



ENVIRONMENTAL IMPACT REVIEW BOARD

THE INFORMATION REQUEST (IR) PROCESS FOR THE PROPOSED INUVIK to TUKTOYAKTUK HIGHWAY PROJECT

- DATE OF RELEASE:** December 20, 2011
- DISTRIBUTION:** All registered Parties, EIRB Electronic On-line Registry (EOR), and the Public.
- PURPOSE:** The Information Request (IR) process is an opportunity for Parties to seek additional information and/or clarification from the Developer or any other Party to the Proceedings, and for that Party to respond to the request. The IR process will be conducted in accordance with Part 1.9 of the EIRB Rules of Procedure. The IR process will follow the IR Process schedule released by the EIRB along with this information bulletin.
- IR PROCEDURE:** Please see Appendix A (below).
- IR PROCESS:** There will be two IR Rounds, the 1st IR round will be issued by the Review Board/Panel, the 2nd IR round will be issued by the Parties to the Proceedings. Please refer to the IR Process schedule for the timing of the IR rounds.
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Appendix A

Please provide the following information for each IR:

- IR Number:** Leave blank, number is assigned by the EIRB
- Source:** Organization proposing the request (your organization) and full contact information.
- To:** Who the request is directed at, or the organization(s) expected to answer or provide information (e.g., the Developer or a government department), and full contact information.
- Subject:** What is the general subject of the request (e.g., fish, water, cultural impacts, and permafrost)?

Preamble

Provide background information and a rationale for your request. The preamble should clearly identify the required information and indicate how the requested information will be relevant to the proceeding and assist the EIRB to make a decision. The rationale should explain why without this information you are unable to reach a conclusion or make a submission regarding the impacts of the proposed development. 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 they are aimed at should be known".

Request

The request sets out the question, or related questions, the Party (recipient) is directed to answer. For example: "Please identify which mitigation measures are aimed at minimizing impacts on moose". A question may consist of several parts. Please make your questions as specific as possible.

Additional IRs

More than one IR may be submitted by a single Party.

Submissions

Parties responding to an IR must submit their response in electronic form (i.e., PDF, Excel etc.) to the EIRB. The EIRB reserves the right to request printed copies of any IR or IR response.

General requirements of the IR process:

- The EIRB may seek information from any Party at any time during the Proceeding by way of a written Information Request (IR).
- A Party may seek information within the scope of the Proceeding (i.e., the EIS Terms of Reference) from the Developer or another Party.
- A Party must submit an IR request to the EIRB for approval in the appropriate IR format (above). The IR instructions may also be accessed on the websites of the EIRB.
- If an IR is approved, the EIRB shall transmit the IR to the Party from which information is being requested. Copies of approved Information Requests will also be placed on the Registry.
- If an IR is not approved, the EIRB will notify the Party that submitted the IR.
- The Party to whom the IR is directed must respond to the EIRB in writing within the time limit imposed (i.e., 21 calendar days) by the EIRB (refer to IR Process schedule).
- Upon receipt, the EIRB shall place the Party's response to the IR on the Registry. All Parties shall either be provided with the response by the EIRB or shall be notified that it can be found on the Registry.
- The EIRB may vary the timelines in a Proceeding to allow the Parties to consider and respond to any new information submitted in a response to an IR.