

GUIDELINES

for

Environmental Preview Report

for the

Victoria Multi-Purpose Trail

Honourable Graham Letto

Minister

Department of Municipal Affairs and Environment

February 2019

ENVIRONMENTAL PREVIEW REPORT GUIDELINES

The following guidelines are intended to assist the proponent, the Town of Victoria, with the preparation of the Environmental Preview Report (EPR) for the Victoria Multi-Purpose Trail. The EPR is a report that presents the results of an investigation based on readily available information that supplements the information already provided by the proponent upon registration of the undertaking. The purpose of the information in the EPR is to assist the Minister of Municipal Affairs and Environment in making a determination as to whether an Environmental Impact Statement (EIS) will be required for the proposed undertaking. The EPR is expected to be as concise as possible while presenting the comprehensive information necessary to make an informed decision.

The EPR should include and update the information provided in the original registration and focus on the information gaps identified during the government and public review of the registration. The EPR should address the information gaps in sufficient detail to enable the Minister of Municipal Affairs and Environment to make an informed decision as to the potential for significant environmental effect from the undertaking.

The contents of the EPR should be organized according to the following format:

1. NAME OF UNDERTAKING:

The undertaking has been assigned the Name “Victoria Multi-Purpose Trail”

2. PROPONENT:

Name the proponent and the corporate body, if any, and state the mailing and e-mail address.

Name the chief executive officer if a corporate body, and telephone number, fax number and e-mail address.

Name the principal contact person for purposes of environmental assessment and state the official title, telephone number, fax number and e-mail address.

3. THE UNDERTAKING:

- State the nature of the project.
- State the purpose/rationale/need for the project. If the proposal is in response to an established need, this should be clearly stated. Identify needs that are immediate as well as potential future needs. Future needs may include any likely connections to existing trails and/or potential trail extensions.

- As the town of Victoria is the proponent of the trail, the EPR should describe how the development conforms to the general intent of the Town's Municipal Plan and Development Regulations and public interest.
- Describe how the proposed trail will reduce off-road vehicle usage of town roads and provincial highways, specifically Routes 70 and 74, as identified in the registration document.

4. DESCRIPTION OF THE UNDERTAKING:

Provide complete information concerning the preferred choice of location, design, construction standards, maintenance standards, etc.

4.1 Geographical Location/Physical Components/Existing Environment:

- Provide an accurate description of the proposed trail and ATV access points including GPS location coordinates. Attach an original base map (1:25,000 scale, recent air photos or a kml/kmz (Google Earth) file and map.
- Provide an up-to-date map of residential developments within proximity of the proposed trail.
- Identify the provincial highway and town roads that regular motor vehicles (cars, trucks, etc.) may use to access the trailhead.
- Provide a description of any parking facilities provided for trail users.
- Provide a kml/kmz (Google Earth) file and/or map outlining any expected trail continuation (any additional phases/extensions) and any future goal to connect to other trails. Provide confirmation that any other trail committees/associations or Crown land lessees are aware of the planned connections.
- The EPR should explicitly state if the proposed trail will incorporate or facilitate ATV/Snowmobile use along or across town roads or provincial highways. Any roads or highways that may be used should be identified.
- Provide information regarding ownership and/or zoning of the land upon which the project is to be located and any restrictions imposed by that ownership or zoning, including municipal ownership/zoning, Crown, and private land.

4.2 Design and Construction:

- State the time period in which proposed construction will proceed (if staged, list each stage and its approximate duration) and proposed date of first physical construction-related activity.
- The details, materials, methods, schedule, and location of all planned construction activities must be presented. This should include, but not be limited to:
 - A description of how the proposed project avoids wetlands, or if avoidance is not possible, measures that will be undertaken to mitigate the effects of trail construction. A Water Resources Management Plan should be submitted which describes methods used to prevent or limit trail erosion, particularly with respect to any surface run-off and sedimentation in wetlands and waterbodies.
 - A description of the dimensions, materials used and method of construction of bridges or other type of water crossing.
 - A description of how any structures for stream crossings will consider the increased volume and frequency of extreme precipitation events.
 - A description of any heavy equipment to be used in trail construction and describe the capacity of existing or proposed bridges and other water crossings to accommodate the movement and operation of heavy equipment.

4.3 Operation and Maintenance:

All aspects of the operation and maintenance of the proposed development should be presented in detail. This should include, but not be limited to:

- A description of how any parking facilities provided for trail users will remain accessible year round.
- A description of signage for the trail (i.e. access points) and how the trail route will be marked for users to follow.

- A full description of how the trail is to be maintained. A maintenance plan should include:
 - a schedule to inspect and maintain the trail and any bridges or culverts;
 - an outline of response to damage and or appropriate waste disposal/clean-up;
 - identification of the labour source; and
 - the source of funding to support maintenance.

5. ALTERNATIVES

Alternative means of carrying out the project to meet the stated purpose and rationale must be provided:

- The EPR must identify, describe, and evaluate alternative locations for placement of the trail.

The following steps for addressing alternative means and locations are recommended:

- Identify any alternative means and locations to carry out the Project;
 - Identify the environmental effects of each alternative means and location;
 - Identify the **preferred** means and location;
 - Provide reasons for the rejection of alternative sites.
- Include information from previous project-related studies describing alternate locations that were considered, including the expansion of existing sites, reasons for rejection, and reasons supporting the proposed site as the preferred location.
- Digital files created in Google Earth and maps should be provided which clearly outline any alternative locations.

6. POTENTIAL ENVIRONMENTAL EFFECTS and MITIGATION:

Provide detailed information regarding the potential effects of the project on the environment and the proposed mitigation to be used to avoid adverse environmental effects.

- Potential environmental effects associated with the construction and operation of this ATV trail include, but are not limited to, the following:
 - increased noise, dust and disturbance next to residential properties bordering, and in close proximity to, the proposed trail site.
 - impacts of increased motor vehicle traffic on residential streets located near the trailhead.

The EPR should describe mitigation measures to be employed that minimize these potential effects.

Identify how the project will avoid interference with the rights of other legitimate land owners/users, including but not limited to:

- A description of mitigations to be employed that will prevent illegal ATV use on town roads and provincial highways.
- A description of how the proposed trail will interact with or affect the adjacent Licence to Occupy #140874, which is held by the Town of Salmon Cove for the purpose of a walking trail. The proponent is advised to discuss options with Crown Lands Division and identify these options within the EPR.
- A description of how the proposed trail will affect the residents of the Town of Salmon Cove.

7. DECOMMISSIONING and REHABILITATION:

Describe the decommissioning and rehabilitation plans for the project. This would include a discussion of a contingency plan should volunteer labour for construction, operation and maintenance become unavailable.

8. PROJECT- RELATED DOCUMENTS:

Provide a bibliography of any project-related documents already generated by or for the proponent (e.g., feasibility study, engineering reports, etc).

9. PUBLIC INFORMATION MEETING:

An Open House Public Information Session shall be held at a place adjacent to or in the geographical area of the undertaking, or as the minister may determine, in order to:

- a) provide information concerning the undertaking to the people whose environment may be affected by the undertaking;
- b) record and respond to the concerns of the local community regarding the environmental effects of the undertaking;
- c) present the information gathered to fulfill the requirements of Section 5 of these guidelines.

You are required to notify the Minister and the public of the scheduled meeting **not fewer than 7 days** before that meeting.

Protocol for these public sessions will comply with Section 10 of the Environmental Assessment Regulations, 2003. Public notification specifications are outlined in Appendix A.

- The EPR should describe how the public information meeting and the public notification specifications address Regulation #23, *Notice of Application*, of the Town's Development Regulations.
- Public comments and concerns shall be addressed in a separate section of the EPR and must demonstrate how any objections to, or presentations on, the proposed activity have been considered.

10. APPROVAL OF THE UNDERTAKING:

List the main permits, licences, approvals, and other forms of authorization required for the undertaking, together with the names of the authorities responsible for issuing them (e.g., federal government department, provincial government department, municipal council, etc.), including:

The required 5 copies of the EPR, and an electronic version for posting to the Environmental Assessment website, should be sent together with a covering letter to:

Minister
Municipal Affairs and Environment
P.O. Box 8700
St. John's NL A1B 4J6

APPENDIX A

Public Notices

Under the provisions of the Environmental Assessment Regulations 2003, Section 10, and where the approved Guidelines require a public information session(s), the following specified public notification requirements must be met by the proponent prior to each meeting:

PUBLIC NOTICE

Public Information Session on the Proposed

Name of undertaking
Location of undertaking

shall be held at
Date and Time
Location

This session shall be conducted by the Proponent,
Proponent name and contact phone number,
as part of the environmental assessment for this Project.

The purpose of this session is to describe all aspects of the proposed Project, to describe the activities associated with it, and to provide an opportunity for all interested persons to request information or state their concerns.

ALL ARE WELCOME

MINIMUM INFORMATION CONTENT OF PUBLIC ADVERTISEMENT

- Minimum newspaper ad size: 2 column widths. Minimum posted ad size: 7" x 5"
- Minimum newspaper ad coverage: Weekend preceding meeting and 3 consecutive days prior to meeting date; to be run in newspaper locally distributed within meeting area or newspaper with closest local distribution area.
- Minimum posted ad coverage: Local Town or City Hall or Office, within town or city where meeting is held, to be posted continually for 1 full week prior to meeting date.