

What is the file search process?

The department of Conservation and Climate (CC) will conduct a search, for a fee, of the department's electronic databases to determine if any environmental information exists for a particular property. To request a file search, please submit along with payment through visiting the following link:

<https://forms.gov.mb.ca/environmental-file-search/>

Alternatively, a request can be submitted by completing a fillable PDF version of the form (https://www.manitoba.ca/sd///pubs/compliance-enforcement/file_search.pdf) and sending by email to EnvFS@gov.mb.ca or by mail to:

Environmental File Searches
Department of Conservation & Climate
1007 Century Street
Winnipeg MB R3H 0W4

Payment for mail-in or emailed submissions can be made by cheque (please note the property location to be searched on the cheque) or by credit card by calling 1-877-627-7226 or 204-945-6666 (Visa and MasterCard accepted). If paying by telephone, please send an email to EnvFS@gov.mb.ca with the form attached indicating date and time payment was made.

The department will continue to accept paper/fillable PDF forms until December 31, 2020. After that, registrations will only be accepted through the e-form (Alternative versions will remain available upon request). Submissions made through the e-form will be prioritized for processing so that responses can be received faster.

In addition, starting January 1, 2021, cheque payments and payment by phone for Environmental File Searches will no longer be accepted and payment must be made online through the use of the e-form.

If you have any further questions, please contact EnvFS@gov.mb.ca or 204-945-8321.

What type of information will I get from a file search?

A file search will provide information on issued environmental applications, licences and/or permits related to a specific property. It will also include any environmental monitoring / reports submitted as conditions of licences, and other reports related to legislation enforced by CC. This may include a licence issued under [The Environment Act](#) or [The Dangerous Goods Handling and Transportation Act](#), hazardous waste generator registration, hazardous waste receiver licence/approval, petroleum storage permits/facilities, confined livestock areas and manure storage facility permits/registrations, and/or designated contaminated or impacted sites defined by The [Contaminated Sites Remediation Act](#).

Can I see the contents of the physical file?

Access to the physical file can be requested after a File Search is completed. Some information will not be available subject to [The Freedom of Information and Protection of Privacy Act \(FIPPA\)](#). Please [contact the Environment Officer indicated on your file search report to arrange viewing of the physical file.](#)

How long does a file search take to complete?

A file search request can take up to 30 calendar days to process. Requests submitted through the online system (<https://forms.gov.mb.ca/environmental-file-search/>) will be prioritized for processing.

How much does a file search cost and why?

A file search costs \$94.50 (\$90.00 + \$4.50 GST). The online form accepts payment by credit card only.

Payment for mail-in/email submissions can be made by cheque (please note the location to be searched on the cheque) or by credit card by calling 1-877-627-7226 or 204-945-6666 (Visa and MasterCard accepted). If paying by telephone, please send an email to EnvFS@gov.mb.ca with the form attached indicating date and time payment was made.

Starting January 1, 2021, cheque payments and payments made by phone for Environmental File Searches will no longer be accepted and payment must be made online through the use of the e-form.

How does CC search for the information?

CC will search in the department's electronic databases using the address information provided in the request form. The information references civic addresses and legal land descriptions. Please provide as much information as possible in the address section of the form, as this will help expedite the process.

For further information on legal land descriptions please see [Manitoba Assessment Online](#).

How should I provide the address of the property I want searched?

Please provide all address information available, including a civic address and legal land description. Please note, the department's system does not allow searches by title number. For further information on legal land descriptions please see [Manitoba Assessment Online](#).

What if I want a range of addresses searched?

CC considers each separate property title as a separate search. Some address ranges (i.e. 10 – 30 Anywhere Street) are included in one property title, and in others, they are not. If the address range includes multiple property titles, then separate file search requests are required. To determine what property ranges are included in a title, please see [Manitoba Assessment Online](#).

What about searches for difficult to describe locations like unorganized territories or activities that span large areas (railways, highways, etc.)?

For these types of searches please describe the location and what information you are looking for as best as possible. A link on the File Search form to include GPS Coordinates is available.

Does a property owner have to consent to a file search?

No, however some information available through the file search process may be subject to the Privacy Provisions outlined in [The Freedom of Information and Protection of Privacy Act \(FIPPA\)](#).

Can a third party consent to the release of information that contains private information under FIPPA?

Yes, FIPPA allows for a third party to consent to the disclosure of private information protected under FIPPA. The department would require that consent to be in writing, submitted as part of the file search request. The document providing consent can be sent by email to EnvFS@gov.mb.ca with a clear reference to the property location being searched.

Is other information available outside of the file search process?

CC has various publicly facing data sources accessible at any time. These include:

Environmental Approvals Public Registry including Environment Act Licences,

<http://www.gov.mb.ca/sd/eal/registries/index.html>

Registered Manure Management Plans

<http://www.gov.mb.ca/sd/eal/registries/5908.00livestockreg/index.html>

Permitted Petroleum Storage Operations

https://www.gov.mb.ca/sd/environment_and_biodiversity/petroleum_storage/index.html

List of all designated contaminated, impacted and all sites in Manitoba

https://www.gov.mb.ca/sd/waste_management/contaminated_sites/index.html

Groundwater Well Information

The Groundwater Section records information on groundwater wells drilled in Manitoba. This includes well locations, stratigraphy and well construction. This information is available to consultants who are using the data for groundwater studies. A ZIP file is available for consultants who must sign an end-user agreement prior to receipt of the data. Water level information from the provincial monitoring wells is also available. Please send requests to groundwater@gov.mb.ca.

Whom should I contact if I have further questions?

If you have any further questions, please contact EnvFS@gov.mb.ca or 204-945-8321.