

# MVLWB

## Document Submission Standards March 1, 2012

Mackenzie Valley Land and Water Board  
Gwich'in Land and Water Board  
Sahtu Land and Water Board  
Wek'èezhìi Land and Water Board



*Mackenzie Valley Land and Water Board*



## 1.0 Introduction

The Mackenzie Valley, Wek'èezhii, Gwich'in, and Sahtu Land and Water Boards (the Boards) receive over 1000 documents each year related to land use permit and water licences. These documents (including applications, management plans, and reports) are in turn filed, posted to our online registries, and often redistributed for review.

*Document Submission Standards* outlines the formats, specifications, and copy requirements for documents submitted to the Boards, with the goal of improving the consistency and efficiency of the submission and review process.

## 2.0 Document Submission Standards

Proponent submissions: applications, management plans, and reports:

- ◇ Any accompanying cover letter should be included at the front of the hard copy and any electronic version.
  - ◇ For existing permits and licences, the cover letter should state which permit or licence condition it is being submitted under.
  - ◇ Please reference the application number (if known) in your correspondence.
  - ◇ Electronic documents may be submitted in Microsoft Word, Microsoft Excel, or Adobe PDF format. When submitting documents in Adobe PDF format, please note the following:
    - PDF security settings must allow printing of the document and the merging and extraction of PDF pages.
    - PDF documents must be searchable so that document text can be searched, selected, copied, and pasted.
    - Documents should be optimized to the smallest file size possible.
    - Save documents in the newest software version available. (See sidebar for more tips on saving Adobe files.)
- ◇ Documents requiring a signature (such as an application form) may be submitted as a signed hard-copy, electronically by scanning the signature page, or by including an electronic signature.
  - ◇ Prior to making a submission, proponents should always contact Board staff to determine the number of copies required. Although the required number of copies varies according to each circumstance, typical practices are as follows:
    - The Boards require that submissions greater than 10MB or 50 pages include 3 printed hard copies in addition to an electronic copy (CD, DVD, or email). A convenient way of doing this is by attaching a CD sleeve to the hard-copy document.
    - Smaller submissions (e.g., under ten pages) may be submitted by fax if necessary.
  - ◇ When submitting large electronic documents (i.e., over 20MB), break the document down into sections of no more than 20MB each, with a table of contents related to the sections. The table of contents must be editable so that Board staff can add hyperlinks to the document sections on the Public Registry. This is to ensure that communities and organizations with low internet speeds can access all documents on our online Public Registries;
  - ◇ When submitting files created in EXCEL, please submit the EXCEL version. If there are multiple worksheets in the EXCEL file, please submit a PDF version of each sheet.

### Tips on Saving Adobe PDF Files

- Use File | Save As within Acrobat rather than a simple save. This optimizes the document for web streaming so that the first page of the document is visible online long before the entire document has downloaded.
- Use the Reduce File Size option under Acrobat's Document menu.
- For more help, do a web search for 'PDF Optimization' or visit <http://www2.carleton.ca/ccms/news/pdf-optimization/>.