



# ENVIRONMENTAL IMPACT REVIEW BOARD

## INFORMATION REQUEST SUBMISSION STANDARDS

### Introduction

The purpose of an Information Request (IR) is to provide the EIRB with the information it needs to decide whether the proposed development is likely to have a significant adverse environmental effect. An IR is a tool for the Review Board and the Parties to obtain additional information and/or clarification on issues, and to answer questions that arise during an Environmental Review Proceeding.

Information Requests can originate from and be directed to any of the Parties to the Proceeding. A Party can request information that is necessary for its technical analysis of the development's potential environmental effects.

All IRs are subject to the Review Board's approval. The Review Board will generally not accept any Information Requests outside the scope of the Environmental Review Proceeding.

### Information Request Submission

Please provide the following information when making an Information Request:

**IR Number:** *(Number is assigned by EIRB)*

**Source:** Identify the organization proposing the request (your organization)

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

**Subject:** Identify what is the general subject of the request (e.g., fish, water, cultural impacts, permafrost)

## Preamble

Provide background information and a rationale for your request. The preamble should pinpoint any shortcomings of available information and demonstrate how the requested information is relevant to the review.

For example: *“The developer’s correspondence to date 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 the measures apply to should be identified”.*

## Request

Outline the question you wish to ask. A question may consist of several parts and should be as specific as possible.

For example: *“Please identify which mitigation measures are aimed at minimizing impacts on moose”.*

## Submission

The Information Request should be filed electronically with the EIRB Coordinator at [eirb@jointsec.nt.ca](mailto:eirb@jointsec.nt.ca). If an IR is approved, the EIRB will transmit the IR to the organization(s) from which information is being requested