

# Engagement Plan Town of Hay River

Project	Porritt Landing Dredging
Location	Hay River, NT
Date of Submission	June 12 <sup>th</sup> , 2018
Version #	1
Submitted by	Navjot Bassi
Submitted to	MVLWB

## **Contents**

1. Introduction and Project Details .....	2
1.1. Project Description .....	2
1.2. Site Description.....	2
Site Maps.....	3
1.3. Corporate Contact Information.....	4
1.4. Effective Date.....	4
1.5. Revisions .....	4
1.6. Recipients.....	4
1.7. Copies of Current Version of the Plan .....	5
2. Engagement Strategy.....	5
3. Affected Parties .....	5
4. Goals of Engagement.....	6
5. Engagement Triggers and Methods .....	6
6. Follow-Up Reporting .....	8
7. Communicating the Plan .....	8
8. Implementing the Plan.....	8
9. Plan Review .....	8

## **1. Introduction and Project Details**

The Town of Hay River has developed this Engagement Plan (or Plan) for The Porritt Landing Dredging Project in accordance with the Mackenzie Valley Land and Water Board's [Engagement and Consultation Policy](#) (Policy) and the [Engagement Guidelines for Applicants and Holders of Water Licenses and Land Use Permits](#) (Guidelines).

### **1.1. Project Description**

The aim of the Porritt Landing Dredging Project is to ensure there is adequate water depth to safely launch and dock recreational watercraft within this park land area. Once the dredging project is complete the Town of Hay River will be installing a floating finger system dock to allow watercraft docking for safe access for users. The current water depth will not allow a safe docking area for watercraft as there have been water levels less than 300mm deep.

The Town of Hay River anticipates these activities will occur in the Spring of 2018

The footprint left behind must be acceptable to the affected aboriginal people for their future use and to ensure the safety of local wildlife and plants.

### **1.2. Site Description**

Porritt Landing is currently used as a boat launch and dock for recreational watercraft. It currently has a sheet pile retaining wall that installed many years ago as well as a floating dock system that is installed in the spring and removed in the fall. There is currently a parking lot for vehicle and boat trailers as well a picnic table area with fire pits.

In the event of a spill local fish would be at risk for this location however there is no water current in this area as it is a dead end of the River for the existing dock and boat launch. Any spill would be easily contained to a small local area and prepped for a quick clean-up.

### Site Maps



### 1.3. Corporate Contact Information

The following Table 1 presents the key corporate information for Town of Hay River.

**Table 1: Town of Hay River Contact Information**

Position	Information
<b>Company (Head Office)</b>	Judy Goucher
	#73 Woodland Drive, Hay River NT.
	(867) 874-6522
	sao@hayriver.com
<b>Company (On-Site)</b>	Rowes Construction
	Hay River, NT.
	(867) 875-8442
	mrowe@rowes.ca
<b>Project Manager</b>	Earle Dumas
	11 Smith Trail, Hay River NT.
	(867) 875-7030
	earled@northwetel.net
<b>Contractor/ Sub-contractor</b>	Rowes Construction
	Hay River N.T.
	(867) 875-8442
	mrowe@rowes.ca

### 1.4. Effective Date

This Plan is effective as of March 26th, 2018. While this Plan is undergoing a public review, the previous version of the Plan shall take precedence and be acted in accordance with until the Board approves a subsequent Plan version.

### 1.5. Revisions

This Plan is a living document that will be reviewed annually, at a minimum, and prior to the start of any site activities, with additional reviews as warranted. Updates should be made to reflect changes in engagement plans and practices, new personnel and associated contact information, and to regularly update the engagement log. Table 2 presents a summary of the versions of this Plan and any revisions made; it is updated each time a revision is made to the Plan. This ensures stakeholders have the most current copy of the Plan.

**Table 2: Version and Revision History**

Version #	Date	Sections/Pages revised	Summary of Changes/Comments
v.1	March 26 <sup>th</sup> , 2018	New Plan	First submission

### 1.6. Recipients

Table 3 identifies who the most recent version of this Plan has been distributed to:

**Table 3: Recipients of this Version of the Engagement Plan**

Name	Position
Becky Cayen	Chief – West Point First Nation
Nathan Richea	Director, Water Resources – GNWT ENR
Albert Bourque	Regional Environmental Coordinator – GNWT ENR
Wendy Bidwell	Water Recourse Officer – GNWT
Tammy Neal	SAO - Hamlet of Enterprise
Louise Laffarterty	Finance Manager - Hay River Metis Council

Roy Fabian	Chief - Katlodeeche First Nation
Herb Norwegian	Grand Chief – Dehcho First Nation
Victor Eaton	Manager Coast Guard - Fisheries and Oceans Canada

### 1.7. Copies of Current Version of the Plan

Copies of the most current version of this Plan are available on-site at all times at the following locations:

- Supervisors Pick up/Excavator

Additional copies of the Plan can be obtained by contacting Town of Hay River.

## 2. Engagement Strategy

The purpose of this Plan is to provide a formal written framework on how Town of Hay River will communicate with and reach out to potentially affected parties throughout the various phases of the development of this specific Project.<sup>1</sup> Town of Hay River recognizes the political, social, environmental, and economic landscape of the North and acknowledges that this Project is located on the traditional lands of aboriginal peoples. Town of Hay River considers the Plan to be a living document, meaning that it will evolve and be updated as site activities progress, change, or advance towards further development. Further engagement will be conducted if Town of Hay River needs to apply to or request the following items from the Land and Water Board: amendments, modifications, extensions, renewals, storage authorizations, or assignments. The Town of Hay River recognizes that the benefits of engaging are long-term and are an investment in achieving our vision of being a responsible and welcome member of the communities in which we operate.

This Plan will help the Town of Hay River do a better job because it provides a means to share ideas, plans, and values while receiving input from affected parties about potential concerns and mitigations.

Once affected parties were selected as further described in Section 3 below, the following steps were taken to develop Town of Hay River’s overall engagement strategy:



## 3. Affected Parties

For this Project, The Town of Hay River has identified several Aboriginal governments and organizations as affected parties. Additional organizations have been identified which have a potential, indirect, or more general interests in the Project. These parties and organizations include:

- Town of Hay River
- GNWT ENR
- Dehcho First Nation
- Hamlet of Enterprise
- Hay River Metis Council
- Katlodeeche First Nation

<sup>1</sup> Note for Proponents: Engagement plans are to be specific to the project at hand. If the company is conducting engagement on more than one project, or has more than one authorization for activities, consideration should be given to how the report is structured and how engagement occurs to ensure that affected parties understand and are clear on which project is being discussed. Ideally separate engagement plans are developed for separate projects. Alternatively, rationale should be provided as to why the plans would be combined.

- Fisheries and Ocean Canada

Contact information for each can be found in Appendix A (attached). This information is subject to change based on updated information that may be received from the affected party.

#### 4. Goals of Engagement

In assessing the current stage of the Project, Town of Hay River identified three engagement goals:

	<b>Engagement Goals</b>	<b>Commitment to the Public</b>
1.	<p><u>Inform</u>: by providing information to:</p> <ul style="list-style-type: none"> <li>• Notify affected parties of an issues/Project decisions.</li> <li>• Assist affected parties in understanding the Project and issues that may arise.</li> <li>• Prepare affected parties for more intensive forms of engagement should the project change or advance</li> </ul>	<ul style="list-style-type: none"> <li>• Keep the public informed.</li> <li>• Proactive, timely communication.</li> <li>• Help affected parties understand the complexities of issues.</li> </ul>
2.	<p><u>Listen</u>: to affected parties and their feedback</p> <ul style="list-style-type: none"> <li>• Understand the needs and priorities of the affected parties so that decisions can be made with these needs and priorities in mind.</li> <li>• Build cooperative and inclusive relationships.</li> </ul>	<ul style="list-style-type: none"> <li>• Acknowledge when and how public input influenced decisions.</li> <li>• Understand views, concerns, interests and expectations.</li> </ul>
3.	<p><u>Involve</u>: work directly with affected parties to ensure that aspirations are consistently understood and considered.</p>	<ul style="list-style-type: none"> <li>• Acknowledge when and how concerns and aspirations are reflected in the design of the Project.</li> </ul>

#### 5. Engagement Triggers and Methods

Town of Hay River has defined engagement triggers at key milestones in for this Project, as they relate to project activities authorized under a land use permit and/or water licence. Engagement may be conducted as written notification, a face to face meeting, or a community public meeting, once consideration is given to the following guiding principles, as recommended by Mackenzie Valley Land and Water Board:

1. The nature and scope of engagement efforts should reflect the magnitude and complexity of the Project.
2. Both the affected parties and/or Proponent can run the risk of “consultation fatigue” from too many or inappropriate engagements. Engagement methods and schedules must, by mutual agreement, be reasonable and sustainable for both Proponents and affected parties.
3. The nature of the Engagement methods and frequency of engagement will change through time as affected parties and Proponents gain trust and the Project develops. The Engagement Plan should be reviewed as the relationship of the affected parties and Proponent and/or Project reaches mutually determined milestones.

The following table outlines Town of Hay River’s triggers, methods, and outcomes of engagement for this Project. At each stage of engagement, an Engagement Log will be complete and will be submitted to the Mackenzie Valley Land and Water Board with the request from Town of Hay River. A templated Engagement Log is provided in Appendix B of this document. The Engagement Log is submitted as a separate document from the Plan however, both documents work together. An Engagement Log will be complete for each trigger outlined below.

**Table 4 – Triggers for Engagement**

Note: Because of the short duration of the project, the Town of Hay River does not expect an update or revisions to the management plans for this project.

<b>Engagement Trigger</b>	<b>Purpose for Engagement</b>	<b>Organization to be Engaged</b>	<b>Format of Engagement</b>	<b>Information to be recorded</b>
Submission for water licence applications	Application to MVLWB	See Appendix A	Email	Application will become a matter of public knowledge.  Engagement Log
Pre-submission of requested changes to management plans: • Spill Contingency Plan • Waste Management Plan • Engagement Plan	To inform parties of requested changes to allow for concerns to be met	See Appendix A	Letter	Email and engagement records. Meeting Notes will be recorded.  Engagement Log
Submission of updated and revised management plans: • Spill Contingency Plan • Waste Management Plan • Engagement Plan	Dissemination of the updated Plan	See Appendix A	Letter with accompanying plan in electronic format and/or paper	Email/Regular mail  Engagement Log
Prior to commencement of seasonal activities	Inform organizations	See Appendix A	Letter	Email  Engagement Log
Notification of any spills or unauthorized discharges as outlined in the Spill Contingency Plan	Dissemination of information to affected parties	See Appendix A	Notification will be sent out via email or possible phone conversation	Email and engagement records.  Meeting noted will be recorded.  Engagement Log
At completion of project	Inform organizations	See Appendix A	Letter	Email  Engagement Log
Renewal of any authorization or right issued by a government department (i.e. quarry or timber permit; mineral right; fisheries-related authorizations)	Dissemination of information to affected parties	See Appendix A	Notification will be sent out via email or possible phone conversation	Email and engagement records.  Meeting noted will be recorded.  Engagement Log

## **6. Follow-Up Reporting**

During engagement activities, Town of Hay River will track comments, concerns or inputs, received relating to a permitted or licensed activity and will provide a summary as detailed in Section 5 above. In order to process comments, concerns and input throughout the engagement process, Town of Hay River will endeavor to respond in a timely manner, respecting the nature of the input.

Reporting on an engagement after it has been completed is an important step in the engagement process as it ensures that those involved see their input was received, understood, and valued. All Engagement Logs will acknowledge those that participated and will provide an accurate record of the engagement process, and how final decisions were reached.

## **7. Communicating the Plan**

Communicating the Engagement Plan is an important element to the success of the engagement process. Affected parties need to be aware who they can contact in the event they are seeking information or clarification on a project related matter. While Town of Hay River intends to use engagement methods already familiar to them, they do recognize that not all potentially affected parties are the same and that what might work for one particular group or individual may not be the best method of engagement for another. The Town of Hay River is open to applying methods that work best for a particular situation and affected party. Keeping that line of communication open will build a rapport and establish a trust.

## **8. Implementing the Plan**

For the Town of Hay River, this reduces the uncertainty in approaches, application of methods, and expectations for both affected parties and the Town of Hay River. This version of the Engagement Plan incorporates the thinking and guidelines of the Mackenzie Valley Land and Water Board, best practices, hence, represents “the forward-looking document” that will be implemented according to the recommend workplan and schedule.

## **9. Plan Review**

It is important that engagement efforts be monitored and where a method does not appear to be effective or when the scope of importance of an issue changes, it will be necessary to modify the Engagement Plan. Evaluating the effectiveness of the engagement process is a fundamental part of the Engagement Plan as it is important to understand what was done well and what could be improved upon moving forward. Town of Hay River and the affected parties will assess the effectiveness of its engagement efforts over the course of time and will make necessary changes on a case by case basis. Any revisions to the Engagement Plan will be forwarded to the Mackenzie Valley Land and Water Board.

## Appendix A: Affected Parties

As referred in Section 2 above. These include; Territorial Departments, Agencies, and Board, associations, and other private companies.

Organizations	Contact Names	Contact/Position Title	Email/Fax	Address
Hay River West Point First Nation	Becky Cayen	Chief	<a href="mailto:chief@wpfn.ca">chief@wpfn.ca</a> 867-874-2486	#1 – 47031 Mackenzie Highway Hay River, NT X0E 0R9
Hay River Metis Council	Louise Lafferty	Finance Manager	<a href="mailto:hrcfinance@northwestel.net">hrcfinance@northwestel.net</a> 867-872-2772	31 Capital Drive Hay River NT X0E 1G2
Katlodeeche First Nation	Roy Fabian	Chief	<a href="mailto:kfnchief@katlodeeche.com">kfnchief@katlodeeche.com</a> 867-874-3229	PO Box: 3060 Hay River NT X0E 1G4
Fisheries and Oceans Canada	Victor Eaton	Manager Coast Guard	<a href="mailto:victor.eaton@dfo-mpo.gc.ca">victor.eaton@dfo-mpo.gc.ca</a> 867-874-5508	42037 MacKenzie Hwy Hay River NT X0E 0R9
GNWT - ENR	Nathan Richea	Director, Water Resources	<a href="mailto:Nathen_Richea@gov.nt.ca">Nathen_Richea@gov.nt.ca</a> 867-873-4229	PO Box: 1320 300, 5102-50 <sup>th</sup> Avenue Yellowknife NT X1A 2L9
GNWT - ENR	Albert Bourque	Regional Environmental Coordinator	<a href="mailto:Albert_Bourque@gov.nt.ca">Albert_Bourque@gov.nt.ca</a> 867-875-5559	156 Miron Drive Hay River NT X0E 0R2
GNWT - ENR	Wendy Bidwell	Water Recourse Officer	<a href="mailto:Wendy_Bidwell@gov.nt.ca">Wendy_Bidwell@gov.nt.ca</a> 867-872-4250	PO Box: 900 HWY 5 Fort Smith NT X0E 0P0
Dehcho First Nation	Herb Norwegian	Grand Chief	<a href="mailto:herb_norwegian@dehcho.org">herb_norwegian@dehcho.org</a> 867-695-2038	PO Box: 89 Fort Simpson NT X0E 0N0
Hamlet of Enterprise	Tammy Neal	SAO	<a href="mailto:sao@enterprise-nt.ca">sao@enterprise-nt.ca</a> 867-984-3400	526 Robin Road Enterprise NT X0E 0R1

## Appendix B: Engagement Log

As referred to in Section 5 above and Appendix # of the Engagement Guidelines.

<b>Date</b>	<b>Attendees</b>	<b>Engagement Type</b>	<b>Issue(s) Raised by Affected Party</b>	<b>Recommendation from Affected Party</b>	<b>Proponent Response to issue; including if issue resolved</b>	<b>Information materials provided to Affected Party</b>	<b>Written Correspondence and Notes</b>
10-04-2018	Becky Cayen	Email and Fax				Engagement Plan	
10-04-2018	Louise Lafferty	Email and Fax				Engagement Plan	
10-04-2018	Roy Fabian	Email and Fax				Engagement Plan	Met with Katlodeeche First Nation staff at reserves office – May 23, 2018
10-04-2018	Victor Eaton	Email and Fax				Engagement Plan	
10-04-2018	Nathan Richea	Email and Fax	No Concerns			Engagement Plan	Response recv'd via email
10-04-2018	Albert Bourque	Email and Fax	If the dredging could include a very shallow area that begins about 40m to the NE of the launch ramp.			Engagement Plan	Response recv'd via Phone Conversation: - No Concerns. - If possible extend the dredging limits.
10-04-2018	Wendy Bidwell	Email and Fax	No Concerns			Engagement Plan	Response recv'd via Phone Conversation
10-04-2018	Herb Norwegian	Email and Fax	No Concerns			Engagement Plan	Response recv'd via Phone Conversation
10-04-2018	Tammy Neal	Email and Fax	No Concerns			Engagement Plan	Response recv'd via email