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Engagement Plan – Land Use Permit Application

Installation of New Monitoring Wells at the Norman Wells Airport, Town of Norman Wells, Northwest Territories

The following Engagement Plan presents the proposed engagement process that will allow Transport Canada and Public Services and Procurement Canada (PSPC) to identify and resolve any concerns that may arise as a result of installing two monitoring wells at Norman Wells Airport.

Identification of Potentially Affected Parties

The Sahtu Land and Water Board (the Board) was contacted on September 12, 2017, regarding the parties that should be engaged for the Land Use Permit No. S17X-004 application. The organizations originally identified by the Board are listed in Appendix A. These organizations were contacted as defined in the documents accompanying the previously accepted Permit No. S17X-004. Due to the shared project scope (drilling monitoring wells on Norman Wells Airport Property), parties that have indicated having no interest in the previous undertaking will not be re-contacted. Interested parties will also have the opportunity to comment on the project via the Board's online registry.

For this project (the drilling of two new monitoring wells), the parties that have been contacted are listed in Appendix B. This list was developed from contact with the Sahtu Land and Water Board on September 5th, 2018. The list of potentially affected parties is limited due to the scope of work and due to the work taking place on disturbed industrial land.

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 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 Transport Canada will be provided in the consultation letter;



- Questions and/or concerns can be discussed during a teleconference call (if requested) with representatives of Transport Canada, 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 identified affected parties by phone or email to confirm that the work is proceeding as planned. Should the drill location 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 the Table below.

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, and timing • Solicit feedback and address any questions or concerns the contact may have with the undertaking. 	See Appendix B	<ul style="list-style-type: none"> • Email, mail 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 interested parties 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
Submission of updated and revised management plans: <ul style="list-style-type: none"> • Spill Contingency Plan • Waste Management Plan 	<ul style="list-style-type: none"> • To inform parties of planned changes to management plans to allow for concerns to be addressed 	Same contacts as above, except any contacts who confirm having no interest in the undertaking.	Email and/or phone call
At completion of seasonal activities	<ul style="list-style-type: none"> • Inform interested parties that field activities have ceased 	Same contacts as above, except any contacts who confirm having no interest in the undertaking.	Email and/or phone call



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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 C and D, respectively. The tables and logs will be updated throughout the project and provided to the Board as required. Meeting minutes for the proposed teleconference call between the affected parties, PSPC and BluMetric will be recorded and a copy will also be included with the permit documentation.



Appendix A. Originally Contacted Potentially Affected Parties From Permit No. S17X-04

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 X0E 0V0	patricia_kyle@gov.nt.ca	
Sahtu Land Use Planning Board	Paszkiewicz, Scott	P.O. Box 235 Fort Good Hope, NT X0E 0H0	exec_director@sahtulanduseplan.org	(867) 598-2055
Sahtu Renewable Resources Board		P.O. Box 134 Tulit'a, NT Canada X0E 0K0	director@srrb.nt.ca	
Sahtu Secretariat Incorporated	Blondin-Andrew, Ethel	P.O. Box 155 Deline, NT X0E 0G0	ebamountaindene@theedge.ca	(867) 589-4719
Sahtu Secretariat Incorporated	Little, David	P.O. Box 155 Deline, NT X0E 0G0	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 X0E 0V0	townclerk@normanwells.com	
Town of Norman Wells	Mallon, Catherine	#3 Mackenzie Drive PO Box 5 Norman Wells, NT X0E 0V0	townmgr@normanwells.com	(867) 587-3700
Norman Wells Land Corporation	Rorinon, Sean	PO BOX 69, Norman Wells, NT X0E 0V0	coo@nwlc.ca	(867) 587-2455



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Norman Wells Land Corporation	Hodgson, Sherry	PO BOX 69, Norman Wells, NT X0E 0V0		(867) 587-2455
Norman Wells Renewable Resources Council		PO BOX 69, Norman Wells, NT X0E 0V0	nwrrc@nwlc.ca	(867) 587-2455
Tulita Band Council	Andrew, Frank	Tulita, NT X0E 0K0	tdbchief@live.ca	(867) 588-3341
Tulita District Land Corp.		Tulita, NT X0E 0K0	district@allstream.net	
Tulita District Land Corp.		Tulita, NT X0E 0K0	toddmccauley@me.com	(867) 588-3734
Tulita Land Corporation		P.O Box 63 Tulita NT X0E 0K0	assistant@tulitalandcorp.ca	(867) 588-3734
Tulita Land Corporation		P.O Box 63 Tulita NT X0E 0K0	jwright@tulitalandcorp.ca	
Tulita Land Corporation		P.O Box 63 Tulita NT X0E 0K0	president@tulitalandcorp.ca	
Fort Norman Métis Nation Local #60 Land Corporation		P.O. Box 36 Tulita, NT X0E 0K0	fnmlc.no60@gmail.com	(867) 588-3201
Fort Norman Renewable Resources Council		PO Box 19 Fort Good Hope, NT X0E 0H0	trrc@northwestel.net	



Appendix B. Potentially Affected Parties Distribution List

Organization	Contact	Address	Email	Phone
Government of the Northwest Territories - Sahtu Regional Office Department of Lands	Trevor Bremner	31 Forrestry Drive - Northern Cartrols Building Box 126 Norman Wells, NT X0E 0V0	Trevor_Bremner@gov.nt.ca	1 (867) 587-7206
Town of Norman Wells	Mallon, Catherine	#3 Mackenzie Drive PO Box 5 Norman Wells, NT X0E 0V0	townmgr@normanwells.com SeniorAdministrativeOfficer@normanwells.com	1 (867) 587-3700
Norman Wells Airport	Stuart Pope	Department of Infrastructure Government of the Northwest Territories Bag service 1000 Norman Wells,NT X0E-0V0	Stuart_Pope@gov.nt.ca	1 (867) 587-2451
Sahtu Renewable Resource Board	Colin Macdonald	P.O. Box 134 Tulit'a, NT Canada X0E 0K0	director@srrb.nt.ca	



Appendix C. Pre-Submission Engagement Summary

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
Town of Norman Wells	Letter sent Sep 6 th , 2018	Installation of 2 new groundwater wells at the Norman Wells Airport, which triggers a land user permit	No issues brought forward	No issues brought forward
Norman Wells Airport	Phone Call September 6 th , 2018 to discuss project, email follow-up	Installation of 2 new groundwater wells at the Norman Wells Airport, which triggers a land use permit and organizational needs from the Airport Authority	No issues brought forward	No issues brought forward
Government of the Northwest Territories	Letter sent Sep 6 th , 2018	Installation of 2 new groundwater wells at the Norman Wells Airport, which triggers a land user permit	No issues brought forward	No issues brought forward
Sahtu Renewable Resource Board	Letter sent Sep 6 th , 2018	Installation of 2 new groundwater wells at the Norman Wells Airport, which triggers a land user permit	No issues brought forward	No issues brought forward



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Appendix D. Pre-Submission Engagement Log Template

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)