



Information requests

Who:

The Review Board and registered parties

What:

Information requests are written questions exchanged between the developer, parties and the Review Board during an environmental assessment. This step can happen at any time throughout the environmental assessment, but usually it is either before or after technical sessions. This varies depending on the assessment, but it will be scheduled into the workplan.

The Review Board is the only organization that actually issues information requests, although registered parties may be allowed to suggest information requests to the Review Board.

The purpose of information requests is to answer questions that may come up during the environmental assessment. The Review Board will only issue information requests if they are:

- related to the issues that were scoped into the assessment;

- appropriate;
- relevant to the assessment; and
- not repetitive or redundant.

Aside from information requests, parties are encouraged to communicate with each other outside of the environmental assessment process. If parties successfully resolve issues independent of the Review Board's process, the Review Board requires that the parties submit meeting notes, signed by the party representatives, detailing the matters they all agreed to.

For more significant questions, such as when the Review Board requires technical facts or opinions to help it understand the proposed development better, the Review Board will formally issue information requests.

Tools

The information request template is available at: reviewboard.ca/reference_lib/

The suggested and issued information requests for a particular assessment can be found on the Review Board public registry. Go to reviewboard.ca/registry/ and fill out the developer, project, and select information requests stage in the search engine fields.

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".