

June 28, 2019

Our File: EA1819-01

Note to File

To: Parties

Re: Reminder to submit Meeting Reports

The Review Board encourages parties to meet with the developer to discuss and potentially resolve issues or answer questions relevant to an environmental assessment. This note to file is a reminder that, in the interest of fairness, the Review Board requests that parties and the developer submit a meeting report for inclusion on the public registry. Instructions on how to complete a meeting report and a meeting report template can be found on the Review Board's website [here](#).

For questions or more information on this environmental assessment, please contact Catherine Fairbairn (867-766-7054, cfairbairn@reviewboard.ca) or Kate Mansfield (867-766-7062, kmansfield@reviewboard.ca).