



Information for Proponents on MVLWB's Engagement Requirements

In accordance with their [Engagement and Consultation Policy](#) (the Policy) and supported in part by their [Engagement Guidelines for Applicants and Holders of Water Licences and Land Use Permits](#) (the Guidelines), the Mackenzie Valley Land and Water Board (MVLWB) requires proponents to engage with potentially affected parties prior to and during the operation of a project.

Engagement ensures that affected parties are able to:

- Develop an understanding of a proposed project or component of a project;
- Provide feedback during the engagement process on issues of concern with regards to a project; and,
- Work towards building relationships with proponents that are operating in an area.

As of June 1, 2013, all applications to the Board therefore must contain (1) an engagement record (including a summary and log), and (2) an engagement plan.

(1) The engagement record:

- must include a summary which is a results-based report of engagement with **each** affected party
- must include a log which is a detailed account of all engagement occurrences

(2) The engagement plan:

- documents times throughout the life of the project when **each** affected party will be engaged and what approaches will be used
- should be developed collaboratively with affected parties
- reflects the scope, scale, and context of the project

Templates for both the engagement record and engagement plan are available in the Guidelines. The level of detail and amount of engagement should reflect the scale, location, and nature of a proposed activity. For example, smaller scale projects that likely require just one permit and which will likely have low or negligible impacts will likely not require as much engagement as larger projects such as those requiring a type A water licence.

When seeking to engage the affected parties, it is best to start as early as possible. For large, complex projects, the Board recommends starting at least 6-12 months in advance. For projects that are not likely to be a cause for public concern, less time is required.

Ideally, the proponent and the engaged party will agree on the engagement record and engagement plan, and signatures from both parties on these documents will demonstrate this agreement to the Board. Signatures, although not required, represent agreement on the contents, and do not necessarily imply that the parties agree on the topics that were discussed. More information regarding how the Board will assess the engagement record and engagement plan may be found in the Policy. Proponents should refer to the Guidelines for more details regarding engagement submission requirements, recommended engagement best practices, and suggested approaches to support the submission of engagement documents. For questions, Board contact information may be found at www.mvlwb.com.