



# Water Licensing Process Flowcharts and Time Charts (black and white)

April 2010

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NUNAVUT IMALIRIYIN KATIMAYINGI  
NUNAVUT WATER BOARD  
OFFICE DES EAUX DU NUNAVUT

## GUIDE MANAGEMENT

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### GUIDE AMENDMENTS

	Description	Date
(1)	B&W Flowchart Logo	April 2013
(2)		
(3)		
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## LIST OF NWB GUIDANCE DOCUMENTS

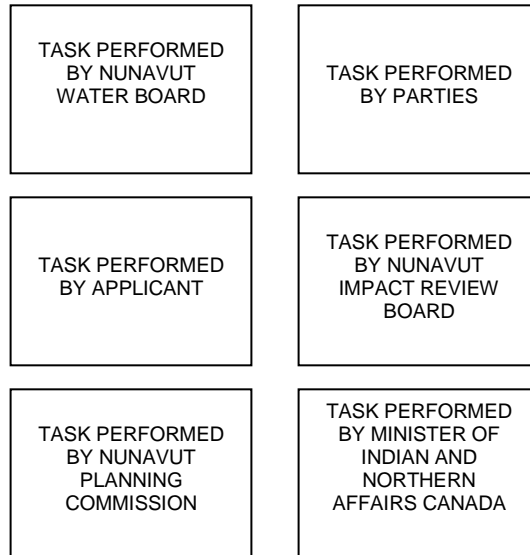
Guide 1 – The Nunavut Water Board  
Guide 2 – Terminology and Definitions  
Guide 3 – Activities that Require a Water Licence and Types of Water Licences  
Guide 4 – Completing and Submitting a Water Licence Application for a New Licence  
Guide 5 – Processing a Water Licence Application  
Guide 6 – Electronic Documentation: Submission and Registry  
Guide 7 – Licensee Requirements following the Issuance of a Water Licence  
Guide 8 – Community Consultation (under development)  
Rules of Practice and Procedure for Public Hearings  
Water Licensing Process Flowcharts and Time Charts (in colour or in 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. For a comprehensive understanding of the NWB's jurisdiction and associated legal requirements consult the Nunavut Land Claims Agreement (NLCA), the Nunavut Waters and Nunavut Surface Rights Tribunal Act (NWNSRTA or Act), and the applicable regulations.*
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.)*
5. *The steps outlined in the Flowcharts 1-3 correspond with the steps of the process outlined in the NWB Guide 5: Processing Water Licence Applications (Guide 5) where they are described in more detail.*
6. *Flowcharts 1 to 3 assume that the application receives the appropriate approvals from the Nunavut Planning Commission (NPC) and the Nunavut Impact Review Board (NIRB) in order to proceed through the water licensing process.*

## FLOWCHART LEGEND AND NOTES

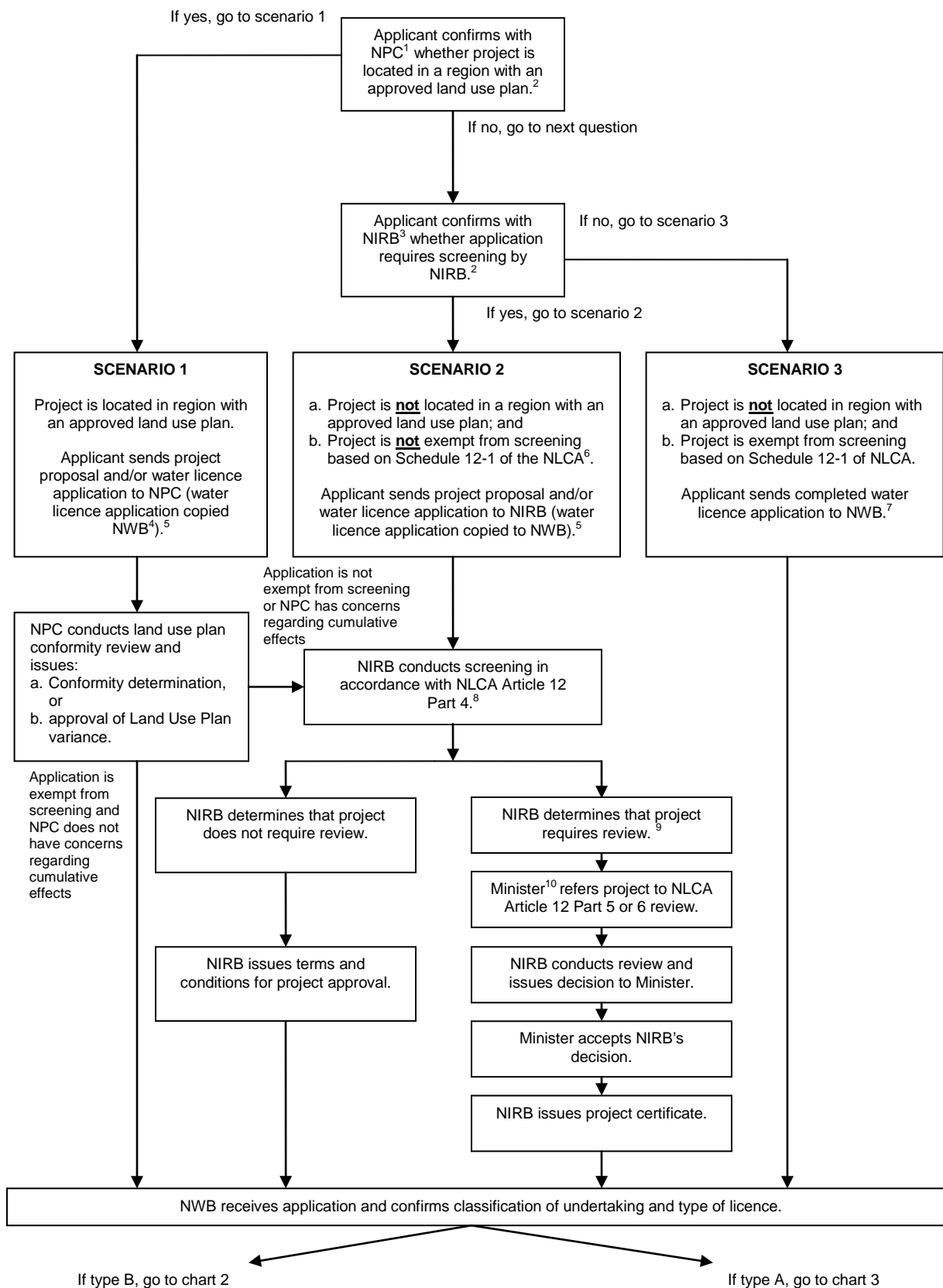
### Legend:



### Notes:

1. NPC refers to the Nunavut Planning Commission.
2. The onus is on the applicant to consult with the Nunavut Planning Commission and the Nunavut Impact Review Board regarding land use planning and impact assessment requirements.
3. NIRB refers to the Nunavut Impact Review Board.
4. NWB refers to the Nunavut Water Board.
5. The water licence application should be complete except for NPC and NIRB determinations.
6. NLCA refers to the Nunavut Land Claims Agreement.
7. The responsibility for securing a determination from NPC and NIRB rests with the applicant.
8. NIRB's screening process and timelines are outlined in their Guide #3: Guide to Filing Project Proposals and the Screening Process.
9. NIRB's review process and timelines are outlined in their Guide #5: Guide to the NIRB Review Process
10. Minister refers to the Minister of Indian and Northern Affairs Canada (INAC).
11. Timeframes associates with the steps in Process Charts 2 and 3 are outlined in the Time Charts.
12. TM refers to Technical Meeting.
13. PHC refers to Pre-Hearing Conference.

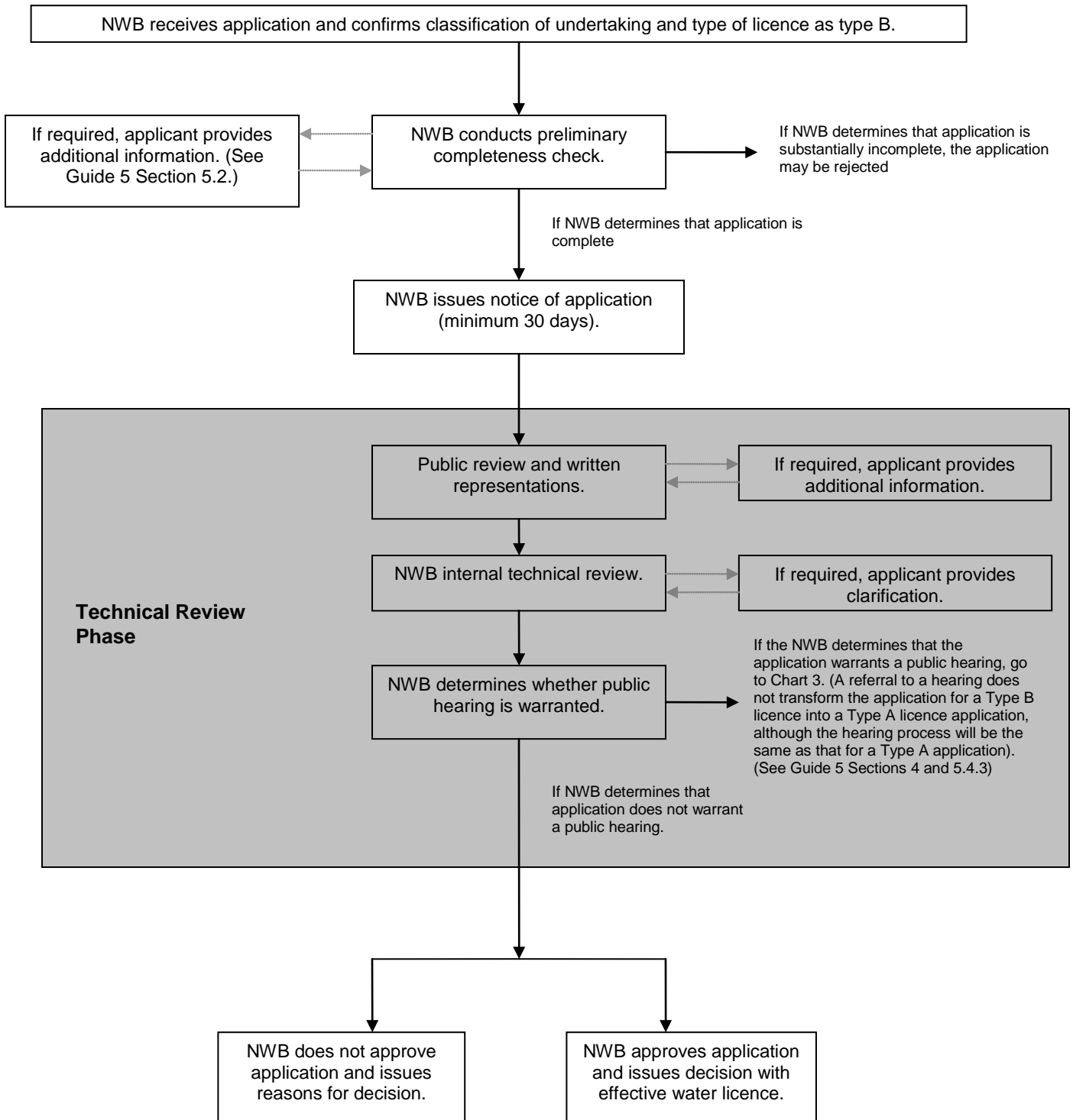
# FLOWCHART 1: PRE-LICENSING LAND USE PLANNING AND IMPACT ASSESSMENT REQUIREMENTS



<sup>1-13</sup> See the beginning of this Guide for the flowchart legend and notes.

## FLOWCHART 2: TYPE B WATER LICENSING PROCESS <sup>11</sup>

See Chart 1

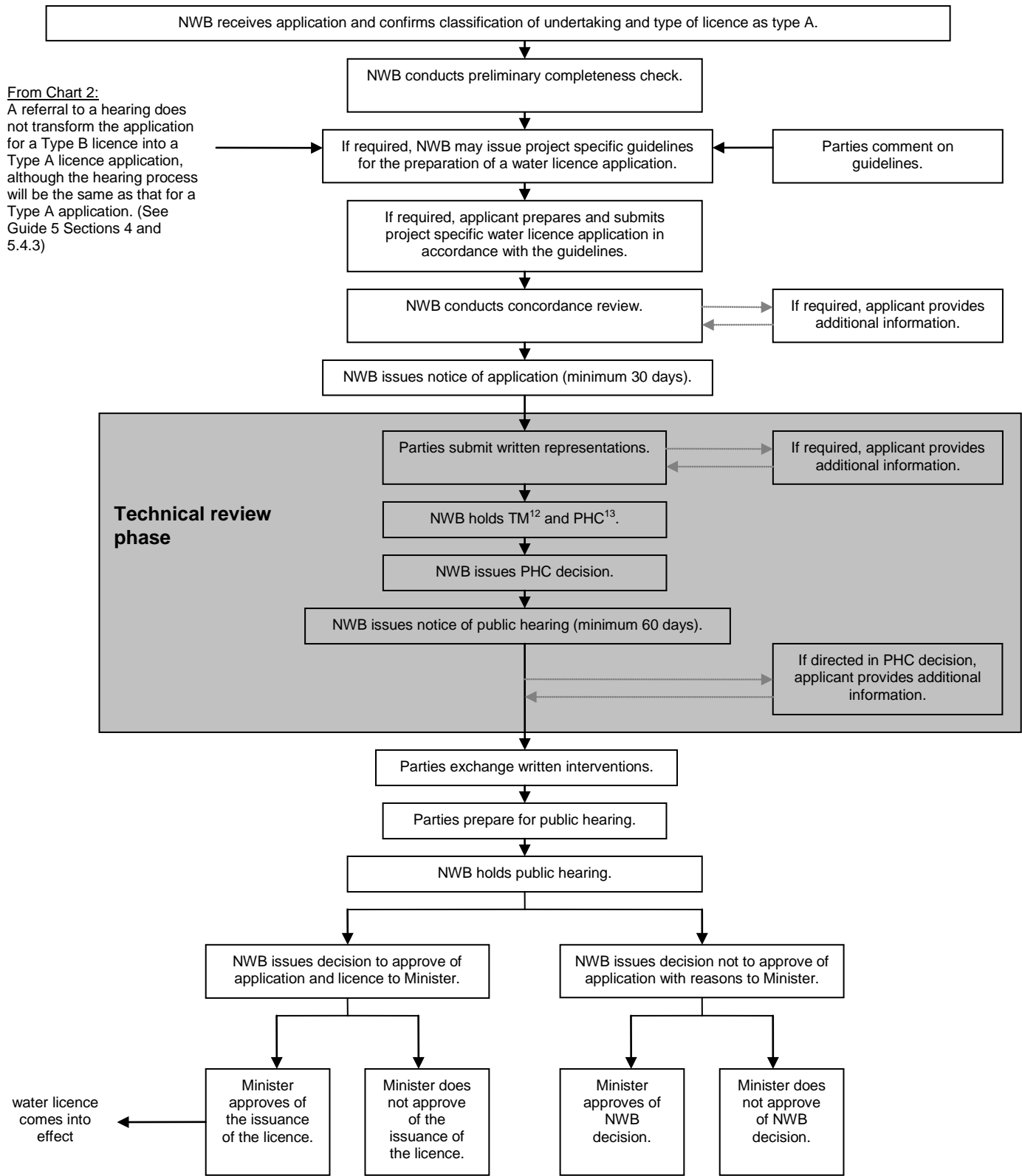


<sup>1-13</sup> See the beginning of this Guide for the flowchart legend and notes.

# FLOWCHART 3: TYPE A WATER LICENSING PROCESS <sup>11</sup>

See Chart 1

From Chart 2:  
A referral to a hearing does not transform the application for a Type B licence into a Type A licence application, although the hearing process will be the same as that for a Type A application. (See Guide 5 Sections 4 and 5.4.3)



<sup>1-13</sup> See the beginning of this Guide for the flowchart legend and notes.



### TIME CHART 1: TYPE B (NO PUBLIC HEARING)

As shown in the time chart, the approximate time to complete the type B water licence application process is between 73 and 80 days. This timeframe is approximate and does not account for the time to complete any pre-licensing land use planning or development impact requirements or the time for the applicant to respond to requests for additional information.

Actual timeframes are determined on a project specific basis and are dependent upon the nature and quality of information contained in the initial application, the responsiveness of the applicant to requests for additional information, the public notification process, the complexity of the project, as well as the number of other applications requiring the attention of the Board.

The onus is on the applicant to file a complete application. Deficiencies in the application will extend the timeline.

Step	Appox. Duration	Day	Applicant	NWB	PARTIES	Section of Guide 5
NPC Driven			Land Use Plan Conformity Review			1
NIRB Driven			Development Impact Assessment Review			1
1	1	1		NWB receives application and confirms classification of undertaking and type of licence as type B		5.1
2	5	6	If required, applicant provides additional information	NWB conducts preliminary completeness check		5.2
3	7-14	13-20		NWB issues notice of application	Public review and written representations	5.3
4	30	43-50	If required, applicant provides additional information			5.4
5	30	73-80	If required, applicant provides clarification	NWB internal technical review		5.4
6				NWB determines whether public hearing is warranted. <sup>a</sup>		5.4
7				NWB issues decision		5.5

Notes

- a) If the NWB determines that the type B water licence application warrants a public hearing, the process transfers to step 3 of the Type A (Public Hearing) Time Chart, entitled "If required, the NWB may issue project specific guidelines for the preparation of a water licence application". The approximate time to complete the process for a type B water licence application that warrants a public hearing is between 309 and 376 days.

## **TIME CHART 2: TYPE A (PUBLIC HEARING)**

As shown in the time chart, the approximate time to complete the type A water licence application process is between 252 and 312 days. This timeframe is approximate and does not account for the time to complete any pre-licensing land use planning or development impact requirements, the time for the applicant to prepare and submit a water licence application in accordance with any project specific guidelines issued by the NWB, or the time for the applicant to respond to requests for additional information.

This timeframe is approximate and may vary with project specific requirements. Actual timeframes are determined on a project specific basis and are dependent upon the nature and quality of information contained in the initial application, the responsiveness of the applicant to requests for additional information, the public notification process, the complexity of the project, as well as the number of other applications requiring the attention of the Board.

The onus is on the applicant to file a complete application. Deficiencies in the application will extend the timeline. The timeframe also depends upon the number of applications requiring the attention of the Board.

See chart on next page.

**TIME CHART 2: TYPE A (PUBLIC HEARING)**

Step	Approx. Duration (days)	Day	Applicant	NWB	Parties	Minister	Section of Guide 5
NPC Driven		Land Use Plan Conformity Review					1
NIRB Driven		Development Impact Assessment Review					1
1	1	1		NWB receives application and confirms classification of undertaking and type of licence as type A			6.1
2	15	16		NWB conducts preliminary completeness check			6.2
3	30	46		If required, NWB may issue project specific guidelines for the preparation of a water licence application	Parties comment on project specific guidelines		6.3
4	Applicant Driven	46	If required, applicant prepares and submits project specific water licence application				6.4
5	15	61	If required, applicant provides additional information	NWB conducts concordance review			6.5
6	1	62		NWB issues notice of application	Parties start technical review		6.6
7	30 <sup>a</sup>	50	92	Applicant reviews written representations	NWB receives written representations from parties	Parties submit written representations	6.7.1
8	5 <sup>b</sup>		97	Technical meeting/ pre-hearing conference	NWB holds technical meeting/ pre-hearing conference	Technical meeting/ pre-hearing conference	6.7.2
9	15 <sup>c</sup>		112		NWB issues pre-hearing conference decision		6.7.3
10					NWB issues notice of public hearing		6.7.4
11	45	60	157	Parties exchange written interventions	Parties exchange written interventions	Parties exchange written interventions	6.8
12	15		172	Parties prepare for public hearing	Parties prepare for public hearing	Parties prepare for public hearing	6.9
13	5 <sup>b,d</sup>	177	Public Hearing	NWB holds Public Hearing	Public Hearing		6.10
14	30-45 <sup>e</sup>	207-222		NWB issues decision to Minister			6.11
15	45-90	252-312				Minister issues approval	6.12

Notes

- a) The NWB requests written representations in 30 days. Often, parties request an extension of up to 60 days.
- b) The duration of the technical meeting and pre-hearing conference and public hearing are dependent upon the form of the hearings and venue(s).
- c) This Time Chart assumes that the pre-hearing conference decision and public hearing notice are issued concurrently.
- d) The duration of the public hearing assumes that the public hearing is held in-person.
- e) The time for the Board to issue its decision depends upon the capacity of the Board and its staff.

## NWB CONTACT INFORMATION

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:

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](mailto: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: <a href="ftp://nunavutwaterboard.org/">ftp://nunavutwaterboard.org/</a> Username: public Password: registry
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