

**WATERLOO AIRPORT RUNWAY PROJECT**  
**KEY MILESTONES AND DELIVERABLES FOR FEDERAL AUTHORITIES DURING IMPACT ASSESSMENTS**  
**CONDUCTED BY THE IMPACT ASSESSMENT AGENCY OF CANADA UNDER THE *IMPACT ASSESSMENT ACT***

*The following work plan describes the relevant milestones, and associated deliverables and activities, for participating federal authorities. See the Memoranda of Understanding (MoU) between the Agency and federal authorities for additional details.*

*The work plan does not provide an exhaustive list of the Impact Assessment Agency of Canada's internal milestones while conducting impact assessments under the Impact Assessment Act.*

*The specific service standards for the deliverables may vary based on project-specific circumstances. For each project, the Agency will endeavour to provide advance notice, as early as possible and subject to proponent conduct, in order to update federal authorities about upcoming milestones, deliverables and their timelines during impact assessment processes.*

*Travel or other expenses will be required of federal authorities for certain activities.*

#	Agency Deliverables	Estimated Agency Timeline	Federal Authority (FA) Deliverables	Estimated FA Timeline
<b>Pre-impact Assessment</b>				
<i>i.</i>	<ul style="list-style-type: none"> <li>Provides information that a draft Initial Project Description (IPD) is anticipated.</li> <li>Coordinates federal review of the draft IPD</li> </ul>	Completed July 2020	<ul style="list-style-type: none"> <li>Upon request, makes knowledge, guidance or documents available to the Agency and the proponent to support the proponent's development of the final IPD</li> </ul>	<i>As requested; no legislated timelines</i>
<i>ii.</i>	<ul style="list-style-type: none"> <li>provides information that an Initial Project Description (IPD) is anticipated.</li> </ul>	<i>Within 5 days of notification by the proponent</i>	<ul style="list-style-type: none"> <li>Upon request, makes knowledge, guidance or documents available to the Agency and the proponent to support the impact assessment</li> </ul>	<i>As requested; no legislated timelines</i>
<i>iii.</i>	<ul style="list-style-type: none"> <li>commences pre-engagement with members of the public and Indigenous groups.</li> </ul>	<i>Dependent on availability of targeted participants</i>	<ul style="list-style-type: none"> <li>Upon request, participates in engagement with the proponent</li> <li>Upon request, participates in early Indigenous engagement and capacity building exercises</li> </ul>	<i>As requested; no legislated timelines</i>
<b>Planning Phase (180 days)</b>				
1	<ul style="list-style-type: none"> <li>posts the IPD for comment</li> </ul>	Start of 180-day time limit for the planning phase Planned: March 19, 2021	N/A	N/A



#	Agency Deliverables	Estimated Agency Timeline	Federal Authority (FA) Deliverables	Estimated FA Timeline
3	<ul style="list-style-type: none"> <li>prepares and issues Summary of Issues to the proponent</li> <li>holds meeting to explain how Federal Authority Advice Record was incorporated into the Summary of Issues</li> </ul>	10 days Planned: April 28, 2021 <sup>†</sup>	<ul style="list-style-type: none"> <li>If requested, provides specialist or expert information and advice to the Agency regarding issues raised by the public and Indigenous groups</li> </ul>	10 days
4	<ul style="list-style-type: none"> <li>allocates 30 days for the proponent to prepare the Detailed Project Description (DPD) (includes response to Summary of Issues)</li> </ul>	N/A	N/A	N/A
5	<ul style="list-style-type: none"> <li>posts DPD (includes response to Summary of Issues)</li> </ul>	10 days after acceptance of proponent DPD DPD accepted on: June 7, 2021 <sup>†</sup> Posted on: June 7, 2021 <sup>†</sup>	<ul style="list-style-type: none"> <li>supports the Agency in the review of the DPD</li> <li>provides expert knowledge, information and advice to support the Agency in determining whether an impact assessment is required</li> </ul>	10 days
6	<ul style="list-style-type: none"> <li>posts decision on whether an impact assessment is required</li> </ul>	Day 80 of planning phase Posted on: June 7, 2021 (Day 80) <sup>†</sup>	N/A	N/A

<sup>†</sup> Dates marked with this symbol are to-be-confirmed and are subject to change.

#	Agency Deliverables	Estimated Agency Timeline	Federal Authority (FA) Deliverables	Estimated FA Timeline
<b>Where an IA is Required</b>				
7	<ul style="list-style-type: none"> <li>• develops draft:                             <ul style="list-style-type: none"> <li>○ Tailored Impact Statement Guidelines (Guidelines)</li> <li>○ Permitting Plan</li> <li>○ Cooperation Plan</li> <li>○ Indigenous Engagement and Partnership Plan</li> <li>○ Public Participation Plan</li> </ul> </li> <li>• issue, to Indigenous groups and the proponent, a synopsis of all the comments received to date with a response indicating how the comments have informed the preparation of the above noted draft documents</li> </ul>	<p>First request for federal authority input sent on March 19, 2021,<sup>†</sup> with the FAAR (Form A)</p> <p>Second official request for input into the draft Guidelines and draft Permitting Plan sent on June 7, 2021<sup>†</sup></p> <p>Meeting on draft Guidelines input would be held during the week of June 14, 2021,<sup>†</sup> with all federal authorities</p>	<ul style="list-style-type: none"> <li>• supports the Agency in the development of the draft Guidelines, including by providing input on appropriate valued components and indicators to be included, and identifying any information, studies and methodologies that are necessary for the impact assessment</li> <li>• participates in Agency-led meetings to incorporate advice on the draft guidelines</li> <li>• supports the Agency in the development of the draft Permitting Plan and informs the Agency of any changes relevant to the Permitting Plan as the assessment proceeds</li> <li>• supports the Agency in the development of the draft Cooperation, Indigenous Engagement and Partnership and Public Participation plans</li> <li>• supports discussions with the proponent on the draft guidelines</li> <li>• supports and participates in Crown consultation and public engagement activities related to the guidelines and plans</li> </ul>	<p>30 days</p> <p>Engagement on input to the draft Guidelines would begin on June 7, 2021<sup>†</sup></p> <p>Comments on the draft Guidelines would be requested by June 21, 2021 (14 days)<sup>†</sup></p> <p>Comments on the draft Permitting Plan would be requested by June 21, 2021<sup>†</sup></p>
8	<ul style="list-style-type: none"> <li>• engages on draft Guidelines and plans</li> </ul>	<p>Comment period would start on July 6, 2021<sup>†</sup></p> <p>Request for further comments on the draft Guidelines and draft Permitting Plan would be sent on July 6, 2021<sup>†</sup></p> <p>Meetings would be planned in July 2021<sup>†</sup></p>	<ul style="list-style-type: none"> <li>• continues to contribute to the development of the guidelines and plans, including by providing written comments and participating in Agency-led meetings</li> <li>• continues to participate in discussions with the proponent and Crown consultation and public engagement activities</li> </ul>	<p>40 days</p> <p>(Federal authority deadline to submit comments would be August 13, 2021<sup>†</sup>).</p>

#	Agency Deliverables	Estimated Agency Timeline	Federal Authority (FA) Deliverables	Estimated FA Timeline
9	<ul style="list-style-type: none"> <li>reminds regulatory federal authorities to send to the Agency, as applicable, written notification along with the reasons why they will not exercise their powers or perform their duties or functions that would be necessary for the Project to proceed</li> </ul>	Reminder would be sent with letter notifying of the start of the comment period on the draft Guidelines and plans (July 6, 2021 <sup>†</sup> )	<ul style="list-style-type: none"> <li>engages the proponent to specify the information that may be required for the regulatory federal authority to exercise those powers or perform those duties or functions</li> </ul>	Federal authority dependent, but deadline to submit written notification to the Agency would be August 13, 2021 <sup>†</sup>
10	<ul style="list-style-type: none"> <li>finalizes Guidelines and plans, Agency approves Guidelines and plans</li> </ul>	30 days	<ul style="list-style-type: none"> <li>supports the Agency in finalization of Guidelines and plans</li> </ul>	14 days after deadline for comments. Agency would hold meeting(s) to discuss incorporation of final comments. Meeting would be held during the week of August 29, 2021 <sup>†</sup>
11	<ul style="list-style-type: none"> <li>receives from regulatory federal authorities written notifications along with the reasons why they will not exercise their powers or perform their duties or functions that would be necessary for the Project to proceed</li> </ul>	N/A	<ul style="list-style-type: none"> <li>submits written notification to the Agency that the regulatory federal authority will not exercise powers or perform duties or functions that would be necessary for the Project to proceed, along with the reasons why it would not exercise its powers or perform its duties or functions</li> </ul>	Deadline: August 13, 2021 <sup>†</sup>
12	<ul style="list-style-type: none"> <li>posts Notice of Commencement for the impact assessment with Guidelines and Permitting, Cooperation, Indigenous Engagement and Partnership, and Public Participation Plans</li> </ul>	By Day 180 of planning phase time limit (September 15, 2021)	N/A	N/A

As per section 6.3 of the MoU between the Agency and federal authorities, this work plan, including work planning for phases 3 through 5 of impact assessment, will be updated as assessment of the Project progresses.