



## March 2010

**NIRB File No. 09MN003**



Note: The abbreviations ‘NIRB’ and ‘the Board’ are used interchangeably throughout this document in reference to the Nunavut Impact Review Board.

### *1. Purpose of this guide*

This guide has been prepared by the Nunavut Impact Review Board (NIRB) to provide:

- an overview of the objectives of and procedures for participant funding for the NIRB’s review of AREVA Resources Canada’s Kiggavik Project (Kiggavik Project) under Article 12, Part 5 of the Nunavut Land Claims Agreement (the Review); and
- step-by-step guidance on applying for participant funding associated with the Review.

### *2. Focus of this guide*

The purpose of this guide is to provide consistent, clear and transparent information regarding the process administered by Indian and Northern Affairs Canada (INAC) to provide the funding necessary to allow affected parties to participate fully in the Review (participant funding).

### *3. Intended users of this guide*

This guide is intended for individuals and organizations interested in applying for participant funding to facilitate their participation in the Review.

### *4. Content of this guide*

This guide contains the following main parts:

1. Overview of participant funding for the Review
2. How to Complete Your Application Form



## *5. Contacts*

For additional information about participant funding or the application form, please contact:

Environmental Administration  
Nunavut Impact Review Board  
Box 1360  
Cambridge Bay NU X0B 0C0  
Tel: 1-866-233-3033  
Fax: (867) 983-2594  
Email: [info@nirb.ca](mailto:info@nirb.ca)

## *6. Overview of Participant Funding*

### **WHAT IS PARTICIPANT FUNDING?**

#### **Description of Participant Funding**

Participant funding supports public participation in development impact reviews undertaken by the NIRB in accordance with Article 12, Part 5 of the Nunavut Land Claims Agreement (Part 5 Reviews). When, as in the case of the Review, participant funding is made available, it is administered by the federal department of Indian and Northern Affairs Canada (INAC).

Funding may be made available to individuals, Aboriginal organizations, municipal governments of Nunavut, and incorporated not-for-profit organizations interested in participating in the Review. The funding can cover eligible expenses, such as travel costs and fees for experts to support participation.

#### **Limits to funding**

INAC may provide financial contributions for participation in the Review; however, it may not cover all expenses incurred by the participant.

Funding is limited and is based on a review of each participant's submission. Some applicants may not receive funding. Interested parties seeking funding are encouraged to investigate other sources of available funding.



### **Benefits of public participation**

Effective public participation can help ensure that public concerns and values are taken into consideration during the Part 5 Review process.

Public participation can:

- provide interested persons and organizations with a fair opportunity to contribute to the planning of projects that may affect them;
- allow proponents, as well as regulatory and review agencies, to better understand and address public concerns and priorities;
- improve project planning;
- reduce the potential for adverse effects by identifying Aboriginal Traditional Knowledge and Inuit Qaujimaningit (including Traditional Knowledge and local contemporary knowledge) and how it may be applied in the assessment of the project; and
- build greater public trust in Part 5 Review processes and in the decisions that result from these processes.

Participant funding is an important tool for promoting these benefits.

### **WHEN IS FUNDING AVAILABLE?**

The Minister of Indian Affairs and Northern Development (the Minister) may decide to award participant funding on a project-by-project basis for projects referred to the NIRB Part 5 Review process. Some of the factors that may be considered are the level of public concern, participants that may be directly impacted by the project, the scale and scope of the project, and the extent of anticipated regional and transboundary impacts. For this Review, the Minister, has expressly recognized that participant funding may be necessary to allow affected parties to participate fully in the Review.

### **WHO IS ELIGIBLE FOR FUNDING?**

#### **Parties eligible for funding**

Individuals, Aboriginal organizations, municipal governments of Nunavut, and incorporated not-for-profit organizations may apply for participant funding. Only parties who can demonstrate that they meet at least one of the following criteria will be considered for participant funding:

- have a direct, local interest in the project, such as living or owning property in, or using the project area;
- have community knowledge, Aboriginal Traditional Knowledge or Inuit Qaujimaningit relevant to the Review; or



- plan to provide expert information relevant to the anticipated ecosystemic and socio-economic effects of the Project.

### **Parties ineligible for funding**

Individuals and organizations are ineligible for participant funding if they:

- are the proponent of the Project, or are one of its subsidiary or parent organizations, or have direct or indirect holdings in the proponent's organization;
- are a for-profit organization;
- have a direct commercial interest in the Kiggavik Project; or
- represent another level of government, other than an Aboriginal government; or a municipal government of Nunavut.

Note: Although parties may be ineligible for participant funding, they are not necessarily ineligible to participate in the Review.

## **WHAT ACTIVITIES MAY BE FUNDED?**

### **Activities eligible for funding**

The following activities may be considered for funding:

- review of the *Draft* Scope of the project proposal to identify issues that should be considered during the Review;
- review of the *Draft* Guidelines issued by the NIRB outlining the issues to be addressed by the project proponent in the Environmental Impact Statement;
- review of the *Draft* Environmental Impact Statement submitted by the project proponent;
- preparation for and participation in the Technical Meetings and Pre-Hearing Conference;
- review of the *Final* Environmental Impact Statement submitted by the project proponent; and
- preparation for and participation in the Final Hearing.

### **Activities ineligible for funding**

The Review will not fund activities that duplicate services, studies or written materials being funded by other public or private sources. This includes information prepared by the responsible authority(ies), proponent, or, in the case of the Review, by the NIRB itself.



## **WHAT EXPENSES MAY BE FUNDED?**

### **Expenses eligible for funding**

The following expenses may be considered for funding:

- travel expenses;
- local collection/distribution of information;
- professional fees;
- office supplies/telephone charges;
- rental of office space/meeting rooms;
- staff salaries;
- general media advertising/promotion; and
- purchase of information material.

In reviewing applications, the funding review committee will give higher priority to expenses associated with:

- supporting the participation of local parties; and
- the provision of value-added expertise by other parties.

### **Expenses ineligible for funding**

General operations and maintenance expenses are not eligible for funding under the program.

### **Related guidance**

For more detailed guidance on eligible expenses, see Identification of the Funding Request.

## **HOW DOES THE PARTICIPANT FUNDING PROCESS WORK?**

### **Determination of funding level**

The total participant funding allocation for the Review will be determined by the Minister. Factors that will be considered may include:

- the potential ecosystemic and socio-economic effects of the project;
- the size and location of the project;
- the diversity of issues likely to be involved in the Review;
- Participant Funding levels that may have been established for similar projects in the past; and
- available resources.



### **Public notice announcing funding**

Once the NIRB was advised by the Minister of the availability of participant funding, a public notice was circulated. The notice provided the following information:

- a brief description of the project;
- the purpose of the participant funding;
- the phases for which funding will be made available (e.g., scoping, guidelines preparation, technical review, public hearing, etc);
- the role of the funding review committee;
- the deadline for applications; and
- how to obtain an application form and further information.

The notice was distributed to local media and made available on the NIRB ftp site at <http://ftp.nirb.ca>.

### **Timing for submitting Participant Funding application**

An application form for participant funding for the Review must be received by NIRB no later than **Monday, April 12, 2010** to apply for funding. The application form for the Review is available in Annex A of this guide or from the NIRB's ftp site (<http://ftp.nirb.ca>). Applications which do not comply with the prescribed application format may be rejected.

### **Establishment of funding review committee**

An independent funding review committee (Committee) will be established by INAC to review the applications for participant funding related to the Review. The Committee, appointed by INAC, usually consists of three individuals who have a reasonable knowledge of the Project, are aware of the needs of interveners, and have no interests or stake in the Project. The Minister has requested NIRB provide advice regarding the identification of intervenors whose contribution is important for the review, and the level of funding required to facilitate their participation.

The Committee is ultimately responsible for considering all applications and recommends funding allocations to INAC.

### **Allocation of funding and announcement of awards**

The Committee's recommendations are forwarded to the Minister, who then decides on final allocations. As funds are limited, some applicants may not be awarded funding, or may be recommended for an award less than the amount for which they applied.



The NIRB informs all applicants of the funding decision within three days of that decision being communicated by the Minister. The decision is distributed to all applicants, and is made available on the NIRB's ftp site.

### **Administration of contribution agreement**

All funding recipients must sign a contribution agreement. The contribution agreement:

- specifies the responsibilities of each party;
- identifies the nature of the work to be funded;
- specifies conditions for payment; and
- requires the recipient to be accountable for public funds received.

Under the contribution agreement, recipients may request an advance payment of up to 75 percent of their total funding award, based on their work plan and a cash flow forecast for the fiscal year period.

The contribution agreement also requires funding recipients to seek the approval of the INAC before making any modifications to the original budget statements submitted with their applications.

Under the contribution agreement, recipients may also be required to submit an audited financial statement.

## *7. How to complete your application form*

This section of the guide presents step-by-step directions for completing the application form for participant funding.

This section contains the following sections:

- Step 1. Applicant Information
- Step 2. Description of Proposed Activities
- Step 3. Identification of the Funding Request
  - Expense Category Descriptions and Supporting Information Requirements
- How and where to submit your application
- Checklist for Completing the Funding Application Form

For a copy of the application form, please refer to **Annex A**.



## STEP 1. APPLICANT INFORMATION

### Purposes of Step 1

The purposes of Step 1 are:

- to identify the applicant and for which phases of the Review the funding is requested. For a detailed description of the steps involved in the review process, applicants are encouraged to review **Annex B**, as well as *Guide 5: The NIRB Review Process* and any project-specific correspondence issued by the NIRB; and
- to establish if the applicant is eligible for participant funding.

### Applicant information and certification

In Step 1 of the application form, identify yourself as either an individual or a representative of an organization. Provide information about your organization to ensure that you are eligible for funding consideration. For example, please specify whether you applied or intend to apply for funds from other sources.

For information on who is eligible, please see the section entitled “Who Is Eligible for Funding?” in this guide.

You must also certify that the information is accurate to the best of your knowledge, and agree to allow the NIRB to provide copies of your application to members of the funding review committee. Please use the certification form provided with the application package.

### Identify your interest in the Project

You must be able to demonstrate that you have at least one of the following:

- a direct, local interest in the Project, such as a residence in the area or historical or cultural ties to the area likely to be affected by the project;
- community knowledge, Aboriginal Traditional Knowledge or Inuit Qaujimaningit (including Traditional Knowledge and local contemporary knowledge) relevant to the Review; or
- expert information relevant to the anticipated effects of the project.

You should provide sufficient information to support the above referenced statements.



## STEP 2. DESCRIPTION OF PROPOSED ACTIVITIES

### Purposes of Step 2

The purposes of Step 2 are:

- to identify how the applicant proposes to contribute to the Review; and
- to provide supporting information regarding the applicant's capacity to carry out the proposed activities.

### Describe your proposed contribution to the Review

In this section, provide a clear statement of your proposed contribution to the Review, including:

- the objectives of your participation;
- your proposed activities for each phase of the Review (see Annex B) for which you are seeking funding; and
- how these proposed objectives and activities may contribute to the Review's understanding of the anticipated effects of the project.

For a detailed description of the phases and steps involved in the review process, applicants are encouraged to review **Annex B**, as well as *Guide 5: The NIRB Review Process* and any project-specific correspondence issued by the NIRB.

### Identify your capacity to carry out proposed activities

Demonstrate that you have the ability to carry out the proposed activities in accordance with the timelines of the Review. This could include:

- a description of your or your organization's relevant specific expertise and/or knowledge;
- a description of skills, capacity and/or experience of the organization; and
- past experience on participation in hearings or reviews of similar projects.

You should consider providing a detailed budget and work plan to indicate that the proposed activities are practical in scale and realistic in terms of scheduling and cost.

### Describe your distinctive role

Describe how you would be able to play an important and distinct role in the Review. This is important to help avoid duplication of effort and ensure that the funding supports participation from your distinct perspective. The reason for this is that



participant funding is limited and there are often applications from individuals or organizations with similar interests and objectives.

In some cases, one or more applicants may wish to consider jointly requesting funding to avoid duplication.

### **STEP 3. IDENTIFICATION OF THE FUNDING REQUEST**

#### **Purposes of Step 3**

The purposes of Step 3 are:

- to identify the requested funds; and
- to provide supporting information on specific expenses, as necessary.

#### **Identify your funding request and provide supporting information**

Identify your funding requests in accordance with the expense categories described in this guide, specifically in the Expense Category Descriptions and Supporting Information Requirements section.

You should provide the requested supporting information.

#### **Provide supporting information**

Provide detailed information to support your requests, in accordance with the supporting information requirements outlined in this guide, specifically in the Expense Category Descriptions and Supporting Information Requirements section.

#### **Priority designations**

The application form assigns a high, medium or low priority designation to each expense category. The funding review committee will assess requests as follows:

##### **High priority**

In reviewing all applications for funding, the funding review committee will give first priority to these expenses. Such expenses are generally associated with the kind of participation that the program seeks to support, such as participation of local parties in communities affected by the project, and of those parties with specific expertise that can contribute to the Review.



### **Medium priority**

These expenses will be given medium priority, and generally will not be funded until requests for high priority have been accommodated.

### **Low priority**

These expenses will be given low priority, and generally will not be funded until requests for high- and medium priority expenses have been accommodated.

## **EXPENSE CATEGORY DESCRIPTIONS AND SUPPORTING INFORMATION REQUIREMENTS**

### **Expense category description and supporting information requirements**

The purpose of this section is to provide an overview of the expense categories that may be used by participants.

Each of the following sections provides a description of an expense category and the supporting information requirements that should be included in the funding request.

### **Travel expenses**

The travel expense category includes expenses related to traveling to attend public participation events held as part of the Review. Such expenses may include transportation, meals, lodging and incidentals.

Supporting information requirements are:

- Travel expenses must be reasonable and in accordance with federal government travel directives. Please refer to the Government of Canada Treasury Board Web site for these directives ([www.tbs-sct.gc.ca](http://www.tbs-sct.gc.ca)).
- You should explain why you must travel to the event, and, if applicable, why more than one person is needed to represent the organization.
- Details should be provided regarding travel mode, accommodations and duration.

### **Collection or distribution of information**

The collection or distribution of information comprises costs of activities related to collecting and/or distributing relevant information to specific local groups, such as community residents, aboriginal members or an organization's membership.

Supporting information requirements are:



- A brief explanation of the need to collect or distribute the information and of the proposed local target group, and how this action will contribute to the objectives of the Review.
- Details should be provided on the proposed approach and costs.

### **Professional fees (excluding legal fees)**

The professional fees category covers per diem fees and expenses for expert advice or assistance on environmental, technical or social issues relevant to the objectives of the Review.

This will include per diem fees or honouraria for experts providing Aboriginal Traditional Knowledge or Inuit Qaujimaningit (including Traditional Knowledge and local contemporary knowledge) or community knowledge relevant to the Review.

Also covered are professional services, such as accounting services, directly related to your participation.

Supporting information requirements are:

- For each expert, provide:
  - a brief explanation of the individual's expertise and the direct relevance of this expertise to the Review;
  - per diem rate and number of days;
  - justification of per diem rate, if necessary;
  - related expenses; and
  - justification of the number of experts involved, if necessary.

### **Legal fees**

The legal fees category includes the per diem fees and expenses for expert legal advice or assistance directly related to your participation. The costs for legal advice are eligible expenses, but legal representation at public hearings and other public participation events is not required.

Supporting information requirements are:

- An explanation of why legal research or representation is important to your participation in the Review.
- For each legal expert, provide:
  - a brief explanation of the individual's expertise and the direct relevance of this expertise to the Review;
  - per diem rate and number of days;
  - justification of per diem rate, if necessary; and
  - related expenses.



### **Office supplies and telephone charges**

The office supplies category covers the cost of office supplies, such as photocopying, postage and telephone charges, which support your participation in the Review.

Any operations and maintenance expenses that do not support your participation in the Review, including normal supplies and overhead, are not eligible for funding under the program.

Supporting information required is:

- A brief explanation of the need for the specific supplies.

### **Office rental space and meeting rooms**

The office rental space and meeting rooms category includes expenses associated with the costs of office space, meeting rooms and office equipment directly related to your participation in the Review.

Any operations and maintenance expenses that do not support your participation in the Review, including normal rent and overhead, are not eligible for funding under the program.

Supporting information requirements are:

- A summary of the need to rent the facilities and details on the event and rental costs.

### **Staff salaries**

The staff salaries category includes salaries of individuals employed for the purpose of researching and preparing materials related to your participation (e.g., research staff and secretarial services), providing that:

- the individual is not currently in receipt of a salary from the applicant; or
- if the individual is in receipt of a salary from the applicant, that the requested funds are designated temporarily to cover the costs of replacing the individual, so he/she can work full-time on activities related to the your participation.

Supporting information requirements are:

- For each individual:
  - a statement that the individual will be working full time on activities related to the your participation in the Review;



- a brief explanation of the individual's expertise and the direct relevance of this expertise to the Review; and
- salary expenses and duration.

### **General media advertising and promotion**

The general media advertising and promotion category covers advertising for the purpose of publicizing meetings and activities related to the Review (e.g., posters and newspaper advertisements).

The advertising must have a specific purpose not already addressed by other parties involved in the Review whose responsibility is to promote awareness of the Review and/or public participation opportunities.

Supporting information requirements are:

- A brief explanation of how this action will contribute to the objectives of the Review, and the intended audience and costs.

### **Purchase of information material**

The purchase of information materials category is to cover the cost of materials relevant to your participation in the Review. This material is otherwise not available free of charge from the proponent, the NIRB, or other party (e.g., maps, documents and reports).

Supporting information required is:

- A brief explanation of how this action will contribute to the objectives of the Review.

### **Other expenses**

Any other expense item that is needed to support an individual's or group's participation in the Review may be covered by this category.

Supporting information required is:

- A clear explanation of how this item will contribute to the objectives of the Review.



## HOW AND WHERE TO SUBMIT YOUR APPLICATION

### How to submit your application

Submit your application to the NIRB after completing all items in the checklist (Section 2.5). Applications must be received at the NIRB by facsimile, electronic mail, or by mail on or before the closing date to be considered for funding.

The closing date provided in the public notice inviting applicants to submit a request for funding in this Review is Monday, April 12, 2010.

The NIRB assumes no responsibility for submissions misdirected or delayed.

### Send your documents to:

Environmental Administration  
Nunavut Impact Review Board  
Box 1360  
Cambridge Bay NU X0B 0C0  
Tel: 1-866-233-3033  
Fax: (867) 983-2594  
Email: [info@nirb.ca](mailto:info@nirb.ca)



## CHECKLIST FOR COMPLETING THE FUNDING APPLICATION

### Before submitting the form

To help ensure that there are no delays in reviewing your application for funding, please make sure that you have addressed all of the following points before submitting your application form.

#### Checklist

1. Step 1 (Applicant information) is completed with the detailed information recommended in the Participant Funding Guide
2. Step 2 (Description of activities) is completed with the detailed information recommended in the Participant Funding Guide
3. Step 3 (Funding request) is completed with the detailed information recommended in the Participant Funding Guide. Detailed information regarding costs and a proposed budget must be included in your submission.
4. There are no calculation errors in the proposed budget and supporting information is provided that details a breakdown of proposed costs.
5. Budget calculations are clearly explained where appropriate (e.g., per diems, salary rates).
6. Declaration-Amounts Owing in Default to the Government of Canada is completed and signed by an authorized person (only applies for requests above \$20,000).
7. Original copy mailed to the NIRB is not stapled or bound.
8. The proposal must be submitted to the NIRB prior to the closing deadline.
9. The application has been signed by the applicant or a person authorized to represent the applicant.



*8. What additional information regarding the NIRB EA process is available?*

A general series of guides have been produced to provide information about NIRB and the NIRB process. They are all available at <http://ftp.nirb.ca>:

- Guide 1 – The Nunavut Impact Review Board
- Guide 2 – Terminology and Definitions
- Guide 3 – Filing Project Proposals and the Screening Process
- Guide 4 – Projects Exempt from Screening
- Guide 5 – The NIRB Review Process
- Guide 6a – NIRB's Public Awareness and Participation Programs: The Review Process
- Guide 6b – A Proponent's Guide to Conducting Public Consultation for the NIRB Environmental Assessment Process
- Guide 7 – Preparation of Environmental Impact Statements
- Guide 8 – Guide to NIRB's Monitoring Program
- NIRB Rules of Procedure

*9. How can I contact NIRB?*

NIRB's contact information:

Nunavut Impact Review Board  
c/o Environmental Administration  
Box 1360  
Cambridge Bay, NU X0B 0C0

Toll Free Telephone: 1-866-233-3033

Fax: (867) 983-2594

Email: [info@nirb.ca](mailto:info@nirb.ca)

Website: [www.nirb.ca](http://www.nirb.ca)

**FTP Site: <http://ftp.nirb.ca>**



**ANNEX A:  
PARTICIPANT FUNDING APPLICATION FORM**

*NIRB Use Only*

*Date Received:* \_\_\_\_\_

*File Number:* \_\_\_\_\_

**Participant Funding: Application for Funding**

*Please refer to “How to Complete Your Application Form” of the guide entitled “Participant Funding” when completing this application.*

**Step 1: Applicant Information**

Name and location of project:

Please specify which phases and steps of the Review you intend to participate in:

Name of applicant (individual or organization):

Web site address:

Legal name of applicant (if different):

Mailing address:

City / Town:

Province:

Postal Code:

Telephone number:

Fax number:

E-mail address:

If the application is for an individual or a law firm, indicate on whose behalf you are submitting this application.

Applying on behalf of him/herself or law firm \_\_\_\_\_

Applying on behalf of an unincorporated entity \_\_\_\_\_



Name of unincorporated entity:

*(Note: Applications will not be accepted from unincorporated entities in their own name.)*

Name and title of contact person for corporation/ organization/ group/ association:

*If you represent an entity (incorporated or otherwise) supporting documentation, endorsing you as the entity's representation must be attached to this application.*

Language of correspondence

English\_\_\_\_\_

French\_\_\_\_\_

Telephone number (if different):

Fax number (if different):

Is your organization incorporated? Yes\_\_\_\_\_ No\_\_\_\_\_

Federal No.: \_\_\_\_\_ Provincial No.: \_\_\_\_\_

Business number (Canada Customs and Revenue Agency):

GST/HST rebate number: \_\_\_\_\_

GST/HST rebate %: \_\_\_\_\_

Have you applied or will be applying for funds from other sources to participate in the review process? No\_\_\_\_\_ Yes\_\_\_\_\_

If yes, please specify how much and the source.

Describe your or your organization's major goals and mandate.

Describe your interest in the Review.

## **Step 2: Description of Proposed Activities**

Describe your proposed contribution to the Review, including:

- the objectives of your participation;
- your proposed activities for which you are seeking funding; and
- how these proposed objectives and activities may contribute to the review's understanding of the anticipated effects of the project.

Identify your capacity to carry out the proposed activities.

(Describe relevant experience, expertise and skills you or your organization have that will help you to carry out your proposed activities.)

Describe why you believe your participation will bring an important and distinct perspective to the Review.



Have you or your organization made an effort to cooperate with other individuals or organizations in preparing a funding application?

No \_\_\_\_\_

Yes \_\_\_\_\_

If yes, please specify name of individual / organization

How are the proposed activities incremental to your ongoing business?

### Step 3: Funding Requested

Please summarize your request for funding of eligible expenses, using the following table (see part 2 of the guide entitled *Participant Funding* for information on each expense category):

#### Priority Expense Category Funding Requested

Local collection / distribution of information	\$ _____
Professional fees (excluding legal fees)	\$ _____
Travel expenses	\$ _____
Office supplies	\$ _____
Rental of office space / meeting rooms	\$ _____
Staff salaries	\$ _____
Legal fees	\$ _____
General media advertising / promotion	\$ _____
Purchase of information material	\$ _____
Other (specify)	\$ _____
<b>TOTAL funding requested</b>	<b>\$ _____</b>

**With respect to each expense, please provide additional information to support your request. Use additional sheets if needed.**

Local collection / distribution of information:

Professional fees (excluding legal fees):

Travel expenses:

Office supplies:

Rental of office space / meeting rooms:

Staff salaries:

Legal fees:



General media advertising / promotion:

Purchase of information material:

Other:

**How did you hear about the Participant Funding Program for the Review?**

NIRB	_____
Federal government	_____
Territorial government	_____
Newspaper	_____
Email to your organization	_____
Word of mouth	_____
Other: please specify	_____



## Participant Funding Program

# Application for Funding: Certification Form

### Certification and Consent:

I/we hereby certify that the information I/we have provided in this application is accurate to the best of my/our knowledge. In the event that a participant funding award is to be made based on this application, I/we agree that no funding will be payable unless I/we sign the INAC standard Contribution Agreement.

.

I/we hereby consent to the NIRB providing a copy of this Application Form and of the aforementioned Contribution Agreement (once signed by me/us and by INAC) to any person that the NIRB deems appropriate in the circumstances. I/we further consent to the NIRB making copies of any written submissions during the Review process, by me/us or by the corporation, organization, group or association that I/we represent and to use those copies for purposes related to the Review. The information collected will be subject to the *Access to Information Act*.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date



## ANNEX B: ANTICIPATED REVIEW TIMELINE FOR THE KIGGAVIK PROJECT

Note: Timeline may change based on project-specific circumstances and subject to NIRB's discretion.

<b>March 2, 2010</b>	Minister's decision received by the NIRB Part 5 Review commences, notice issued to distribution list
<b>March 12, 2010</b>	Notice of Participant Funding released <i>Draft</i> Scope of project proposal released Procedures for scoping and guideline development outlined
<b>April 1, 2010</b>	<b>(Anticipated Date)</b> Schedule for community scoping sessions announced
<b>April 12, 2010</b>	Participant Funding applications forwarded to funding review committee
<b>April 26, 2010</b>	<b>(Anticipated Date)</b> Community scoping sessions begin
<b>May 31, 2010</b>	<b>(Anticipated Date)</b> NIRB Community scoping session summary report released

The NIRB will not finalize the *Draft* Scope of the project proposal until the funding review committee has had opportunity to review the applications from individuals or agencies requesting participant funding. Following the Minister's acceptance of the funding review committee's recommendations and subsequent awarding of participant funding to successful applicants, the NIRB will release a *Revised Draft* Scope of the project proposal and *Draft* EIS Guidelines for comment.

### Phase 1: Scoping and Guideline Development

<b>Day 1</b>	<i>Revised Draft</i> Scope of project proposal released for comment <i>Draft</i> EIS Guidelines released for comment
<b>Day 30</b>	Comments received from Parties on <i>Revised Draft</i> Scope of project proposal and <i>Draft</i> EIS Guidelines
<b>Day 45</b>	Final Scope of project proposal released <i>Revised</i> EIS Guidelines released for comment
<b>Day 60</b>	Comments received from Parties on <i>Revised</i> EIS Guidelines
<b>Day 70</b>	EIS Guidelines development workshop held
<b>Day 90</b>	EIS Guidelines issued to Proponent



The Proponent will develop a *Draft* EIS with the issued EIS Guidelines based on its own timetable, making this section of the review completely Proponent-driven.

### **Phase 2: Draft EIS, Technical Meeting and PHC**

<b>Day 1</b>	<i>Draft</i> EIS submission received by NIRB NIRB conformity review of submission with EIS Guidelines
<b>Day 15</b>	Conformity decision issued by NIRB <i>Draft</i> EIS accepted by NIRB Parties given 30 days to submit Information Requests (IRs)
<b>Day 30</b>	Schedule for community information sessions announced
<b>Day 45</b>	Deadline for Parties to submit IRs to NIRB
<b>Day 48</b>	NIRB forwards approved IRs to Proponent
The time required for submission of an adequate IR response is primarily Proponent-driven. Under some circumstances, the NIRB may exercise its discretion and establish an acceptable timeline for the Proponent's response.	
<b>Day 49</b>	Proponent submits IR response package Technical review of <i>Draft</i> EIS Tentative dates for Technical Meeting and Preliminary Hearing Conference (PHC) announced
<b>Day 109</b>	NIRB receives technical review reports from Parties
<b>Day 119</b>	Proponent submits response to technical review reports
<b>Day 124</b>	Technical meeting is held.
<b>Day 129</b>	Preliminary Hearing Conference (PHC) is held
<b>Day 159</b>	Board issues PHC decision on administrative issues and direction for submission of <i>Final</i> EIS

The Proponent will develop a *Final* EIS with the issued PHC compliance report based on its own timetable, making this section of the review Proponent-driven. NIRB's PHC compliance review may result in a negative decision, where extensive revisions to the submission and a second compliance review are required.



### Phase 3: Final EIS and Final Hearing

<b>Day 1</b>	Final EIS submission received PHC compliance review begins Tentative date(s) and location(s) for Final Hearing announced
<b>Day 15</b>	NIRB issues PHC compliance determination Parties receive <i>Final</i> EIS and technical review begins
<b>Day 75</b>	NIRB receives final written submissions from Parties
<b>Day 90</b>	Final Hearing is held
<b>Day 125</b>	NIRB's Final Hearing Report submitted to the Minister