

## Technical Report Preparation

The purpose of the following is to provide parties with general instructions and a suggested format for preparing Technical Reports.

### Who submits a Technical Report

- Organizations or individuals with party status may submit a Technical Report

### What is a Technical Report

- A Technical Report is the final submission that a party provides to the Review Board in the environmental assessment of a project.
- Each party's Technical Report contains its views on whether or not a proposed development is likely to cause significant adverse impacts to the environment, including impacts to economic, social or cultural values.
- The Technical Report forms the basis for a party's presentation during public hearings

### Format for Technical Reports

#### Non-technical Summary

- Maximum one page summary of key points and conclusions with rationale
- Written in plain language style suitable for general public

#### Introduction

- Introduce organization or individual
- List of issues or topics

#### Description and discussion of each impact

- Identify the impact
- State the conclusion of the developer on the impact (reference source)
- State your conclusion and whether or not you agree with the developer's conclusion
- Provide clear rationale with enough detail to support your conclusion
- Provide your recommendation relating to the impact
- In your opinion, would the impact be significant if your recommendation was not implemented

#### Summary of recommendations

- List of recommendations for each impact

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