



September, 2017
Project No. 170518

Ms. Sabrina Sturman
Regulatory Specialist
Sahtu Land and Water Board
P.O. Box 1
Fort Good Hope, NT XoE oHo

Re: Engagement Plan – Land Use Permit Application

Installation of New Monitoring Wells at an Existing Land Treatment Unit at the Norman Wells Airport, Town of Norman Wells, Northwest Territories

BluMetric Environmental Inc. (BluMetric™) was retained by Public Services and Procurement Canada (PSPC) Western Region to oversee the replacement of three groundwater monitoring wells at the Norman Wells Airport property. The project area is located entirely on land administered by Transport Canada. An application for a Land Use Permit is currently being prepared in support of this activity.

The following Engagement Plan was prepared in accordance with the Mackenzie Valley Land and Water Board's *Engagement Guidelines for Applicants and Holders of Water Licences and Land Use Permits*. This Plan presents the proposed engagement process that will allow PSPC to identify and resolve any concerns that may arise as a result of the planned work.

Identification of Potentially Affected Parties

The Sahtu Land and Water Board was contacted on September 12, 2017, regarding the parties that should be engaged for the Land Use Permit application. The organizations identified by the Board are listed in Appendix A.

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How Information Will be Provided to the Affected Parties and How the Affected Parties Can Provide Feedback

Engagement will be initiated through the issuance of a consultation letter, which will provide a brief summary of the undertaking and a site map showing the location of the existing LTU and the proposed locations for the new monitoring wells;

The affected parties will have several opportunities to provide feedback on any issues of concern:

- The affected parties will be requested to complete and return an Acknowledgement of Engagement Letter, appended to the consultation letter described above. The Acknowledgement of Engagement Letter will invite them to identify any preliminary questions or concerns they may have regarding the undertaking;
- Should it be determined to be necessary, affected parties will be invited to participate in a teleconference call with representatives from PSPC, BluMetric, and Transport Canada where project specifics can be discussed and also provided in writing upon request.
- At any time the affected parties may provide feedback in writing (mail, email or fax) or in direct calls with the project contacts. Contact details for PSPC and BluMetric will be provided in the consultation letter;
- Questions and/or concerns can be discussed during a teleconference call (if required) with representatives of PSPC and BluMetric.

Additional Points of Engagement

In the days prior to the installation of the monitoring wells, a follow-up notification will be sent to the affected parties by phone or email to confirm that the work is proceeding as planned. Should the scope and/or timing of the work be revised, the affected parties will be notified once the details of the changes are established.

The proposed and potential triggers for engagement are outlined in Table 1 below.

Table 1. Triggers for Engagement

Name of Proponent: Transport Canada

Name of Affected Party: See Appendix A.

Trigger for Engagement	Purpose of Engagement	People to be Engaged	Engagement Methods
Requirement to obtain a Land Use Permit for drilling three new groundwater monitoring wells	<ul style="list-style-type: none"> Outline the planned work that will occur within the boundaries of the Town of Norman Wells, including purpose, timing and duration, equipment to be used and anticipated effects. Solicit feedback and address any questions or concerns the contact may have with the undertaking. 	See Appendix A	<ul style="list-style-type: none"> Email, mail and/or fax Telephone call(s) (if requested)
Changes to project scope and/or timing (if applicable)	<ul style="list-style-type: none"> Inform the contacts of any changes to the project information that was originally presented to them. Solicit feedback from the contacts and address any questions or concerns they may have with the changes. 	Same contacts as above, except any contacts who confirm having no interest in the undertaking.	Email and/or phone call
Physical work slated to occur on site within the next 7 days	<ul style="list-style-type: none"> Notify and remind the contacts that work is proceeding as planned. Allow the proponent to be notified by the contacts of any recent developments that may conflict with the undertaking. 	Same contacts as above, except any contacts who confirm having no interest in the undertaking.	Email and/or phone call

Signature of Proponent Representative: _____

Signature of Affected Party Representative: _____

Any questions or concerns that may arise during the implementation of the undertaking can be directed to the project contacts at PSPSC and BluMetric.

Documentation of Engagement

The engagement process will be documented in an Engagement Summary table and an Engagement log; templates of the table and log are included as Appendix B and C, respectively. The tables and logs will be completed and submitted with the application for the Land Use Permit.

Meeting minutes for the proposed teleconference call between the affected parties, PSPSC and BluMetric will be recorded and a copy will also be included with the Permit application.

Closing

We trust this Engagement Plan meets the applicable submission requirements in support of the application for a Land Use Permit at the Norman Wells Airport land treatment unit. Please do not hesitate to contact the undersigned at (613) 531-2725 x 223 should you have any additional questions.

Best Regards,

BluMetric Environmental Inc.

Kai Markvorsen, B.Sc.
Intermediate Environmental Scientist

Andrea Jenney, P.Eng.
Project Manager

Appendix A. Potentially Affected Parties Distribution List

Organization	Contact	Address	Email	Phone
Sahtu Health and Social Services	Kyle, Patricia	27 MacKenzie Drive 2nd Floor Heritage Hotel PO Box 340 Norman Wells, NT XoE oVo	patricia_kyle@gov.nt.ca	
Sahtu Land Use Planning Board	Paszkievicz, Scott	P.O. Box 235 Fort Good Hope, NT XoE oHo	exec_director@sahtulanduseplan.org	(867) 598-2055
Sahtu Renewable Resources Board		P.O. Box 134 Tulit'a, NT Canada XoE oKo	director@srrb.nt.ca	
Sahtu Secretariat Incorporated	Blondin-Andrew, Ethel	P.O. Box 155 Deline, NT XoE oGo	ebamountaindene@theedge.ca	(867) 589-4719
Sahtu Secretariat Incorporated	Little, David	P.O. Box 155 Deline, NT XoE oGo	ssi_exec_director@gov.deline.ca or david.little@gov.deline.ca	(867) 589-4719
Town of Norman Wells		#3 Mackenzie Drive PO Box 5 Norman Wells, NT XoE oVo	townclerk@normanwells.com	
Town of Norman Wells	Mallon, Catherine	#3 Mackenzie Drive PO Box 5 Norman Wells, NT XoE oVo	townmgr@normanwells.com	(867) 587-3700
Norman Wells Land Corporation	Rorinon, Sean	PO BOX 69, Norman Wells, NT XoE oVo	coo@nwlc.ca	(867) 587-2455
Norman Wells Land Corporation	Hodgson, Sherry	PO BOX 69, Norman Wells, NT	-	(867) 587-2455

Organization	Contact	Address	Email	Phone
		XoE oVo		
Norman Wells Renewable Resources Council		PO BOX 69, Norman Wells, NT XoE oVo	nwrrc@nwlc.ca	(867) 587-2455
Tulita Band Council	Andrew, Frank	Tulita, NT XoE oKo	tdbchief@live.ca	(867) 588-3341
Tulita District Land Corp.		Tulita, NT XoE oKo	district@allstream.net	
Tulita District Land Corp.		Tulita, NT XoE oKo	toddmccauley@me.com	(867) 588-3734
Tulita Land Corporation		P.O Box 63 Tulita NT XoE oKo	assistant@tulitalandcorp.ca	(867) 588-3734
Tulita Land Corporation		P.O Box 63 Tulita NT XoE oKo	jwright@tulitalandcorp.ca	
Tulita Land Corporation		P.O Box 63 Tulita NT XoE oKo	president@tulitalandcorp.ca	
Fort Norman Métis Nation Local #60 Land Corporation		P.O. Box 36 Tulita, NT XoE oKo	fnmlc.no60@gmail.com	(867) 588-3201
Fort Norman Renewable Resources Council		PO Box 19 Fort Good Hope, NT XoE oHo	trrc@northwestel.net	

Appendix B. Pre-Submission Engagement Summary Template

Name of Proponent: Public Services and Procurement Canada

Name of Affected Party:

Name(s) of representative(s) who participated in engagement	Dates of Engagement	Reason(s) for Engagement	Overview of Issue(s) Resolved	Overview of Issue(s) Unresolved
All Contacts form Appendix A	Letters sent on Oct 18 th , 2017	Installation of 3 Groundwater wells at the Norman Wells Airport Land Treatment Facility which Triggers a Land User Permit authorized by the SLWB	N/A	N/A
Town of Norman Wells	Same as Above	Same as above	N/A (See attached Acknowledgement letter)	N/A

Signature of Proponent Representative: _____

Signature of Affected Party Representative: _____

Appendix C. Pre-Submission Engagement Log

Date	Attendees	Engagement Activity Type	Issue(s) Raised by Affected Party	Recommendations From Affected Party	Proponent Response to Issue, including Resolution	Information materials provided to Affected Party (Y/N)	Written correspondence, meeting notes, and/or minutes (Y/N)

Acknowledgement of Engagement Letter

Town of Norman Wells (insert community or organization name)
hereby acknowledges receipt of the letter from Transport Canada providing information on the
Norman Wells LTU project Land Use Permit Application.

(Select one of the following.)

The community/organization has no concerns or questions at this time. (Note: You may still submit concerns at any time to the PSPC Project Manager)

The community/organization has the following concerns or questions:

Name: Catherine Mallon

Position/Title: Town Manager

Signature:  Date: November 1, 2017

Return by email to Melissa.fraser@transportcanada.com or by fax to (204) 983-5048, Attention: Melissa Fraser.