

ROLES AND RESPONSIBILITIES – COMMUNITY WATER AND WASTEWATER MANAGEMENT

Organization	Roles and Responsibilities	Description
Community Government	Provide for a safe community	Community governments are responsible to maintain safe communities for their residents. Specifically, sec. 3 of the <i>Hamlets Act</i> obligates the Council to provide the services, products and facilities considered necessary or desirable for part of the municipality. This includes safe drinking water and sewage and solid waste disposal.
	Maintain a valid water licence (i.e. does not expire) and comply with its terms and conditions	A water licence is a legal authorization enabling the community government to use water and deposit waste that may re-enter a water body. Water licence requirements include reporting on water usage, sampling and analysis of wastewater, reporting results and implementing approved sewage treatment and solid waste operations and maintenance plans and a spill contingency plan.
	Provide safe drinking water	Water treatment plant operators ensure the filtration and disinfection processes are functioning properly, perform regular and annual sampling, test and record treated water quality, report results to the Regional Environmental Health Officer (EHO), perform treatment system checks and report any unsafe water. Water treatment plant log sheets are provided to the EHO each week. Community governments ensure plant operators are trained and certified to the class level of the plant they are operating.
	Provide for the safe disposal of sewage and solid waste	The collection of residential sewage and garbage, and the safe operation of the sewage lagoon and landfill is the responsibility of the community government. This includes sampling wastewater to ensure it meets standards specified in the licence, operating the facilities in a safe manner and implementing sewage lagoon and landfill operations and maintenance plans as required by the water licence. Fulfilling these obligations helps to maintain public and worker health and safety and protect the environment. Community governments are responsible for the collection, transportation and disposal of their hazardous waste.
	Provide safe working conditions for employees and contractors	As an employer, the community government is responsible under the <i>Workers Compensation Act</i> to ensure programs are in place to protect the health and safety of community workers and contractors. The workers' supervisors are responsible for ensuring proper training, instruction and safety equipment is provided for workers under their direction.

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Inuvialuit Water Board	Issue and monitor Class B water licences to community governments	Water licences are issued by the Inuvialuit Water Board under the <i>Waters Act</i> . A water licence is an authorization for the community to withdraw water and deposit waste in a manner that does not pose a risk to nearby waterbodies or groundwater. The licence terms and conditions stipulate the amount of water that may be taken from a water source each year and the condition of sewage before it can be released back into the environment. Other terms and conditions apply to the operation, maintenance, modification, closure and reclamation of water treatment, sewage disposal and landfill facilities. The Chairperson of the IWB approves decisions of the Board to issue Type B water licences. The IWB maintains a Public Register of all licences and related documentation.
	Provide reference information related to water use and sewage and solid waste management	The IWB has developed templates with regard to annual reporting, standardized licence terms and conditions and hazardous waste management plans. IWB policies, guidelines, procedures and frequently asked questions (FAQs) can be viewed at http://www.inuvwb.ca/guidelines.html . The IWB will provide draft templates for use in the Inuvialuit Settlement Region. Other draft templates can be viewed at https://mvlwb.com/resources/policy-and-guidelines .
	Support efforts to raise awareness of water use and wastewater management and contribute to the building of community capacity	Community workshops have been sponsored since 2008 to promote the exchange of information and enhance capacity among community Works Departments and Senior Administrative Officers. A commitment by the IWB to provide operation and maintenance and spill contingency plan templates, FAQs, clarification of roles and responsibilities and contact lists on the web site is being implemented.

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Environment and Natural Resources	Source water protection	ENR works with communities to develop and implement community-based monitoring of source waters. Support is provided for water sampling and related equipment training, logistical support and limited financial support, often through proposal writing.
	Cumulative Impact Monitoring Program	ENR's Cumulative Impact Monitoring Program (CIMP) monitors cumulative impacts and environmental trends related to water quantity and quality, as well as fish.
	Support community-based source water protection initiatives	ENR is working with partners to develop a program for the coordinated transportation and disposal of hazardous waste. The program would coordinate the logistics and procurement of disposal services. Community governments would be responsible for the collection, transportation and disposal of their hazardous waste. Technical guidelines have been developed for the management of various hazardous wastes. These can be viewed at http://www.enr.gov.nt.ca/programs/hazardous-waste . Limited funding is available to assist community governments, schools, organizations, businesses and individuals recycle solid waste. Program information can be viewed at http://icarenwt.ca or information obtained by emailing nwtrecycle@gov.nt.ca .
	<i>Waters Act</i> and water licence compliance and enforcement	The Minister appoints inspectors under sec. 35(1) of the <i>Waters Act</i> . Inspectors have authority to inspect water, wastewater and solid waste facilities and enforce the provisions of the <i>Waters Act</i> , including ensuring compliance with water licence terms and conditions.
	Provide expert technical and scientific advice to Boards	Water, hazardous waste and solid waste specialists provide advice to the IWB at various times during the water licensing process. They also review and provide advice on the operations and maintenance plans, spill contingency plans and facility closure and reclamation plans, as well as other specific studies required by the water licence.
	Provide analytical and laboratory services	The Taiga Laboratory supports community governments' water licence compliance activities. Chemists provide analytical and laboratory services and provide sample bottles, labels, forms and shipping containers to licenced communities.

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Municipal and Community Affairs	Work with community governments to support the needs of residents	MACA’s Establishment Policy describes the Minister’s roles and responsibilities in respect to activities of community governments. Under sec. 6(2)(e) of the Policy, the Minister is responsible for ensuring adequate legislative, administrative and financial standards for programs and services provided by community governments are developed and maintained. These programs and services include the provision of water collection and treatment and disposal of sewage and garbage. Sec. 157 of the <i>Hamlets Act</i> also obligates the Minister to notify the Council if the municipal corporation fails to perform a duty required of it by this or any other Act – in this case the <i>Waters Act</i> .
	Provide training, certification and support	Training and certification courses are offered through the School of Community Government. The water and waste program offers training in water distribution, water treatment plant (WTP) operations, wastewater collections, wastewater treatment operations and solid waste management. Information on School of Community Government programs can be viewed at http://www.maca.gov.nt.ca/home/for-community-governments/school-of-community-government/about-the-school/ .
		MACA also delivers a Circuit Rider program. The Circuit Rider program offers hands on training and support to WTP operators. Circuit Rider communities receive 1 – 4 visits a year based on need and available resources. If your community is not currently receiving Circuit Rider visits and you believe that your water treatment plant operator would benefit from this program please advise your Regional MACA Office. Training and support resources are available on the MACA’s Operator’s Corner at http://www.maca.gov.nt.ca/home/for-community-governments/operators-corner/ .
	Provide water, sewage and solid waste operations and maintenance funding	MACA provides funding to support community governments with the provision of community government programs and services. The Operations and Maintenance Funding Policy designates how funding is allocated to each community for programs and services.
		The Water and Sewer Services Funding Policy guides the allocation of additional funding to eligible community governments to assist in the provision of water and sewer services. This funding is for operational costs only.
	Provide Capital Funding	Communities receive capital funding through the Community Public Infrastructure (CPI) Fund, as well as through Federal Programs, such as Gas Tax Fund and the Small Communities Fund to support infrastructure projects in communities including drinking water, wastewater and solid waste management.

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MACA (continued)	Provide in-house technical and engineering support and assistance	<p>Engineering and project management assistance may be provided in partnership with Public Works and Services. Examples include undertaking reviews of facility operations, optimization and troubleshooting; assisting in reviewing design drawings and engineering reports, drafting terms of reference for studies and writing the water licence annual report; supporting the sampling of Surveillance Network Program (SNP) stations and developing operations and maintenance plan templates.</p> <p>Assistance may also be provided to communities to prepare a water licence renewal application or where unforeseen measures are required to comply with licensing requirements.</p>
	Provide reference information	<p>MACA has developed a variety of information to support community government planning. Dropdown menus on the department web site under the 'Community Governments' tab provide a community government toolkit and reference materials on water, wastewater, solid waste and the School of Community Government. This information can be viewed at http://www.maca.gov.nt.ca/.</p> <p>The <i>Guidelines for Municipal Solid Waste Facilities</i> outlines the planning, design, operation and maintenance of these facilities. Following the Guidelines provides protection for surface and groundwater. A copy can be viewed at http://www.maca.gov.nt.ca/wp-content/uploads/2012/03/MACA_Community-Ops_Municipal-Solid-Waste-Guidelines_2003.pdf.</p>

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Health and Social Services	Provide support for drinking water sampling and testing	H&SS provides water treatment plant operators with the necessary supplies (bottles, forms, bags and labels) for sampling treated drinking water. In some cases, communities are provided with onsite bacteria water test systems (i.e. Colilert system) and supplies to operate the testing system. Environmental Health Officers (EHO) review the weekly Log Sheets and bacteria test results provided by water plant operators. The sheets provide daily test results for free chlorine, total chlorine and water turbidity. EHO responds to any positive results (total coliform, ecoli) and contacts the operators to resample and take necessary actions.
	<i>Public Health Act</i> regulatory compliance and enforcement	<p>The <i>Public Health Act</i> and <i>Water System Regulations</i> require all surface water used by communities for drinking meet the <i>Guidelines for Canadian Drinking Water Quality</i> and plant operators are certified to the level of their water treatment plant classification. EHOs travel to communities a minimum of two times each year to inspect drinking water systems to ensure water quality guidelines are being maintained. Boil water advisories can be issued where the treated water is not considered to be safe.</p> <p>EHOs inspect community wastewater and solid waste facilities at least once each year.</p> <ul style="list-style-type: none"> • Wastewater facility – general inspection for berm breaches, bank erosion, escaping effluent, spills, pre-treatment of industrial waste, site fencing and provision of safety equipment for workers. • Solid waste facility – site fencing, escaping leachate, separation of hazardous from solid waste.