

Standard Format for MVEIRB Information Requests

Note: The purpose of information requests is to provide the MVEIRB with the information it needs to decide whether the proposed development is likely to have a significant adverse environmental effect. An information request is a tool for the Board and parties to obtain additional information, clarification on issues, and to answer questions that arise during the proceedings of an Environmental Assessment.

Information requests can originate from and be directed at any of the parties to the assessment. A party can request information that is necessary for its technical analysis of the development's potential impacts. All information requests are subject to the Board's approval. The Board will generally not accept any Information Requests outside the scope of the Assessment.

- IR Number:** *Number is assigned by MVEIRB*
- Source:** *Organization proposing the request (your organization)*
- To:** *Who the request is directed at (i.e. organization(s) expected to answer or provide information), e.g. the developer or a government department.*
- Subject:** *What is the general subject of the request? (e.g. fish, water, cultural impacts, etc...)*

Preamble

Provide background information and a rationale for your request. The preamble should identify any shortcomings of available information and how the requested information will be relevant. For example: "The developer's correspondence to date describes various mitigation measures to minimize impacts on wildlife, but does not specify which measure is aimed at which species. To determine the effectiveness of proposed mitigation measures the species they are aimed at should be known".

Request

The question the organization the request is directed to answer. For example: "Please identify which mitigation measures are aimed at minimizing impacts on moose". A question may consist of several parts. Please make your questions as specific as possible.