

# Tips for preparing a technical report

February 17, 2017

Mackenzie Valley Review Board  
Boardroom



Mackenzie Valley  
Review Board



# Meeting Agenda

- Describe **hearing phase** for EA1415-01
- Provide tips on preparing **technical reports**
- Present **next steps**
- Dial-in: 1-877-733-5390      Code: 4631621989



# Meeting objectives

1. **submission** of technical reports as part of the **hearing phase**
2. **purpose and importance** of technical reports to the Review Board
3. **content and format:** recommendations on how to present your analysis and position on project issues
4. **next steps**



## Parties to EA1415-01

- Canadian Parks and Wilderness Society NWT Chapter
- Dehcho First Nations
- Environment and Climate Change Canada
- Fisheries and Oceans Canada
- Government of the Northwest Territories
- Indigenous and Northern Affairs Canada
- Nahanni Butte Dene Band
- Natural Resources Canada
- Parks Canada
- Oboni Riskope, independent 3rd party advisor\*



# Technical reports and hearing phase

- technical reports are part of hearing phase
- parties who want to fully participate during the public hearing submit a technical report with summary presentation prior to hearing
- At the hearing parties:
  - present a summary of the technical report to the Review Board
  - question the developer and parties after presentations
  - be available for questioning from the developer, the Review Board, Board staff and other parties



# Technical reports and the public record

- one of last opportunities to provide information to Board
  - technical report is party's final submission prior to hearing
  - developer response is developer's final submission prior to hearing
  - presentations for the hearing are a summary of technical reports and are submitted prior to the hearing
- for procedural fairness, the public record is closed between technical reports/presentation submission and the hearing
- any proposed new material submitted during this time requires a ruling by the Board (Request for Ruling)





## 2. Technical report purpose

- describes how this project may impact the environment or people
- provides recommendations to mitigate adverse impacts
- presents evidence and rationale for findings using supporting evidence (e.g. references to public record)
- states party's views and conclusions on whether or not the project will create significant adverse impacts on the environment or people



### 3. Technical report format and content

- one page executive summary in plain language
  - clear statements using short sentences
  - easy to read and understand
- brief summary of the mandate of your organization
- statement of key issues from this project that are important to your organization





# Structure your report by issue

- i. state the **specific issue**
- ii. state **developer's conclusion** about the issue
- iii. describe your **impact predictions** about how the project will effect the issue
- iv. describe **your conclusions** about any adverse impacts and their **significance**
- v. provide clear **rationale** with enough detail to support your findings (evidence on public registry, new evidence)
- vi. provide your **recommendations** and suggest **mitigation** to reduce impacts so they are no longer significant
- vii. reiterate whether, in your opinion, **residual impacts are significant** after mitigations have been applied



# Summary

- state your views clearly using supporting evidence
- provide clear rationale to support your findings and conclusions
- advise the Review Board on whether you believe the project will have significant adverse impacts on the environment or people



# Hearing phase – next steps



- |             |  |
|-------------|--|
| February 7  | start of hearing phase                                       |
| March 10    | deadline for technical reports from parties                  |
| April 7     | deadline for response from developer                         |
| April 10    | pre-hearing conference                                       |
| Apr 11, 13  | deadline for presentation submissions from parties/developer |
| April 24-28 | hearing dates<br>Nahanni Butte, Fort Simpson                 |
| May         | deadline for undertakings from hearing                       |
| May/June    | deadline for closing submissions from parties/developer      |
| May/June    | closing of public record                                     |

