



## Information Request Guidance Note

Environmental Assessments (EAs) past the conformity review stage enter into the technical analysis stage. To ensure that parties to the EA have access to the information necessary for the review of the developer's assessment report, the Review Board has a formal information request (IR) process.

An IR is a written request for information from a party in an EA to any other party in the EA, issued through the Review Board. The party that receives the IR is required to provide the Review Board with a written response that satisfactorily addresses the questions or issues raised by the IR.

Although IRs may originate from parties besides the Review Board, the Review Board issues all IRs. The Review Board may issue its own IRs, as well as those originating externally.

If the Review Board receives more than one IR asking for the same information, it can amalgamate them into one IR to prevent redundancy. The Review Board has the right to rule on the relevance and acceptability of IRs, and will decide whether to issue each IR. It will assign each IR an official number, and will issue them to the appropriate party.

For each IR, please submit your request in the following format:

### Reference

Identify the source document, and where specifically in the document (e.g. section number, page number, table number, appendix number, etc...) your request originates. If there is more than one source, list them individually.

### Terms of Reference Section:

List the section of the ToR, and if possible, the specific item within that section (*e.g. ToR s. 4.2, Aquatic Resources, 3<sup>rd</sup> bullet.*).

### Preamble:

Describe why you are making the request. Is the source document unclear? Are there inconsistencies or errors in the document? What will you do with the response? Why, specifically, do you need to know this information? Please be thorough and clear with your reasons.

### Request:

What information do you want? What exactly is the recipient being directed to do or provide? For example:

- a) *Provide document X.*
- b) *Explain why you did (whatever), as opposed to ....*
- c) *What is your rationale for the number you stated in ....?*