



INTERNAL OPERATING PROCEDURES

Introduction

The purpose of the operating procedures is to guide FRP-North's internal work under the provisions of chapter 23 of the *James Bay and Northern Quebec Agreement* (JBNQA) by promoting the principles of efficiency and transparency.

These procedures were established in common agreement with all present members and may be amended at any time with the consent of all members. These procedures are general in nature and are not restrictive.

The members agree to follow the procedures insofar as possible with the understanding that they can be amended in accordance with the projects submitted by the Federal Administrator.

1. Assessment process implementation timelines

FRP-North cannot be bound by a maximum process implementation timeline as project complexity is highly variable and chapter 23 of the JBNQA contains no procedural specifics for "small-" or "large-scale" projects. However, FRP-North will do its utmost to:

- Issue a directive to the proponent within 30 days of receiving a project notice from the Federal Administrator.
- Send any additional questions to the proponent within 60 days of receiving the impact statement, where applicable.
- Provide its recommendations to the Federal Administrator within 30 days of receiving all required information from the proponent.

2. Criteria for holding a public consultation

FRP-North will consider the following criteria in deciding whether or not to hold a public consultation on the environmental and social effects of a project:

- Project type.
- Sensitivity of the potentially affected environment.
- Scope of expected impacts.
- Perceptible public interest and concerns in the project's impacts.
- Nature of the proponent's public consultation in the project's design phase.

- Previous consultation by another body.
- Proponent's experience in the environmental and social assessment process (e.g., past achievements, follow-up results).

If applicable, FRP-North will consider the following options for holding a public consultation:

- Hearings in the community.
- Formal meeting with municipal representatives.
- Informal meetings with certain key stakeholders (e.g. proponent, municipal council, targeted population groups).
- Interviews and question period on community radio stations (radio show).

To assist in its decision, FRP-North will discuss these options with the mayor of the municipality that is liable to be affected by the project.

3. Coordination with other instances

FRP-North will do its utmost to collaborate with the other instances involved in the environmental assessment processes applicable on the territory. In particular:

- FRP-North will regularly keep the Kativik Environmental Advisory Committee (KEAC) informed of its activities.
- FRP-North will send its official documents (additional questions for the proponent, request to the community for public consultation and recommendations to the Federal Administrator, etc.) to the KEQC secretariat.
- In the assessment of projects of mixed jurisdiction as described in Section 23 of the JBNQA, the FRP-North will:
 - Offer to collaborate with the Kativik Environmental Quality Commission (KEQC).
 - Propose the establishment of a joint working group (6 persons) mandated to provide recommendations to both committees.
 - Propose that the chair of this joint working group be designated by the presidents of FRP-North and KEQC.
 - Propose that the committees hold joint public consultations via the joint working group.

4. Documentation

A table summarizing all activities realized by the FRP-North will be produced for each project assessed under Section 23 of the JBNQA.

FRP-North will make all its relevant documents available to the public via an Internet site. The documents will include:

- Internal operating procedures.
- Directives issued by the Federal Administrator.

- Recommendations and reports (pending the decision of the Federal Administrator).
- Federal Administrator's decision to the proponent.

5. **Meetings**

If possible, the FRP-North will meet at least once for each project submitted by the Federal Administrator. The location of the meetings is at the members' discretion.

If the members cannot meet in person in due time, the meeting may be held by conference call.

An agenda will be submitted to the members by the Executive Secretary before each meeting.