

Land and Water Boards of the Mackenzie Valley



User Manual for the Online Review System



Updated on January 10, 2022

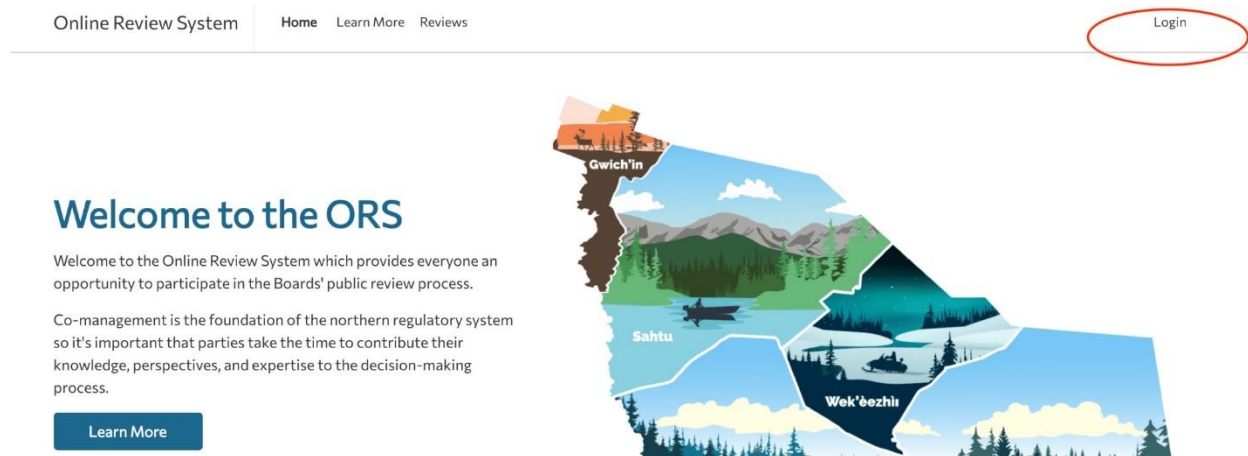
Table of Contents

1.0	Introduction	3
2.0	Account Registration and Activation	3
3.0	Searching the Online Review System.....	5
3.1	Related Review Items	6
4.0	Items for Review / Information Requests	6
5.0	Adding Comments / Responses / Requests	9
5.1	Add more written/audio comments	10
5.2	Additional tips for completing an Excel table so that it uploads correctly:	10
6.0	Adding Responses (Proponents)	10
7.0	Online Comment Editor	11

1.0 Introduction

This document contains guidance for Parties on how to use the [Online Review System](#) to review and/or comment on any submission that is undergoing a public review (e.g., a new application, management plan, study, or report).

Please note: The ORS is currently set up to work on Google Chrome, but in the future, it will be compatible with Microsoft Edge, and Safari.



2.0 Account Registration and Activation

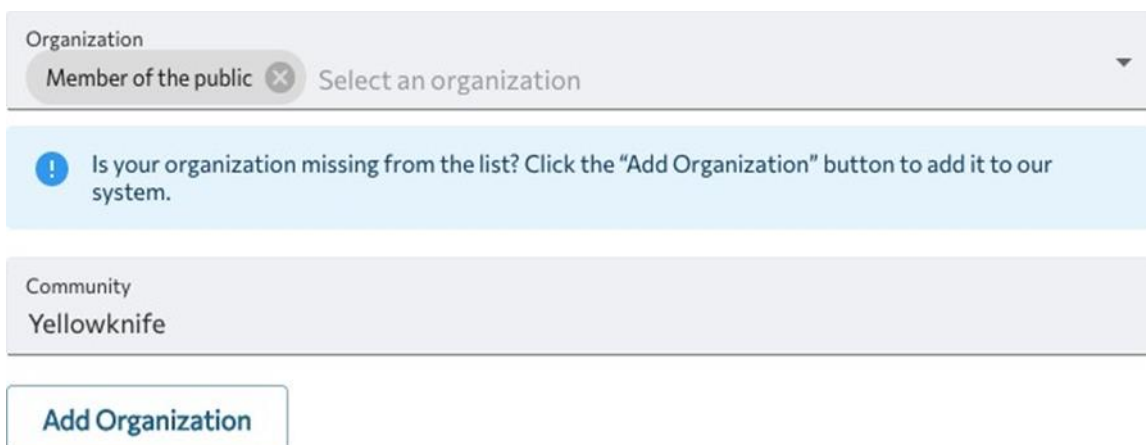
The Online Review System page is publicly accessible; however, to submit or edit comments or responses, users must register and obtain a username and password. Click **Login** to enter your credentials or **Create an Account**. If you forgot your password, please click **Forgot Password**, and complete the steps to reset your password.

On the registration page, please enter your organization. This organization will show beside your name when you add comments/responses in an item for review.


Users that work for or represent more than one organization can select multiple organizations. If an organization isn't in the list, there is an ability to add one using the 'Add Organization' button as seen below.


The screenshot shows a user interface for selecting an organization. It features a dropdown menu labeled "Organization" with "92 Resources Corp." selected and a "Select an organization" placeholder. Below the dropdown is a light blue informational box with an exclamation mark icon and the text: "Is your organization missing from the list? Click the 'Add Organization' button to add it to our system." At the bottom of this box is a button labeled "Add Organization".

Any user who doesn't want to be affiliated with an organization, please select a **Member of the public** and identify your community as show below.



Organization

Member of the public  Select an organization

 Is your organization missing from the list? Click the "Add Organization" button to add it to our system.

Community

Yellowknife

Add Organization

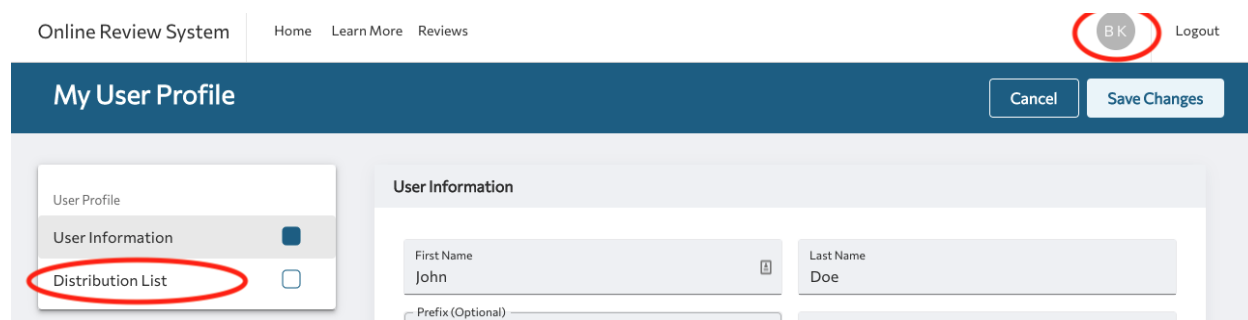
Account Activation


Once registration has been completed an email will be sent to the email address used during registration. The email contains a link to fully activate the account and the link only lasts for **72 hours**. Please check your spam/junk folder if the activation email isn't received. If the activation email doesn't arrive within 15 minutes of activation, please email webmaster@onlinereview.ca.

Profile Settings

After account activation is complete, contact a Board staff member¹ who will add distribution list into the profile to ensure all the necessary email notifications are received. This option is not available when signing up and must be done by a Board staff member after the account has been activated. Notifications will come from the [ORS webmaster](#). Please ensure the ORS webmaster address is added to your email account's safe list so notifications do not end up in the spam/junk folder.

The Settings tab allows for updating contact information, viewing distribution lists that have been added, the frequency of reminders about reviews, and view any response deadlines. Each Item for Review will specify the Board staff that are leading it. Please contact them directly with any concerns, or if notifications are missing.



Online Review System Home Learn More Reviews  Logout

My User Profile Cancel Save Changes

User Profile

User Information ☒

Distribution List ☐

User Information

First Name: John

Last Name: Doe

Prefix (Optional):

¹ Contact Us pages: [MVLWB](#), [WLWB](#), [SLWB](#), [GLWB](#).

Distribution List

You are on the following distribution lists:

- ☒ Board staff Test

When should the online review system notify you?

- ☒ When an item for Review is created
- ☒ When a Reviewer responds
- ☒ When a Proponent responds

Would you like to be notified about upcoming review deadlines?

Upcoming Reviewer Deadlines


- ☐ 1 day before
- ☒ 3 days before
- ☐ 5 days before
- ☐ 7 days before


Upcoming Proponent Deadlines

- ☐ 1 days before
- ☒ 3 days before
- ☐ 5 days before
- ☐ 7 days before

3.0 Searching the Online Review System

There are four new ways to find what you are looking for on the Online Review System.

Online Review System Home Learn More Reviews 

 Mackenzie Valley Land and Water Board (MVLWB)

Public Review

View draft, active and completed items for review. You can also filter items for review by date and status.

1 **All**

MVEIRB

MVLWB

WLWB

SLWB

GLWB

2

3 **Filter** X





Status: Active

Type: Information Request

Date Range: Last 6 months

Proponent: All

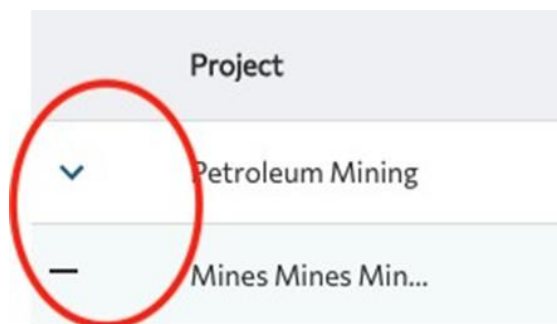
Showing 1 public reviews

Project	Proponent 	Item for Review / Information Request	Review Due 	Status 
> Petroleum Mining	Test Organization	Crude Oil Extract	April 28, 2021	Active 

1.	Board	By Board	Includes the four LWBs and Review Board
2.	Search Bar	By Project Name	A-Z, Z-A
		By Project Description	
3.	Filter	By Status	Active - Completed
		Type	Information Request/Item for Review
		By Date	Nearest date - Farthest date
		By Proponent Name	A-Z, Z-A
4.	Sort	By Proponent Name	A-Z, Z-A
		Review Comment Deadline	Nearest date - Farthest date
		Status	Active - Completed

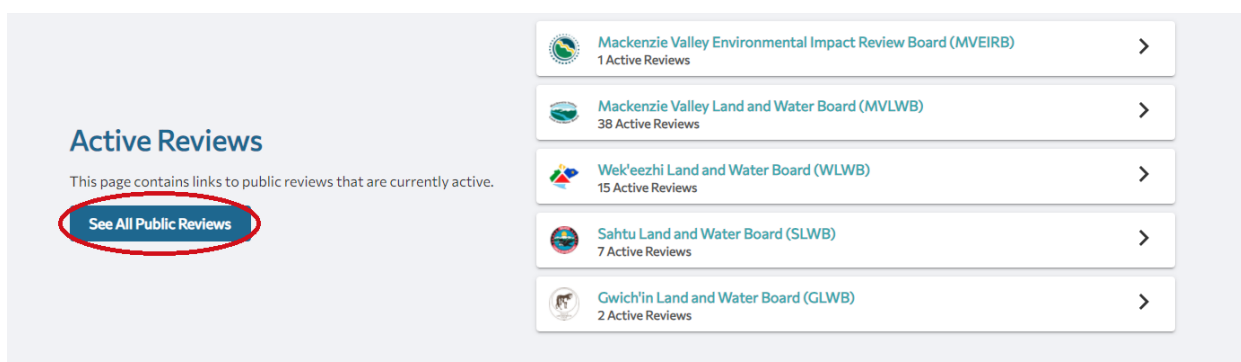
3.1 Related Review Items

If a public review is related to past reviews that may be helpful in understanding the current submission under review, they will be available by selecting the arrow sign as seen below:



4.0 Items for Review / Information Requests

- To find out what reviews are underway, log in and scroll down to Active Reviews. **Select See All Public Reviews.** This will populate the full list for all Boards.



Public Review

You can view all items for review or reviews for a specific Board. You can also filter reviews by status, type, date, and proponent.

All	MVEIRB	MVLWB	WLWB	SLWB	GLWB	Search by Project Name, Title, File #	Filter
Showing 12 public reviews							
Project	Proponent	Item for Review / Information Request	Comments Due	Responses Due	Status		
Draft - Guidelines for Preliminary Sc...	Mackenzie Valley...	Guidelines for Preli...	Feb 24, 2022	Feb 25, 2022	Active		
Mon Gold Project	New Discovery ...	Structure Descripti...	Jan 19, 2022	Feb 2, 2022	Active		
Yellowknife City Gold Project	Gold Terra Resou...	Permit Amendment...	Jan 25, 2022	Feb 1, 2022	Active		
Giant Mine Remediation Project	DIAND-GIANT	Non-Hazardous Wa...	Jan 18, 2022	Feb 1, 2022	Active		
Giant Mine Remediation Project	DIAND-GIANT	Aquatic Effects Mo...	Jan 18, 2022	Feb 1, 2022	Active		
Sambaa K'e First Nation	Sambaa Ke First ...	SKFN - Design and ...	Jan 18, 2022	Feb 1, 2022	Active		
Sambaa K'e First Nation	Sambaa Ke First ...	SKFN - Design and ...	Jan 18, 2022	Feb 1, 2022	Active		
Loki Diamond Project	North Arrow Min...	Two-Year Extensio...	Jan 24, 2022	Jan 31, 2022	Active		
Kennady North Project	Kennady Diamon...	Land Use Permit Ex...	Jan 25, 2022	Jan 31, 2022	Active		
GGL Resources Corp.	GGL Resources C...	Land Use Permit Ap...	Jan 20, 2022	Jan 27, 2022	Active		
Ekati	Arctic Canadian ...	Interim Closure and...	Jan 20, 2022	Jan 27, 2022	Active		
Ekati	Arctic Canadian ...	Point Lake Draft W...	Jan 13, 2022	Jan 25, 2022	Active		

- To view the item on the Public Registry, click the hyperlinked **File Number**.

Item Distributed

December 30th at 08:00

[View List](#)

[Redistribute Review](#)

Review Comments Due

January 20, 2022

Proponent Responses Due

January 27, 2022

File Number

[W2021C0012](#)

Permit/Licence/EA

Permit

Activity

Mining Exploration

Staff Contacts

✉ [Anneli Jokela](#)
8647654588

✉ [Roberta Judas](#)
8677132500

Proponent Contact

✉ [David Kelsch](#)

- Understand what submission(s) is/are under Review:

Crown Consultation

The Crown relies on the Board's process as the primary means to fulfill its duty to consult with Indigenous Peoples and, if appropriate, accommodate potential adverse impacts to asserted or established Aboriginal and/or Treaty rights resulting from any decisions by the federal government, territorial government, or Board in relation to this review item.

[Read More](#)

Review Sections

Overview

Documents

Comments

Print This Review Item

Location

+

-

Info

This public review is currently accepting comments. The comment period will close in 50 days on February 24, 2022.

Overview

Item Description

The Review Board invites your comments and recommendations on draft Guidelines for Preliminary Screeners, December 2021. This document has been prepared collaboratively, using existing guidance material, the outcomes of a workshop, working group discussions, and review opportunities by screeners.

These Guidelines provide assistance to screeners on conducting effective preliminary screenings. Individuals or organizations who participate in preliminary screenings may also find these guidelines informative, however, the preliminary screeners are the primary audience of these Guidelines.

Item Distributed

December 21st at 15:15 [View List](#)

Review Comments Due

February 24, 2022

Proponent Responses Due

February 25, 2022

File Number

[Guidelines](#)

Permit/Licence/EA

Other

Activity

Communications

Staff Contacts

✉ [Mark Cliffe-Phillips](#)

8677667055

✉ [Chuck Hubert](#)

8677667052

Proponent Contact

✉ [Chuck Hubert](#)

This Item for Review has no related reviews

- If a deadline has been extended, a small clock icon will appear next to the due date (either **Review Comments Due** or **Proponent Responses Due**). Hovering over the clock icon will indicate the original posting data and the extended date.

Review Sections

Overview

Documents

Comments

Print This Review Item

Location

+

-

Info

The comments due date has passed and this item is currently under review.

Overview

Item Description

Imperial Oil Resources NWT Limited (the Applicant) submitted Norman Wells Operations 2020 Annual Water Use Report on March 18, 2021. This Annual Report is required by Water Licence S13L1-007, Part B, Condition 13.

Although formal approval of this Annual Water Licence Report is not required under the Licence, the Board must be satisfied that the Licensee has met the requirements of the Licence.

Using the Online Review System (ORS), reviewers are invited to submit comments and recommendations on the documents linked below by the review comment deadline specified. If reviewers seek clarification on the submission, they are encouraged to correspond directly with the Applicant before submitting comments and recommendations.

All documents that have been uploaded to this review are also available on our public Registry. If you have any questions or comments about the ORS or this review, please contact the Board staff identified below.

Item Distributed

November 17th at 15:15 [View List](#)

Review Comments Due

December 8, 2021

Proponent Responses Due

January 17, 2022

File Number

[S13L1-007](#)

Permit/Licence/EA

Licence

Activity

Industrial - Water

Staff Contacts

✉ [Bonnie Bergsma](#)

8675982413

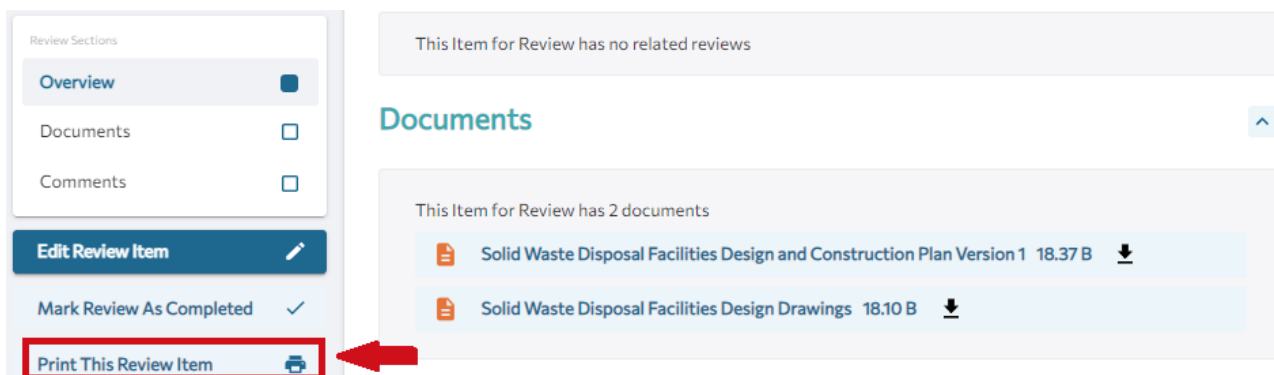
✉ [Fatima Youssef](#)

6475269640

Proponent Contact

✉ [Benjamin Fraser](#)

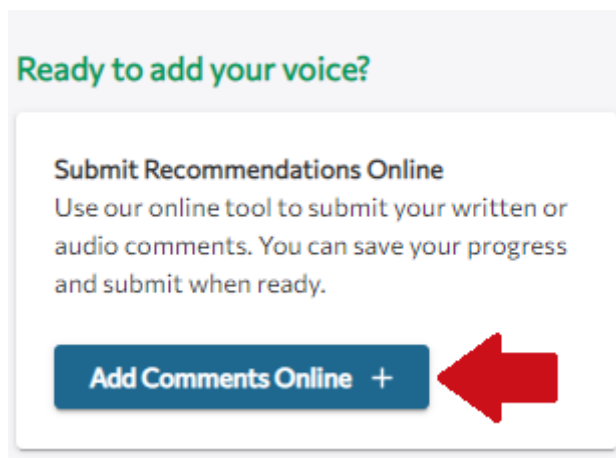
- To see any changes to a review that were made since it's initial distribution scroll to the bottom of the Overview page or select documents or comments from the lefthand menu.
- To print an item, select **Print This Review Item** from the lefthand side of the screen. The entire item will be printed in a Print-Friendly format. This will include all expanded comment and response tables.



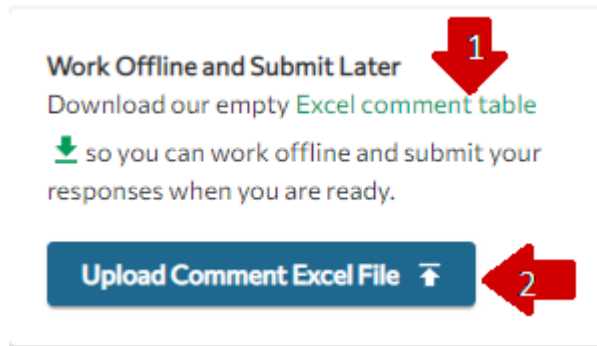
5.0 Adding Comments / Responses / Requests

There are two ways to submit comments: using a pre-formatted LWB Excel comment table or the Online Comment Editor.

1. **Add Comment Online:** To add comments/responses online via an internet connection click the **Add Comment Online** button. Written and audio comments are both submitted through this field. Comments can be saved as a draft and submitted at a later date. If you have comments sitting in draft mode, you will receive a reminder notification one day before the comment due date.



2. **Work Offline and Submit Later:** To work offline and upload comments later, first download the empty **Excel comment table**, then upload the comment table once you have an internet connection again. Please note, the pre-formatted structure of the LWB's **Excel comment table** must be maintained to upload it. If columns have been added or removed, the system will not accept the file. Please download a new **Excel comment table** and try again.



5.1 Add more written/audio comments

To add an additional comment, click the “Add Comment Row” button. To add an audio comment, click the “Add Audio Comment” button.

5.2 Additional tips for completing an Excel table so that it uploads correctly:

- Contents of Excel cell should be letters only. Do not include bullets or dashes or other non-letter symbols in the Excel cells as these can cause difficulties with the Excel upload.
- Pick a single Excel table author if there are multiple contributors. Having one author compile the Excel table reduces the chance of errors that can occur when there are multiple contributors cutting and pasting information into the same Excel table.
- If you are having trouble with the Excel upload, it may save time to simply add each comment row from the Excel table individually, rather than repeated failed attempts to upload the table with unknown errors.

6.0 Adding Responses (Proponents)

If you are unable to add responses, please confirm with the Board staff member identified in the Item for Review that you have been given permission to respond on behalf of the organization for this Item for Review. In the Review Summary section of the Item for Review is the **Ready to Respond?** section for the relevant reviews. After clicking the **Submit Your Responses Online** button, proponents must select the ‘**I Understand**’ button from the popup, then a dropdown will populate. Only those who have permission to comment will be found in the dropdown.

Ready to Respond?

Submit your Responses online

Use our online tool to submit your responses.

Submit Your Responses Online +

Work Offline and Submit Later

Begin by [downloading all comments as Excel here](#) ↓ so you can work offline and submit your responses when you are ready.

Upload Completed Excel File ↑

7.0 Online Comment Editor

Text can be typed or pasted into the comment/response (or preamble/request boxes for an information request) boxes or pasted in. It is encouraged that reviewers provide as much information as possible and fill both fields. For details on each item in the image below (indicated by a number), see the bullets below.

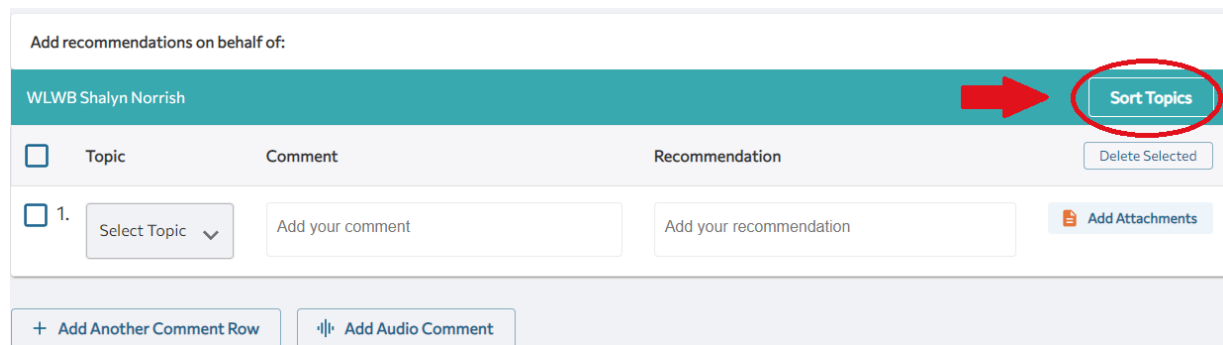
1. Save as a draft and share with colleagues.

Comments and responses can be saved as a draft and submitted later. If the draft comments/responses are left in draft mode, a reminder notification will be sent one day before the deadline.

To collaborate with a colleague, click **Share Draft** and a link will be generated that will provide direct access for others to edit/delete comments.

2. Sort comments by topic.

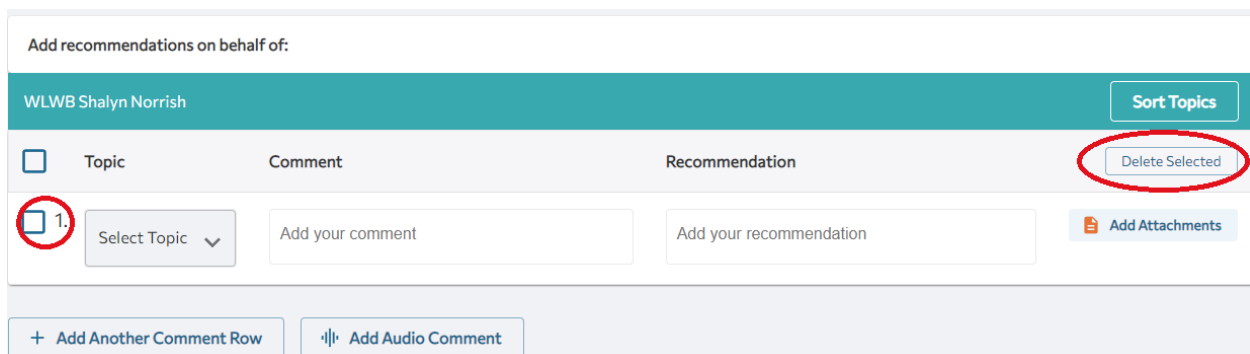
If multiple different topics are indicated in the comments table, they can be grouped by clicking “Sort Topics” which will pull together similar topics alphabetically.



The screenshot shows a web form titled "Add recommendations on behalf of:" with the name "WLWB Shalyn Norrish" entered. Below the name bar, there is a table with columns: "Topic", "Comment", "Recommendation", and a "Delete Selected" button. The first row of the table has a checkbox, the number "1.", a "Select Topic" dropdown menu, a text input field for "Add your comment", a text input field for "Add your recommendation", and an "Add Attachments" button. At the bottom of the form, there are two buttons: "+ Add Another Comment Row" and "Add Audio Comment". A red arrow points from the "Sort Topics" button in the top right corner to the "Delete Selected" button in the table header.

3. Delete a comment or a set of comments.

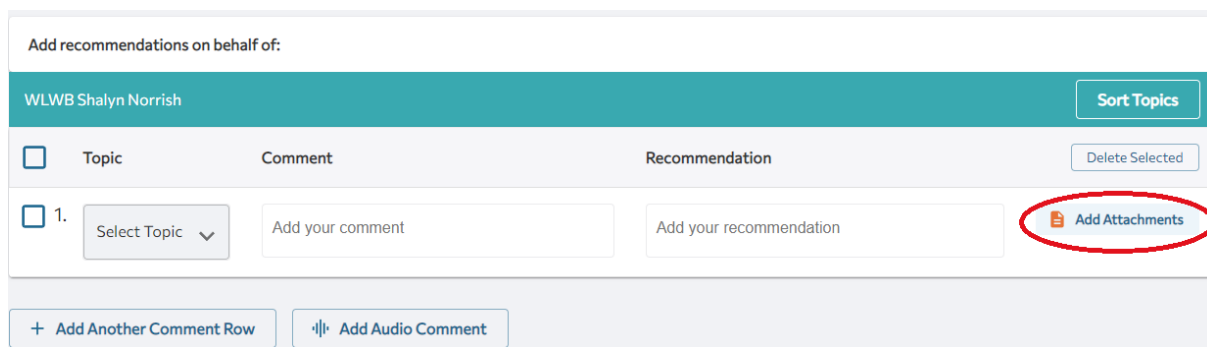
Single comments can be deleted by selecting the checkbox and clicking the “Delete selected” button. To batch delete several or all comments, select all relevant comments at once.



This screenshot is similar to the previous one, but the "Delete Selected" button in the table header is circled in red. Additionally, the checkbox in the first row of the table is also circled in red.

4. Add an attachment to comments.

Users have the option to attach a document (i.e., supplemental information) to a specific comment or recommendation. Click “Add Attachments” to upload and name the file. The comment number will automatically be appended to the file name. Please note that any document submitted to the ORS becomes part of the public record.



This screenshot is similar to the previous ones, but the "Add Attachments" button in the first row of the table is circled in red.

Add Attachments

Drag and Drop your files here...
Or click here to select files from your computer

Image.Png

Attachment Name

Comment-01-

Type in name here

Cancel

Upload Files

Page 13 of 13