

FAXED
OCT 13/2002

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From:	<i>Luciano Azzolini</i>	Fax:	(867) 766-7074
Date:	<i>October 3, 2002</i>	Pages:	(including cover page) <i>3</i>
To:	<i>J. Hutchison</i>	Fax:	<i>780 - 426 - 1293</i>
		cc:	
Re:	<i>Your Request for info</i>	File #:	<i>DE 0205</i>

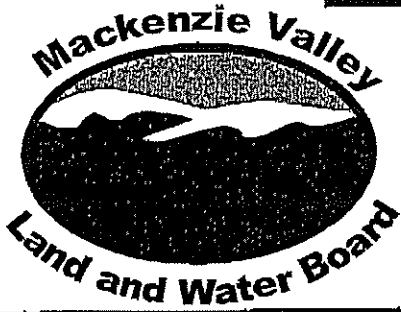
MESSAGE:

*ms. Hutchison, as requested by
ms. Demarco, information on the
mackenzie valley Land and water
board's public documentation of
Board materials*

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FILE NUMBER: _____

DATE: Oct 3/02
 TO: Loole
 FAX NUMBER: 766-7074
 FROM: Laurie Cordell
 Number of pages including cover: 2

howie

Section 3.1.2 Meeting Files

These materials include briefing notes!

Staff reports.

I hope this helps

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Operational Manual

Mackenzie Valley Land and Water Board

Approved by the Board April 7, 2000 (Revised July 1, 2001, March 1, 2002)

3. Office Management

3.1 Files and Records

The Board will maintain comprehensive files and records of its operations. Certain files, such as personnel files, will remain confidential. The remainder will be accessible to the public during normal office hours and will be indexed in the Public Registry. The files will contain the following information.

3.1.1 Correspondence Files

A detailed correspondence record, including the original of every piece of correspondence sent or received by the Board, must be kept on file. Incoming correspondence will be logged and stamped with the date received. Outgoing correspondence must always be dated and signed by the originator, and logged before it leaves the office.

3.1.2 Meeting Files

All materials considered by the Board in preparation for, during, and following a given meeting will be kept on file. Minutes of meetings also will be part of the Public Registry.

3.1.3 Electronic Files

Electronic files maintained on individual staff computers will not be part of the Public Registry. All electronic files will be backed-up on a regular basis and the back up copy stored in a safe and secure place.

3.1.4 Passwords and other Confidential Information

The Executive Director will keep a list of computer and Email passwords, access codes, bank account numbers, and employee home addresses and telephone numbers with the confidential information. In addition the employee files will be kept as confidential information.

3.2 Inventory

The Executive Director shall ensure that an inventory is kept of all real estate, property, equipment, furniture, materials and supplies owned by the Board. Any problems with property or equipment shall be directed to him/her. Items may be loaned to other related organizations on approval from the Executive Director and an inventory of any items loaned shall be maintained. An inventory of items loaned to the Board from other organizations shall be kept. The Executive Director will ensure that the Board has a general insurance policy covering fire, damage, theft and personal liability.

3.3 Surplus Equipment

Furniture and equipment considered surplus to Board requirements should be disposed of. It should be offered to (1) other regional panels, (2) public service organizations in the local communities [schools, day cares, Boy Scouts, Army Cadets, Girl Guides etc. by posting them on the MVLWB website for 7 days.] or (3) Board Staff. The price for items offered for sale will be set by the Board.

Louie Azzolini

From: Louie Azzolini
Sent: Thursday, October 03, 2002 11:51 AM
To: 'Terry DeMarco'
Cc: John Donihee (E-mail); Joe Acorn
Subject: RE: DeBeers Environmental Assessment Pre-Hearing Conference Guide

-----Original Message-----

From: Terry DeMarco [mailto:tdemarco@sympatico.ca]
Sent: Thursday, October 03, 2002 10:52 AM
To: Louie Azzolini
Subject: DeBeers Environmental Assessment Pre-Hearing Conference Guide

Hello Louie,

I've just been looking through the Pre-Hearing Conference Guide and have a few questions for you.

1. In section 1, the Guide talks about "a meeting of all the parties in an environmental assessment with the review Board staff and counsel". This leaves the impression that the Board members themselves would perhaps not attend. However, there are references elsewhere in the Guide to the Board and to the Board chair. **Could you confirm whether the Board itself will attend the pre-hearing conference for the technical session?**
[Louie Azzolini] You are referencing a previous guide.....Drafts... No the Board members will not be present.
2. In the flowchart of the pre-hearing procedure, under "Closing", it states that the Board Chair will usually announce deferral of the Board's decisions. **If there are decisions to be made about narrowing the issues, who will make those rulings and when?** [Louie Azzolini] Any rulings will be made by the Review Board. Staff does not have the authority to rule on such matters.
3. In section 3.1, there is a reference to the "DeBeers Rules of Procedure" issued by the Review Board. **Are there specific Rules of Procedure for DeBeers or would this reference now point to the Board's Rules of Procedure, finalized earlier this year?**[Louie Azzolini] The Board made the draft rules of Procedure the "De Beers Rules of Procedure" They remain in place and used in the De Beers EA.

Thanks for whatever light you can shed on these matters.

Terry

Louie Azzolini

From: Louie Azzolini
Sent: Thursday, October 03, 2002 11:39 AM
To: 'Terry DeMarco'
Subject: RE: pre-hearing conference questions -- cont'd!

No notice issued yet. First one will be in the paper next week I believe, and every week after that until the hearing. At least that is what I have scheduled.

LA

-----Original Message-----

From: Terry DeMarco [mailto:tdemarco@sympatico.ca]
Sent: Thursday, October 03, 2002 11:19 AM
To: Louie Azzolini
Subject: pre-hearing conference questions -- cont'd!

Hi Louie,

Just came across another question -- has the Notice of the Pre-Hearing Conference been published (as discussed in section 2 of the Guide)? If so, could you forward me the contents of that notice?

thanks.

TD