MVLWB

Document Submission Standards

Mackenzie Valley Land and Water Board
Gwich'in Land and Water Board
Sahtu Land and Water Board
Wek'èezhìi Land and Water Board

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Mackenzie Valley Land and Water Board

1.0 Introduction

The Mackenzie Valley, Wek'èezhìi, Gwich'in, and Sahtu Land and Water Boards (the Boards) receive over 2500 documents each year related to land use permit and water licences. These documents (including applications, management plans, and reports) are in turn filed, posted to our online registries, and often redistributed for review.

Document Submission Standards outlines the formats, specifications, and copy requirements for documents submitted to the Boards, with the goal of improving the consistency and efficiency of the submission and review process.

2.0   Document Submission Standards

2.1   Cover Letters

➢ An accompanying cover letter must be included at the front of the hard copy and/or any electronic version.
➢ For existing permits and licences, the cover letter should state which permit and/or licence condition or Board direction it is being submitted to satisfy, as well as the file number.
➢ The cover letter must identify whether the submissions is time-sensitive, and if so, provide a detailed explanation.
➢ The cover letter should explicitly identify whether supporting appendices are part of the submission for approval or have been provided for information.

2.2   Revision History Tables

When submitting updated versions of documents (excluding application forms and questionnaires)[1], a revision history table and a summary of the revisions made must be included. To assist reviewers, the revision history table should link or direct the reviewers to the relevant section(s) where the revisions have been made; however, tracked changes should not be included.

[1] Contact Board staff to determine if a revision table is required.

2.3   Electronic Documents

Electronic copies of submissions are preferred. However, proponents should contact Board staff to determine if hard copies are required for major submissions. Electronic submissions should meet the following requirements:
➢ Documents requiring a signature (such as a cover letter or an application form) may be submitted electronically with an electronic signature.
➢ When submitting large electronic documents (i.e., over 20MB), break the document down into sections of no more than ~20MB each. This is to ensure that the information is accessible to those with slower bandwidth capabilities.

2.4   Adobe PDF Format

When submitting documents in Adobe PDF format, please note the following:
➢ PDF security settings must allow printing of the document and the merging and extraction of PDF pages.
➢ PDF documents must be searchable so that document text can be searched, selected, copied, and pasted.
➢ Documents should be optimized to the smallest file size possible. (see 'reduce file size' option under the document menu)
➢ Save documents in the newest software version available (See sidebar for more tips on saving Adobe files).
➢ Use 'File Save As' with Acrobat rather than a simple save. This optimizes the document for web streaming so that the first page of the document is visible online long before the entire document has downloaded.
➢ For more help, do a web search for 'PDF Optimization'.

2.5   Excel Format

Environmental reports (e.g., Aquatic Effects Monitoring Program, Surveillance Network Program, special studies, etc.) and closure cost estimates must be accompanied by the raw data in Excel spreadsheet. These files should comply with the following:
➢ When there are multiple worksheets in the Excel file, please confirm with Board staff if a PDF version of each sheet will be required.