

**GENERAL PROCEDURES FOR THE ADMINISTRATION OF LICENCES  
ISSUED UNDER THE *WATERS ACT* IN THE NORTHWEST TERRITORIES**

1. At the time of issuance, a copy of the Licences is placed on the Public Registry in the office of the Gwich'in Land And Water Board (GLWB) in Inuvik, and is then available to the public.
2. To enforce the terms and conditions of the Licence, the Minister has appointed Inspectors in accordance with Section 65 (1) of the *Waters Act*. The Inspectors coordinate their activities with the staff of the GLWB.
3. To keep the GLWB and members of the Public informed of the Licensee's conformity to the Licence conditions, the Inspectors prepare reports, which detail observations on how each item in the Licence has been met. These reports are forwarded to the Licensee with a covering letter indicating what action, if any, should be taken. The Inspection reports and covering letters are placed on Public Register, as are any responses received from the Licensee, pertaining to the inspection reports. It is therefore of prime importance that the Licensee react in all areas of concern regarding all inspection reports so that these concerns may be clarified.
4. Licence G16L3-002 will expire on October 31, 2021. If required, it is the responsibility of the Licensee to apply to the GLWB for a new licence. The past performance of the Licensee, new documentation and information, points raised during any public hearing, if required, will be used to determine the terms and conditions of any Licence Renewal. Please note that if the Licence expires and another has not been issued, then activities must cease, or the Licensee, would be in contravention of the Water Act. It is suggested that an application for renewal of this Licence be made at least nine months in advance of the Licence expiry date.
5. If for some reason, Licence G16L3-002 requires an amendment, a public hearing may be required. You are reminded that applications for amendments should be submitted as soon as possible to provide the Board with ample time complete the amendment process.
6. For the timelines required for the completion of a renewal or an amendment to the Water Licence, please refer to the *Waters Act*.
7. Specific clauses of your Licence may make reference to the Board, Analyst or Inspector. The contact person, address, phone and fax number of each is:

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