



Environment  
Canada

Environnement  
Canada

EED's INTERNAL DECISION-MAKING PROCESS (IDMP)

FINAL - DECEMBER 21, 2010

ROUTINE	EED (REGIONS)					NATIONAL CAPITAL REGION (EED-NCR)					
	Enforcement Officers		Operations Managers		Regional Director	NMOD	ND	NM-INT.	CEO	LEGAL	EAB**
	Officer	Intel.	Oper.	Intel.							
<b>Management Activities</b>											
Establish National Priorities							R	C	A		
Regional Enforcement Plan (REP)			R	R	R	C	A	C			
<b>Enforcement Activities</b>											
<b>Inspections / Investigations</b>											
Planned Inspection*	A										
Unplanned Inspection***	R		A								
Initiate an investigation	A		C		I	I					✓
Change Status of Inspection to Non-Routine	R		A		I						
Change Status of Investigation to Non-Routine	R		A		I	I					
Detention <sup>2</sup>	A		I		I	I					
Detention (Exigent circum.) <sup>3</sup>	A		I		I	I				I	
Arrest (Warrant)	R		A	I	I	"IDMP HQ Inform" <sup>5</sup>				C	✓
Arrest (Exigent circum. - on the spot)	A		I	I	I	"IDMP HQ Inform" <sup>5</sup>				I	✓
Inspection Warrant	R		A	I	I	I				C	✓
Search Warrant****	R		A	I	C	"IDMP HQ Inform" <sup>5</sup>			H	C	✓
Search Warrant (Exigent circum.)	A		I	I	I	"IDMP HQ Inform" <sup>5</sup>				I	
General Warrant	R		A	I	C	"IDMP HQ Inform" <sup>5</sup>			H	C	✓
Production Order	R		A		I	I				C	✓
Surveillance (MOBILE or STATIC)	R		A	I	I						
Preparation of Court Brief	A		C							C	
Refer to Prosecute to PPSC****	R		A		I	I				C	✓
Referral of File to another EED-Region	R		R		A	I					
Referral of an Inspection File outside of EC	R		A		I						
Referral of an Investigation File Outside of EC	R		A		C						
Re-Opening of an Inspection File	R		A								
Re-Opening of an Investigation File	R		A								✓
Deletion of a File	R		A								
Closure of an Inspection File <sup>1</sup>	R		A								
Closure of an Investigation File <sup>1</sup>	R		A		I	I					✓
<b>Intelligence</b>											
Initiate Intelligence Project/Probe		R		A	I	"IDMP HQ Inform" <sup>5</sup>					
Surveillance (MOBILE or STATIC)		R		A	I			I			
Referral of File Outside of EC		R		A	I			I			
Closure of File		R		A	I			I			
<b>Responses to Alleged Violations</b>											
Written Warning	A		C								
Verbal Direction	A		I								
Written Direction	R		A	I	I	"IDMP HQ Inform" <sup>5</sup>				C	✓
Ticket (Contraventions Act)	A		I		I	"IDMP HQ Inform" <sup>5</sup>				I	
Summons	A		I		I	"IDMP HQ Inform" <sup>5</sup>				I	
Compliance Order (EPCO)	R		A	I	I	"IDMP HQ Inform" <sup>5</sup>				C	✓
Compliance Order (EPCO) (Exigent circum.)	A		I	I	I	"IDMP HQ Inform" <sup>5</sup>				C	✓
Ministerial Order (various)	R		R		R	R	R		A	C	✓
Alternative Measure (EPAM) <sup>4</sup>	R		R		A	R	A		H	C	✓
Laying of Charges (recommendation)	R		A		C	"IDMP HQ Inform" <sup>5</sup>			H	C	✓
<b>Court Actions</b>											
Sentencing Penalties - Recommend to PPSC	R		R		A	"IDMP HQ Inform" <sup>5</sup>			H	I	
Injunction	R		R		R	R	A		H	C	✓
Recommend Civil Suits	R		R		A	C	C		H	C	✓

**LEGEND**

"A" = Approval Authority

"C" = Consultation

"I" = Information

"R" = Recommendation

"H" = ND to give a Heads-up to the CEO

<sup>1</sup> - For files with violation but no enf. measure recommended.

<sup>2</sup> - E.g. unexpected shipment arrives at the boarder. CBSA is asked to detain it until you arrive on site.

<sup>3</sup> - For the purpose of preservation of evidence.

<sup>4</sup> - EPAM committee made up of Directors and National Director approve EPAMs.

<sup>5</sup> - When the approval authority (the decision-making level) approves an activity or a measure, he/she is to select the "IDMP HQ Inform" distribution list in the "Approval/Notification Tab" in NEMISIS. It will automatically inform the appropriate EED-NCR individuals.

\* It is considered a planned inspection when it is included in the regional inspection plan.

\*\* EABs are approved by the Regional Director-EED.

\*\*\* Approval of "Routine" unplanned inspections is done at the officer level, when he/she is on duty, after normal hours of work.

\*\*\*\* PPSC = Public Prosecutions Service of Canada.

\*\*\*\*\* NMOD and ND must be informed verbally of the upcoming search warrant at least 48 hours before it is delivered. An EAB must be submitted to EED-NCR at most 24 hours after.

**DEFINITION OF ACRONYMS**

NMOD = National Manager Operational Support Division

ND = National Director - Environmental Enforcement Directorate

NM-INT. = National Manager - Intelligence

CEO = Chief Enforcement Officer

NON-ROUTINE	EED (REGIONS)					NATIONAL CAPITAL REGION (EED-NCR)					
	Enforcement Officers		Operations Managers		Regional Director	NMOD	ND	NM-INT.	CEO	LEGAL	EAB*
	Officer	Intel.	Oper.	Intel.							
<b>Management Activities</b>											
Establish National Priorities							R	C	A		
Regional Enforcement Plan (REP)			R	R	R	C	A	C			
<b>Enforcement Activities</b>											
<b>Inspections / Investigations</b>											
Planned Inspection**	A										
Unplanned Inspection	R		A								
Initiate an Investigation	R		A		I	I					✓
Joint Force Operation (Domestic) <sup>4</sup>	R		R	I	A	C	I				✓
Joint Force Operation (International) <sup>4</sup>	R		R	I	R	R	A	I		C	✓
Detention <sup>2</sup>	R		A	I	I	I				C	✓
Detention (Exigent circum.) <sup>3</sup>	A		I	I	I	I				I	✓
Arrest (Warrant)	R		R	I	A	"IDMP HQ Inform" <sup>5</sup>				C	✓
Arrest (Exigent circum. - on the spot)	A		I	I	I	"IDMP HQ Inform" <sup>5</sup>				I	✓
Inspection Warrant	R		A	I	C	I				C	✓
Search Warrant****	R		A	I	C	"IDMP HQ Inform" <sup>5</sup>			H	C	✓
Search Warrant (Exigent circum.)	A		I	I	I	"IDMP HQ Inform" <sup>5</sup>				I	✓
General Warrant	R		A	I	C	"IDMP HQ Inform" <sup>5</sup>			H	C	✓
Production Order	R		A		C	I				C	✓
Surveillance (MOBILE or STATIC)	R		R	I	A	I					✓
Preparation of Court Brief	A		C							C	
Refer to Prosecute to PPSC****	R		A		C	I				C	✓
Referral of File to another EED-Region	R		R		A	I					
Referral of an Inspection File outside of EC	R		A		C						
Referral of an Investigation File outside of EC	R		R		A						
Re-Opening of an Inspection File	R		A								
Re-Opening of an Investigation File	R		A								✓
Deletion of a File	R		A								
Closure of an Inspection File <sup>1</sup>	R		A		I	I					
Closure of an Investigation File <sup>1</sup>	R		A		I	I					✓
<b>Intelligence</b>											
Initiate Intelligence Project/Probe		R		A	I	"IDMP HQ Inform" <sup>5</sup>					
Joint Forces Operation (Domestic) <sup>4</sup>				R	A	"IDMP HQ Inform" <sup>5</sup>					✓
Joint Forces Operation (International) <sup>4</sup>				R	R	I	A	C			✓
Surveillance (MOBILE or STATIC)		R		A	I	"IDMP HQ Inform" <sup>5</sup>					✓
Referral of File Outside of EC		R		A	I			I			
Closure of File		R		A	I			I			
<b>Responses to Alleged Violations</b>											
Written Warning	A		C	I	I	"IDMP HQ Inform" <sup>5</sup>				C	✓
Verbal Direction	A		I		I						
Written Direction	R		A	I	C	"IDMP HQ Inform" <sup>5</sup>				C	✓
Ticket (Contraventions Act)	A		I		I	"IDMP HQ Inform" <sup>5</sup>				I	✓
Summons	R		A		C	"IDMP HQ Inform" <sup>5</sup>				I	✓
Compliance Order (EPCO)	R		A	I	C	"IDMP HQ Inform" <sup>5</sup>				C	✓
Compliance Order (EPCO) (Exigent circum.)	A		I	I	I	"IDMP HQ Inform" <sup>5</sup>				C	✓
Ministerial Order (various)	R		R		R	R	R		A	C	✓
Alternative Measure (EPAM) <sup>6</sup>	R		R		A	R	A		H	C	✓
Laying of Charges (recommendation)	R		A		C	"IDMP HQ Inform" <sup>5</sup>			H	C	✓
<b>Court Actions</b>											
Sentencing Penalties - Recommend to PPSC	R		R		A	"IDMP HQ Inform" <sup>5</sup>			H	C	
Injunction	R		R		R	R	A		H	C	✓
Recommend Civil Suits	R		R		A	C	C		H	C	✓

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 NM-INT. = National Manager Intelligence  
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<sup>1</sup> - For files with violation but no enforcement measure recommended.

<sup>2</sup> - E.g. unexpected shipment arrives at the boarder. CBSA is asked to detain it until EC arrives on site.

<sup>3</sup> - For the purpose of preservation of evidence.

<sup>4</sup> - Joint Force Operation (JFO): formal undertaking involving one or more enforcement agencies working closely with EC over a definite period of time for files which are cross-jurisdictional.

<sup>5</sup> - When the approval authority (the decision-making level) approves an activity or a measure, he/she is to select the "IDMP HQ Inform" distribution list in the "Approval/Notification Tab" in NEMISIS. It will automatically inform the appropriate EED-NCR individuals.

<sup>6</sup> - EPAM committee made up of Directors and National Director approve EPAMs.

\* EABs are approved by the Regional Director-EED.

\*\* It is considered a planned inspection when it is included in the regional inspection plan.

\*\*\* For CEPA 1999, section 17 investigations, the authority would be the ND-EED. Consultation with DLSU will be required.

\*\*\*\* PPSC = Public Prosecutions Service of Canada.

\*\*\*\*\* NMOD and ND must be informed verbally of the upcoming search warrant at least 48 hours before it is delivered. An EAB must be submitted to NCR at most 24 hours after.