Instructions for using the Canadian Impact Assessment Registry – Grassy Mountain Coal Project

Contents

Introduction

The Canadian Impact Assessment Registry (the Registry) is an Internet site established and maintained by the Impact Assessment Agency of Canada (the Agency) that consists of project files relevant to the impact assessment process. The Registry is operated in a manner that allows access for anyone who is interested in a proposed project or the impact assessment or environmental assessment process to find information.

This document is meant to help participants find documents and comments posted on the Registry as well as to provide instructions on how to submit a comment.

On May 27, 2020, the Agency implemented improvements to the Registry to enhance the search and online commenting experience. This latest release responds to the concerns and views raised by the user community and stakeholders. To see the full list of changes made, visit https://iaac-aeic.gc.ca/050/evaluations/introduction?&culture=en-CA.

> **Records vs Comments**
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> The Registry categorizes records into "records" or "comments". The term "records" is used to refer to everything that is posted on the Registry, including correspondence, technical document, procedures, notices and views of participants. The term "comments" is used to refer to documents submitted by participants to share their views and observations on a specific document or on the Project.

Instructions for finding documents or comments on the Registry

1. Go to the **Registry page for the Grassy Mountain Coal project** : https://iaac-aeic.gc.ca/050/evaluations/proj/80101?culture=en-CA

Submit a comment

View comments

Click here to see all the comments that have been submitted so far. You will have options to search and sort

Documents that describe the environmental assessment such as updates, procedures or other documents on which comments are sought

Key documents

Document Number	Document Title	File	Date
619	Grassy Mountain Coal Project Joint Review Panel - Revised Hearing Schedule	PDF (103 KB)	October 15, 2020
562	Detailed electronic hearing procedures	-	September 24, 2020
521	Notice of Scheduling of Hearing	-	September 9, 2020
488	From the Joint Review Panel to Hearing Participants re: List of hearing participants and outline of electronic hearing procedures for the Grassy Mountain Coal Project	PDF (630 KB)	August 12, 2020
365	Public Notice: Grassy Mountain Coal Project - Notice of Hearing	-	June 29, 2020
363	From the Joint Review Panel to Osler, Hoskin & Harcourt LLP on behalf of Benga Mining Limited re: Completeness of the environmental impact assessment	PDF (485 KB)	June 25, 2020
362	From the Joint Review Panel to Osler, Hoskin & Harcourt LLP on behalf of Benga Mining Limited re: Sufficiency of information to proceed to the public hearing	PDF (480 KB)	June 25, 2020
97	Grassy Mountain Coal Project Environmental Assessment Information Summary Sheet (Note: Updated June 25th, 2020)	PDF (525 KB)	November 8, 2018
80	Agreement to Establish a Joint Review Panel for the Grassy Mountain Coal Project Between The Minister of the Environment, Canada and The Alberta Energy Regulator, Alberta (Including Terms of Reference)	PDF (9.9 MB)	August 16, 2018
42	Grassy Mountain Coal Project - Updated Environmental Impact Assessment and links to Addenda	-	August 15, 2016

List all records

Click here to see all the documents and comments that have been posted for this project.

2. To find the **key documents** – the documents that describe the environmental assessment process such as updates on the environmental assessment or documents on which the Agency or the Review Panel are seeking your comments:
   a. Scroll down to the table: Key documents.
   b. Click on the blue links in the table to open a document.

3. To see **all of the documents and comments** that have been posted on the Registry:

   a. From the main project page, scroll down and click on: "List all records"

   b. You have options for how you would like the documents/ comments to be organized:
      i. *In chronological order*: under the search bar, beside "Sort By", click on: "Most Recent". The documents/ comments will be sorted in descending order. To see them in ascending order, click on "Most Recent" again.
      ii. *By reference number*: under the search bar, beside "Sort By", click on: "Reference Number". The documents/ comments will be sorted in descending order. To see them in ascending order, click on "Reference Number" again.
      iii. The option for "Best Match" should be used when searching for a specific document. Instructions are found below.

4. To see **only the comments** :

   a. From the main project page, scroll down and click on : "View comments"

   b. You have options for how you would like the comments to be organized:
      i. In chronological order: under the search bar, beside "Sort By", click on: "Most Recent". The comments will be sorted in descending order. To see them in ascending order, click on "Most Recent" again.
      ii. The option for "Best Match" and "Submitted By" should be used when searching for a specific comment. Instructions are found below.

5. To **search for a specific document**:

    a. You can search for a document or comment within "List all records":
        i. Scroll down and click on: "List all records".
        ii. Use the search bar and write either the name of the author, a key word that is in the title of the document or in the text of the document or the reference number.
        iii. Click on "Search".
        iv. The search will automatically be sorted by "Best Match", this means that the search engine will choose the best document/ comment; the one that applies the best to your search.
        v. If you prefer to organize your search results in chronological order or reference number, click on that filter option (located under the search bar, beside "Sort by").
    b. You can also search for a comment in "View comments":
        i. Scroll down and click on: "View comments".
        ii. Use the search bar and write either the name of the author, a key word that is in the title of the document or in the text of the document or the reference number.
        iii. Click on "Search".
        iv. The search will automatically be sorted by "Best Match", this means that the search engine will choose the best document/ comment – the one that applies the best to your search.
        v. If you prefer to organize your search results in chronological order, click on that sorting option.

> **TIP**
> **Reference numbers (CIAR #):** Each document and each comment posted on the registry (for the Grassy Mountain Coal Project) is given a unique number. Take note of reference numbers for documents or comments that you may want to refer back to in the future, it will be easier to find a document if you have the reference number handy.

Instructions on how to post a comment on the Grassy Mountain Coal Project

There are two ways to submit a comment for consideration in the environmental assessment for the Grassy Mountain Coal Project.

1. You can email your comment to: iaac.grassymountain.aeic@canada.ca and the team will look after posting your comment to the registry.
2. If you have a Google, Microsoft, Twitter or Facebook account, you can post your comment yourself using the registry's web platform[1]:
    a. Go to the Registry page for the Grassy Mountain Coal Project : https://iaac-aeic.gc.ca/050/evaluations/proj/80101?culture=en-CA
    b. Scroll down and click on: "Submit a comment"

Participate

⭐ 💬 **Submit a comment**   ☰ **View comments**

    c. Scroll down and click on: "Submit a comment"

Grassy Mountain Coal Project

⚠ **DISCLAIMER**

The use of this online submission tool is voluntary and subject to the Terms of Use. To submit information or comments, you will need to confirm your identity via Twitter, Facebook, Google or Microsoft.

Information submitted via this tool must comply with the Submission Policy and should not contain confidential information or inappropriate content.

Refer to the contact information identified on the relevant assessment page to submit information via other means.

⭐ Submit a Comment

Public participation under the Canadian Environmental Assessment Act, 2012   ✚

    d. Click on: "Go to Login"
    e. Read the Terms of Use and then click on the box to indicate that you have read and agreed to the Terms of Use and click on "continue"
    f. Click on the button for the type of account you would like to use to participate. The Registry should automatically connect you using the account you clicked on.

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[1] Please note that this option to post a comment will be disabled during the public hearing for the Grassy Mountain Coal Project. You may still submit comments to iaac.grassymountain.aeic@canada.ca during this time.

g. Add a title to your comment and write your comment in the boxes provided. The section called Comment Tags allows you to pick from a list of themes that can refer to the content of your comment. You can select themes to highlight the content of your comment. You can also add an attachment.
h. Click on : "Submission policy", read it and then click on the box to indicate that you have read and understood the submission policy.
i. You can also click on the box to agree to have your email address added to the distribution list (see explanations on this in the Distribution List section below).
j. Click on "Submit".

Distribution List

Throughout the environmental assessment process, a distribution list will be developed and maintain for the environmental assessment. Individuals and organizations on the distribution list will receive updates and notices about the Project's environmental assessment as the process unfolds. If you would like to be added to the distribution list, send an email to: iaac.grassymountain.aeic@canada.ca with your full name and email address. If you indicated that you would like to be added to the distribution list when you signed into the online Registry or at an information session, there is no need to sign up again.

General Search Bar

1. <u>Using the search bar in « List all records » or « View Comments » to find a document or comment on the Grassy Mountain Coal project</u>

When accessing the Registry for the Grassy Mountain Coal Project, there is a search bar above the name of the project. This search bar is used to search the entire registry including all projects that are undergoing an impact assessment/environmental assessment or have undergone an environmental assessment in the past. It will not search specifically for documents related to the Grassy Mountain Coal Project. To search for a document or comment on the Grassy Mountain Coal Project, scroll down the project page to click on "List all records" or "View comments" and use the search bars on those pages.

Contact information

If you have questions or need information, a member of team working on the Grassy Mountain Coal Project will be happy to help by email: iaac.grassymountain.aeic@canada.ca or by phone: 613-957-0700 or 1-866-582-1884.