alteration Required:** The Environmental Assessment has revealed environmental impacts that may be avoided or mitigated with changes to the project as it is designed. The Environmental Specialist may make recommendations for changes to the program developer / manager. This may result in another Environmental Assessment to be undertaken.
5. **Rejected:** CRCID cannot fund the program / project on the basis that the Environmental Assessment has revealed negative environmental impacts that cannot be avoided or mitigated. CRCID will not fund any activity that cannot be expected to meet the standards of the Canadian Environmental Assessment Act over the entire life of the program cycle.

## **Environmental and Social Management Plan (ESMP)**

An element of a formal Environmental Assessment is an Environmental and Social Management Plan [Appendix 2, Box 5]. Should the Environmental Assessment reveal significant impact to the environment, CRCID may require a more detailed ESMP to be developed and followed by the program / project.

## **Monitoring**

CRCID requires all elements of its programs / projects to be internally monitored on an ongoing basis. In terms of environmental standards, CRCID requires the program / project to:

1. submit periodic reports on environmental performance with the CRCID Interim Narrative Report;
2. conduct site visits with respect to reviewing the environmental impact or risks;
3. report to CRCID any action or change to the project / program that may result or has resulted in adverse environmental impacts.

In addition, CRCID encourages the program / project to:

1. report publicly on positive impacts to the environment resulting from activities taken place;
2. maintain monitoring of environmental standards once CRCID's involvement from the program / project has ceased.

A member of the CRCID Secretariat may also conduct site visits to monitor and evaluate the environmental impact of the program / project prior to, during and following the life of a program / project.

## **Sec. 4 Non Compliance**

Programs / Projects non compliant with this policy, CRCID environmental standards or the Canadian Environmental Assessment Act will be evaluated on a case by case basis. Should an action taken by a project / program knowingly result in a previously unreported (to CRCID) environmental impact that cannot be immediately mitigated, CRCID may be required by its agreement with CIDA to request funds advanced to the program / project be returned to CRCID. This specific program / project will not be eligible for additional CRCID funds. This may also be the case for an unforeseen environmental impact, as the true initial assessment of the environmental situation and the planned activities of the program / project lies with the program / project developer.

# **Appendix 1**

## CRCID ENVIRONMENTAL SUSTAINABILITY CHECKLIST

Program Name:

Project # :

Filled out by:

Date:

<b>Section 1 – this section to be filled out for all proposed projects.</b>		YES	NO	Office Use Only
1.	My project involves construction of a physical work.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If your answer to Question 1 is 'No' then no further action on this checklist is required.                      If your answer is 'Yes' please proceed to the following questions and submit to CRCID. Once received, the CRCID Environmental Specialist will review your responses carefully to determine as to whether your project will need a formal Environmental Assessment completed by a qualified individual.</b>				
2.	My project will release polluting substances into a water body.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	My project is located in a national park, park reserve, on a historical site, historical canal or on agricultural land.	<input type="checkbox"/>	<input type="checkbox"/>	
4.	My project is located on serviced land.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	My project is located more than 30m away from a body of water.	<input type="checkbox"/>	<input type="checkbox"/>	
6.	My project involves maintenance or repair of a physical work only.	<input type="checkbox"/>	<input type="checkbox"/>	
7.	A qualified individual has already completed an Environmental Assessment on my project.	<input type="checkbox"/>	<input type="checkbox"/>	
8.	I have researched environmental policies / standards / regulations in the area where my project is to be located.	<input type="checkbox"/>	<input type="checkbox"/>	
9.	My project is in response to a national emergency for which special temporary measures are being taken.	<input type="checkbox"/>	<input type="checkbox"/>	
10.	My project is in response to an emergency and carrying out the project forthwith is in the interest of preventing damage to property or the environment or is in the interest of public health or safety.	<input type="checkbox"/>	<input type="checkbox"/>	
11.	My project falls under one of the following categories:			
	<b>INFRASTRUCTURE</b> (Skip to Sec. 2) – involving a general physical work.	<input type="checkbox"/>		
	<b>WATER / SANITATION</b> (Skip to Sec. 3) – involving bodies of water or water / sanitation services.	<input type="checkbox"/>		
	<b>AGRICULTURE</b> (Skip to Sec. 4) – involving agriculture or taking place on agricultural lands.	<input type="checkbox"/>		
	<b>TRANSPORTATION</b> (Skip to Sec. 5) – involving transportation or transportation infrastructure.	<input type="checkbox"/>		
	<b>FOREST</b> (Skip to Sec. 6) – involving forest areas or forestry services.	<input type="checkbox"/>		
	<b>ENERGY</b> (Skip to Sec. 7) – involving energy sources or distribution.	<input type="checkbox"/>		

<b>Section 2: Infrastructure Projects – this section to be filled out for projects involving infrastructure only.</b>		YES	NO	
1.	My project involves construction of a new building.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	My project will result in a building footprint (total area contained within the outside foundation or walls) of <b>less than 100 square metres.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	My project will result in a building footprint (total area contained within the outside foundation or walls) of <b>less than or equal to 500 square metres.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	My project will result in a building with a height of <b>more than 5 metres.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	My project involves adding to an existing building; increasing the height and footprint of the building <b>by more than 10%</b>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	My project is constructing a building that will be used for <b>education purposes, health purposes</b> , retail sales, accommodations, parking, presenting artistic, cultural, sporting and other community – related events or storage of any article that is not hazardous to human beings or the environment.	<input type="checkbox"/>	<input type="checkbox"/>	
7.	My project is constructing a nursing station or health centre that will have a floor area of more than 1,000 square metres or a treatment centre floor area of more than 2,000 square metres.	<input type="checkbox"/>	<input type="checkbox"/>	
8.	My project is constructing, expanding or modifying a sidewalk, boardwalk, fence, ramp or door/handrail to allow for wheelchair access that will affect permafrost or result in a structure more than 100 metres in length.	<input type="checkbox"/>	<input type="checkbox"/>	
9.	My project is constructing or modifying a parking lot that will be more than 500 square metres and / or will affect permafrost.	<input type="checkbox"/>	<input type="checkbox"/>	
10.	My project is expanding an existing parking lot by more than 10% of its original size.	<input type="checkbox"/>	<input type="checkbox"/>	
11.	My project involves demolition of a building that is more than 1,000 square metres and/or is less than 30 metres away from another building.	<input type="checkbox"/>	<input type="checkbox"/>	
12.	My project involves construction, installation, operation, expansion, modification or removal of a fence that prevents the passage of wild animals.	<input type="checkbox"/>	<input type="checkbox"/>	
13.	My project involves the construction, installation, operation, expansion or modification of a radiocommunication antenna and its supporting structure.	<input type="checkbox"/>	<input type="checkbox"/>	
14.	My project involves construction, installation, expansion, modification, decommissioning or removal of a receptacle and its base and enclosure, if any, that is to be used exclusively for the <b>collection, delivery or storage of mail</b> where the result will be a footprint of more than 25 metres.	<input type="checkbox"/>	<input type="checkbox"/>	

**Infrastructure Project Specifications: please complete where related to your project.**

Number of metres away from a body of water:	
Percentage expansion increase:	
Proposed use of building:	
Building footprint (total area contained within the outside foundation or walls):	

Building height:	
Metres between proposed building and other existing buildings	
Other building details:	

<b>Section 3: Water &amp; Sanitation Projects – this section to be filled out for projects involving water, sanitation and water services only. For hydroelectricity projects, please refer to Section 7 (Energy Projects)</b>		YES	NO	Office Use Only
1.	My project involves the construction, installation or modification of a hydrant or hookup system that crosses a body of water and / or is not a part of an existing farm or municipal system of water distribution	<input type="checkbox"/>	<input type="checkbox"/>	
2.	My project involves the reinstallation, expansion, modification or demolition of an existing wharf or breakwater accessible by land that will be increased by 10% or more, will be carried out above the high-water mark, may use explosives or may be removed completely from the water prior to demolition.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	My project involves the construction, installation, expansion, modification or removal of a fish habitat improvement structure or a device used for the capture or enumeration of fish for resource management purposes that will utilize heavy machinery.	<input type="checkbox"/>	<input type="checkbox"/>	
4.	My project involves the construction, installation, expansion, modification or removal of a structure associated primarily with fishing that is not located on land, is larger than 100 square metres or has a height of more than 5 metres.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	My project involves the construction, installation, expansion, modification or removal of any structure relating to groundwater harvesting. IF YES, please ensure questions from Specifications Section below are filled out completely. CRCID may require more information from you on this project.	<input type="checkbox"/>	<input type="checkbox"/>	
6.	My project involves a groundwater harvesting method that will be connected to existing water infrastructure, pump house or pipelines.	<input type="checkbox"/>	<input type="checkbox"/>	
7.	My project involves the construction, installation, expansion, modification of latrines / toilets or any other sanitation /hygiene structure.	<input type="checkbox"/>	<input type="checkbox"/>	

**Water & Sanitation Project Specifications: please complete where related to your project.**

Site location - number of metres away from a body of water:	
Site location – number of metres away from an existing septic system	

Total population the water harvesting system will serve:	
Daily water consumption of average person in population to be served:	
Total water harvest over 24 hour period (cubic metres):	
Depth of proposed well:	
Regular Water Testing Schedule Details:	
Type of latrine to be constructed:	
Number of toilets / latrines to be constructed:	
Depth of latrine (metres):	
Total population to be using the toilets / latrines:	
Latrine proximity to running water source:	
Other project details:	

<b>Section 4: Agricultural Projects – this section to be filled out for projects involving agriculture and agricultural lands only.</b>		YES	NO	Office Use Only
1.	My project involves the construction, installation, operation, expansion or modification of a building located on <b>un-serviced</b> agricultural land that is not essential to the practice of farming, may store a polluting substance, is more than 750 square meters or expanded by more than 10%.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	My project involves construction, expansion or modification of an existing irrigation structure on agricultural land.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	My project involves construction, installation, operation expansion or modification of a domestic or farm water supply well, pump house, water tank loading facility, dugout or drainage structure.	<input type="checkbox"/>	<input type="checkbox"/>	
4.	My project involves construction, installation, operation, modification or removal of a structure intended to house wild animals used for a commercial purpose that will result in a footprint of more than 5 square meters	<input type="checkbox"/>	<input type="checkbox"/>	

**Agricultural Project Specifications: please complete where related to your project.**

Number of metres away from a body of water:	
Percentage expansion increase:	
Proposed use of building:	
Building footprint:	
Building height:	

Metres between proposed building and other existing buildings	
Other project details:	

<b>Section 5: Transportation Projects – this section to be filled out for projects relating to transportation only.</b>		YES	NO	Office Use Only
1.	My project involves the expansion or modification of an existing road or road crossing that will result in an expansion of more than 15% and / or is not carried out on an existing right of way.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	My project involves the expansion, modification of a culvert that crosses <b>under</b> the road that will lengthen the road, widen the road by more than one lane or will result in a culvert that extends more than 10m beyond the roadbed.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	My project involves the modification of an existing railway track.	<input type="checkbox"/>	<input type="checkbox"/>	
4.	My project involves in the deviation of an existing railway track.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	My project involves the modification of an existing oil and gas pipeline drain that is connected to a water body and crosses over a railway or road.	<input type="checkbox"/>	<input type="checkbox"/>	
6.	My project involves the expansion or modification of an existing pavement or gravel area within the boundary of an airport that will result in an expansion of more than 10% of the original size.	<input type="checkbox"/>	<input type="checkbox"/>	
7.	My project involves the construction, installation, expansion or modification of an automatic warning structure of traffic control signal structure at a railway crossing that is not on or within the existing railway right of way.	<input type="checkbox"/>	<input type="checkbox"/>	
8.	My project involves the construction of drainage or the laying of pipes within that right-of-way of a railway line.	<input type="checkbox"/>	<input type="checkbox"/>	
9.	My project involves the construction of a new roadway that crosses a body of water, agricultural land, park reserve, national park, historical site, historical canal or environmentally sensitive area.	<input type="checkbox"/>	<input type="checkbox"/>	
10.	My project involves the construction, installation, operation, expansion or modification of a public transit facility that is not within 300 metres of a transportation or utility right of way or on land zoned for transportation or industrial use.	<input type="checkbox"/>	<input type="checkbox"/>	

**Transportation Project Specifications: please complete where related to your project.**

Number of metres away from a body of water:	
Length of proposed road:	
Percentage expansion increase:	

Other project details:
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<b>Section 6: Forestry Projects – this section to be filled out for projects relating to forestry only.</b>		YES	NO	Office Use Only
1.	My project involves the expansion or modification of a drainage structure on forested land that is connected to a water body and will result in an expansion of more than 10% of its original size.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	My project involves the construction, installation, expansion or modification of a temporary camp used for reforestation that will be used for more than 200 person-days	<input type="checkbox"/>	<input type="checkbox"/>	
3.	My project involves the cutting or removal of timber.	<input type="checkbox"/>	<input type="checkbox"/>	
4.	My project involves the planting of non-native trees in an environmentally sensitive area.	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Forestry Project Specifications: please complete where related to your project.</b>	
Number of metres away from a body of water:	
Percentage expansion increase:	
Planted tree species:	
Number of person-days reforestation camp to be used:	
Volume of timber to be harvested:	
Other project details:	

<b>Section 7: Energy Projects – this section to be filled out for projects relating to energy only.</b>		YES	NO	Office Use Only
1.	My project involves the construction or installation of an electrical transmission line or a switching station on a transmission line with a voltage of more than 130kV that will not be carried out alongside a road, railway line or electrical / telecommunications line.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	My project involves the expansion or modification of a telecommunication line or an electrical power line that results in a line length of more than 10% of its original length or will not be carried out alongside a road, railway line or another electrical / telecommunications line.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	My project involves the expansion or modification of a wind turbine farm where there are less than 15 wind turbines that results in an expansion of more than 3 additional turbines or 50% greater capacity.	<input type="checkbox"/>	<input type="checkbox"/>	

4.	My project involves the expansion or modification of a wind turbine farm where there are more than 15 wind turbines that results in an expansion of 20% greater capacity.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	My project involves the construction, installation, expansion or modification of solar energy panels that will necessitate removal of site surrounding trees or bushes.	<input type="checkbox"/>	<input type="checkbox"/>	
6.	My project involves the construction, installation, expansion or modification of solar energy panels that will be utilizing cadmium in its solar cells.	<input type="checkbox"/>	<input type="checkbox"/>	
7.	My project involves the construction, installation, expansion or modification of a structure designed to harness tidal energy.	<input type="checkbox"/>	<input type="checkbox"/>	
8.	My project involves the construction, installation, expansion or modification of a structure designed to harness wave energy.	<input type="checkbox"/>	<input type="checkbox"/>	
9.	My project involves the construction, installation, expansion or modification of a structure designed to harness water current energy.	<input type="checkbox"/>	<input type="checkbox"/>	

**Energy Project Specifications: please complete where related to your project.**

Number of metres away from a body of water:	
Percentage expansion increase:	
Number of wind turbines to be constructed:	
Number of wind turbines currently in existing field:	
Number of solar panels to be constructed:	
Size of solar panels to be constructed (square metres of panel or number of cells):	
Natural resource to be consumed for construction of solar cells (EX: silicon):	
Type of tidal energy structure (barrage dam, stream generator, dynamic power dam):	
Type of wave energy structure:	
Type of water current energy structure:	
Proximity of tidal, wave or current energy structure to shoreline:	
Other project details:	

I hereby certify that the above statements are true and in accordance with the Canadian Environmental Assessment Act.

\_\_\_\_\_  
Signature (Program Coordinator)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

By signature below, this confirms that CRCID has reviewed the above checklist. CRCID may request further information on the project in order to correctly advise as to the environmental impact of the project. CRCID will monitor this and every project to ensure its compliance with CIDA environmental standards and CRCID environmental sustainability policies.

\_\_\_\_\_  
CRCID Environmental Impact Specialist

\_\_\_\_\_  
Date

## **Appendix 2**

## CRCID ENVIRONMENTAL ASSESSMENT GUIDELINES

These guidelines will assist you with the completion of the Environmental Assessment report. Each of the following sections corresponds with sections that must be completed and included in the Environmental Assessment Report. For more information please refer to the CIDA publication entitled: *Environment Handbook For Community Development Initiatives* found at: [http://www.acdi-cida.gc.ca/INET/IMAGES.NSF/vLUIImages/Environment%20handbook/\\$file/Env-hand.pdf](http://www.acdi-cida.gc.ca/INET/IMAGES.NSF/vLUIImages/Environment%20handbook/$file/Env-hand.pdf)

### 1. Description of the Initiative

This section is very important to convey an understanding of the initiative's context. It should describe the following:

- the type of initiative (e.g. construction of latrines, roads, housing) and its purpose;
- the initiative's components, technical specifications, products, and activities that may have environmental implications (including different phases, such as site preparation, construction, implementation, operations, and decommissioning) as well as the planned time frame for implementation;
- the initiative's relationship to the CEAA; if "physical works" are planned, their dimensions, scope, location, and proximity to water bodies and other vulnerable environmental components should be detailed (maps at an appropriate scale, drawings, and photos may be provided, showing the location, the arrangement of the structures, the site, and its surroundings);
- how the design of the initiative has incorporated environmental objectives and has sought to enhance environmental benefits and opportunities (e.g. an agriculture initiative that promotes organic farming; a microcredit initiative that strengthens the environmental capacities of persons responsible for attributing funds; a health clinic initiative that includes biomedical waste management and activities to raise awareness of the relationships between health and

#### Box 1: Brief Example of an Initiative's Description

- Type of initiative: construction of a school to meet the population demand.
- Activities: levelling over an area of 150 m<sup>2</sup>, accessing and transporting construction materials, building the school, building the school latrines, drilling a well, conducting classroom educational activities such as laboratory activities, and so on.
- CEAA and structures: 200 m<sup>2</sup> site located at the east of the village of Baint in Haiti; school building of 120 m<sup>2</sup>; closest water body is more than 100 m away; no other vulnerable environmental components were identified on the site and its surroundings; site is adjacent to a residential area, and so on.
- Map/sketch/photo of the site and its neighbouring area, of the main biophysical and human features, and blueprint for the school.
- To optimize the environmental benefits, "train the trainer" activities in environmental education have been integrated into the design of the initiative.

environmental conditions; an irrigation initiative that includes reforestation of the watershed; and so on).

- all phases of the project from planning and construction through to operation
- alternatives that were examined in the course of developing the proposed initiative. Other alternatives which would achieve the same objectives should also be described. Rationale for selection of the preferred alternative should be provided. The analysis of alternatives should also describe the no-go, or null alternatives should the initiative not proceed.

## **2. Host country legislation**

This section should:

- Describe the host country's environmental legal requirements (local, regional and national) that pertain to the initiative (for example, major policies, required permits, applicable standards, environmental assessment requirements, the Local Agenda 21 that stems from the 1992 United Nations Conference on Environment and Development – Rio Earth Summit); This could be regulations and standards governing environmental quality, health and safety (during construction phase especially), protection of sensitive areas, protection of endangered species, siting, land use control etc.
- Indicate how the initiative adheres to these requirements. Any requirements of the host country in terms of the environmental assessment of the initiative must be respected. It is also important that the use of the relevant local legislation and procedures be promoted. It may be possible to complete a single report that addresses both local requirements and CIDA's requirements (including those related to the CEAA, where applicable). In these circumstances, organizations are encouraged to contact their CIDA manager and/or environmental specialists. Finally, multilateral environmental agreements ratified by the host country or Canada and related to the initiative should also be taken into account. Examples of multilateral environmental agreements include the Kyoto Protocol to the United Nations Framework Convention on Climate Change, the Convention on Biological Diversity, the United Nations Convention to Combat Desertification, the Convention Concerning the Protection of the World Cultural and Natural Heritage, and so on.
- Administrative organization and responsibilities should also be discussed.

## **3. Description of the environment**

This section describes the features of the environment, and specifies the current state of the environment (biophysical and social), including the extent to which the environment has already been disturbed or is particularly fragile. Depending on the project scale, the study area could include a local and regional study area. It is important to focus on components of the environment that may affect or be affected by the initiative and that are particularly sensitive, or socially and ecologically important. The absence of such sensitive or important elements should be stated explicitly.

Maps, drawings, and photos are often useful. The biophysical environment and the human environment must be covered (see Table 1 for examples). Without a comprehensive description of the environment, a reader cannot assess the accuracy of the environmental assessment.

<b>Table 1a: Elements of Description of the Biophysical and Human Environment</b>	
<b>Biophysical Environment</b>	<b>Human Environment</b>
<ul style="list-style-type: none"> <li>• Type of environment (e.g. tropical forest, savanna, coastal zone, wetland) and natural resources;</li> <li>• Main features of the landscape (lakes, rivers, forests, villages, farmland, and so on);</li> <li>• Climate and characteristics of soils, topography, hydrographic network, and groundwater;</li> <li>• Air quality;</li> <li>• Flora and fauna, especially species that are rare, threatened with extinction, vulnerable, or migratory;</li> <li>• Components presenting risks of natural disasters;</li> <li>• Features that are particularly fragile, sensitive, or important from an ecological point of view (e.g. biological or cultural diversity, bodies of water, steep slopes, mangrove forests).</li> </ul>	<ul style="list-style-type: none"> <li>• Human settlements (e.g. villages, roads, utilities);</li> <li>• Agricultural, industrial, and other land use and plans;</li> <li>• Socio-economic activities, activities generating income, and areas of resource collection;</li> <li>• Quality of life;</li> <li>• Security;</li> <li>• Population density;</li> <li>• Sanitary conditions;</li> <li>• Social structure;</li> <li>• Cultural values;</li> <li>• Customs and ways of life;</li> <li>• Sites of socio-economic, spiritual, heritage, historical, cultural, or archaeological significance.</li> </ul>

<b>Table 1b Consideration for the Biophysical and Social Setting</b>	
<b>Biophysical Environment Baseline</b>	<b>Socio-Economic Baseline</b>
<ul style="list-style-type: none"> <li>• Air Quality and Noise</li> <li>• Quality</li> <li>• Water Resources (Surface and Groundwater)</li> <li>• Geology and Soils</li> <li>• Terrestrial Ecology</li> <li>• Aquatic Ecology</li> <li>• Protected Areas and Biodiversity</li> </ul>	<ul style="list-style-type: none"> <li>• Population and Demographics</li> <li>• Housing (and Services)</li> <li>• Education</li> <li>• Labour Force and Employment</li> <li>• Local Economy</li> <li>• Health Services</li> <li>• Protection Services</li> <li>• Infrastructure</li> <li>• Family and Community Services</li> <li>• Land Use (including traditional use)</li> <li>• Archaeological, Historical and Cultural Resources</li> </ul>

## 4. Methodology

This section should describe where and how the information was collected, presented, and interpreted for conducting the environmental assessment, including the following:

- Sources of information and references (e.g. documents and websites, government agencies, universities, local population, groups consulted, expertise of persons providing technical advice);
- Information gathering methods (e.g. field visits, surveys, literature review, technical analyses, and methods for ensuring public participation);
- who conducted, and was involved in, the assessment;
- Methods of assessing environmental effects and their significance (determining the significance is a legal requirement of the CEAA, which helps to justify the conclusion of the environmental assessment).

## 5. Analysis of Environmental Effects and Their Significance

This section is central to the objectives of an environmental assessment. It should describe the initiative's effects (for all components/activities and phases) on the environmental components and determine the significance of these effects. In particular, it should include the following:

- the initiative's positive and adverse effects on the biophysical and human environment;
- the environment's effects on the initiative (e.g. likely weather-related phenomena, such as cyclones and other tropical storms, tornadoes, floods, wildfires, and drought; as well as likely geology-related events, such as earthquakes, volcanic activity, and landslides);
- effects of potential accidents (e.g. the risks of pollution associated with chemical product spills) or malfunctions (e.g. the risks for workers' health and occupational safety in the event of machinery malfunctions).

### Box 2: Examples of the Environment's Effect on the Initiative

- Flood damage to crops, infrastructures, and populations
- Soil instability that damages human settlements and infrastructures
- Damage to a dam or irrigation structure from erosion and alleviation
- Water level fluctuations affecting agricultural activities or water availability
- Earthquake damage or damage caused by other "natural catastrophes"
- Crop damage caused by displaced wildlife, and so on.

- Cumulative or interactive environmental effects that could result from the proposed project in combination with other projects or activities that will be carried out in the same region. A simple approach to identifying cumulative effects:
  - Identify incremental effects of the project on selected environmental and social components of concern.
  - Identify other past, present and reasonably foreseeable actions that could contribute to cumulative effects on each of the aforementioned environmental and social components of concern.

- Identify the current state and trend of each biophysical and social component of concern.
- Connect the proposed project and other projects in the defined study area to each biophysical and social component of concern. A range of impact assessment tools could be used.
- Assess the significance of the cumulative effect on each biophysical and social component of concern.
- For each of the above identify mitigation or management actions that could be put in place including joint or cooperative mechanisms.

The significance of each of the predicted effects must be determined:

- First, an effect is qualified as being either negative or positive.
- Second, a scale is used to determine the severity of the effect; for example, an effect of low, medium, or high significance. It is not sufficient to simply state the significance of the effect. This determination must be justified, coherent, and documented, notably by a determination methodology, which must be described in the methodology section of the report.

CIDA provides a matrix of environmental issues that is a useful tool for identifying the relationship between project undertakings, or actions and environmental issues. Interactive and cumulative effects are included. See [http://www.acdi-cida.gc.ca/INET/IMAGES.NSF/vLUIImages/ea-forms/\\$file/CIDA\\_1519-3E.pdf](http://www.acdi-cida.gc.ca/INET/IMAGES.NSF/vLUIImages/ea-forms/$file/CIDA_1519-3E.pdf)

### Box 3: Example of Methodology to Determine the Significance of the Predicted Effects

A comparative analysis of the following criteria can be useful in making a determination on the significance of each of the predicted effects.

- **Probability/risk:** What is the probability that the effect will occur?
- **Value:** Will the effect influence rare environmental components, environmental components of social importance and of importance for the ecological balance?
- **Intensity:** What intensity of stress will be generated by the effect? What will be the capacity of the environmental components to withstand the changes induced? To what degree (e.g. low, medium or high) will the environmental component be altered?
- **Geographical scope:** Over what distance (e.g. locally, regionally, or globally) could the effect be felt?
- **Duration:** How long could the effect last? Would the effect be felt on a short-term basis or on a long-term basis? Will it be recurrent? Persistent? Cumulative?

**The effect of an initiative can be considered significant if, for example:**

- it causes permanent damage to a scarce natural resource or one that has ecological or socioeconomic importance (e.g. water, soil, forests, fisheries, a traditional way of life);
- it takes place in a particularly sensitive area (e.g. near a source of drinking water, a protected site or a steep slope that is vulnerable to erosion);
- it directly affects the health of the population (e.g. toxic substances released into the ground or directly into waterways).

## 6. Public Participation & Concerns

This section should describe the following:

- The efforts made to engage the public and those affected by the initiative, to ensure social representation, and to promote sensitivity toward indigenous knowledge, and social and traditional values;
- Demographic characteristics of the participants (e.g. gender, age, ethnic group, socio-economic group);
- Public concerns and expectations with respect to the initiative;
- Controversial points that have been raised;
- Responses to public concerns (and additional meetings that may be conducted to ensure a thorough understanding of the initiative and the results of the environmental assessment).

All public consultation should be properly referenced. If no consultation has been done, a rationale for not doing so should be provided.

## 7. Mitigation measures

This section is also very important in relation to the basic objectives of an environmental assessment. It deals with the measures that will be implemented to avoid or reduce adverse environmental effects and to increase the positive environmental effects of the initiative. This section also deals with mitigating the effects of the environment on the initiative (for example, measures serving to prepare for natural disasters and/or to reduce the impact of natural hazards).

This last aspect is also referred to as disaster risk management or a disaster preparedness strategy. Mitigation should be applied to both biophysical and socio-economic impacts.

This section should describe the following:

- Mitigation measures (see Table 2 for examples, including examples of disaster risk management /disaster preparedness strategy); It is recommended to link specific project actions to a specific environmental or social impact and then a specific mitigation measure.
- Residual effects (the effects that may persist in spite of the mitigation measures applied), their significance (as also mentioned under the section “analysis of environmental effects and their significance”) and uncertainty factors.

**Table 2: Examples of Mitigation Measures**

Environmental Effect	Possible Mitigation Measure
Adverse effects on fragile sites or sites of particular value (water bodies, drinking water source, steep slopes,	<ul style="list-style-type: none"> <li>• Locating the initiative far from fragile or valued site</li> <li>• Establishing a vegetative buffer zone between development activities and fragile or valued site</li> </ul>

cultural sites)	
Soil degradation/instability during construction (erosion, exposure to weather, excessive compaction, pollution from machinery)	<ul style="list-style-type: none"> <li>• Environmental ethics during construction work (such as minimizing vegetation clearing, protecting disturbed soils from wind and rain, minimizing use of heavy machinery, using anti-erosion or soil stability structures)</li> </ul>
Deforestation and adverse health effects of greenhouse gas emissions and air pollution from firewood combustion	<ul style="list-style-type: none"> <li>• Improved stoves</li> <li>• Alternative energies (such as solar energy) instead of fossil fuels</li> <li>• Awareness or training in forest conservation</li> <li>• Reforestation with indigenous (locally adapted) species</li> </ul>
Soil degradation associated with intensive agriculture	<ul style="list-style-type: none"> <li>• Measures to reduce erosion and conserve soils (such as soil amendment, live hedges and agroforestry, anti-erosion structures)</li> <li>• Appropriate crop rotation</li> <li>• Use of locally adapted crop species or those that can restore nutrients to soil</li> <li>• Environmental awareness or training in such measures or in organic agriculture techniques</li> </ul>
Negative health effects from surface water degradation (both in quantity and quality) associated with nearby housing initiative	<ul style="list-style-type: none"> <li>• Measures to protect water bodies (such as monitoring water quality and flow, rehabilitating banks with vegetation, creating buffer zones, collecting garbage)</li> <li>• Locating latrines and other pollution sources away from water bodies and steep slopes</li> <li>• Avoiding the creation of stagnant water ponds to reduce risks of water-borne diseases</li> <li>• Environmental/sanitation awareness or training</li> </ul>
Water/soil pollution and human health concerns associated with solid waste generation	<ul style="list-style-type: none"> <li>• Environmentally friendly waste management practices (such as re-using paper and other products, recycling, source separation of biomedical wastes and their proper disposal)</li> <li>• Composting organic wastes and use as a fertilizer</li> <li>• Environmental awareness or training</li> </ul>
Adverse health and safety effects associated with the use of harmful or dangerous products (agrochemicals, electronic wastes, machinery lubricants)	<ul style="list-style-type: none"> <li>• Minimize use of dangerous materials by seeking out alternatives to dangerous products</li> <li>• Environmental awareness or training in the safe and rational use of dangerous products</li> <li>• Proper storage of dangerous products</li> </ul>
Adverse effects on human populations affected by an upstream water diversion initiative	<ul style="list-style-type: none"> <li>• Joint committees of local representatives to ensure fair distribution of the initiative's benefits and/or compensation to downstream users</li> <li>• Determine and maintain adequate flow levels to ensure continued access to water of downstream populations (and ecosystem health)</li> </ul>
Adverse effects of natural hazards on a housing initiative	<ul style="list-style-type: none"> <li>• Land-use planning that guides the expansion of human settlements away from high hazard zones</li> <li>• Education and public awareness</li> <li>• Establishment and enforcement of design and construction standards to ensure that the buildings are able to withstand extreme weather- or geology-related events</li> <li>• Agricultural and land management practices that protect soils and water</li> <li>• Forest management and watershed protection to reduce flood hazard</li> </ul>

## 8. Follow-up and Monitoring

Follow-up and monitoring activities aim to assess the real effects of an initiative and identify effects that may not have been predicted at the planning stage. Proper follow-up and monitoring also ensure that mitigation measures have been implemented and are effective. If necessary, follow-up and monitoring activities identify additional measures to address previously unforeseen effects.

Environmental follow-up and monitoring are integral to an initiative's overall management and sustainability. These activities also help to identify examples and lessons from the initiative to help improve efficiency and quality, and ensure the sound budget management of future interventions.

In the environmental assessment report, this section should describe the planned follow-up and monitoring of environmental characteristics.

- **Items to be monitored**

Potentially significant environmental effects, sensitive components of the environment, and any uncertainties are generally monitored (e.g. water quality, emissions, equipment maintenance, and risks of conflict). Monitoring should also determine whether or not mitigation measures were implemented and effective.

- **Follow-up/monitoring methods and schedule**

The intent is to describe how, where, and according to what schedule these activities will take place (e.g. monthly water samples, field visits, interviews, and so on, in close association with environmental indicators). It is important to build in sufficient flexibility to accommodate additional measures when necessary.

- **Roles and responsibilities**

The intent is to identify the persons responsible for implementing these tasks and ensuring that the results are acted upon (e.g. team leader, community committee, and so on).

- **Reporting methods and schedule**

The intent is to describe how and when follow-up/monitoring results will be reported to enable the analysis of lessons learned and their feedback into future initiatives. Responsibilities for acting upon the results of follow-up/monitoring activities are also addressed.

### Box 4: How Are Environmental Effects Monitored?

Monitoring can simply involve informal observation of environmental conditions by community members (e.g. severity of erosion, amount of sediment in streams, unusual odours or colours in streams, health of vegetation).

More rigorous monitoring involves field surveys and/or collecting and testing samples to identify changes in environmental conditions and the presence of pollutants (e.g. soil, water, air, and so on, or the analysis of cartographic and aerial data).

The important thing is to identify which effects are the most problematic and how they can be monitored with the funds and expertise available. Regular observations by community members, with the use of formal surveys or sampling if significant problems seem to be occurring, may be a practical and effective strategy. It is thus important to build local environmental monitoring capacities

## Environmental and Social Management Plan

As a part of the monitoring and follow up section, the report should provide an Environmental and Social Management Plan (ESMP) to mitigate negative impacts during all phases of the project, but largely directed to the construction phase, where most projects impacts occur. The ESMP should recommend feasible and cost-effective measures to prevent or reduce significant negative impacts to acceptable levels and describe the actions necessary to implement them. A typical ESMP is provided in Box 5. Note that the Box 5 contains a suggested ESMP based on what would be considered best EA practice. The level of detail for a school, construction project, for example, will be considerably less.

### Box 5: Contents of the Environmental and Social Management Plan

1. Executive Summary
2. Introduction
3. Project Overview
4. Key Environmental Impacts
  - a. Construction
  - b. Operation
5. ESMP Roles and Responsibilities
6. Plan Components and Structure
7. Biophysical and Social Impact Management
8. Environmental Supervision and Monitoring
9. Communication and Reporting
10. Capacity Building and Reporting
11. Implementation and Schedule
12. Costs
13. Annexes

## 9. Conclusion of the environmental assessment

The conclusion of the environmental assessment report must indicate whether or not the organization expects that the initiative will have significant adverse environmental effects, in view of the mitigation measures that will be implemented. Box 6 presents the items that generally serve to assess the quality of an environmental assessment report.

### Box 6: Assessing the Quality of the Report

The quality of an environmental assessment report is generally assessed on the basis of the following items:

- a) Does the report contain *all relevant components*, given the scope, nature, and location of the initiative, and its relationship to the CEEA (environmental effects, comments from the public, mitigation measures, significance of the effects, other relevant matters, and so on)?
- b) Is the report well *structured* and sufficiently *clear* to be consulted by the public, if necessary?
- c) Does the report reflect an *appropriate level of detail*? Have *all relevant issues* been taken into account?
- d) Are there significant *gaps* in the information or the assessment?
- e) Are the analytical *methods* and *results* considered satisfactory?
- f) Are the proposed *mitigation measures* adequate?
- g) Have *public concerns* been given due consideration, and have efforts been made to ensure representativeness of the community's demographics?
- h) Is the proposed *follow-up* program appropriate?
- i) Have the necessary *arrangements* been made with the appropriate institutions to guarantee *implementation* of the planned mitigation and follow-up measures?
- j) Are the *sources* of information reliable?
- k) Are *assumptions* and *uncertainties* explicitly mentioned?