

## Participant Checklist

### Under the Natural Resources Conservation Board Act

#### Following the pre-hearing conference:

- Become familiar with those aspects of the project application which are of interest to you.
- If you have not already done so, contact the NRCB and request to be placed on the NRCB mailing list for the project. Ask for and speak to the NRCB staff members who will be acting as project coordinators for the project review.
- Obtain NRCB Guide documents and *NRCB Act and Regulations* to familiarize yourself with the review process.
- Review the report on pre-hearing conferences regarding preliminary procedural matters.

#### Filing of submission:

- File one electronic copy with the Board and send one copy to the proponent (project applicant).
- Provide an overview which identifies the major issues addressed in your submission and the conclusion you have reached on each issue.
- Provide a list of exhibits and a copy of each exhibit to be tendered.
- Sign your submission and include your name, address and telephone number and the identity and qualifications of any party who assisted with the preparation of the submission.
- Indicate clearly whether it is your intention to present the submission at the hearing. If you or

your witnesses have potential time conflicts, identify these prominently in your submission.

#### Prior to the hearing:

- Review the overviews of other submissions to identify where you may avoid duplication or unnecessary conflict. Also, identify those participants and issues which you may cross-examine.
- Practice your oral presentation to ensure it falls within the 20 minute guideline (or other time limit prescribed by the Panel) for direct evidence and that it addresses your major concerns.
- If it is your intention to cross-examine the proponent or other participants, prepare your questions in advance.
- If you intend to present final argument, start preparing this in advance of the hearing.

#### At the hearing:

- Avoid asking questions that have already been asked by other participants.
- As the hearing progresses, update your questions for other participants and your final argument to reflect your current position.
- Have regard for cross-examination rules and suggestions (see separate fact sheet).

February 23, 2015  
Updated April 25, 2025