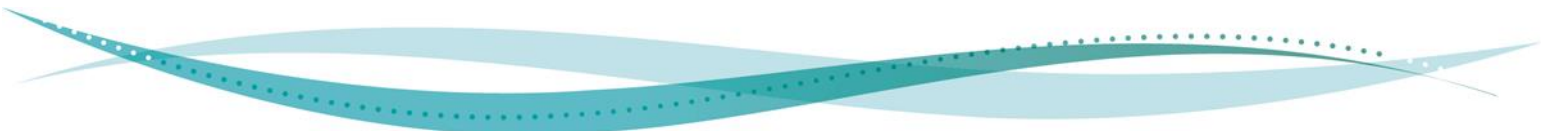


# Land and Water Boards of the Mackenzie Valley



## Standard Outline for Management Plans

June 10, 2021



The Land and Water Boards of the Mackenzie Valley (LWBs or Boards) commonly require management plans with applications and as conditions of land use permits and/or water licences. This Standard, in conjunction with the LWBs' [Document Submission Standards](#), provides an outline that will assist applicants, licensees, and permittees in preparing management plans in a consistent way for all types of projects, which will allow reviewers to more easily locate specific information, and facilitate a more efficient review and decision process.

A management plan is a regulatory tool that contains detailed information about a particular aspect of a project so that all parties will understand how it will be managed to achieve specific objectives, usually related to mitigating or preventing environmental impacts (e.g., erosion control, ammonia, or water management). It is a formal document that outlines assumptions, decisions, and major milestones, and typically requires Board approval. This Standard does not apply to plans for which specific guidelines exist.<sup>1</sup>

The level of detail required in a management plan will ultimately be determined by the Board, but it should be sufficient to ensure that all parties understand how the particular aspect of a project will be managed. Generally, management plans for relatively small projects require less detail than plans for larger, complex projects. Licence conditions and schedules may also set out more detailed information for specific management plans, which will be developed by the Board based on the LWBs' [Standard Water Licence Conditions Template](#) and the evidence gathered during a proceeding.

At the application stage and over the life of a project, the LWBs' standard review and decision process allows potentially affected parties to regularly provide input to ensure a management plan is achieving its objectives and using best practices.

Generally, management plans should use the format and include the information described below.

### **1. COVER PAGE**

The cover page should include the document title, the submission date, and the version number.<sup>2</sup> It should also include the name of the applicant, or the licensee/permittee as the case may be, and for post-issuance submissions, the authorization number(s).

### **2. PLAIN LANGUAGE SUMMARY**

This section should state the overall purpose of the plan and a summary of the key features of the plan using non-technical language.

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<sup>1</sup> The LWBs have approved guidelines for the preparation of Engagement Plans, Spill Contingency Plans, Waste Management Plans, Petroleum Hydrocarbon-Contaminated Soil Treatment Facilities, Municipal Operations and Maintenance Plans, Aquatic Effects Monitoring Plans, and Closure and Reclamation Plans. For all of the LWBs' guidance documents, see the Policies and Resources webpage on any of the LWBs' websites ([www.glwb.com](http://www.glwb.com)/[www.mvlwb.com](http://www.mvlwb.com)/[www.slwb.com](http://www.slwb.com)/[www.wlwb.ca/](http://www.wlwb.ca/)).

<sup>2</sup> See the LWBs' [Guide to the Water Licensing Process](#) and [Guide to the Land Use Permitting Process](#) for more information about version numbering.

### **3. REVISION HISTORY AND CONFORMITY TABLES**

The Revision History Table should list the dates that each version of the plan has been submitted to the Board, as well as outline the notable revisions compared to the previous version.<sup>3</sup>

The Conformity Table should provide a table showing where the plan addresses permit and licence conditions, and if applicable, a separate section for how the plan has addressed direction from the Board if revisions were required. For management plans that are harmonized to meet the requirements of the LWBs and another organization (e.g., the Canadian Energy Regulator, Fisheries and Oceans Canada, etc.), this section should also include this information.

### **4. TABLE OF CONTENTS**

### **5. GLOSSARY AND ACRONYMS**

### **6. INTRODUCTION AND BACKGROUND**

This section should address, at a minimum, the following topics:

- the objectives of the plan;
- what other plans and/or reports are directly linked to the plan;
- the individuals or department responsible for updating and implementing the plan; and
- when the plan will be reviewed and updated.

### **7. MAIN BODY OF THE MANAGEMENT PLAN**

In one or more sections, this part of the plan should generally include:

- A description of what must be managed and why;
- A description of the management processes, systems, and facilities;
- A description of how climate change has been considered;
- A description of how cumulative impacts have been considered;
- Maps and diagrams, as appropriate, including monitoring locations; and
- Any other information needed to understand how the objectives of the plan will be met.

This includes documenting assumptions, decisions, any construction and associated scheduling, and any uncertainties and how they are being addressed. All information required to support decisions should be included in the management plan, and appropriate references should be included if the information is presented in other management plans, reports, or studies. Hyperlinks to these references should be included if they are available on

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<sup>3</sup> Administrative updates can be summarized in one line, and typographical corrections do not need to be listed.

the Boards' public registry. Any areas of uncertainty (e.g., unproven technology) should be detailed with the proposed methods to assess it. The level of detail required in the main body of the management plan will depend on the nature, scale, and complexity of the project; the potential severity of the environmental effects; and reviewers' concerns.

## **8. MONITORING AND RESPONSE FRAMEWORK**

The purpose of this part of the plan is to set out how the effectiveness of the management measures described in the main body (section 7, above) of the plan will be evaluated, and to establish an early warning system and appropriate general responses to prevent effects in the receiving environment.

In one or more sections, this part of the plan should generally include:

- A description of the performance, environmental, and/or compliance monitoring, including rationale;
- Linkages to other monitoring requirements set out in the licence and/permit, including monitoring requirements in other management plans, Surveillance Network Programs (SNPs), and Aquatic Effects Monitoring Programs (AEMPs);
- If applicable, a description of how monitoring has been harmonized with the requirements of other regulatory agencies;
- A description of how monitoring results will be evaluated, including action levels if appropriate; and
- A description of responses to monitoring results.

In developing this section of a management plan, licensees should refer to the Government of the Northwest Territories [\*Standards for Reporting Water Quality Information in the NWT\*](#), which have been adopted by the LWBs, to ensure that the proposed monitoring will meet the information requirements in these Standards.

## **9. CONTINGENCIES**

This section should describe contingency options for reasonably foreseeable scenarios, such as non-compliance issues or natural events. This ensures that licensees, permittees, and Inspectors have pre-approved response options immediately available in situations where a timely response is necessary.

## **10. REFERENCES**

Where possible, this section should include hyperlinks to references.

## **11. APPENDIX A - STANDARD OPERATING PROCEDURES**

This section does not require Board approval and can include either a list of all relevant standard operating procedures or the actual standard operating procedures themselves.