



Standard Outline for Management Plans

The Land and Water Boards of the Mackenzie Valley commonly require management plans as conditions of land use permits and/or water licences. This document provides an outline that will assist proponents in preparing management plans in a consistent way for all types of projects and allow reviewers to more easily locate specific information - which will in turn facilitate a more efficient review and approval process.

A management plan is a regulatory tool that contains detailed information about a particular aspect of a project so that all parties will understand how the proponent will manage that aspect and achieve specific objectives, usually related to mitigating or preventing environmental impacts or effects (e.g. erosion control, ammonia, or water management). It is a formal, approved document that outlines assumptions, decisions, and major milestones. This Standard does not apply to plans for which specific guidelines exist¹.

The level of detail required in a management plan will ultimately be determined by the Board, but should be sufficient to ensure that all parties understand how the particular aspect of the project will be managed. Generally, management plans for projects that are relatively small require less detail than plans for larger, complex projects. The review and approval process allows stakeholders to provide input regularly to ensure the management plan is achieving its objectives and utilizing best practices.

1. PLAIN LANGUAGE SUMMARY

This section should state the overall purpose of the plan and a summary of the key features of the plan using non-technical language.

2. REVISION HISTORY & CONFORMITY TABLE

This section should list the dates on which every version of the plan has been submitted to the Board as well as outline the notable revisions compared to the previous version. This section should also provide a table showing where the plan addresses permit and licence conditions, and if necessary, a separate section for how the plan has addressed directives from the Board if revisions were required. For management plans that are harmonized to meet the needs of the Board and another agency (e.g., the National Energy Board), this section should include this information.

3. TABLE OF CONTENTS

4. GLOSSARY & ACRONYMS

¹ The Land and Water Boards have approved guidelines for the preparation of Engagement Plans, Spill Contingency Plans, Waste Management Plans, and Closure and Reclamation Plans.

5. INTRODUCTION & BACKGROUND

This section should address, at a minimum, the following topics:

- objectives of the plan
- what other plans and/or reports are directly linked to the plan; and
- the individuals or department responsible for updating and implementing the plan.

6. MAIN BODY OF THE MANAGEMENT PLAN

There should be one or more sections which explain the company's plans and how these will achieve the objectives. This would include documenting assumptions, decisions, any construction and associated scheduling, and any uncertainties and how they are being addressed. All information required to support decisions should be included in the management plan and appropriate references should be included if the information is presented in other management plans, reports, or studies. Any areas of uncertainty (e.g. unproven technology) should be detailed with the proposed methods to assess it. The level of detail required in the main body of the management plan will depend on the potential severity of the environmental effects, the scale of the project, reviewers' concerns, and the complexity of the issue.

7. MONITORING & EVALUATION

- a) All performance, environmental, and/or compliance monitoring related to the plan should be described along with identifying which individuals or departments are responsible for carrying it out. Describe links to Surveillance Network Program (SNP) and Aquatic Effects Monitoring Programs (AEMPs).
- b) A description of how the management plan will be evaluated to ensure its effectiveness should be included along with the frequency and triggers for when the plan will be updated.

8. CONTINGENCIES

This section should outline what contingencies have been identified to address non-compliance issues on site, unforeseen circumstances, or natural events.

9. REFERENCES

10. APPENDIX A - STANDARD OPERATING PROCEDURES

This section is not for Board approval and is at the discretion of the company whether they include a list of all relevant standard operating procedures or the actual standard operating procedures themselves.