

Nunavut Water Board - Notes for Use

Standard Form for Annual Reporting Requirements of NWB2 Exploration Water Licenses

Under the terms of your water licence issued by the Nunavut Water Board ("NWB") for the use of water and the disposal of waste into water associated with mineral exploration (NWB2 Licenses), Licensees are required to submit to the NWB an Annual Report no later than March 31st of the year following the calendar year being reported.

In order to aid the Licensee with the preparation of the Annual Report and facilitate its review by the NWB, Licensees are **required** to use the following form.

Recommendation and Helpful tips for use:

Metric units shall be used to report any relevant data.

How to Add additional space within Text boxes - Right click mouse on the row number (directly to the left of your screen) which falls within the text box range and click insert. **Do not drag or drop text box to modify size of the text box because formatting will not be maintained and data will be lost.** If you have large amounts of data recommend adding additional worksheets. Go to the help menu for

Electronic versions should be submitted in Adobe to ensure protection of your information. If you do not have shortcut keys to save as a PDF. Go to print menu . Choose to print "Entire Worksheet" then select printer option Adobe PDF and you will be prompted to save the document as a PDF document. Reminder ensure you have saved your document in Excel so that future changes can be made.

Modify the Header - Select "View" then "Header" from the main menu. Select "Custom Header" and change to reflect the valid Water Licence

Textboxes denoted with * are optional.

Annual Reports shall be submitted by either fax, mail or email in adobe acrobat or Excel format to:

Nunavut Water Board
c/o Manager of Licensing
P.O. Box 119
Gjoa Haven, NU X0B 1J0
Tel: 867-360-6338
Fax: 867-360-6369
Email: licensing@nwb-oen.ca