

Meeting Report Form

The Review Board encourages parties, including developers, to work collaboratively to identify and resolve issues through the environmental assessment process. One of the tools available to help with this collaborative approach are “sidebar” meetings between interested parties. These meetings are most effective in cases where the issues to be discussed are of interest to only one or two parties in the assessment.

In the interest of transparency and to make sure that all parties are aware of the discussions taking place in these meetings, the Review Board requires that parties jointly submit meeting notes that summarize the discussion and identify any results or commitments arising from that discussion. The meeting notes are submitted to the public record and can be considered by the Review Board as evidence during its decision-making process.

Filling out the form

Please complete each section in the Meeting Report form template below.

- If the meeting covers several issues, parties should identify each topic that is discussed.
- **Describe any agreements, resolutions, or results of the discussion** in the form. Clearly identify and describe commitments made by a developer related to project design, management or other impact mitigation, so that they can be considered by the Review Board in its decision-making process.
- **Identify any outstanding issues** that remain for either party at the end of the meeting. For example, if a community has a meeting to discuss economic impacts of a project with a developer and the two parties come to an agreement on employment opportunities but not training, the community should tell the Review Board that training is an outstanding issue for them.
- Please note any action items or follow up steps resulting from the meeting. Leave these sections empty if they do not apply to the discussion in question.
- Attach any materials presented (copies of presentations, summaries of content) to the meeting report. The Review Board will place all admissible evidence, including meeting reports and supplemental materials, on the public record (unless a Request for Ruling¹ to protect the confidentiality of information is filed with and approved by the Review Board).

¹ See *Rules of Procedure* 46-50.

Meeting Report Template

Meeting date: _____

Main Issue: _____

Attendees (names, roles and organizations):

- (1)
- (2)
- (3)
- (4)
- (5)

Summary of discussion:

Results of discussion including commitments:

Outstanding issue(s):

Action Items:

- (1)
- (2)
- (3)

Next Steps/Follow up:

Signature of party 1 representative(s): _____

Signature of party 2 representative(s): _____

Date: _____

****Please include any meeting materials as attachments when submitting the**

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