

# Engagement Plan

## Town of Hay River Municipal Water License Renewal Mackenzie Valley Land and Water Board



### Engagement Plan

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Town of Hay River  
Municipal Water Licence  
V.1.0

July 11, 2019

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## PLAIN LANGUAGE SUMMARY

This Plan identifies who the Town of Hay River is seeking to engage through communication in support of the renewal of the Municipal Water Licence for the water withdrawal and operation of the Solid Waste Disposal Facility, Wastewater Treatment Facility, and Hydrocarbon Contaminated Soil Treatment Facility that services the Town of Hay River and the Hay River Reserve. The Town of Hay River will communicate with the West Point First Nation, the Hay River Metis Council, the Kátł'odeeche First Nation, and the community.

### Plan Revisions

The effective date for the Town of Hay River Municipal Water Licence Engagement Plan is the date that the renewed licence is issued to the Facility. The plan will be reviewed annually and revised whenever there is an operational change at the Facility, changes to contact personnel, or as otherwise required by the Mackenzie Valley Land and Water Board.

Date of Revision	Version #	Title, Section #, or Page # of Revised Sections	Summary of Changes

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## 1.0 INTRODUCTION

The purpose of this Engagement Plan (or Plan) is to describe how the Town of Hay River (the Town) proposes to engage parties who may have an interest in the Town's upcoming application to the Mackenzie Valley Land and Water Board for the renewal of the Municipal Water Licence 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 Licences and Land Use Permits* (Guidelines).

The Town is proposing to apply for a Type A Water License through the Mackenzie Valley Land and Water Board (MVLWB) to continue to operate the water withdrawal/treatment facility, sewage treatment facility, the solid waste management facility and the soil treatment facility. The facilities are located in the area of the Town of Hay River. The facilities accept municipal, industrial, commercial, and institutional wastes from the community and from Hay River Reserve.

The current Type A water licence (MV2009L3-0005) was issued to the Town on May 3, 2010 and expires on May 30, 2020.

### 1.1. Town of Hay River

The Town of Hay River (Town) is located at 60°48'45"N 115°47'20"W, on the south shore of Great Slave Lake, in close proximity to the outlet of the Hay River. Access to the Town is via NWT Highway 2 from Enterprise, NT and by air.

In 2016, the population of Hay River was 3,528 and adjacent Hay River Reserve was 309.

### 1.2. Municipal Water Licence Facilities

Under the current water licence the Town operates water treatment, sewage disposal, solid waste disposal, and hydrocarbon contaminate soil treatment facilities for Hay River.

#### 1.2.1. Sewage Treatment Facility

The Town currently operates a truck haul and piped sewage system, connected to a system of four lagoons (two of which run in parallel). Several lift stations are used in the Town, which discharge sewage through force mains directly to the lagoon system for treatment. The lift stations discharge sewage in to a four-celled anaerobic treatment area (~50 Ha), which then makes its way through a large wetland area and eventually discharging to Great Slave Lake via a 2.8 km long drainage ditch.

#### 1.2.2. Solid Waste Management Facility

The Town's Solid Waste Management Facility (SWMF) is located approximately 7.6 km south of the central business area of Hay River off of Highway No. 5 (Fort Smith Highway). The SWMF receives all municipal, commercial, industrial, and institutional solid waste from the community and the Hay River Reserve. However, the Town does not accept hazardous waste (i.e., automotive fluids, paint and solvents) from commercial or industrial sources. The SWMF occupies around 6 hectares of land and has been in operation since 1973.

### 1.2.3. Hydrocarbon Contaminated Soil Treatment Facility

The Hydrocarbon Contaminated Soil Treatment Facility (HCSTF) is located within the footprint of the Town of Hay River Municipal Solid Waste Disposal Facility. The HCSTF includes a single bermed, lined cell for the treatment of petroleum hydrocarbon contaminated soil (“biotreatment pad”) in addition to a water retention pond for the collection of runoff generated from precipitation. The contaminated soil is treated using mechanical aeration with the purpose of stimulating microbial activity to promote bioremediation. Amendments including fertilizers or surfactants are sometimes added to the soil depending on its composition, to enhance conditions to foster microbial activity/bioremediation. Once treated, the soil can be used as a cover for municipal solid waste at the Hay River Landfill. Any soil that cannot be treated at the Facility will be transported to a licensed waste receiving facility for disposal.

### 1.3. Identification of 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;
- Kátł'odeeche First Nation;
- West Point First Nation; and
- Hay River Metis Council.

## 2.0 PURPOSE OF ENGAGEMENT

The purpose of this Plan is to provide a formal written framework on how the 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. The 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. The 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 the Town needs to apply to or request the following items from the Land and Water Board: amendments, major modifications, renewals, or storage authorizations. The Town 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 provide a means to share ideas, plans, and values while receiving input from affected parties about potential concerns and mitigations.

### 3.0 GOALS OF ENGAGEMENT

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

	Engagement Goals	Commitment to the Public
1.	<p><u>Inform:</u> by providing information to:</p> <ul style="list-style-type: none"> <li>Notify affected parties of 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>

### 4.0 ENGAGEMENT METHODOLOGY

Pre-submission engagement begins with verbal and/or electronic contact over the phone or via email with potentially affected parties. Following initial contact and understanding of parties' desire to engage, ongoing communication can vary between parties and include in-person meetings, community meetings, phone calls, emails and letter mail 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 agreement, be reasonable and sustainable for both Proponent and affected parties.
- 3) The nature of the Engagement methods and frequency of engagement will change through time as affected parties and Proponent 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.

#### **4.1. Follow-Up Reporting**

During engagement activities, the Town will track comments, concerns or inputs, received relating to a permitted or licence activity and will provide a summary. To process comments, concerns and input throughout the engagement process, the Town 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.

#### **4.2. 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 the Town 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 is open to applying methods that work best for a situation and affected party. Keeping that line of communication open will build a rapport and establish trust.

#### **4.3. Implementing the Plan**

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

#### **4.4. 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 moving forward. The Town 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.

## 5.0 LIFE OF PROJECT ENGAGEMENT

The Town of Hay River will apply a life-of-project engagement approach throughout the municipal operations to continue to inform affected parties in advance of key milestones such as application for licence amendment, renewal, or closure. The purpose of life-of-project engagement for the municipal operations is to:

- 1) Re-engage parties potentially affected by changes to the water licence terms and conditions associated with the Project.
- 2) Describe rationale and nature of the proposed changes.
- 3) Seek to understand affected parties' interests and concerns.

Life-of-project engagement will typically occur via email and may include notification and/or inclusion of regulatory filings, depending upon the interest or preferences of the affected parties.

Town of Hay River - Municipal Water Licence Renewal - Mackenzie Valley Land and Water Board

Pre-Submission Engagement Log

Engagement Date	Communication With	Method of Engagement	Communication From	Reason/Topic	Comments; Resolution	Follow Up Method (Correspondence, Meeting Notes, Meeting Minutes)
June 28, 2019	Hay River Metis Government Council	Electronic	S. Barnes TOHR	Introduction to project and request for meeting to discuss the project.	No response received	
June 28, 2019	K'atl'odeeche First Nation	Electronic	S. Barnes TOHR	Introduction to project and request for meeting to discuss the project.		
June 28, 2019	West Point First Nation	Electronic	S. Barnes TOHR	Introduction to project and request for meeting to discuss the project.	No response received	
June 28, 2019	K'atl'odeeche First Nation	Electronic	April Martel, KFN	Confirmation of meeting attendance		
June 29, 2019	K'atl'odeeche First Nation	Electronic	Peter Redvers, KFN	Identified the KFN Lands department will be responsible for engagement. Confirmed meeting day for July 12th, 2019		
July 3, 2019	K'atl'odeeche First Nation	Electronic	S. Barnes TOHR	Confirmation of meeting on July 12th, 2019		
July 5, 2019	Hay River Metis Government Council	Electronic	S. Barnes TOHR	Follow up to initial email for meeting request		
July 5, 2019	Hay River Metis Government Council	Electronic	Trevor Beck, HRMC	Declined meeting request		
July 5, 2019	West Point First Nation	Electronic	S. Barnes TOHR	Follow up to initial email for meeting	No response received	
July 12, 2019	K'atl'odeeche First Nation	In Person	Pete Redvers, KFN Patrick Riley, KFN Mike Auge, TOHR Judy Goucher, TOHR R. White, KBL (via phone)	Municipal Water Licence pre-application engagement meeting		Meeting minutes
July 18, 2019	K'atl'odeeche First Nation	Electronic	R. White, KBL	Distribution of meeting minutes		
July 19, 2019	K'atl'odeeche First Nation	Electronic	Peter Redvers, KFN	Acceptance of meeting minutes		
July 24, 2019	K'atl'odeeche First Nation	Electronic	Patrick Riley, KFN	Acceptance of meeting minutes		