| Environmental Management Plan (EMP) ImplementationRoles and Responsibilities SampleCredit: Sema:th EMP |
| --- |
| Body or organization | Sample: Role in EMP |
| Chief and Council | Establish and define the overall organizational structure, including roles, responsibilities, and authorities to effectively implement and maintain the EMP.Provide the equipment, training, human resources, and funding necessary to implement and maintain the EMP.Participate annually in the EMP Review Meeting. |
| Lands and Resources Department | The Lands Governance Director or Lands & Resources Manager is ultimately responsible for the following tasks but is allowed to delegate procedural aspects to other department staff and/or other First Nation (FN) departments, contractors, agencies, etc., as appropriate. |
| Lands and Resources Department | **Maintain the Approved EMP*** Conduct or assign responsibilities for EMP/Environmental Operating Procedures (EOP) reviews and inspections and related documentation.
* Maintain current EOPs within the EMP.
* Establish and implement EMP document control procedures.
* Ensure that legal requirements relevant to the EMP are reviewed annually.
* Maintain a central, electronic and hard copy version of the EMP.
* Prepare the Annual EMP Review Report.
* Coordinate and participate in the Annual EMP Review meeting.
* Prepare an annual budget for Chief and Council to review and approve for the implementation and maintenance of the EMP.
* Ensure that adequate training of FN staff is provided related to the implementation and requirements of the EMP.
 |
| Lands and Resources Department | **Communicate the EMP*** Ensure that staff and contractors are aware of the EMP and EOP requirements and objectives.
* Communicate the EMP goals, objectives, and EOPs both internally and externally, and as appropriate.
* Liaise with, advise, and report back to Chief and Council on the status of project activities and any environmental issues.
* Advise Chief and Council of any non-compliance and any emerging environmental issues and assist in addressing them.
* Liaise with regulatory agencies as required.
* Maintain a registry of complaints.
 |
| Lands and Resources Department | **Review Compliance with the EMP*** Schedule and coordinate internal EMP and EOP reviews.
* Implement or assign corrective action as required in response to inspection or monitoring results, audit findings, Chief and Council reviews or incidence reports.
* Monitor contractor’s compliance.
* Periodically review monitoring reports to ensure required data is being collected.
 |
| Lands and Resources Department | **Maintain EMP Related Documents (including but not limited to):*** Environmental permits, approvals and government agency correspondence related to the EMP.
* Agreements with fuel, chemical and waste contractors and suppliers for activities related to the EMP.
* Facility site plans, records, checklists, audit reports and related documentation.
 |
| Lands and Resources Department | **Environmental Incidences*** Promptly investigate all reportable environmental incidences to ensure that appropriate reporting, response and other legal requirements have been met.
* Able to stop work to ensure compliance with regulatory and/or EMP requirements.
* Ensure environmental incidents are reported to the appropriate/applicable agencies and Chief and Council.
* Retain the services of a qualified Environmental Professional to assess and mitigate risk associated with impacts to the environment.
 |
| Contractors | Adhere to the requirements set out in the EMP and other applicable legislation.Communicate environmental responsibilities and requirements of this EMP to their staff and sub-contractors, and record that communication.Ensure all members of their staff and sub-contractors are trained to prevent or mitigate environmental impacts.Ensure all labour, equipment, and materials are available to execute the project activities and respond to environmental incidents.Correct deficiencies and any non-compliance items raised by the FN.Retain the services of a Qualified Environmental Professional to assess and mitigate risk associated with impacts to the environment. |

NOTE: As each FN is distinct in regards to their environmental issues, organizational structure and approach to governance the above information should be considered an illustration, and each FN should identify their own unique roles and responsibilities in EMP implementation.