



7<sup>th</sup> Floor - 4922 48th Street,  
P.O. Box 2130, Yellowknife NT X1A 2P6

Tel: 867-669-0506 Fax: 867-873-6610  
www.mvlwb.com

### Staff Report

<b>Applicant:</b> Town of Hay River – Porritt Landing	
<b>Location:</b> Hay River, NT	<b>File Number:</b> MV2018L7-0002
<b>Date Prepared:</b> July 13, 2020	<b>Date of Board Meeting:</b> July 23, 2020
<b>Subject:</b> 2019 Annual Water Licence Report – Porritt Landing	

#### 1. Purpose

The purpose of this Report is to present to the Mackenzie Valley Land and Water Board (MVLWB/the Board) the 2019 Annual Water Licence Report (2019 Annual Report) submitted by the Town of Hay River (Town) for their operations at Porritt Landing, and to fulfill Part B, condition 16 and Schedule 1, condition 1 of Water Licence MV2018L7-0002 (Licence).

#### 2. Background

- February 7, 2019 – Issuance of Licence MV2018L7-0002;
- June 2, 2020 – 2019 Annual Report received;
- **July 23, 2020 – 2019 Annual Report presented to the Board for information;** and
- February 6, 2024 – Expiration of Licence MV2018L7-0002.

#### 3. Discussion

The activities at Porritt Landing include dredging at the existing dock to provide adequate water depth for recreational watercraft to safely launch and dock.

On June 2, 2020, the Town submitted the 2019 Annual Report for Porritt Landing to fulfill the annual reporting requirements listed in Part B, condition 16 and Schedule 1, condition 1 of Licence MV2017L8-0004. The Town did not submit a conformity table as part of the 2019 Annual Report.

This submission is not for Board approval; however, it summarizes the activities undertaken during the previous year, including the general results of monitoring activities. Additionally, the Board must be satisfied that the Town has completed the Annual Report in accordance with Licence requirements.

#### 4. Comments

##### Inspection Reports

Board staff note that no Inspection Reports have been submitted by the Government of the Northwest Territories (GNWT)-Water Resources Officer to be filed on the public registry since issuance of this Licence.

## Analysis of Adequacy of Submission

The annual report format does not match the requirements listed in Schedule 1, condition 1 of Licence MV2018L7-0002. The Board may wish to direct the Town that in future, they submit annual reports that more clearly follow the reporting requirements detailed in Part B, condition 16 and Schedule 1, condition 1 of the Licence. To this end, Board staff have created an annual reporting template (attached), like those created for municipal licenses, for the Town to use in future.

Board staff have conducted a conformity analysis of the 2019 Annual Report against the reporting requirements listed in Schedule 1 of Licence MV2018L7-0002, as shown in Table 1 below.

**Table 1: 2019 Annual Report Completeness**

	<b>Components of the Report as required in Part B, condition 16 and Schedule 1, condition 1 of Licence MV2018L7-0002</b>	<b>Board staff analysis of the adequacy of the Report in addressing the component</b>
a)	A summary of the calibration and status of the meters and devices referred to in Part B of this Licence;	Not included.
b)	A summary of engagement activities conducted in accordance with the approved Engagement Plan, in Part B of this Licence, undertaken during the previous calendar year and shall include a brief description of activities planned for the forthcoming year;	Brief summary included on page 3.  In order to fully address this requirement, the Town could include additional detail.
c)	A summary of Construction activities conducted in accordance with Part E of this Licence, undertaken during the previous year calendar year;	Construction timeline included on page 5.
d)	An updated schedule for the undertaking;	Construction timeline included on page 5.
e)	A summary of activities conducted in accordance with the approved Waste Management Plan, required in Part G of this Licence, undertaken during the previous calendar year, including: <ul style="list-style-type: none"> <li>i. A summary of updates or changes to the process for the management of Waste; and</li> <li>ii. Daily, monthly and annual quantities in cubic metres of all solid Waste deposited, identified by location.</li> </ul>	Waste management summary included on page 3.  In order to fully address this requirement, the Town could include additional detail.
f)	A description of any erosion susceptible areas encountered and a summary of activities to prevent or mitigate erosion;	Erosion briefly discussed in Waste Management section on page 3.
g)	A report of the performance of erosion mitigations applied;	Not applicable; no erosion mitigations applied.
h)	A summary of activities conducted in accordance with the approved Spill Contingency Plan, required in Part H of this Licence, undertaken during the previous calendar year, including: <ul style="list-style-type: none"> <li>i. A list and description for all Unauthorized Discharges that occurred during the previous calendar year, including the date, NWT spill number, volume, location, summary of the circumstances and follow-up actions taken, and status (i.e. open or closed), in accordance with the reporting requirements in Part H of this Licence; and</li> <li>ii. An outline of any spill training and communications exercises carried out during the previous calendar year.</li> </ul>	Spill Contingency section included on page 4. No unauthorized discharges occurred, no spill training mentioned.  In order to fully address this requirement, the Town could include additional detail.

i)	Any other details on Waste disposal requested by the Board by November 30 of the year being reported; and	None required.
j)	A summary of actions taken to address concerns, non-conformances, or deficiencies in any reports filed by an Inspector.	No reports filed by an Inspector.

## 5. Public Review

No public review was conducted for the Town’s 2019 Annual Report for Porritt Landing operations.

Based on the conformity analysis presented in Table 1 above, Board staff conclude that the Town largely addressed the annual reporting requirements of Licence MV2018L7-0002, but in order to fully address all requirements listed in Schedule 1, condition 1, the Town could be directed to provide additional detail in future annual reports, by using the annual reporting template prepared by Board staff.

## 6. Security

Not applicable.

## 7. Conclusion

Annual Water Licence Reports are not for Board approval; however, the Board may wish to follow up with the Town based on the information provided in the 2019 Annual Report, and to direct the Town to use an annual reporting template to facilitate complete reporting in future years.

Board staff conclude the 2019 Annual Report, as submitted, is largely in conformity with the requirements of Licence MV2017L8-0004 and that there are no outstanding issues or concerns.

## 8. Recommendation

Board staff recommend the Board **acknowledge the 2019 Annual Water Licence Report** as submitted by the Town of Hay River **to fulfill Part B, condition 16 and Schedule 1, condition 1 of Water Licence MV2018L7-0002.**

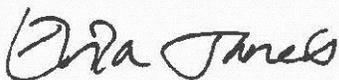
Board staff recommend that the Board direct the Town to use the attached annual reporting template in future years, to facilitate clear and complete annual reporting by the Town.

A draft letter is attached.

## 9. Attachments

- [2019 Annual Report](#)
- MV2018L7-0002 Annual Report Template
- Draft Letter from the Board

Respectfully submitted,



Erica Janes  
Regulatory Specialist