

Practice Note
Natural Resources Conservation Board Act Applications
(paper copies of applications and submissions)
April 2025

Introduction

The purpose of this Practice Note is to provide notice that the Natural Resources Conservation Board (NRCB) is varying the requirement to file paper copies of application and intervention materials for reviewable projects under the *Natural Resources Conservation Board Act*.

Variance

The NRCB has determined that the requirement to file multiple paper copies of application and intervention documents is not warranted given the practical advantages of electronic filings.

Application Filing Requirements Effective Immediately

- Electronic filing will serve as the default filing format.
- The NRCB will advise applicants and interveners, in advance of any filing requirement, whether one or more paper copies of an application or submission will be required.
- The NRCB has suspended the regulatory requirements that specify the number of paper copies of an application or intervention filed with the NRCB.
- Service of documents between parties shall be conducted electronically, unless directed otherwise by the NRCB.

INFORMATION PURPOSES ONLY

Rules of Practice of the Natural Resources Conservation Board Regulation (AR 77/2005)

- s. 5(1) and s. 12 – currently specify the number of paper copies of submissions to be filed with the NRCB
- s. 47 – states the “The Board, at any time, may vary the procedures set out in these Rules.”

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Classification: Public

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