Tips for preparing a technical report

September 14, 2017

Mackenzie Valley Review Board
Boardroom

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Agenda and meeting objectives

1. **Submission** of technical reports as part of the **hearing phase**

2. **Purpose and importance** of technical reports to the Review Board

3. **Content and format:** recommendations on how to present your analysis and position on project issues

4. **Next steps**

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Parties to EA1617-01

- Environment and Climate Change Canada

- Fisheries and Oceans Canada

- Indigenous and Northern Affairs Canada

- Natural Resources Canada

- North Slave Métis Alliance

- Tłı̨chǫ Government

- Wek'èezhìi Renewable Resources Board

- Yellowknives Dene First Nation

1. Technical reports and the hearing phase

- Part of hearing phase

- Parties who want to fully participate during the public hearing submit a technical report with summary presentation prior to hearing

- At the hearing parties:

  – present a summary of the technical report to the Review Board

  – question the developer and parties after presentations

  – are available for questioning from the developer, the Review Board, Board staff, and other parties

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1. Technical reports and the hearing phase

- One of last opportunities to provide information to Board
  - party's final submission prior to hearing
  - developer response is developer's final submission prior to hearing
  - presentations for the hearing are a summary of technical reports and are submitted prior to the hearing

- For procedural fairness, the public record is closed between technical reports/presentation submission and the hearing

- Any proposed new material submitted during this time requires a ruling by the Board (Request for Ruling)

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2. Technical report purpose

1. States party's views and conclusions on:
   – how this project may impact the environment or people
   – whether or not the project will create significant adverse impacts on the environment or people

2. Presents evidence and rationale for findings using supporting evidence (e.g. references to public record)

3. Provides recommendations from party to mitigate adverse impacts

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3. Technical report format and content

- One page executive summary in plain language
  - clear statements using short sentences
  - easy to read and understand

- Brief summary of the mandate of your organization

- Statement of key issues from this project that are important to your organization

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3. Technical report format and content

Structure your report by issue

i. state the **specific issue**

ii. describe **your impact predictions** about how the project will effect the issue (project interaction or pathways)

iii. state **developer's conclusion** about the issue

iv. describe **your conclusions** about any adverse impacts and their **significance or why it matters**

v. provide clear **rationale** with enough detail to support your findings (evidence on public registry, new evidence)

vi. provide your **recommendations** and suggest **mitigation** to reduce impacts so they are no longer significant

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4. Next steps

Sept. 22	issuance of WMMP by GNWT
Oct. 11	deadline for technical reports from parties
Oct. 27	deadline for response from developer
TBD	pre-hearing conference
Nov. 3	deadline for presentation submissions from parties
Nov. 6	deadline for presentation submissions from developer
Nov. 15-17	hearing dates in Whatì

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Summary

Technical Reports

- state your views clearly and provide evidence with rationale to support your findings and conclusions

- advise the Review Board on how serious residual impacts of the project will be and recommend any additional mitigation required

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