

EA1314-01 - Jay Project

July 7, 2015

To: EA Participants

Dear EA Participants,

**Re: Jay Project – instructions for preparation of technical reports and party status**

The next phase of the environmental assessment of the Jay Project is the submission of technical reports (interventions) by parties that plan to intervene at the public hearing. **The deadline for technical reports is July 31, 2015.**

Technical reports must clearly provide your views regarding which parts of the Project will affect which valued components, and how. Your technical report must also include your views on the significance of potential adverse impacts that you identify, along with any measures to reduce any impacts so they are no longer significant. Please provide supporting references where possible. Parties must include a one-page plain language summary of their report.

Instructions and further information regarding the format of technical reports can be found by reading:

1. Environmental Impact Assessment Guidelines, Appendix E: Format and Instructions for Technical Reviewers (page 74).
  - [http://www.reviewboard.ca/upload/ref\\_library/MVE%20EIA%20Guidelines\\_1195078754.pdf](http://www.reviewboard.ca/upload/ref_library/MVE%20EIA%20Guidelines_1195078754.pdf)
2. Technical Reports Preparation. May 5, 2011.
  - [http://reviewboard.ca/upload/project\\_document/EA0809-002\\_Technical\\_Report\\_Preparation\\_1304628633.PDF](http://reviewboard.ca/upload/project_document/EA0809-002_Technical_Report_Preparation_1304628633.PDF)

Parties that plan to intervene before the Review Board at the public hearing are listed here: [List of parties who will intervene at Jay Project hearing](#). Only parties that indicate that they wish to intervene will be able to:

- file technical reports to the public record;
- make formal presentations in the hearing; and,
- question others in the hearing.

Parties that wish to intervene are expected to:

- submit a technical report
- prepare a presentation based on that technical report



- participate in the pre-hearing conference on August 5, 2015
- submit the presentation to the Review Board
- present to the Review Board at the public hearing and
- be available for questioning from the developer, other parties and the Review Board.

Individuals or organizations that are not on the above list of parties but would like to intervene at the hearing need to apply for party status using this form: [Request for party status form](#).

Individuals or organizations that are not parties will still have the opportunity to state their views directly to the Review Board as members of public.

More details about hearing procedure and deadlines will be provided at the pre-hearing conference.

The Workplan is found here: [Jay Project Workplan May 2015](#)

Please feel to contact me with any questions or for further information.

Sincerely,

Chuck Hubert  
Sr. EA Officer  
Tel: 867 766-7052  
[chubert@reviewboard.ca](mailto:chubert@reviewboard.ca)