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February 1, 2023

File: MV2023H0003

Zsofia Krinbill
CTM Design Services Ltd.
225 - 340 Midpark Way SE
Calgary, AB T2X 1P1

Sent by e-mail

Dear Zsofia Krinbill,

Re: CTM Design Services Ltd. – Land Use Permit – New Application – Incomplete – Fuel Tank Replacement – Enterprise, NT

On January 23, 2023, Mackenzie Valley Land and Water (Board) staff received the Application Package (Application) for a new Land Use Permit (Permit) MV2023H0003¹ for the Fuel Tank Replacement (Project) from CTM Design Services Ltd.

Board staff have reviewed the Application and identified missing information required for the Board to process the Application. For the Application to be considered complete, refer to the Application Form² and the Land and Water Boards' *Guide to the Land Use Permitting Process* (Guide)³ and submit the following information to the Board's office:

1. **Name And Contact Information – Applicant's Head Office:** As described in section 3.2, item 2 of the Guide, companies must be in good standing and registered with GNWT Corporate Registries to do business in the Northwest Territories and must provide a copy of their current NWT Certificate of Registration in the application package. Throughout the submitted Application, references are made to several different companies. For example, **David Wilson (with Suncor Energy Products Partnership)** is indicated as the Applicant, **Matonabee Petroleum Ltd.** is indicated in the GNWT Corporate Registries certificate, **CTM Design Services Ltd. (registered owner: Suncor Energy Inc.)** is indicated on the Development Permit from the Hamlet of Enterprise, and **CTM Design Serviced Ltd.** is indicated in the signature block for the Applicant of the Application. Review and revise the Application accordingly

¹ See the MVLWB Online Registry for [MV2023H0003](#).

² See the MVLWB Apply for Permit/Licence webpage for the Land Use Permit [Application Form](#).

³ See the MVLWB Policies and Guidelines webpage for the MVLWB [Guide to the Land Use Permitting Process](#).

to indicate who the holder of the Permit would be, ensuring that they are eligible and are registered with GNWT Corporate Registries to do business in the Northwest Territories.

2. Spill Contingency Plan: As described in section 3.2, item 15 of the Guide, a Spill Contingency Plan, or for small-scale projects, spill contingency information, can be included in the grey field provided on the Application Form. Guidance is provided in the INAC [Guidelines for Spill Contingency Planning](#) and should include the following information:
 - a. Introduction, including project and site description;
 - b. Site map with locations of potential spill materials and spill response resources;
 - c. Response organization description;
 - d. Description of all potential spill types, sources, sizes, and potential effects;
 - e. Description of worst-case scenario for the site;
 - f. Action plan(s) (for all spill types or for different spill categories), with procedures for:
 - i. initial action,
 - ii. reporting and updates,
 - iii. containing and cleaning up the spill,
 - iv. managing spill-related wastes, and
 - v. restoring affected areas and completing clean-up;
 - g. Spill response resource inventory;
 - h. Description of training programs; and
 - i. Description of how the plan will be reviewed and revised.

The submitted information is very limited and does not provide a fulsome overview for all the activities associated with the proposed Project. Review and revise the Application accordingly.

3. Potential Environmental Impacts of The Project and Proposed Mitigations: As described in section 3.2, item 17 of the Guide, unless the proposed Project could be exempt from preliminary screening, all potential impacts and proposed mitigations for the proposed activities are to be identify and described. The submitted Application only identifies soil compaction as a potential impact to occur. Although the Project is proposed to occur in an already disturbed area, other potential impacts should be considered, including but not limited to:
 - a. Soil contamination – fuel spills,
 - b. Changes in water quality – fuel spills if near any water,
 - c. Changes in air quality – use of equipment,
 - d. Increased human health hazard and risk – fuel spills, and/or
 - e. Economic opportunities or losses (employment, training) – employment.

Review and revise the Application accordingly.

4. Closure and Reclamation – Closure Cost Estimate: As described in section 3.2, item 18 of the Guide, the applicant must develop a closure cost estimate to include in the Application package. Prepare a closure cost estimate and include it in the Application.

5. Additional Supporting Information – Engagement: As described in section 3.2, item 19 of the Guide, applicants are required to conduct engagement with all potentially affected parties prior to submitting an application.

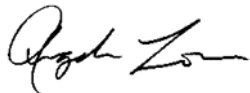
The engagement record submitted with the Application indicates that the last engagement occurred in June/July 2022, likely associated with the open forum town hall style video/phone calls. Details describing who participated, what was discussed, issues raised/addressed, or any other information associated with these meetings was not provided. Revise the Engagement Record with additional details from the open forum town hall style video/phone calls.

The potentially affected parties are to be notified that this proposed Project is still moving forward and if there are any changes being proposed since the last engagement occurred. Revise the engagement summary and log to show that the appropriate level of engagement occurred.

Upon receipt of this information, the Board will review the Application in accordance with the Mackenzie Valley Land Use Regulations (MVLUR). Unless CTM Design Services Ltd. requests additional time, if this information is not provided within 90 days of the date of this letter, the Board will consider the Application withdrawn.

Please contact [Angela Love](#) at (867) 766-7456 with any questions or concerns regarding this letter.

Yours sincerely,



Angela Love
Regulatory Specialist

BCC'd to: Norman McCowan – Inspector, GNWT-Lands
Jayda Robillard – Inspector, GNWT-Lands