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## Public Registry Locations

Material is placed in three central public registry locations and in other locations near the sites of development proposals. An online electronic public registry may also be provided for projects of widespread interest.

All development proposal information and special review material is placed in three Winnipeg locations:

Main Registry – Conservation and Environment Library  
Main Floor, 123 Main Street  
Winnipeg MB R3C 1A5  
Phone: (204) 945-7125

Millennium Public Library Registry  
4<sup>th</sup> Floor, 251 Donald Street  
Winnipeg MB R3C 3P5  
Phone: (204) 986-6450

Manitoba Eco-Network Registry  
3<sup>rd</sup> Floor, 303 Portage Avenue  
Winnipeg MB R3B 2B4  
Phone: (204) 947-6511

Other locations are provided throughout Manitoba for projects of interest in that area:

Manitoba Legislative Library  
200 Vaughan Street  
Winnipeg MB R3C 1T5  
Phone: (204) 945-4330

South Central Regional Library  
514 Stephen Street  
Morden MB R6M 1T7  
Phone: (204) 822-4092

Jake Epp Public Library  
255 Elmdale Street  
Steinbach MB R0A 2A0  
Phone: (204) 326-6841

Portage la Prairie City Library  
40-B Royal Road North  
Portage la Prairie MB R1N 1V1  
Phone: (204) 857-4271

Brokenhead River Regional Library  
427 Park Avenue  
Beausejour MB R0E 0C0  
Phone: (204) 268-7570

Western Manitoba Regional Library  
638 Princess Avenue  
Brandon MB R7A 0P3  
Phone: (204) 727-6648

Dauphin Public Library  
504 Main Street  
Dauphin MB R7N 1C9  
Phone: (204) 638-3055

North-West Regional Library  
200 – 6<sup>th</sup> Avenue North  
Swan River MB R0L 1Z0  
Phone: (204) 734-3880

Border Regional Library  
312 – 7<sup>th</sup> Avenue South

Lakeland Regional Library  
318 Williams Avenue

Viriden MB R0M 2C0  
Phone: (204) 748-3862

Killarney MB R0K 1G0  
Phone: (204) 523-4949

Thompson Public Library  
81 Thompson Drive  
Thompson MB R8N 0C3  
Phone: (204) 677-3717

Manitoba Keewatinowi Okimakanak Inc.  
200 – 701 Thompson Drive  
Thompson MB R8N 2A3  
Phone: (204) 677-1600

Churchill Public Library  
P.O. Box 730  
Churchill MB R0B 0E0  
Phone: (204) 675-2715

The Pas Public Library  
53 Edwards Avenue  
The Pas MB R9A 1R2  
Phone: (204) 623-2023

Flin Flon Public Library  
58 Main Street  
Flin Flon MB R8A 1J8  
Phone: (204) 687-3397

### *Supplementary Registry Locations*

Additional temporary public registry locations are established to facilitate the public review of projects that are located some distance from the public registry locations listed above. First Nation, town, village and municipal offices may be used as public registry locations.

### *Electronic Public Registry*

For larger projects and projects of widespread interest in Manitoba, project information may be placed in an electronic public registry at <http://www.gov.mb.ca/conservation/eal/registries/index.html>.

For newer projects, this registry generally contains the same information that is available in the other public registries. For older projects, some of the information available in the other public registries may not be available electronically.

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## **Material Available in the Public Registries**

When an Environment Act Proposal is received by the Environmental Assessment and Licensing Branch and the environmental assessment process begins, the following material is placed in all of the public registries being used for that project:

1. A copy of the Proposal;
2. A copy of the letter to the applicant that names the contact person for the environmental assessment process; and
3. A copy of the advertisement of the Proposal. The advertisement briefly describes the project, lists public registry locations, the contact person, and provides the deadline date for comments on the Proposal. It also lists the newspapers used to advertise the Proposal and the publication dates of the advertisements.

After the deadline date for comments on the Proposal has passed, all comments provided by the public and the Technical Advisory Committee (TAC) for the project are placed in the public registries. The TAC is a standing committee of representatives from all federal and provincial government departments that may have a regulatory interest in a project or technical advice on the project's environmental effects and methods of mitigating these effects.

Depending on the level of public interest in a project and on the time needed to review all comments received on a project, these comments may be placed in the public registries any time between the end of the Proposal's comment period and the issuance of an Environment Act Licence. Under normal circumstances, comments are placed in the public registries soon after the end of the comment period.

If additional information is requested from the applicant by the contact person to address public and/or TAC comments, this request is also placed in the public registries. This is often done at the same time that the comments are placed in the public registries.

Further information may be placed in the public registries as necessary during the environmental assessment process. Additional rounds of questions and responses may be placed as they arrive, or at the end of the process.

The text of the advertisement, public registry locations, deadline date for comments and contact person name are also posted on the Environmental Assessment and Licensing Branch website under "Proposals Open for Public Comment" at <http://www.gov.mb.ca/conservation/eal/adverts/index.html>.

Once the deadline date for comments on the Proposal has passed, this information is transferred to a "Proposals in Processing" table at [http://www.gov.mb.ca/conservation/eal/proposals\\_processing/index.html](http://www.gov.mb.ca/conservation/eal/proposals_processing/index.html). The status of any Environment Act Proposal can be determined from these two locations from the time a Proposal is advertised until a licensing decision is made.

Once the environmental assessment process is concluded and a licensing decision is made, more material is placed in the public registries. This includes any additional information requests and responses that have not already been placed in the registries, as well as a project summary and a copy of the Environment Act Licence. If a licence is not issued for a project, the reasons for this decision are documented in the public registries.

Copies of the project summary and the Environment Act Licence are also available at <http://www.gov.mb.ca/conservation/eal/archive/index.html>.

For projects that involve public hearings by the Clean Environment Commission, the public registries will include public and TAC comments on the Proposal, as well as any requests for additional information from the Environmental Assessment and Licensing Branch and the corresponding responses. Project summaries are not provided for these projects, as the report of the Clean Environment Commission documents the environmental assessment process. A copy of the Environment Act Licence or documentation for the refusal of a licence is provided in the public registries.

Following the issuance of an Environment Act Licence, additional material may be placed in the public registries depending on public interest in the project. For example,

documents required by the licence such as environmental protection plans and monitoring reports may be placed in the public registries if there was considerable public interest in this information during the environmental assessment process. Members of the public who wish to view material such as this that is not available in the public registries may contact the Environmental Assessment and Licensing Branch contact person for the project to discuss the availability of information. The number of projects, the volume of material received post-licensing and the amount of public registry space available precludes the routine placement of this material in the public registries for all projects.

Other material pertaining to Manitoba environmental management matters may also be placed in the public registries for review and comment, including special reviews of legislation, regulations and policy. The availability of this material for review is generally advertised in newspapers and on the Environmental Assessment and Licensing Branch website, with public registry locations, deadlines and contact persons provided.

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## **How to Use the Public Registries**

The information available in the public registries allows members of the public to be aware of the details of a project undergoing the environmental assessment and licensing process, and provides an opportunity for public comments on the project that will be incorporated in the process. The public registries provide information on deadlines for comments, who comments should be directed to, and how comments may be provided by letter, fax and email. Following the environmental assessment and licensing process, members of the public can use the public registries to access a project summary that documents the environmental assessment and licensing process, and to access the Environment Act Licence for the project. Additional material obtained before and after the issuance of the licence may also be available in the public registries, and contact information is available for enquiries about the environmental assessment and licensing of the project.

The material described above is placed in all public registries used for a particular project, including the electronic public registry, in reverse chronological order, with the most recent material at the top of the file and the oldest information at the bottom. For most completed files, this means that the licence and project summary are at the top of the file, and the Environment Act Proposal is at the bottom of the file.

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## **How Material is Placed in the Public Registries**

Material is normally mailed by the Environmental Assessment and Licensing Branch to public registry locations on a weekly basis, usually later in each week. For new Proposals that are being advertised, the mailing occurs in sufficient time that the material will be in the public registries before the publishing date of advertisements. Material may be couriered to the public registries when advertising dates do not allow sufficient time for mail delivery. Once the material arrives at a public registry location, it is placed in the file by staff at the library or office, so Environmental Assessment and Licensing Branch staff will not be aware of problems with filing unless notified. File security at public registry locations is generally the same as for other documents in the library or office, and there have been instances where material has been removed by

users and not replaced. If you are unable to find public registry material and the staff at the public registry location is also unable to locate it, the Environmental Assessment and Licensing Branch contact person for the project can assist by determining what information should be available, and in replacing any missing information. Contact persons and their areas of specialization are listed at <http://www.gov.mb.ca/conservation/eal/contact.html>.

For frequent users of the public registries, and others interested in a particular project in the environmental assessment and licensing process, the Environmental Assessment and Licensing Branch provides a weekly update of materials sent to public registries. This information is posted at [http://www.gov.mb.ca/conservation/eal/registry\\_update/index.html](http://www.gov.mb.ca/conservation/eal/registry_update/index.html).