



Business Plan
Environmental Impact Review Board
March 31st, 2009





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STRATEGIC PLAN SUMMARY

Mission Statement:

On behalf of the Inuvialuit, other residents of the North, and ultimately all Canadians, the Environmental Impact Review Board carries out detailed assessments and conducts public reviews of development projects referred by the Environmental Impact Screening Committee. The Board fulfills this role in consultation with affected communities, developers, governments, and non government organizations.

Vision Statements:

1. Preserve Inuvialuit cultural identity and values within a changing northern society
2. Enable the Inuvialuit to be equal and meaningful participants in the northern and national economy and society
3. Protect and preserve Arctic wildlife, the environment and biological productivity

Value Statements:

The Environmental Impact Review Board is:

- a. **Respectful** in how it engages and interacts with others
- b. **Inclusive** by promoting collaboration and involvement
- c. **Balanced** in its efforts to be fair and independent in its decisions
- d. **Transparent** in all that it does
- e. Committed to showing **integrity** in how it fulfills its responsibilities

GOALS	STRATEGIES	PERFORMANCE MEASURES
<p>Activities of the Board reflect leading practices and the best in available information.</p>	<ol style="list-style-type: none"> 1. Complete and maintain updates to: <ol style="list-style-type: none"> a. The Board website b. Board policy and procedures 2. Work with the Environmental Impact Screening Committee on: <ol style="list-style-type: none"> a. Key working definitions b. Criteria to guide assessments 3. Plan for the conduct of community sessions on 	<p><i>Percentage of Board and review panel materials that are available and maintained electronically</i></p> <p><i>Status of:</i></p> <ul style="list-style-type: none"> • <i>policy and procedures update</i> • <i>integration of EIRB and EISC policies and procedures</i> • <i>planned workshops</i> • <i>inventory of definitions</i>

	<p>conservation plans and local development considerations</p> <ol style="list-style-type: none"> 4. Carry out a review of best practices in environmental assessment and public reviews 5. Work with relevant agencies to improve access to environmental baseline information 	<p><i>Results of comparison of best practices with Board operating procedures</i></p> <p><i>Description of presentations to other co-management boards of areas for new research to strengthen environmental baseline information</i></p>
<p>The Board has the capacity to successfully meet its mandate.</p>	<ol style="list-style-type: none"> 1. Establish and maintain a qualified technical contractors list 2. Provide for staff succession through the sharing of knowledge and files 3. Influence the Board appointment process to ensure timeliness 4. Advance the sharing of information between the Board and the Environmental Impact Screening Committee 5. Pursue a joint procurement process for technical contractors with the Environmental Impact Screening Committee 	<p><i>Rate of success in:</i></p> <ul style="list-style-type: none"> • <i>procuring needed technical specialists</i> • <i>meeting Board quorums</i>
<p>Assessments and reviews are carried out in a timely manner and are of high quality.</p>	<ol style="list-style-type: none"> 1. Arrange for, and carry out, a scheduled series of Board meetings 2. Prepare for and carry out notification and consultation processes 3. Report to government on recommended terms and conditions 	<p><i>Rate of success in meeting assessment (review):</i></p> <ul style="list-style-type: none"> • <i>scheduled milestones</i> • <i>budgets</i>

ANNUAL PRIORITY AREAS FOR THE BOARD

- Providing for the improved use and functionality of the website
- Completing the update of the policy and procedures
- Providing for ongoing professional development and access to current tools to assist with work
- Addressing the absence of baseline information that is exacerbated by fast changes in the natural environment
- Improving the understanding of Cumulative Effects Management

CORE AND STRATEGIC ACTIVITIES

Goal 1

Activities of the Board reflect leading practices and the best in available information.

Performance Measures

Percentage of Board and review panel materials that are available and maintained electronically

Status of:

- *policy and procedures update*
- *integration of EIRB and EISC policies and procedures*
- *planned workshops*
- *inventory of definitions*

Results of comparison of best practices with Board operating procedures

Description of presentations to other co-management boards of areas for new research to strengthen environmental baseline information

Strategies	Activities	Results
1. Complete and maintain updates to: <ol style="list-style-type: none"> a. The Board website b. Board policy and procedures 	<ol style="list-style-type: none"> a. Launch the new Board website in collaboration with the Environmental Impact Screening Committee b. Engage in consultations with contracted support on the Board's updated policies and procedures c. Work with the Environmental Impact Screening Committee to ensure consistency in policy and procedures through a scheduled meeting(s) 	<ol style="list-style-type: none"> a. Current and functional website b. Up-to-date policies and procedures that are consistent with those of the Environmental Impact Screening Committee

	(and explore areas to merge operational procedures)	
2. Work with the Environmental Impact Screening Committee on: <ul style="list-style-type: none"> a. Key working definitions b. Criteria to guide assessments 	<ul style="list-style-type: none"> a. Compile a list of current definitions in use for environmental and socio-economic impact assessments and reviews b. Engage a contractor and host a workshop with the Environmental Impact Screening Committee on definitions and cumulative effects management criteria 	<ul style="list-style-type: none"> a. Standard and shared set of assessment (review) definitions that can be shared with developers b. Improved understanding of the application of cumulative effects assessment
3. Plan for the conduct of community sessions on conservation plans and local development considerations	<ul style="list-style-type: none"> a. Confirm the status of community conservation plan updates b. Engage a contractor and host a workshop on the Husky Lakes criteria 	<ul style="list-style-type: none"> a. Finalized set of Husky Lakes criteria that is: <ul style="list-style-type: none"> o Consistent with conservation and management plans o Shared with stakeholders
4. Carry out a review of best practices in environmental assessment and public reviews	<ul style="list-style-type: none"> a. Undertake a literature search and prepare a summary report through staff 	<ul style="list-style-type: none"> a. Assessments (reviews) reflect known best practices and innovations in methodologies
5. Work with relevant agencies to improve access to environmental baseline information	<ul style="list-style-type: none"> a. Approach the Aurora Institute to identify gaps in existing ISR research 	<ul style="list-style-type: none"> a. Improved understanding on areas of research need

Goal 2

The Board has the capacity to successfully meet its mandate.

Performance Measures

Rate of success in:

- *procuring needed technical specialists*
- *meeting Board quorums*

Strategies	Activities	Results
1. Establish and maintain a qualified technical contractors list	<ol style="list-style-type: none">Review the ISR business list and other directories to consolidate an initial list of available contractorsPrepare and issue an Expressions of Interest for technical specialistsFinalize the initial list of approved technical specialist resources	<ol style="list-style-type: none">Access to qualified technical specialists to support assessments
2. Provide for staff succession through the sharing of knowledge and files	<ol style="list-style-type: none">Prepare a staff person "what you need to know" documentExplore options to engage past employees and other joint secretariat personnel on short-term contract to mentor new staff persons	<ol style="list-style-type: none">Greater continuity in staff knowledge and understanding of the Board
3. Influence the Board appointment process to ensure timeliness	<ol style="list-style-type: none">Prepare and send letters advising six months in advance of concluded terms of Board membersIdentify at Board Forum meetings the impending departure of members	<ol style="list-style-type: none">Full quorum of the Board with current members

<p>4. Advance the sharing of information between the Board and the Environmental Impact Screening Committee</p>	<p>a. Work with the Environmental Impact Screening Committee to schedule a joint one-day workshop to discuss:</p> <ul style="list-style-type: none"> • other planned workshops, • areas of policy and procedures, • appointments, • relationships with regulatory agencies, • staffing, and • opportunities to work more closely 	<p>a. Strong relationships and shared understanding between boards</p>
<p>5. Pursue a joint procurement process for technical contractors with the Environmental Impact Screening Committee</p>	<p>a. Host a session to discuss the potential to jointly procure a shared technical resource to review proposals and advise both boards (<i>this action is linked to 4(a) above</i>)</p>	<p>a. Shared expertise and knowledge</p>

Goal 3

Assessments and reviews are carried out in a timely manner and are of high quality.

Performance Measures

Rate of success in meeting assessment (review):

- *Scheduled milestones*
- *Budgets*

Strategies	Activities	Results
1. Arrange for, and carry out, a scheduled series of Board meetings	a. Schedule and prepare advance materials for meetings to establish the scope of the review, evaluate the impact assessment and form the panel to carry out the review	a. Development proposals are properly assessed and considered throughout the review process
2. Prepare for and carry out notification and consultation processes	a. Notify the public, relevant government agencies, and other co-management boards b. Prepare and submit a budget to Indian and Northern Affairs Canada c. Prepare a listing of interveners d. Maintain communications with interveners e. Prepare for and host public hearing	a. Stakeholders are fully engaged in the review process
3. Report to government on recommended terms and conditions	a. Panel members draft and review report sections b. Panel approves and issues report with accompanying press release c. Receive and review government written response (30-day) d. Board Chair requests receipt of reports from Environmental Monitors	a. Appropriate terms and conditions are recommended to government and duly considered

HUMAN RESOURCES

<i>Number of Staff</i>	<i>Number of FTEs</i>	<i>Positions</i>
1	1	Environmental Assessment Coordinator
<i>1 Staff Member</i>	<i>1 Full-time Equivalent</i>	

In addition to this dedicated full-time staff person, the Board will engage technical specialists under contract to provide expert advice and information in the conduct of reviews. The specific levels and nature of this technical support are dependent upon the agreed scope of a review, and as such, are difficult to estimate in advance.

PLANNED ACTIVITIES AND COSTS

<i>Planned Activities (Strategies)</i>	<i>\$ Cost</i>
Engage in consultations with contracted support on the Board's updated policies and procedures (<i>Goal 1—1. Complete and maintain updates to Board policy and procedures</i>)	\$15,000
Engage a contractor and host a workshop with the Environmental Impact Screening Committee on definitions and cumulative effects management criteria (<i>Goal 1—2. Work with the Environmental Impact Screening Committee on key working definitions and criteria to guide assessments</i>)	\$2,500
Engage a contractor and host a workshop on the Husky Lakes criteria (<i>Goal 1—3. Plan for the conduct of community sessions on conservation plans and local development considerations</i>)	\$3,500
Total	\$21,000

REVENUES

<i>Indian and Northern Affairs Canada</i>	
Administrative Support Funding	\$114,000
Chair and Canada Member Funding	\$95,000
Inuvialuit Member Funding	\$23,000
Total: \$232,000	

FINANCIAL SUMMARY

<i>Description</i>	<i>Actual (2007-08)</i>	<i>Forecast (2008-09)</i>
<i>Administrative Support Funding</i>	\$ 111,000	\$ \$114,000
<i>Chair and Canada Member Funding</i>	\$ 93,000	\$ \$95,000
<i>Inuvialuit Member Funding</i>	\$ 23,000	\$ \$23,000
Total Revenues	\$ 227,000	\$ 232,000
<i>Administrative Support Expenditures¹</i>	\$ 91,000	\$ \$114,000
<i>Chair and Canada Member Expenditures</i>	\$ 97,000	\$ \$95,000
<i>Inuvialuit Member Expenditures</i>	\$ 16,100	\$ \$23,000
Total Expenses	\$ 204,100	\$ 232,000
Net Income (Loss)	\$ 22,900	\$ 0

¹ This includes expenditures on hiring of a Board staff person and their relocation.