

Our file: EA1617-01

September 12, 2017

Note to file

Tlicho All-season Road, Government of the Northwest Territories

Re: Technical report preparation meeting 10:30am (MDT), Sept.14, 2017

Review Board staff will facilitate a technical report preparation meeting for the Tlicho All-season Road beginning at **10:30am (MDT) on Thursday, September 14, 2017**. The meeting will take place at the Review Board office in Yellowknife and will be hosted by Review Board staff. **The purpose of the meeting is to assist parties in preparation of technical reports and to describe the purpose, content, and format of the technical reports.**

Teleconference will be available at: 1-877-733-5390, Code 4631621989

An information package on tips for preparing a technical report is attached. The information package outlines the Review Board's Rules of Procedure for technical report writing, offering helpful tips and lessons learned. Parties are encouraged to send questions about technical reports to Review Board staff in advance to assist with timely responses during the meeting.

A brief reminder: Only those with party status may intervene before the Review Board. Individuals or organizations without official party status who would like to intervene at the public hearing must apply for party status using this form: [request for party status form](#). Members of the public (those without party status) would still have the opportunity to speak to the Review Board directly, but cannot question the developer or other parties during the hearing.

If you have any questions, contact Chuck Hubert at 867-766-7052 or chubert@reviewboard.com and Catherine Fairbairn, EAO, at 867-766-7054 or cfairbairn@reviewboard.com.

Attachments: Tips for preparing a technical report for the Mackenzie Valley Review Board

Tips for preparing a technical report for the Mackenzie Valley Environmental Impact Review Board

The information in this document is based on material in the *Environmental Impact Assessment Guidelines 2004* and through lessons learned.

1. Technical Report preparation and the hearing phase

- The technical report is part of the hearing phase in an environmental assessment.
- All parties to an environmental assessment who want to fully participate in a public hearing and submit closing arguments must submit a technical report to the Review Board.
- The technical report is your final submission to the Review Board prior to the public hearing.
- The developer prepares and submits a response to parties' technical reports prior to the public hearing.
- Parties and the developer must submit a presentation that summarizes their technical report/response to assist in presenting your views during the public hearing.
- At the public hearing, parties and the developer will be subject to questioning by other parties and the Review Board on their technical report and presentation.

2. Purpose of a technical report

Your technical report should discuss all of the issues that, in your view, are potentially significant. These items should be presented in a clear way, requiring no interpretation by the Review Board or other parties. The components of a technical report include:

- the party's views and conclusions on whether a proposed development is likely to cause significant environmental, social, economic or cultural impacts;
- the party's views on whether it agrees or disagrees with the developer's predictions on significant adverse impacts from the project on the environment or people;
- a description of how a specific project component may cause an impact on a part of the environment;
- evidence and rationale for the party's conclusions (with explicit reference to materials on the public record); and,
- the party's views on adverse impacts from the project on the environment and people.

3. Format and content of a technical report

Your technical report should include:

- a one-page non-technical executive summary that makes clear statements in plain language which is easy to read and understand; and,
- a brief summary of the mandate of your organization.

The content of your argument for each specific issue identified should:

- i. state the developer's conclusions relating to the issue (reference source);
- ii. state your predictions of the impacts of the project to the environment or people;
- iii. describe your conclusions on potentially adverse impacts of the project on the environment or people and whether those impacts are significant in your view;
- iv. provide clear rationale with enough detail to support your findings;
- v. provide your recommendations and any suggested mitigation measures to reduce impacts for each issue so that they are no longer significant; and,
- vi. state whether in your opinion each residual impact would be significant if your recommendation was not implemented.

A good example of the format of a technical report can be found here:

http://www.reviewboard.ca/upload/project_document/EA1314-01_IEMA_Technical_Report.PDF.