

APPENDIX D

Engagement Plan and Engagement Record

Engagement Plan

Norman Wells Soil Treatment Facility

Sahtu Land and Water Board Class B Licence Application



NORMAN WELLS SOIL TREATMENT FACILITY

Engagement Plan
Norman Wells Soil Treatment Facility
Version Number 1.0

April 2018

Table of Contents

Plain Language Summary	3
1.0 Introduction	4
1.1. KBL Environmental Ltd.	4
1.2. Soil Treatment Facilities	4
2.0 Identification of Affected Parties.....	4
3.0 Purpose of Engagement	5
4.0 Pre-Submission Engagement.....	5
4.1. Initial Engagement.....	5
4.2. Notice of Project.....	5
4.3. Community Meeting/Project Information Session – Norman Wells.....	5
4.4. Other Meetings.....	6
5.0 Life of Project Engagement.....	6

PLAIN LANGUAGE SUMMARY

This Plan identifies who KBL Environmental Ltd. (KBL) is seeking to engage through communication in support of our application to construct and manage a soil treatment facility in Norman Wells, NT. KBL has and will continue to communicate with the Sahtu Land and Water Board, the Government of the Northwest Territories Environment and Natural Resources and the Town of Norman Wells in the preparation of this document.

Through initial discussion with the above, KBL has identified the following parties to engage and consult with, who may have an interest in the proposed project:

- Sahtu Secretariat Incorporated
- Fort Norman Metis Nation Local #60 Land Corporation
- Tulita District Land Corporation
- Fort Norman Renewable Resource Council
- Norman Wells Land Corporation
- Norman Wells Renewable Resources Council
- Hamlet of Tulita
- Town of Norman Wells
- Government of Northwest Territories
- Sahtu Health and Social Services
- Sahtu Land Use Planning Board
- Sahtu Renewable Resource Board
- Sahtu Land and Water Board
- Tulita Band Council
- Tulita Land Corp.

1.0 INTRODUCTION

The purpose of this Engagement Plan (the Plan) is to describe how KBL Environmental Ltd. (KBL) proposes to engage parties who may have an interest in KBL's upcoming application to the Sahtu Land and Water Board (SLWB) for a Type B Water Licence. The application will be in support of KBL's project proposal to construct a Soil Treatment Facility (STF) in the Town of Norman Wells Upper Industrial Area.

1.1. KBL Environmental Ltd.

Established in 2006, KBL is a privately owned and operated northern business providing our clients located in each of Canada's territories, British Columbia, and Alberta with waste management services and systems. The organization has proudly developed a reputation for innovation and best in class service with unsurpassed safety of operations. KBL presently operates six facilities in the Northwest Territories, Nunavut, and Yukon, with an additional facility that is in the construction stage. KBL staff and owners are committed to the communities in which we live and work, and we recognize and value our relationships with neighbors, land users and the community. We encourage open and ongoing communication throughout the life of all of our projects.

1.2. Soil Treatment Facilities

Soil treatment facilities are utilized for receipt of contaminated soils that can be treated to meet regulatory criteria to allow for beneficial re-use. Prior to soil acceptance, soil composition and contaminant analysis data is reviewed by KBL to ensure that treatment criteria can be achieved. Once soil is received at an STF, it is either managed for disposal or treated. Soil treatment in northern climates is primarily during the summer months which offer more conducive conditions for material handling and increased promotion of hydrocarbon degradation. Facilities are generally located adjacent or near municipal solid waste disposal facilities so that treated soils can be reused as daily cover for low density municipal solid waste.

2.0 IDENTIFICATION OF AFFECTED PARTIES

The following parties were identified as potentially affected by the Project based on preliminary project planning local knowledge, and conversations with the SLWB.

- Sahtu Secretariat Incorporated
- Fort Norman Metis Nation Local #60 Land Corporation
- Tulita District Land Corporation
- Fort Norman Renewable Resource Council
- Norman Wells Land Corporation
- Norman Wells Renewable Resources Council
- Hamlet of Tulita
- Town of Norman Wells
- Government of Northwest Territories
- Sahtu Health and Social Services

- Sahtu Land Use Planning Board
- Sahtu Renewable Resource Board
- Sahtu Land and Water Board
- Tulita Band Council
- Tulita Land Corp.

3.0 PURPOSE OF ENGAGEMENT

Pre-submission engagement involves implementation of this Plan prior to submission of an application for a Type B Water Licence to the SLWB. The purpose of pre-submission engagement is to:

- 1) Identify parties potentially affected by development of a soil treatment facility in Norman Wells;
- 2) Inform the parties of the Project rationale and proposed design; and
- 3) Seek to understand affected parties' interests and concerns, and to use that information to advance the project planning and inform the final engineering design of the facility.

4.0 PRE-SUBMISSION ENGAGEMENT

4.1. Initial Engagement

Beginning in May of 2018, KBL will initiate an engagement and consultation initiative to engage the parties identified, and involve any additional parties that may be identified as the engagement initiative is advanced. Pre-submission engagement will start with verbal contact by telephone with the Sahtu Land and Water Board, and then electronically with other potentially affected parties. Following initial contact and understanding of parties' desire to engage, ongoing communication will vary based on the preferences of the parties and may include phone calls, emails, and letter mail. Each engagement, including all attempts to engage are documented in the Project Pre-Submission Engagement Record.

4.2. Notice of Project

KBL will issue an electronic copy of the Notice of Project (NOP) to all interested parties following the initial contact and confirmation of engagement. An abbreviated Notice of Project will also be advertised in the News North, directing interested parties to a KBL contact to obtain the entire Notice. The NOP will include a description of the project and its associated activities, a discussion of the project setting (natural environment), a conceptual design of the STF, a discussion of potential effects and the mitigative measures proposed to avoid them, and the proposed project schedule. The anticipated permit requirements will also be discussed.

The information, comments and questions that are received after the issue of the Notice of Project will be documented in the Pre-Submission Engagement Record and will be used to help form the Project planning prior to the submission to the SLWB.

4.3. Community Meeting/Project Information Session – Norman Wells

KBL will host a community meeting/Project information session in the Town of Norman Wells during latter half of June 2018 (the meeting will be advertised in the News North paper and on other local media at least

5 business days prior to occurring). The community meeting will transpire on the course of a single day, and will include a late afternoon opportunity for interested parties and members of the community at large to attend. The information session will be interactive and designed to allow for the exchange of information between KBL and those in attendance. KBL will confirm preferred meeting date with local contacts to ensure we are hosting the session at a time and location that does not conflict with other major schedule events.

4.4. Other Meetings

KBL will accommodate meeting requests with interested parties through teleconference discussions and through face to face meetings. Face to face meetings will be scheduled to coincide with the community meeting date. If additional efforts to hold face to face meetings are required, KBL will make every effort to accommodate the interested parties in a reasonable and cost-effective manner.

5.0 LIFE OF PROJECT ENGAGEMENT

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

- 1) Re-engage parties potentially affected by changes to water licence terms and conditions associated with the Project;
- 2) Describe rationale and nature of the proposed changes; and
- 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 and preferences of the affected parties.

KBL Environmental Ltd. - Norman Wells STF Project Proposal - Sahtu Land and Water Board

Pre-Submission Engagement Log

Engagement Date	Communication With	Method of Engagemen	Communication From	Reason/Topic	Comments; Resolution	Follow Up Method (Correspondence, Meeting Notes, Meeting Minutes)
April 9, 2018	Sahtu Land and Water Board - S. Sturman	Telephone	R. White, KBL	Introduction to project and request for potential affected parties information, and confirmation of application requirements		Electronic copy of engagement list provided by S. Sturman, SWLB in addition to application requirements
April 10, 2018	Town of Norman Wells - D. Lajeunesse	Electronic	R. White, KBL	Introduction to project and request for potential affected parties information and suggestions for open house	No additional affected parties were identified	
April 12, 2018	GNWT - ENR L. McDonald	Telephone	R. White, KBL	Introduction to project and request for potential affected parties information	No additional affected parties were identified	
May 15, 2018	SLWB - B. Bergsma	Telephone	R. White, KBL	Confirmation of engagement participant list		
May 17, 2018	Fort Norman Metis Nation Local #60 Land Corporation	Electronic	R. White, KBL	Notice of project		Delivery receipt received
May 17, 2018	Fort Norman Renewable Resource Council	Electronic	R. White, KBL	Notice of project		Delivery and Read receipts received
May 17, 2018	GNWT - ENR L. McDonald	Electronic	R. White, KBL	Notice of project	Requested A. Lynch be added to distribution list	Delivery and Read receipts received Added to distribution
May 17, 2018	GNWT - ENR A. Lynch	Electronic	R. White, KBL	Notice of project		Delivery and Read receipts received
May 17, 2018	GNWT - Lands T. Bremner	Electronic	R. White, KBL	Notice of project		Delivery and Read receipts received
May 17, 2018	Hamlet of Tulita - B. Menacho	Electronic	R. White, KBL	Notice of project		Delivery receipt received
May 17, 2018	Norman Wells Land Corporation - S. Rorinon	Electronic	R. White, KBL	Notice of project		Delivery receipt received
May 17, 2018	Norman Wells Renewable Resources Council	Electronic	R. White, KBL	Notice of project		Delivery and Read receipts received
May 17, 2018	Sahtu Health and Social Services - P. Kyle	Electronic	R. White, KBL	Notice of project		Delivery receipt received
May 17, 2018	Sahtu Land Use Planning Board - S. Paszkiewicz	Electronic	R. White, KBL	Notice of project		Delivery and Read receipts received
May 17, 2018	Sahtu Renewable Resources Board	Electronic	R. White, KBL	Notice of project		Delivery and Read receipts received
May 17, 2018	Sahtu Secretariat Incorporated - E. Blondin-Andrew; D. Little	Electronic	R. White, KBL	Notice of project		Delivery and Read receipts received
May 17, 2018	SLWB - B. Bergsma; J. Grandjambe; S. Sturman	Electronic	R. White, KBL	Notice of project		Delivery and Read receipts received
May 17, 2018	Town of Norman Wells - Clerk; C. Mallon	Electronic	R. White, KBL	Notice of project		Delivery and Read receipts received
May 17, 2018	Tulita Band Council - F. Andrew	Electronic	R. White, KBL	Notice of project		Delivery receipt received
May 17, 2018	Tulita District Land Corp. - D. Yakeleya; S. Hodgson	Electronic	R. White, KBL	Notice of project		Delivery and Read receipts received
May 17, 2018	Tulita Land Corporation - President; Executive Director	Electronic	R. White, KBL	Notice of project		Delivery and Read receipts received
May 25, 2018	Norman Wells Renewable Resources Council	Electronic	Ruby, Secretary-Treasurer	Meeting Request		
May 28, 2018	Norman Wells Renewable Resources Council	Electronic	R. White, KBL	Suggestion of meeting date	Suggested meeting on June 19th in the morning	
June 5, 2018	Fort Norman Metis Nation Local #60 Land Corporation	Electronic	R. White, KBL	Notice of Community Information Session		
June 5, 2018	Fort Norman Renewable Resource Council	Electronic	R. White, KBL	Notice of Community Information Session		
June 5, 2018	GNWT - ENR L. McDonald	Electronic	R. White, KBL	Notice of Community Information Session		
June 5, 2018	GNWT - ENR A. Lynch	Electronic	R. White, KBL	Notice of Community Information Session		

KBL Environmental Ltd. - Norman Wells STF Project Proposal - Sahtu Land and Water Board

Pre-Submission Engagement Log

Engagement Date	Communication With	Method of Engageme	Communication From	Reason/Topic	Comments; Resolution	Follow Up Method (Correspondence, Meeting Notes, Meeting Minutes)
June 5. 2018	GNWT - Lands T. Bremner	Electronic	R. White, KBL	Notice of Community Information Session		
June 5. 2018	Hamlet of Tulita - B. Menacho	Electronic	R. White, KBL	Notice of Community Information Session		
June 5. 2018	Norman Wells Land Corporation - S. Rorinon	Electronic	R. White, KBL	Notice of Community Information Session		
June 5. 2018	Norman Wells Renewable Resources Council	Electronic	R. White, KBL	Notice of Community Information Session		
June 5. 2018	Sahtu Health and Social Services - P. Kyle	Electronic	R. White, KBL	Notice of Community Information Session		
June 5. 2018	Sahtu Land Use Planning Board - S. Paszkiewicz	Electronic	R. White, KBL	Notice of Community Information Session		
June 5. 2018	Sahtu Renewable Resources Board	Electronic	R. White, KBL	Notice of Community Information Session		
June 5. 2018	Sahtu Secretariat Incorporated - E. Blondin-Andrew; D. Little	Electronic	R. White, KBL	Notice of Community Information Session		
June 5. 2018	SLWB - B. Bergsma; J. Grandjambe; S. Sturman	Electronic	R. White, KBL	Notice of Community Information Session		
June 5. 2018	Town of Norman Wells - Clerk; C. Mallon	Electronic	R. White, KBL	Notice of Community Information Session		
June 5. 2018	Tulita Band Council - F. Andrew	Electronic	R. White, KBL	Notice of Community Information Session		
June 5. 2018	Tulita District Land Corp. - D. Yakeleya; S. Hodgson	Electronic	R. White, KBL	Notice of Community Information Session		
June 5. 2018	Tulita Land Corporation - President; Executive Director	Electronic	R. White, KBL	Notice of Community Information Session		
June 6, 2018	Sahtu Health and Social Services - S. Rankin/M.Hamlyn	Electronic	R. White, KBL	SHSS requested that the contact be changed to M.Hamlyn	Changed contact to M.Hamlyn and confirmed receipt of the Notice of Project and Community information session.	
June 7, 2018	Norman Wells Renewable Resources Council and Land Corporation	Electronic	R. White, KBL	Confirmation of meeting		
June 19, 2018		Public information Session	5 persons in attendance		Hosted at the Legion; 4:00 - 6:00pm Sign-in sheets for meeting available upon request	
June 20, 2018	Norman Wells Renewable Resources Council and Land Corporation	In Person	John Mconald; Rhea McDonald; Ruby; R. White, J. Oldfield	General discussion of project	- Introduced KBL and what we do. Gave an overview of the project - Discussed acceptance criteria - Discussed release criteria	