

## How to complete a meeting report

The Review Board often encourages parties to have “sidebar” meetings with the developer, especially if the issues in questions are of interest to only one or two parties in the assessment. These meetings are a way for parties with differing views to resolve issues outside of the environmental assessment process. If the meeting is successful, the Review Board requires that both parties submit meeting notes that detail the agreements and/or commitments that the discussion has produced.

Please provide information for each heading in this document. If the meeting covers several issues, parties should prepare a separate report for each main issue that is resolved in the meeting. For example, if a community meets with a developer to discuss economic impacts to the community and heritage resource impacts, the community and developer should complete two reports.

The report should include the date of the meeting, names and organizations of attendees, and a summary of the discussion, including a summary of positions and outcomes. If the developer has made commitments, they must list them here. If the party has outstanding issues related to the main topic, they should list those here as well. For example, if a community has a meeting to discuss economic impacts of a project with a developer and the two parties come to an agreement on employment opportunities but not training, the community should tell the Review Board that training is an outstanding issue for them. Please note any action items resulting from the meeting as well.

Leave these sections empty if they do not apply to the discussion in question.

Once completed, meeting participants must date and sign the report and then submit it to the Review Board. The results of the meeting can then be submitted to the public record and can be considered by the Review Board as evidence during its decision making process.

# Meeting Report

**Main Issue:**

Attendees: (1)  
(2)  
(3)  
(4)  
(5)

Meeting date:

Summary of discussion:

Developer commitment(s):

Outstanding issue(s) for the party:

Action Items: (1)  
(2)  
(3)

Signature of party representative: \_\_\_\_\_

Signature of developer representative: \_\_\_\_\_

Date: \_\_\_\_\_