

Standard Format for MVEIRB Information Requests

Note: The purpose of Information Requests is to provide the MVEIRB with the information it needs to decide whether the proposed development is likely to have a significant adverse environmental effect. They are a tool for the Board to obtain additional information, clarification on issues, and to answer questions that arise during the proceedings of an Environmental Assessment.

Information requests can originate from and be directed at all parties to the assessment. A party that acts as an advisor to the Board, e.g., can request information that is necessary for that party's technical analysis of the Developer's Assessment Report. **All Information Requests have to be approved by the Board.**

IR Number: *Number is assigned by MVEIRB*

Source: *Organization from which the request originates (your organization)*

To: *Who the request is directed at (i.e. organization(s) expected to answer or provide information), e.g. the developer or a government department.*

DAR Section: *The section(s) of the Developer's Assessment Report the Information Request refers to. If referring to specific statements, quote the DAR statements.*

Terms of Reference Section: *The section(s) of the Terms of Reference for the EA that the Information Request refers to. If appropriate quote the relevant section.*

Note: The MVEIRB will generally not accept any Information Requests outside the scope of the Assessment. Information Requests should refer to specific terms of reference.

Preamble

Provide background information and a rational for your request. The preamble should identify any shortcomings of the DAR and how the requested information will be relevant. For example: "The DAR describes various mitigation measures to minimize impacts on wildlife, but does not specify which measure is aimed at which species. To determine the effectiveness of proposed mitigation measures the species they are aimed at should be known".

Request

The question the organization the request is directed to is to answer. For example: "Please identify which mitigation measures are aimed at minimizing impacts on moose". A question may consist of several parts.