



Self-directed Orientation Session

Module 1 – Welcome to the Impact Assessment Agency of Canada

Please note that if you are viewing this presentation outside of the corporate network, some links may not be functional.





Welcome to the Agency!

We are thrilled to have you join our dynamic team. We hope this session will familiarize you with the Agency and provide a strong foundation for a lasting career with us!



General Overview

- Part 1 – Overview of the Agency
- Part 2 – The Agency's Priorities and Organizational Structure
- Part 3 – Work Culture
- Part 3 – Quiz and Introduction to Module 2 and





Part 1

Overview of the Agency





Discover the Agency

**Discover the
Impact Assessment
Agency of Canada**

 Impact Assessment
Agency of Canada

Agence d'évaluation
d'impact du Canada

Canada

[Discover the Impact Assessment
Agency of Canada - YouTube](#)



The Agency's Mandate

The Impact Assessment Agency of Canada (the Agency) is a federal body accountable to the Minister of Environment and Climate Change.

The Agency delivers high-quality impact assessments that contribute to informed decision-making on major projects in support of sustainable development.



The Agency's Background

The Agency was established in 1994 under the name the Canadian Environmental Assessment Agency. It was created to implement the *Canadian Environmental Assessment Act, 1992* (CEAA 1992), which came into effect in early 1995.

In 2019, the [Impact Assessment Act](#) (the IAA) was enacted, repealing CEAA 1992 (and the later CEAA 2012). The IAA was developed to ensure better rules were in place for making decisions about projects, protecting the environment, and working with communities.



What do we do?

We lead on impact assessments to provide robust information and analysis on the impacts of potential projects. Understanding a projects' positive and negative environmental, economic, social and health impacts helps decision-making on how projects should move forward.

The Agency:

- Leads and manages the impact assessment process for federally-designated [major projects](#);
- Leads Crown engagement and serves as the single point of contact for consultation and engagement with Indigenous peoples during assessments;
- Provides opportunities and funding to support public participation in assessments;
- Ensures that mitigation measures are applied to reduce or avoid negative effects as projects move forward;
- Encourages the coordination of environmental assessment practices to make processes more efficient;
- Works with international jurisdictions and organizations to exchange best practices in impact assessment.



How do we work?

The Agency, through its seven offices, leads all federal reviews of major projects.

The Agency works with other federal bodies, jurisdictions, and groups on assessments:

- Federal bodies
 - other federal departments and agencies
 - the [Canadian Energy Regulator](#) (formerly the National Energy Board)
 - the [Canadian Nuclear Safety Commission](#)
 - Offshore Boards
- Provinces and territories
- Indigenous jurisdictions
- Environmental organizations
- Industry groups



Where are we?





Part 2

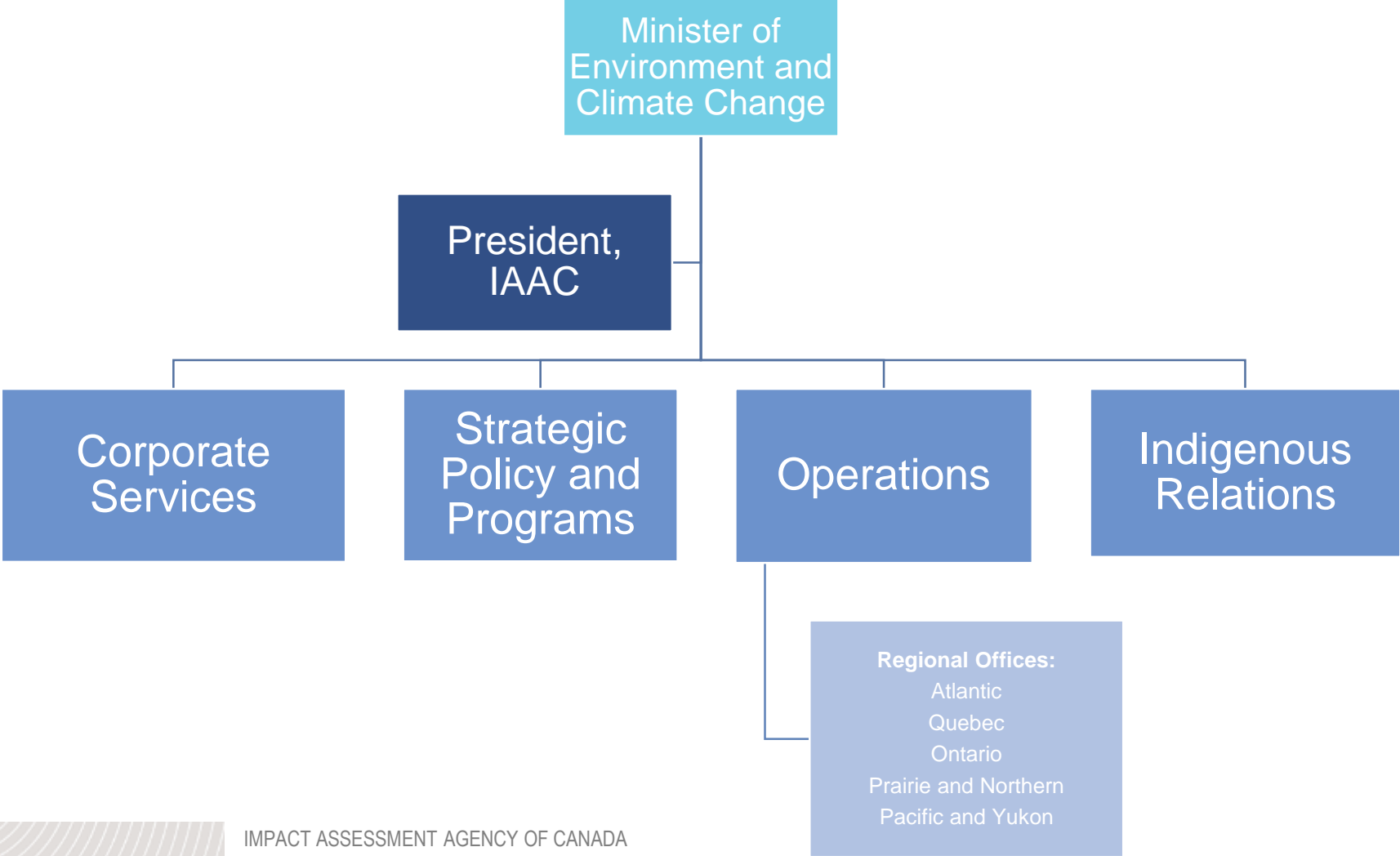
The Agency's Priorities and Organizational Structure



The Agency's Priorities

1. Deliver high-quality impact assessments (IAs) on major projects.
2. Build effective relations with Aboriginal people.
3. Play a lead role in shaping the future of federal IA.

Organizational structure





Overview of each Sector

- Corporate Services
- Operations
- Strategic Policy and Programs
- Indigenous Relations

Corporate Services Sector

Corporate Services and Chief Financial Office are responsible for the development, implementation and oversight of policies, plans, guidelines, best practices, systems, standards and processes in accordance with the Agency's management programs.

Divisions in this sector:

- Communications
- Planning, Reporting and Evaluation
- Finance and Administration
- Human Resources
- Information Services, including Access to Information and Privacy (ATIP)



Operations Sector

The Operations Sector ensures that high-quality Impact Assessments of major projects that contribute to informed decision making on major projects, in support of sustainable development, are conducted and completed in a timely and predictable way

Divisions and directorates in this sector:

- Review Panels and RASA
- Projects – West
- Projects – East



Strategic Policy and Programs

The Strategic Policy and Programs Sector is responsible for the legislative and policy frameworks that promote high-quality federal impact assessments. The Sector develops and maintains regulatory, policy and guidance instruments and also supports continuous improvement in the conduct of impact assessments.

The Sector also plays a lead role in shaping the future of federal impact assessment, by building relationships and partnerships, acting as a center of expertise for the Government of Canada, and monitoring developments in the practice of impact assessment around the world.

Divisions and directorates in this sector:

- Strategic Integration
- National Program
- Engagement



Indigenous Relations Sector

The Indigenous Relations Sector is responsible for developing and maintaining the relationships and partnerships with Indigenous Peoples that are necessary to achieve high quality, effective, and timely impact assessments. Within the sector, there are 3 divisions which are:

- Responsible for leading consultations on review panel projects, regional assessments, and other complex assessments.
- Responsible for leading Agency funding programs, the coordination of Agency relationships and consultations, and providing leadership on Crown-Indigenous relations.
- Responsible for leading policy development in support of IAA implementation, with a focus on the Indigenous cooperation agreement regulations, leading horizontal policy coordination including operational guidance and tools, and managing the Indigenous Advisory Secretariat

Divisions and directorates in this sector:

- Consultation Operations
- Indigenous Partnerships
- Indigenous Policy



Part 3

Work Culture



Agency's Culture



[Working at the Impact Assessment Agency of Canada: culture and advantages - YouTube](#)

Work environment

Hybrid Workspace

Work from the office, get to know your colleagues and collaborate in a friendly environment.



Work from home, have virtual meetings and chat with colleagues on one of our various platforms.



Tools

MS Teams

- Chat with colleagues
- Let's connect channels
- Virtual meetings



Microsoft Teams

Atrium

- Intranet



GCDOCS

- Repository



Engagement

At the Agency, we foster teamwork and engagement, we encourage all employees to get involved in work and community engagement activities which will help to build relationships and further enhance collaboration.



Don't hesitate to speak with your manager about your interests so they can help guide you to the various groups and committees.

Get involved!

Here are just a few of the committees in place at the Agency:

Joint Committee on Mental Health

Email : ohs-sst@iaac-aeic.gc.ca

Employment Equity and Diversity Committee

Email : eedi@iaac-aeic.gc.ca

Mentoring Committee

Email : mentor-mentorart@iaac-aeic.gc.ca

Next Generation Committee

Email : nextgen-nouvellegen@iaac-aeic.gc.ca

Sex and Gender Working Group

Email : eedi@iaac-aeic.gc.ca

Official Languages Committee

Email : sle.ol-els.lo@iaac-aeic.gc.ca

Module 3 includes other groups and networks that exist across the Public Service. Make sure to check them out!



Events

Another great way to get involved and meet colleagues from other sectors is by taking part in some of the events hosted throughout the year.



- World Environment Day (June 5)
- Clean Air Day (June 7)
- World Oceans Day (June 8)



Awards and Recognition

At the Agency, we feel it's important to highlight the outstanding performance and major achievements of employees throughout the year!

- You can thank or acknowledge an employee by sending them a [Bravo!](#) through a thank you, an email, a testimonial of appreciation or an electronic card.
- Colleagues and managers can express their recognition for having carried out a task, a project or an assignment while exceeding expectations or meeting tight deadlines at any time through an **Instant Award**.
- We also have an annual formal recognition process which highlights the outstanding performance of an employee or a group for exemplary behaviour or an exemplary contribution reflecting the Agency's values. This happens during the **IAAC Recognition Awards Ceremony**.



Performance Management

Performance management is a continuous process of planning, development, supervision, feedback and evaluation pertaining to an employee's performance. The central element of performance management is the performance agreement, which defines the expectations regarding each employee's work.

Click [here](#) for more information on performance management for employees.

It is important to note that training (formal or informal) is an important component of the [learning and development plan](#) in your performance agreement.



PSPM

Public Service Performance Management

Allows managers/supervisors and employees to complete and update performance agreements.

Performance Management Cycle

Beginning of fiscal year (April)

The employee's [work objectives](#), [competencies](#) and [learning activities](#) are established for the current annual fiscal cycle.

The manager develops a [Talent Management Plan](#) or a [Performance Improvement Plan](#), as required, with the employee.

Middle of fiscal year (September)

Managers discuss progress to date, to determine if the employee is meeting the established [work objectives](#) and [competencies](#), to discuss the [learning and development plan](#) and to recognize success.

Managers should adjust [work objectives](#) and/or performance indicators if necessary, [document](#) comments and indicate that the employee's performance either: Is on track to meet expectations; or Needs improvement.

End of fiscal year (March)

The manager performs a formal year-end evaluation and proposes a [performance rating](#) based on the employee's performance (work objectives) and how it was achieved (competencies).

The year-end conversation ensures that the assessment takes into account the [employee's self-assessment](#) as well as the perceptions of the manager. The conversation can also help align the employee's career goals with [organizational priorities](#) and lead to greater opportunities for [learning and development](#).

Continuous feedback and mentoring, employee recognition, development of performance through the employee's learning and development plan, and preparation of a performance improvement plan, as needed, to solve an unsatisfactory performance problem.

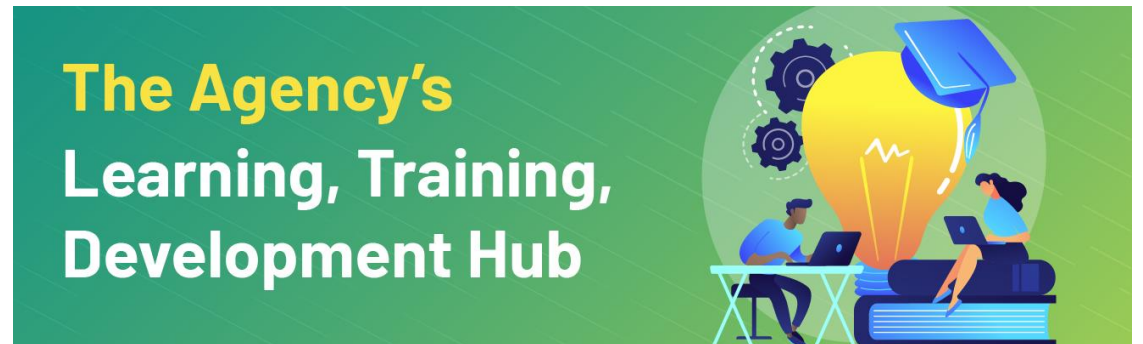
Learning, Training and Development

In addition to training related to your duties, mandatory training ensures the continuous professional development of employees at every level. Training equips employees with the tools, knowledge and competencies needed to perform duties or assume new roles in the organization.

Mandatory Training

A list of all your mandatory training requirements based on your type of job is available in the [table of mandatory training](#).

For more information, consult the [Learning, Training and Development Hub](#).



Talent Management

The [Talent Management Program](#) helps to ensure employees that meet the criteria have a talent plan in place to engage them to meet their full potential, and to mobilize organizational talent based on departmental need.

The talent management plans include developmental activities to prepare employees for new challenges and positions for which the employee's profile, strengths and interests is likely to be well suited.

[The Talent Map Placement \(TMP\) initiative](#) has been implemented for Agency employees to foster an open discussion regarding career and talent development. The main objective of this initiative is to facilitate the mobility of Agency employees and enable managers to get the right talent to meet their business requirements. In collaboration with the employee, managers assign a TMP during the year-end performance discussions.

For more information on the differences between the Performance Management and Talent Management programs, please visit our [Atrium page](#).



Information Security

You must apply security standards for the identification, storage, transmission and disposition of each security level throughout the information life cycle. You will only have access to sensitive information that meets your security level on a *need-to-know* basis in order to perform your duties.

Information must also be defined and categorized according to the degree of prejudice that could result from compromising its confidentiality, availability or integrity.

- Information is defined and categorized as “**Classified**” (confidential, secret or top secret) when unauthorized disclosure could reasonably be expected to cause injury to the national interest.
- Information is defined and categorized as “**Protected**” (at levels A, B or C) when unauthorized disclosure could reasonably be expected to cause injury outside of the national interest (e.g., individual people or businesses).

For details, consult the [Information security - Fact sheet](#).



Part 4

Quiz

Introduction to Module 2



Quiz

1. How many offices does the Agency have across Canada?
 - a. 3
 - b. 9
 - c. 7

2. Which of these statements corresponds to one of the Agency's priorities?
 - a. Foster reconciliation and partnership with Indigenous peoples
 - b. Enforce environmental legislation
 - c. Develop environmental policies



Quiz

3. Which of these statements is false?

- a. The Agency provides opportunities and funding to support public participation in impact assessments
- b. The Agency works with various international authorities and organizations for the exchange of best practices in impact assessment
- c. None of the above

4. What are instant acknowledgments?

- a. Immediate recognition through thank yous, an email, a testimonial of appreciation or an electronic card.
- b. Formal recognition, expressed annually, of the outstanding performance of an employee or a group of employees.
- c. Flexible recognition, which can be expressed at any time of the year, for having carried out a task, a project or an assignment while exceeding expectation or within tight deadlines.



Quiz

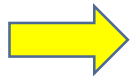
5. What are the three important days marked during Environment Week?
- a. Earth Day, International Day of Forests, World Oceans Day
 - b. Water Protection Day, Clean Air Day, World Oceans Day
 - c. World Environment Day, Clean Air Day, World Oceans Day



Answers

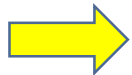
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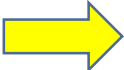


Answers

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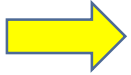
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Answers

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- c. **World Environment Day, Clean Air Day, World Oceans Day**



Introduction to Module 2

Module 2 outlines your responsibilities as a public servant:

- Values and Ethics
- Official Languages
- Occupational Health and Safety
- Employee Wellness
- Equity, Diversity and Inclusion

