



Electronic Documentation: Submissions and Registry

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NUNAVUT WATER BOARD

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- Guide 8 – Community Consultation (under development)
- Rules of Practice and Procedure for Public Hearing
- Water Licensing Process Flowcharts and Time Charts (in colour and black and white)

Important Notes

1. *This Guide presents information about the Nunavut Water Board (NWB or Board) and its process in a plain language format for the purpose of public education and assistance to parties involved in the process. However, it should be noted that the legal responsibilities of parties involved in the water licensing process are as established under the Nunavut Land Claims Agreement (NLCA), the Nunavut Waters and Nunavut Surface Rights Tribunal Act (NWNSRTA or Act), and the applicable regulations. All parties are responsible for ensuring they comply with the applicable legal responsibilities imposed under these provisions. To the extent that this Guide is inconsistent or in conflict with the applicable legal requirements, the obligations as set out in the relevant acts and regulations shall govern. Any descriptions of the responsibilities of the parties contained in this Guide are of a general nature only and are not offered or intended as a substitute for professional legal advice or the specific direction of the NWB in any given case.*
2. *In the event of a conflict between the Guides and the NLCA, the NWNSRTA or the applicable regulations, the NLCA, NWNSRTA, and the applicable regulations prevail.*
3. *The abbreviations ‘NWB’ and ‘Board’ are used interchangeably throughout this document to refer to the Nunavut Water Board.*
4. *Versions of the NWB Guides are available in English from the NWB electronic public registry. Translated versions will be made available upon request. (See NWB Contact Information at the end of this Guide.)*

1. What is the purpose of this Guide?

The purpose of this Guide is to facilitate a user friendly electronic public registry by providing guidance to anyone responsible for submitting electronic documentation to the NWB that will be uploaded to the Board’s electronic public registry, and to provide navigational guidance to users of the electronic public registry.

For further clarification and information regarding the content of this Guide, contact the Licensing Department by phone at (867) 360-6338, by fax at (867) 360-6369 or by email at licensing@nunavutwaterboard.org.

2. Why does the NWB require electronic documentation?

The Board maintains a public registry containing the following in respect of each licence application:

- a) A copy of the application and all supporting documents;
- b) All records from any public hearing held in connection to the application;
- c) A copy of any licence issued in respect of the application and the reasons for the decision of the Board in respect of its issuance; and
- d) All correspondence and documents submitted to the Board in respect of compliance with the conditions of the licence issued.

The public registry is maintained in both hardcopy and electronically, both forms of which are available for public use at the main office in Gjoa Haven, Nunavut, during normal business hours (Mon-Fri: 8:30am – 5:00pm Mountain Standard Time (MST)). The Board will make photocopies of documents on the public registry. However, a fee may be associated with any such requests.

In addition, for public convenience and access to the public registry beyond the NWB's Gjoa Haven office and hours of operation, the Board maintains its public registry electronically on an FTP site at <ftp://nunavutwaterboard.org/>. Windows Internet Explorer is the recommended browser for accessing the NWB FTP site. At the time of writing this Guide the NWB FTP site is accessible but under construction.

The NWB publishes all key applications, licences and other related information on the NWB electronic public registry. Therefore, all project documentation must be submitted on CD or via e-mail in a format that is compatible with the NWB guidelines listed below. This includes historic information that is required to be converted by the proponent from hardcopy to PDF format.

3. What are the NWB requirements for formatting electronic documentation?

The following guidelines must be respected when formatting electronic documents for submission to the NWB:

1. All electronic documentation must be formatted in Portable Document Format (PDF) readable by Adobe Acrobat version 4 to ensure maximum availability to the public. Files printed to PDF are preferable to scanned files;
2. All PDF documents must be viewable without the need for passwords, additional program add-ins or contain any form of encryption that would preclude the user from viewing the document with Adobe Acrobat version 4;
3. It is recommended that all PDF files be no larger than 3 MB. The NWB is limited to this file size due to its internet speed;
4. All documents must include the application or licence number as text within the document's header or footer;
5. All documents must be dated;
6. When dealing with large documents that contain multiple volumes and chapters, the document must be split up into smaller more manageable documents as described in section 5 of this Guide; and
7. When assigning file names, common sense should prevail as described in the following section 4 of this Guide..

4. How should I name my electronic files?

The following guidelines must be respected when naming electronic files that are to be submitted to the NWB:

1. The title and location of the document within its larger context should correspond directly to the file name:

Example:

Chapter one would be named **chap1.pdf** and Figure 1.1 would be named **fig1.1.pdf** as listed in the Table of Contents named **toc.pdf**.

2. Document names may contain the letters a through z in upper and lower case, the numbers 0 to 9 and the hyphen '-'. Underscores must not be used as they can be lost in the link if the link is underlined and can be confused with a space. Periods cannot be used, however all documents must be suffixed “.pdf”.
3. Smaller individual documents should be named in the following manner:

YYMMDD-NWB Application or Licence Number-Description

YYMMDD: Year, month, and day representing the date on the document

NWB Application or Licence Number: Application and licence numbers are assigned by the NWB based upon the classification of undertaking as provided in the Regulations (Schedule II), the type of licence (type A or B), the primary activity code, followed by a three letter project identifier and the year the licence is issued and the year it expired.

For example, the licence number 2BE-BEA0813 is a licence for a type 2 classification of undertaking (mining and milling), type B exploration licence issued to for the “Bear Lake” or “BEA” project in 2008 and expiring in 2013.

If the document is related to a file that has been assigned a licence number, the complete licence number must be part of the file name (ie. 2BE-BEA0813). If the document is related to a file that has not been assigned a licence number, such as is the case of an application document, the file name must include the first sections of the licence number representing the classification of undertaking, the type of licence, the primary undertaking code, and a project identifier (ie. 2BE-BEA).

Description: A descriptive name of the document in lower case. The description should be no longer than 30 characters.

Example:

081031 2BE-BEA0815-ProjectDescription

5. How should I format large electronic documents?

When submitting large documents such as applications that contain multiple appendices, it is preferable to include the appendices, tables, pictures, figures and drawings in the correct locations throughout the document as it would appear in paper format. However, if this format increases the size of the document to over 3 MB, consider reformatting the document and its table of contents such that the appendices, tables, pictures, figures and drawings can be organized into separate smaller documents under 3MB.

When large documents have been split up into multiple smaller documents, the Table of Contents must be submitted as a separate stand-alone document. to allow the licensing department to establish linkages from the Table of Contents to the individual documents that comprise the overall submission.

6. Should I submit hard copies?

Electronic documentation must be accompanied by the formal submission of printed hard copy documentation. Generally one hard copy is sufficient, but depending upon the scope of the project and the review process, the NWB may request additional hardcopies. Paper hardcopies should be submitted in a form easily copied by standard office reproduction equipment using either legal or letter sized paper.

7. What do I need to consider upon submission of a document(s)?

The following must be considered upon submission of a document(s):

1. All documentation for inclusion on the electronic public registry must be submitted either on a standard formatted **CD or via e-mail**. Referral to an applicant's FTP site is not acceptable. When submitting documents via e-mail, the e-mail must reference the application or licence number, the project's name as well as the applicant's name in the e-mail subject line;
2. The submission must be accompanied by a cover letter that lists the documents comprising the submission;
3. The hardcopy must include a cover page that states the following: "This document is reproduced electronically and contains ### pages including the cover page. The electronic document is contained in the following PDF files:"
 - and list them in the same order as the printed hard copy;
4. If any discrepancies are found between the hard copy and the electronic copy, the electronic copy will be considered to be the authoritative copy;
5. All paper copies must contain a reference to the PDF file in the footer of each page;
6. If a signature is required on the document submitted, an electronic signature is acceptable provided that:

- the person providing the electronic signature is readily identifiable;
 - the electronic signature is reliably linked to the document submitted; and
 - the electronic signature is protected such that it cannot be altered after filing.
7. Once an electronic file has been received and made public it cannot be edited and resubmitted. However amendments can be submitted under a separate file name;
 8. Electronic file names cannot be re-used. Once issued, the file name becomes a permanent record identifier and will permanently be linked to the information;
 9. Once an electronic file has been received and acknowledged by the NWB any subsequent files received with the same name will be rejected unless the file originally received has been corrupted or only partially received. If a file is received and the NWB later determines that it does not conform to the guidelines outlined in section 3 of this Guide, then the file may be uploaded to the electronic public registry or it may be noted as “replaced by file number” and a new file may be inserted; and
 10. The onus rests with the applicant to confirm receipt of documents by the NWB. This may be accomplished through the request for a read receipt when submitting documents via electronic mail.

8. How do I navigate the NWB’s electronic public registry?

In navigating the NWB’s public registry it is important to reference the application or licence number. Application and licence numbers are assigned based upon the classification of undertaking as provided in the Regulations (Schedule II), the type of licence (Type A or B), the primary activity code followed by a three letter project identifier and the year the licence is issued and the year it expired(s).

For example, the licence number 2BE-BEA0813 is a licence for a type 2 classification of undertaking (mining and milling), Type B exploration licence issued for the “Bear Lake” project or “BEA” in 2008 and expiring in 2013.

The Electronic Public Registry Framework (Framework) provided in Appendix A Tables 1a and 1b is a navigational tool intended to assist the public in finding information on the public registry.

As shown in Table 1a, the MAIN LEVEL of the electronic public registry has three directories:

1. Administration
2. Human Resources
3. Public Registry

The Administration directory contains general NWB guidelines, policies, procedures, forms, etc. The Human Resources directory contains information related to job postings

and job descriptions. The Public Registry directory contains application and licence related information.

As shown in Appendix A Table 1a Levels 1-5 of the Framework outline the electronic public registry filing system for all licences and applications.

As shown in Appendix A Table 1b, Levels 6-11 of the Framework outline the electronic public registry filing system for any specific licence or application.

9. How do I access the NWB's FTP site?

To access the NWB's electronic public registry remotely go to the NWB's FTP site at <ftp://nunavutwaterboard.org/> from a Windows Internet Explorer web browser. Other web browsers such as Netscape and Safari may not provide reliable access.

Alternatively, it is possible to access the NWB's FTP site from the NWB's web site at <http://www.nunavutwaterboard.org/> by clicking on "Public Registry" located on the left hand side of the page, then clicking on "Nunavut Water Board FTP Site" located on the right hand side of the next page.

It is preferable to open the FTP site in Windows Explorer than from the FTP root at nunavutwaterboard.org, as Windows Explorer is more user friendly. To open the FTP site in Windows Explorer follow the directions provided at the top of the window of the FTP root at nunavutwaterboard.org. When prompted, type in the username and password as follows:

Username: public
Password: registry

The prompt for the username and password may pop up at any time while accessing the FTP site.

Directions for accessing the FTP site are illustrated using computer screen snapshots in Appendix B of this Guide. These illustrations are provided using Windows XP and may differ slightly for other operating systems.

10. How do I navigate the NWB's FTP site?

The NWB's FTP site is intended to mirror the NWB's electronic public registry. However, at the time of writing this Guide, the NWB's FTP site is under construction, so there are some differences in the framework of its opening (or MAIN LEVEL) directories.

Upon successful entry to the FTP site following the directions in section 9 and Appendix B of this Guide, open the directory entitled "PRUC" which is an acronym for "Public Registry Under Construction". The other directories in this window are being updated in the "PRUC" directory. All subsequent directories mirror the NWB's electronic public registry.

Directions for navigating the NWB's FTP site are illustrated in Appendix C of this Guide including a folder tree. These illustrations are provided using Windows XP and may differ slightly for other operating systems.

11. Troubleshooting the NWB's FTP site.

Windows Internet Explorer is the recommended browser for accessing the NWB FTP site. Other web browsers such as Safari and Netscape may not provide reliable access.

The NWB updates its FTP site frequently with new documentation. To ensure access to the most recent version of the FTP site, delete your internet browser history before entering the site. From Windows Internet Explorer, this can be done by clicking on the "Tools" pull down menu and selecting "Internet Options". The "Internet Options" window should appear on your screen. Under "Browsing History" click "delete".

When accessing the NWB's FTP site from the FTP root at nunavutwaterboard.org, the user must open a document before saving the document to their computer, the user will only be able to copy one document at a time, and the user may only be able to open a limited number of documents before the FTP site requires them to log in again.

Opening the NWB's FTP site in Windows Explorer allows the user to download more than one file at a time, or to download entire folders at one time. However, the user may not be able to open the document from the FTP site in Windows Explorer. If you are unable to open a document from the FTP site in Windows Explorer, copy the document to your computer first and then open it from your computer.

When copying large folders or files from the FTP site, the site may time out. If this happens, the user is advised to copy a smaller number of files at one time. To address this issue, the NWB requires electronic files submitted by applicants and licensees to be less than 3 MB, as described in section 3 of this Guide.

A limited number of users are allowed access the FTP site at one time. If you are denied access please try again later.

12. How do I contact the NWB?

If you have any questions regarding the content of this Guide contact the NWB. The NWB's Licensing Administration department is the first point of contact and will direct inquiries accordingly. The NWB's contact information is:

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Nunavut Water Board
P.O. Box 119
Gjoa Haven, Nunavut
X0B 1J0

Phone: (867) 360-6338

Fax: (867) 360-6369

E-mail: licensing@nunavutwaterboard.org

Website: <http://www.nunavutwaterboard.org/>

All correspondence with the NWB related to a water licence application or approved licence must reference the application or licence number, the project name and the applicant's name. E-mail correspondence must include this information in the e-mail subject line.

FTP Site: ftp://nunavutwaterboard.org/ Username: public Password: registry

APPENDIX A

Navigating the NWB's Electronic Public Registry

APPENDIX B

Accessing the NWB's FTP site

APPENDIX C

Navigating the NWB's FTP site