



## **Environmental Stewardship Policy**

### **Purpose**

Oxfam Canada seeks to end poverty and injustice. A safe, sustainable world is critical to success.

Environmental degradation and climate change increase the vulnerability and undermine the resilience of women and men, girls and boys living in poverty. Impact varies depending on gender, geography and other elements of diversity. But the global, cumulative consequences of despoiled environments and changing climate mean that in the longer term, no one will be spared.

This policy sets out Oxfam Canada's approach to managing and mitigating the impact on the environment and on communities of all our activities using effective, measurable methods. It also serves as a learning tool for staff, Board Directors and volunteers.

### **Scope**

All of Oxfam Canada's institutional and programmatic activities are included within the scope of this Environmental Stewardship Policy.

The responsibility is on all Oxfam Canada staff, Board Directors and volunteers to use more environmentally friendly practices.

Oxfam Canada will encourage others to create and maintain environmentally sustainable practices.

This policy includes two sets of Guidelines, one concerning Oxfam's institutional operations and program activities in Canada; the other relating to Oxfam Canada's international programs.

### **Oxfam Canada's Environmental Stewardship Statement**

Oxfam Canada will take every action with a view to promoting a healthy, sustainable environment and reducing its ecological footprint. Every project, operation or activity must minimize its negative impact on the environment and on communities.

Oxfam Canada will be a leader in Environmental Stewardship at home and abroad by minimizing the environmental impacts inherent in our current ways of working and through the pursuit of appropriate methods of reducing our ecological footprint, including our carbon footprint, and enhancing sustainability.

Oxfam Canada will support partners and initiatives that protect and enhance the environment and increase the resilience of communities affected by climate change and environmental degradation.

Oxfam Canada will monitor, evaluate and report its practices with a view to continuous improvement and a further reduction of environmental impacts.

### **Accountability**

The Director of Organizational Services will report annually to the Board on progress in implementing the Environmental Stewardship Policy. This information will also be made publicly available.

## Definitions

### Carbon Footprint

The total amount of greenhouse gases produced to directly and indirectly support human activities, usually expressed in equivalent tons of carbon dioxide (CO<sub>2</sub>)<sup>1</sup>.

### Ecological Footprint

A measure of the area of land and water a human population would hypothetically need to provide all the resources required to support itself and to absorb its wastes.<sup>2</sup>

### Environmental Stewardship

The responsibility for environmental quality shared by all those whose actions affect the environment, reflected as both a value and a practice by individuals, companies, communities, and government organizations. Positive stewardship behavior demonstrates acceptance of this responsibility through the continuous improvement of environmental performance to achieve measurable results and sustainable outcomes<sup>3</sup>.

### LEED Standards

Leadership in Energy and Environmental Design: a third-party certification program and an internationally accepted benchmark for the design, construction and operation of high performance green buildings<sup>4</sup>.

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<sup>1</sup> Time for Change. *What is a Carbon Footprint – Definition*. (2010). Retrieved April 16, 2010. Available: <http://timeforchange.org/what-is-a-carbon-footprint-definition>.

<sup>2</sup> Climate Smart Living, Glossary of Terms and Acronyms. Retrieved October 8, 2010. Available: [www.climatesmart.qld.gov.au/get\\_informed/glossary](http://www.climatesmart.qld.gov.au/get_informed/glossary)

<sup>3</sup> EPA Environmental Stewardship Staff Committee. *Everyday Choices: Opportunities for Environmental Stewardship*. (2005: 8). Retrieved April 19, 2010. Available: <http://www.epa.gov/ncei/pdf/techrpt.pdf>.

<sup>4</sup> Canadian Green Building Council. *What is LEED?* (2009). Retrieved April 19, 2010. Available: <http://www.cagbc.org/leed/what/index.php>

## Institutional Environmental Stewardship Guidelines

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**1. Oxfam Canada's operational activities, including its offices in Canada and overseas, as well as Oxfam Canada's program activities in Canada are included within the scope of these Guidelines.**

### 1.1 Carbon Footprint Tracking

With support from a Corporate Travel Agency, Oxfam Canada will track its carbon footprint annually. Carbon outputs based on travel and utility use will be assessed annually. The data collected will be used to search for ways to reduce carbon outputs.

### 1.2 Carbon Footprint Reporting

As required annually by Oxfam International, Oxfam Canada will report annually to the confederation on its carbon footprint.

### 1.3 Achieving LEED Standards

Oxfam Canada will maintain a minimum of Gold LEED standard in its National Headquarters at all times. As offices in Canada are moved, updated and renovated, every effort will be made to achieve Gold LEED standard to the point of undue hardship. Care will also be taken in the selection and operation of offices overseas to minimize environmental impacts.

**2. The responsibility is on all Oxfam Canada staff, Board Directors and volunteers, to use more environmentally friendly practices.**

### 2.1 Institutional Initiatives

Oxfam Canada will adopt a more deliberate approach to examining the environmental consequences of the choices it makes and apply a more rigorous standard in weighing the merits of alternative approaches that are less environmentally damaging. These would include:

- Supporting alternatives to travel through investment in improved e-conferencing
- Reducing paper use through improved access to digital information
- Promoting rethinking, reducing and reusing before recycling
- Providing office compost and green bin programs where possible
- Sourcing locally from suppliers committed to sustainable inputs and practices where possible

### 2.2 Oxygen Initiatives

Oxfam Canada's Green Team, *Oxygen*, will promote environmentally sound practice through a variety of means:

- Weekly "Green Tips" in Oxfam Canada's internal staff newsletter, *Purple Tuesday*
- Creation and dissemination of resources such as the *Green Events Planning Guide*
- Awards to staff making significant efforts to reduce their ecological footprint both in the office and at home
- The development of relationships with appropriate environmental organizations in Canada and overseas

### 2.3 Consultations

Oxfam Canada will seek meaningful consultation with appropriate stakeholders and communities regarding the environmental implications of its activities in Canada, including outreach, campaigning and fundraising.

### 2.4 Reporting Compliance



Oxfam Canada will comply with relevant Canadian and local environmental legislation as an employer and in all its activities.

### **3. Oxfam Canada will encourage others to create and maintain environmentally sustainable practices.**

#### **3.1 LEED-ing by Example**

Oxfam Canada will share its efforts to achieve environmental sustainability with interested parties including consultants, volunteers, interns, vendors, etc.

#### **3.2 Environmental Screen for Proposals**

When procuring services through a Request for Proposals (RFP) process, Oxfam Canada will request and carefully assess the environmental stewardship policies of organizations submitting proposals.

### **4. Monitoring, Evaluation, Learning & Knowledge Sharing**

#### **4.1 MELKS**

Oxfam Canada will produce an annual Environmental Sustainability report, outlining achievements and setting out goals for the next year. This report will be posted to the web site and shared with staff and Board Directors.

## Programmatic Environmental Stewardship Guidelines

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Oxfam Canada's program guidelines on the environment are designed to ensure that environmental impact is considered at each stage of the project life cycle and that Oxfam's programs are in compliance with relevant policy and legislative frameworks. Internally, Oxfam's programs must comply with Oxfam's Environmental Stewardship Policy. Externally, Oxfam's programs must comply with the policy frameworks of CIDA and the Government of Canada as well as Multilateral and National frameworks and legislation. A list of these policy and legislative frameworks can be found in Annex A.

The reader is reminded that environmental considerations regarding Oxfam Canada's offices overseas are covered under the Institutional guidelines.

### **1. Oxfam Canada will consider the environmental implications of its programming throughout the program cycle**

Oxfam Canada's main long-term development work involves support to and capacity building of Southern-based civil society organizations partners. As such, Oxfam Canada's own direct environmental impact is typically low to nil in long-term development programming.<sup>5</sup>

However, Oxfam Canada ensures that environmental impact considerations are addressed, beginning with the concept paper stage and continuing throughout program development, implementation and follow-up processes. Within these processes, Oxfam will use available and appropriate tools to guide project development, implementation, monitoring and evaluation.

Oxfam also considers the potential environmental impact of our humanitarian work and develops appropriate mitigation strategies. Post-emergency and reconstruction work are not considered as humanitarian interventions under the Canadian Environmental Assessment Act (CEAA)<sup>6</sup> and are therefore required to comply in the same way as other development projects.

### **2. Oxfam Canada will consult with partners and, as necessary, affected populations in the design of its programs**

Oxfam Canada will ensure whenever possible that environmental considerations are coherently and consistently integrated into the design of new programs.

In the development of programs and projects, Oxfam Canada will seek meaningful community and appropriate stakeholder consultation regarding the environmental implications of development projects which relate to the national resource base and ensure that women's voices and indigenous knowledge be sought out and taken into account in the design, implementation, monitoring and evaluation of projects.

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<sup>5</sup> Partner organizations, in turn, implement a range of programs in support of women's rights and gender equality. As such, the majority of their programs have low to no environmental impact. However, at any time, a small subset of Oxfam Canada partner organizations may be engaged in programs that have environmental impact. If this work is funded by Oxfam, Oxfam Canada will work with partners to make sure that environmental impacts are considered and mitigation strategies are in place as per National Legislation.

<sup>6</sup> [Canadian Environmental Assessment Act](#)

### **3. Oxfam Canada programs will comply with the requirements of the Canadian Environmental Assessment Act**

Oxfam Canada determines its environmental responsibilities at the concept note stage. All concept notes will include an overview of environmental considerations that are relevant to the project and an initial reflection as to whether the proposed project or program falls under the Canadian Environmental Assessment Act (CEAA).

Notably, the CEAA calls for the completion of an environmental assessment for initiatives that include any proposed construction, operation, modification, decommissioning, abandonment or undertaking in relation to a physical work, unless the activity is specified in the *Exclusion List Regulations* (see Annex D) or is carried out in response to an emergency situation. **Training, capacity building, and technical assistance may require the completion of an environmental assessment in accordance with the CEAA but primarily if not wholly in cases where such activities are intrinsically related to a physical work (e.g. training provided to people responsible for constructing or operating a specific dam or a specific irrigation system).**

Annexes B and C, taken from CIDA's *Environmental Handbook for Community Development Initiatives*, and the CEAA Exclusion List found in Annex D will be consulted to determine the Act's applicability to proposed Oxfam Canada projects.

In cases where it is judged that the CEAA will apply, Oxfam Canada will ensure that project design and implementation is undertaken in conformity with the Act. To ensure compliance, Oxfam Canada staff will consult CIDA's *Environmental Handbook for Community Development Initiatives*. Notably, Oxfam Canada staff will ensure that an Environmental Assessment is carried out as part of the design stage, and that an Environmental Management Plan is developed and followed during project implementation.

### **4. All Oxfam Canada programs will integrate sound environmental management**

If it is judged that the CEAA will not apply, this will be indicated in the initial checklist. A formal note to this effect will be placed in the full proposal (as per CIDA requirements) and on file.

However, Oxfam Canada will nevertheless ensure that environmental considerations are taken into account in project design and implementation. Proposal documents will address the environmental impacts (when appropriate), describing how the positive environmental effects will be maximized and negative environmental effects will be mitigated.

Progress reports will include information on these optimization and mitigation strategies and their effects, and will also describe any changes to the project/program which will have environmental impacts and any other internal and external changes which will require revisions to these strategies.

Oxfam will work to ensure that its programs comply with any National environmental legislation in the countries in which we work.

### **5. Monitoring, Evaluation, Learning and Knowledge Sharing**

As part of the implementation of projects, the monitoring, evaluation and learning strategies will include consideration of environmental impacts. This will feed into the learning and knowledge sharing strategies of the International Program Department and the organization as a whole. Where appropriate, consideration of the environmental management strategy (or the Environmental Management Plan when the CEAA applies) will be incorporated into planned program evaluations. Additionally, information on the environmental impact of projects and programs will be fed into Oxfam Canada's internal processes for reporting on organizational Environmental Sustainability.



## **ANNEX A: Relevant Environmental Policy Frameworks**

Oxfam's program guidelines related to environmental stewardship have been developed within a variety of internal and external policy frameworks. Internally, Oxfam's programs must comply with Oxfam's Environmental Stewardship Policy. Externally, Oxfam's programs must comply with the policy frameworks of CIDA and the Government of Canada as well as Multilateral and National frameworks and legislation.

These include, but are not limited to:

- [CIDA Policy on Environmental Sustainability](#);
- [CIDA Sustainable Development Strategy, 2007-09](#);
- [Canadian Environmental Assessment Act](#);
- Multilateral Environmental Agreements (MEAs), including the United Nations Convention on Biological Diversity (UNCBD), the United Nations Convention to Combat Desertification (UNCCD), and the United Nations Framework Convention on Climate Change (UNFCCC); and,
- National environmental policies and legislation in the countries in which Oxfam Canada operates.

## **ANNEX B: What is a "Project" under the CEAA?<sup>7</sup>**

The CEAA calls for the completion of an environmental assessment for initiatives that include any proposed construction, operation, modification, decommissioning, abandonment or undertaking in relation to a physical work, unless the activity is specified in the *Exclusion List Regulations* (see Annex D) or is carried out in response to an emergency situation.

A physical work is a physical structure in a fixed location. A physical work could include housing, clinics, schools, water provision and sanitary systems, dams, irrigation systems, aquaculture basins, roads, factories, buildings, and other civil engineering infrastructures. **Training, capacity building, and technical assistance may require the completion of an environmental assessment in accordance with the CEAA in cases where such activities are intrinsically related to a physical work (e.g. training provided to people responsible for constructing or operating a specific dam or a specific irrigation system).**

The Exclusion List Regulations outline the physical structures that do not require the completion of an environmental assessment in accordance with the CEAA. These structures are generally small in scope or temporary in nature; thus, their environmental effects are considered relatively minor. The Canadian Environmental Assessment Agency's website presents the details of this regulation. Box 13 presents some of the situations typically encountered for community development initiatives.

### **Box 13: Excerpts From the Exclusion List Regulations**

The activities listed on the Exclusion List Regulations that are most commonly associated with community development initiatives are those related to the size and scope of the physical work, its proximity to a water body, and its likely release of a polluting substance into a water body.

Examples include the following:

- the maintenance or repair of an existing physical work;
- the construction of a building with a footprint of less than 100 m<sup>2</sup> and a height under 5 m, located more than 30 m from a water body and not involving the likely release of a polluting substance into a water body;
- the expansion or modification of an existing building with an increase of less than 10 percent in footprint or height, located more than 30 m from a water body and not involving the likely release of a polluting substance into a water body;
- the construction of a physical work with a footprint of less than 25 m<sup>2</sup>, located more than 30 m from a water body and not involving the likely release of a polluting substance into a water body.

An emergency situation refers to an immediate and imminent danger. For example, initiatives undertaken immediately in response to a hurricane (such as the provision of temporary shelter, construction of latrines, and so on) can be considered as emergencies. However, reconstruction and rehabilitation initiatives undertaken in the following weeks or months (e.g. involving housing, construction of a school, and so on) are not emergencies under the CEAA. In addition, droughts are usually not considered to be

<sup>7</sup> From CIDA's *Environmental Handbook for Community Development Initiatives* <http://www.acdi-cida.gc.ca/acdi-cida/acdi-cida.nsf/eng/REN-218123434-NNC#a1312>



emergency situations under the CEAA, because they are more predictable and generally occur over a longer time scale. Such situations should be discussed with CIDA personnel on a case-by-case basis.

Regardless of CEAA applicability, the integration of environmental considerations is warranted in emergency response situations, as in other situations, because of the inter-relatedness of poverty, peace, security, and the environment. To address such complex issues in the context of emergency situations, the practice of rapid environmental assessments is gaining acceptance at the international level. The principal intent of such a process is to address the priority environmental issues and to avoid negative and irreversible effects.

Please note that the CEAA is also accompanied by the Inclusion List Regulations, which describe activities that may require the completion of an environmental assessment, even though they are not necessarily physical works. This regulation can be accessed through the [Canadian Environmental Assessment Agency's website](#). Community development initiatives are very rarely associated with these categories of activities. Nevertheless, organizations should be aware of this regulation.

## ANNEX C: Does This Project Require an Environmental Assessment?<sup>8</sup>

When faced with a proposed initiative, two main questions should be asked to help determine whether an environmental assessment in accordance with the CEAA is required:

- Is the initiative a physical activity in relation to a "physical work"?
- Is the initiative included in the *Exclusion List Regulations* or is it a response to an emergency situation?

The following examples provide an opportunity to practice identifying the types of initiative that would require the completion of an environmental assessment in accordance with the CEAA.

Is an environmental assessment in accordance with the CEAA required for...

the construction of a new irrigation structure?

**Answer:** Yes, since there is a physical work as defined by the CEAA. Furthermore, this physical work would take place in or close to a water body.

Is an environmental assessment in accordance with the CEAA required for...

the implementation of a tree nursery?

**Answer:** To make a proper determination, we would need to know if the initiative includes the construction of a building and if irrigation structures are planned, in addition to their physical dimensions and other characteristics related to the presence of water bodies.

Is an environmental assessment in accordance with the CEAA required for...

the construction of latrines distributed in different communities?

**Answer:** The construction of latrines may require the completion of an environmental assessment under the CEAA, depending on the circumstances. Such initiatives often involve the implementation of many latrines, distributed over a large territory. In such cases, rather than undertaking an environmental assessment for each individual construction, a **class environmental assessment** can be conducted for each eco-region, or region with similar environmental characteristics. Such an assessment presents the accumulated knowledge about the environmental effects of a given type of initiative, and provides insight into the guidelines that will be followed to avoid degradation and nuisances. These guidelines include criteria for site selection, and details on the technical, maintenance, and management aspects. The pertinence of such environmental assessments must be determined on a case-by-case basis.

Is an environmental assessment in accordance with the CEAA required for...

the construction of a 2 m high dyke to retain water for agricultural purposes?

**Answer:** Yes, since there is a physical work as defined by the CEAA. Furthermore, this physical work would take place in or close to a water body.

Is an environmental assessment in accordance with the CEAA required for...

assistance to an agricultural cooperative for the distribution of fertilizers?

<sup>8</sup> From CIDA's *Environmental Handbook for Community Development Initiatives* <http://www.acdi-cida.gc.ca/acdi-cida/acdi-cida.nsf/eng/REN-218123434-NNC#a1312>

**Answer:** If no physical works are involved, an environmental assessment in accordance with the CEAA would not be required. Nevertheless, the integration of environmental concerns is important and in line with *CIDA's Policy for Environmental Sustainability*. An environmental assessment of smaller scope would thus be required.

Is an environmental assessment in accordance with the CEAA required for...

the creation of a microcredit fund?

**Answer:** Such initiatives are to be dealt with on a case-by-case basis. Usually, if CIDA's funding can be traced directly to the ground level, and if a loan goes toward a specific physical work as defined by the CEAA, then an environmental assessment in accordance with the CEAA would be required. However, if CIDA funds contribute to the microcredit fund, and it is not possible to track CIDA funds to a specific activity resulting from a loan during the time frame of the initiative, then an environmental assessment in accordance with the CEAA may not be required.

## ANNEX D: The CEAA Exclusion List

The following list cites “projects” that do NOT require an environmental screening under the CEAA because, through experience, their impacts have been found to be insignificant. For easier reference, the list is organized on the basis of sectors of activity. The list has been adapted from the *Exclusion List Regulation* of the *Canadian Environmental Assessment Act (CEAA)*. It does not include some types of “projects” (e.g., those related to nuclear facilities, or to electrical energy switching stations) in which Oxfam is unlikely to become involved.

To review the *CEAA Exclusion List Regulation* in its entirety, visit the Internet site of the Canadian Environmental Assessment Agency at [www.ceaa.gc.ca](http://www.ceaa.gc.ca).

<b>AGRICULTURE SECTOR</b>
The modification of an existing irrigation structure that would not involve the likely release of a polluting substance into a water body.
The construction, expansion or modification of a domestic or farm water supply well, pump house, water-tank loading facility or dugout on agricultural land that would not <ul style="list-style-type: none"> <li>(a) be carried out in or on or within 30 m of a water body; and</li> <li>(b) involve the likely release of a polluting substance into a water body.</li> </ul>
The construction, expansion or modification of a centre pivot or side roll sprinkler on agricultural land that would not <ul style="list-style-type: none"> <li>(a) be carried out in or on or within 30 m of a water body; and</li> <li>(b) involve the likely release of a polluting substance into a water body.</li> </ul>
<b>FORESTRY SECTOR</b>
The expansion or modification of an existing drainage structure, other than a drainage structure connected to a water body, on forested land, where the expansion or modification would not lengthen the structure by more than 10 per cent.
<b>WATER SECTOR</b>
The construction, expansion, modification or demolition that would not involve the likely release of a polluting substance into a water body, of a structure, such as a bait storage depot, net repair area or patrol cabin, that <ul style="list-style-type: none"> <li>(a) would be or is located on land;</li> <li>(b) would be or is associated with fishing or the use of small pleasure craft; and</li> <li>(c) would have or has a floor area of less than 100 m<sup>2</sup> and a height of less than 5 m.</li> </ul>
The construction, installation, expansion or modification of a fish habitat improvement structure that would not involve the use of heavy machinery.
The modification of an existing wharf, other than a floating wharf, or of an existing breakwater that is accessible by land, where the modification would not <ul style="list-style-type: none"> <li>(a) be carried out below the high-water mark of the breakwater or wharf;</li> <li>(b) involve dredging; and</li> <li>(c) involve the likely release of a polluting substance into a water body.</li> </ul>
The re-installation, expansion or modification of an existing floating wharf that would not increase its area by more than 10 per cent.
The demolition of an existing wharf that would not involve <ul style="list-style-type: none"> <li>(a) the use of explosives; and</li> </ul>

(b) the likely release of a polluting substance into a water body.
<b>TRANSPORTATION SECTOR</b>
The proposed expansion or modification of an existing road that would be carried out on the existing road right of way and would not <ul style="list-style-type: none"> <li>(a) lengthen the road;</li> <li>(b) widen the road by more than 15 per cent;</li> <li>(c) be carried out in or on or within 30 m of a water body; and</li> <li>(d) involve the likely release of a polluting substance into a water body.</li> </ul>
The proposed modification of existing aircraft maneuvering lights or navigation aids.
The proposed construction, installation, expansion or modification of an automatic warning structure at a railway level crossing.
The proposed modification of that part of an existing oil and gas pipeline, sewer or drain that crosses under a railway or road and is within the existing railway or road right of way.
The proposed modification of that part of an existing culvert that <ul style="list-style-type: none"> <li>(a) is not connected to a water body;</li> <li>(b) crosses under a railway or road; and</li> <li>(c) is within the existing railway or road right of way.</li> </ul>
The proposed modification, other than a deviation, of an existing railway track or bed that would not <ul style="list-style-type: none"> <li>(a) be carried out in or on or within 30 m of a water body; and</li> <li>(b) involve the likely release of a polluting substance into a water body.</li> </ul>
The proposed modification of an existing road crossing where the modification would <ul style="list-style-type: none"> <li>(a) be carried out on an existing right of way;</li> <li>(b) not be carried out in or on or within 30 m of a water body; and</li> <li>(c) not involve the likely release of a polluting substance into a water body.</li> </ul>
<b>ENERGY SECTOR</b>
The construction or installation of an electrical transmission line with a voltage of not more than 130 kV, where the construction or installation would not: <ul style="list-style-type: none"> <li>(a) be carried out beyond an existing right of way;</li> <li>(b) involve the likely release of a polluting substance into a water body; and</li> <li>(c) involve the placement in or on a water body of the supporting structures for the electrical transmission line.</li> </ul>
The expansion or modification of an existing telecommunications or electrical transmission line that would not: <ul style="list-style-type: none"> <li>(a) lengthen the line by more than ten per cent;</li> <li>(b) be carried out beyond an existing right of way;</li> <li>(c) involve the likely release of a polluting substance into a water body; and</li> <li>(d) involve the placement in or on a water body of the supporting structures for the electrical transmission line.</li> </ul>
<b>GENERAL</b>
The proposed maintenance or repair of an existing physical work.
The proposed operation of an existing physical work that is the same as an operation for which an environmental assessment has been previously conducted under either the <i>Canadian Environmental</i>

<p><i>Assessment Act</i> or the <i>Environmental Assessment Review Process Guidelines Order</i> where</p> <ul style="list-style-type: none"> <li>(a) as a result of the assessment, the environmental effects have been determined to be insignificant, taking into account the implementation of mitigation measures, if any; and</li> <li>(b) the mitigation measures and follow-up program, if any, have been substantially implemented.</li> </ul>
<p>The proposed construction or installation of a building with a footprint of less than 100 m<sup>2</sup> and a height of less than 5 m that would not</p> <ul style="list-style-type: none"> <li>(a) be carried out in or on or within 30 m of a water body; and</li> <li>(b) involve the likely release of a polluting substance into a water body.</li> </ul>
<p>The proposed expansion or modification of an existing building, including its fixed structures, that would not</p> <ul style="list-style-type: none"> <li>(a) increase the footprint or height of the building by more than 10 per cent;</li> <li>(b) be carried out in or on or within 30 m of a water body; and</li> <li>(c) involve the likely release of a polluting substance into a water body.</li> </ul>
<p>The proposed demolition of an existing building with a floor area of less than 1 000 m<sup>2</sup> that would not</p> <ul style="list-style-type: none"> <li>(a) be carried out in or on or within 30 m of a water body;</li> <li>(b) involve the likely release of a polluting substance into a water body; and</li> <li>(c) be carried out within 30 m of another building.</li> </ul>
<p>The proposed construction, installation, expansion or modification of an environmental scientific data collection instrument and its housing and enclosure, other than a water-quality data collection instrument and its housing and enclosure, that would not</p> <ul style="list-style-type: none"> <li>(a) be carried out in or on or within 30 m of a water body; and</li> <li>(b) involve the likely release of a polluting substance into a water body.</li> </ul>
<p>The proposed construction, installation, expansion or modification of a ramp, door or handrail to facilitate wheelchair access.</p>
<p>The proposed construction, installation, expansion or modification of a temporary exhibition structure inside, or affixed to the exterior of, an existing building.</p>
<p>The proposed construction of a sidewalk or boardwalk, or a parking lot with a parking capacity of 10 automobiles or fewer, where the construction</p> <ul style="list-style-type: none"> <li>(a) would be contiguous to an existing building;</li> <li>(b) would not be carried out in or on or within 30 m of a water body; and</li> <li>(c) would not involve the likely release of a polluting substance into a water body.</li> </ul>
<p>The proposed expansion or modification of an existing sidewalk, boardwalk or parking lot that would not</p> <ul style="list-style-type: none"> <li>(a) increase the area of the sidewalk, boardwalk or parking lot by more than 10 per cent;</li> <li>(b) be carried out in or on or within 30 m of a water body; and</li> <li>(c) involve the likely release of a polluting substance into a water body.</li> </ul>
<p>The proposed expansion or modification of an existing fence that would not</p> <ul style="list-style-type: none"> <li>(a) increase the length or height of the fence by more than 10 per cent;</li> <li>(b) be carried out in or on or within 30 m of a water body; and</li> <li>(c) involve the likely release of a polluting substance into a water body.</li> </ul>
<p>The proposed construction, installation, expansion or modification of a hydrant or hook-up, where</p> <ul style="list-style-type: none"> <li>(a) the hydrant or hook-up would be or is part of an existing farm or municipal system of distribution; and</li> <li>(b) the construction, installation, expansion or modification would not involve the crossing of a water</li> </ul>

body other than an aerial crossing by a telecommunication or electrical transmission line.
The proposed construction, installation, expansion or modification of a sign no surface of which would have or has an area of more than 25 m <sup>2</sup> and which would be or is situated at a distance of less than 15 m from an existing building.
The proposed construction, installation, expansion or modification of a radio communication antenna and its supporting structure that <ul style="list-style-type: none"> <li>(a) would not be carried out in or on or within 30 m of a water body;</li> <li>(b) would not involve the likely release of a polluting substance into a water body;</li> <li>(c) would have one of the following characteristics: <ul style="list-style-type: none"> <li>(i) the antenna and supporting structure are affixed to an existing building,</li> <li>(ii) the antenna and supporting structure are situated at a distance of less than 15 m from an existing building, and</li> <li>(iii) neither the antenna nor its supporting structure nor any of its supporting lines have a footprint of more than 25 m<sup>2</sup>.</li> </ul> </li> </ul>
The proposed construction, installation, expansion or modification of a temporary field camp used for scientific or technical research, or for reforestation, where <ul style="list-style-type: none"> <li>(a) the temporary field camp would be in use during fewer than 200 person-days; and</li> <li>(b) the construction, installation, expansion or modification would not <ul style="list-style-type: none"> <li>(i) be carried out in or on or within 30 m of a water body, and</li> <li>(ii) involve the likely release of a polluting substance into a water body.</li> </ul> </li> </ul>

## Definitions

The following definitions apply to the above list:

**control product:** control product as defined in section 2 of the *Pest Control Products Act*;

**dugout:** means an excavation to hold water for consumption by livestock;

**expansion:** means an increase in the exterior dimensions or the production capacity of a physical work

**fixed structure:** means the electrical, heating, fire-prevention, plumbing or security structure of an existing building, but does not include a structure that is intended to produce goods or energy;

**footprint:** means the area of land occupied by a building or structure at ground level;

**hook-up:** means a structure or line that connects a building to a main gas, sewer, water, electrical transmission or telecommunication line;

**irrigation structure:** means one of the following that is used for irrigating agricultural land:

- a) a buried pipeline
- b) a pipe
- c) a pump
- d) a pump house
- e) a reservoir
- f) a drain, or
- g) a canal lined with asphalt, wood, concrete or other material



**modification:** means an alteration to a physical work that introduces a new structure or eliminates an existing structure and does not alter the purpose or function of the work, but does not include an expansion;

**net repair area:** means a paved or finished area set aside for the repair of fishing nets;

**oil and gas pipeline:** means a pipeline that is used, or is intended to be used, for the transmission of hydrocarbons alone or with any other commodity;

**polluting substance:** means a substance that, if added to a water body, is likely to degrade or alter or form part of a process of degradation or alteration of the physical, chemical or biological conditions of the water body to an extent that is detrimental to its use by human beings, animals, fish or plants;

**right of way:** means land that is subject to a right of way and that is developed for a telecommunication or electrical transmission line, a switching station, an oil and gas pipeline, a railway or a road;

**water body:** means a water body, including a canal, reservoir, an ocean and a wetland, up to the high-water mark, but does not include a sewage or waste treatment lagoon or a mine tailings pond; wetland" means a swamp, marsh, bog, fen or other land that is covered by water during at least three consecutive months of the year.