

# Land and Water Boards of the Mackenzie Valley



## Document Submission Standards

February 2023

## Revision History Table

Date	Section	Revisions
February 2023	General	<ul style="list-style-type: none"><li>• Added revision history table</li><li>• Updated overall organization, structure, and formatting</li><li>• Corrected typographical and grammatical errors Updated to reflect requirements set out in other new and updated LWB guidance documents:<ul style="list-style-type: none"><li>○ Version numbering</li><li>○ Engagement requirements</li><li>○ Document structure</li></ul></li><li>• Updated/clarified regarding acceptable submission formats, large files, PDF documents, cover letter content, and raw data</li><li>• Added requirement for conformity information</li></ul>

## 1.0 Introduction

The Mackenzie Valley, Wek'èezhìi, Gwich'in, and Sahtu Land and Water Boards (LWBs) receive over 2,500 documents each year related to land use permits and water licences. These documents (including applications, management plans, and reports) are in turn filed, posted to our online registries, and often distributed for review.

The *Document Submission Standards* (Standards) outline the specifications and formatting requirements for documents submitted to the LWBs, with the goal of improving the consistency and efficiency of the submission and review process.

The Standards and other LWB guidance documents are available under the Resources tab on any of the LWBs' websites.<sup>1</sup> Applicants, licensees, permittees, and all parties should ensure that they are using the most recent version of all guidance documents.

## 2.0 Submitting Documents to the LWBs

Documents can be submitted to the LWBs by email, mail, fax, or in person. Electronic copies of submissions are preferred; however, LWB staff may request that applicants provide hard copies for major submissions. Large electronic files that can't be emailed may be submitted through the [file upload service](#) on the LWBs' websites.

### 2.1 Electronic Document Format

Electronic submissions should meet the following requirements:

- Electronic documents should be submitted in Word, Excel, and/or Adobe PDF format (except for GIS data).
- Documents requiring a signature (such as a cover letter or an application form) may be submitted with an electronic signature.
- Documents larger than 20MB should be broken down into sections of no more than ~20MB each. This is to ensure that the information is accessible to those with slower bandwidth capabilities. The breakdown should support readability and access to the information in the submission. Contact LWB staff if it is unclear how best to break down a document.
- Supporting documents that are already available on the LWBs' online Registry should be referenced through hyperlinks and do not need to be included in the submission.

Adobe PDF documents must meet the following requirements:

- Security settings must allow merging, extracting, page organization, and printing.
- Documents must be searchable so that document text can be searched, selected, copied, and pasted.
- Documents should be optimized to the smallest file size possible.

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<sup>1</sup> [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)/

- Save documents in the newest software version available.
- When there are multiple worksheets in an Excel spreadsheet (other than the raw data files noted in section 3.6 below), confirm with LWB staff if a separate PDF of each sheet will be required.

## 2.2 Document Structure

Longer documents without specific guidelines (e.g., detailed reports) should follow the general structure set out in the LWB [Standard Outline for Management Plans](#) (i.e., cover page, plain language summary, revision history table, conformity table, table of contents, glossary and acronyms, introduction, main body sections, conclusion, references, appendices).

## 3.0 Document Submission Standards

### 3.1 Cover Letters

A dated cover letter must accompany each submission.

- For submissions related to existing permits and licences, the cover letter should state the permit and/or licence file number, project name, and the condition and/or LWB direction it is being submitted to satisfy. If the LWB has issued specific direction for a document (e.g., specific revisions are required), the cover letter should include a conformity table summarizing how the submission addresses each of the requirements in the LWB's direction. If the submission does not satisfy some or all of the requirements, rationale must be provided. (See also section 3.4 – Conformity Table.)
- The cover letter must identify whether the submission is time-sensitive, and if so, provide a detailed explanation.
- If supporting appendices are included with a submission, the cover letter should explicitly identify whether they are intended to be considered as part of the submission for approval or are provided for information only.

### 3.2 Version Numbering

All submissions must include a date and the permit and/or licence file number. Documents such as management plans, manuals, and programs should also include a version number, while reports generally do not require a version number.

Version numbering will depend on the reason for the submission.

- Version 1.0 will always be the first iteration of a document (often submitted with the application).
- Version 1.1 (and any subsequent versions of Version 1.0) would result from LWB direction on Version 1.0 (e.g., clarifications or corrections required in response to review comments).
- Once the LWB has approved the first version (whether as Version 1.0, 1.1 or 1.2, etc.), the next update to the document would be Version 2.0 – generally when submitting a revision as required by licence or permit conditions (e.g., to reflect proposed changes, or as the result of an annual review).

### 3.3 Revision History Tables

A revision history table must be included when submitting updated versions of documents and should be updated in each new version of a document.<sup>2</sup> To assist reviewers, the table must summarize all revisions made to the document and identify the particular section(s) where the revision(s) took place.<sup>3</sup> Tracked changes should not be used.

### 3.4 Conformity Tables

Where the licence, permit, or applicable guidelines set out specific requirements for a document (e.g., a list of information requirements or revisions), the document should include a conformity table summarizing how the document addresses each of the requirements.<sup>4</sup> Similarly, if the LWB has issued specific direction for a document (e.g., specific revisions are required), the cover letter should include a separate conformity table summarizing how the document addresses each of the requirements in the LWB's direction. If the submission does not satisfy some or all of the requirements, rationale must be provided. (See also section 3.1 – Cover Letter.)

For submissions that are harmonized to meet the requirements of the LWBs and another organization (e.g., the Canadian Energy Regulator, Fisheries and Oceans Canada, etc.), the table should also include this information.

### 3.5 Engagement Requirements

Engagement, including the consideration of Traditional Knowledge, for all applications and submissions to the LWBs must be conducted in accordance with the LWBs [Engagement and Consultation Policy](#). For licensed/permitted projects, an Engagement Record must accompany each submission unless explicitly not required by the approved Engagement Plan.

### 3.6 Raw Data

Environmental reports (e.g., Aquatic Effects Monitoring Program, Surveillance Network Program, special studies, etc.) and closure cost estimates must be accompanied by the raw data in an unsecured Excel spreadsheet (i.e., xls or xlsx) format.

### 3.7 Maps and Geospatial Data

Any maps, geographic coordinates, or other geospatial data included in a submission must be prepared in accordance with the LWB [Geospatial Data Submission Standards](#).

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<sup>2</sup> If unsure, contact LWB staff to determine if a revision history table is required.

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

<sup>4</sup> If unsure, contact LWB staff to determine if a conformity table is required.

## Appendix A – Land and Water Board Contact Information

For more information, please contact:



Gwich'in Land and Water Board

[www.glwb.com](http://www.glwb.com)

867-777-4954



Mackenzie Valley Land and Water Board

[www.mvlwb.com](http://www.mvlwb.com)

867-669-0506



Sahtu Land and Water Board

[www.slwb.com](http://www.slwb.com)

867-598-2413



Wek'èezhìi Land and Water Board

[www.wlwb.ca](http://www.wlwb.ca)

867-765-4592