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July 28, 2020

File: MV2018L7-0002

Earle Dumas, Director Projects and Planning
Town of Hay River
100-62 Woodland Drive
Hay River NT X0E 1G1

Sent by email

Dear Earle Dumas:

**Re: Porritt Landing 2019 Annual Water Licence Report - Acknowledgement
Town of Hay River Recreational Undertaking – Water Licence MV2018L7-0002**

The Mackenzie Valley Land and Water Board (the Board) met on July 23, 2020 and reviewed the Town of Hay River's (Town) 2019 Annual Water Licence Report (2019 Annual Report) for the dredging operations at Porritt Landing, submitted to satisfy Part B, Condition 16 and Schedule 1, Condition 1 of Water Licence MV2018L7-0002 (Licence).

The Board hereby acknowledges the 2019 Annual Water Licence Report as submitted.

To facilitate clear and complete annual reporting in future years, an annual reporting template has been developed for this Licence (attached). The Board directs the Town to use this template for future annual reports.

The Board notes and appreciates the Town's efforts to report in accordance with the requirements of Licence MV2018L7-0002. If you have any questions or concerns, please contact Erica Janes at (867) 766-7466 or email ejanes@mvlwb.com.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Mavis Cli-Michaud".

Mavis Cli-Michaud
MVLWB, Chair

Copied to: Distribution List

Attached: Annual Report Template for Licence MV2018L7-0002

Water Licence Annual Report

Reporting year: _____

Town of Hay River – Porritt Landing Dredging Project

Licence #: MV2018L7-0002

Expires: February 6, 2024

Commented [EJ1]: Please use this template to provide information in the grey boxes, as required to fulfill the Licence requirements.

Part B, condition 16: Beginning March 31, 2020, and no later than every March 31 thereafter, the Licensee shall submit an Annual Water Licence Report to the Board. The Report shall be in accordance with Schedule 1, condition 1.

Schedule 1, condition 1: The Annual Water Licence Report referred to in Part B of this Licence shall include, but not limited to, the following information:

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¹ Note that the lettering used in this template corresponds to the lettering of the Schedule in the Water Licence.

a) Calibration and Status of Meters and Devices

A summary of the calibration and status of the meters and devices used for measuring volumes of Water used and Waste Discharged, referred to in Part B, condition 15 of this Licence.

If no meters or devices were used, please indicate so.

b) Engagement summary

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.

Summary of engagement activities conducted during reporting year

Brief description of engagement activities planned for coming year

c) Construction Summary

A summary of Construction activities conducted in accordance with Part E of this Licence, undertaken during the previous year calendar year.

If there were no construction activities, please make note of that. If required, please attach any as-built drawings or reports as an appendix to this report.

d) Current schedule

An updated schedule for the undertaking.

e) Waste Management Activities

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:

i. A summary of updates or changes to the process for the management of Waste; and

Please append the updated Waste Management Plan, if applicable.

ii. Daily, monthly and annual quantities in cubic metres of all solid Waste deposited, identified by location (Table 1). Add additional rows and details as required.

Table 1: Daily, monthly, and annual quantities of solid waste deposited, by location

Month	Date	Location	Daily total volume of solid waste deposited (m ³)	Monthly total volume of solid waste deposited (m ³)
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
TOTALS				
% Increase / decrease from previous year				

Reasons for increase / decrease:

f) Erosion encountered and mitigation activities

A description of any erosion susceptible areas encountered and a summary of activities to prevent or mitigate erosion.

g) Spill Contingency Plan activities

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:

- 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;*

Add additional rows and details as required. Copies of Spill Reports should be appended to this report.

Table 2: Unauthorized discharge details

Date	NWT Spill Number	Substance Discharged	Volume	Location	Circumstances and Actions Taken	Status (open/closed)
					Include details in the space below.	
<u>Add additional details, as applicable:</u>						

- ii. *An outline of any spill training and communications exercises carried out during the previous calendar year.*

Please include any courses taken related to spill prevention, waste management, sampling, etc.

h) Other Details Requested by the Board

Any other details on Waste disposal requested by the Board by November 30 of the year being reported.

If the Board has requested any other details related to Waste disposal, include details in this section with a summary of the outcome(s). Include any attachments as Appendices to this report.

i) Actions taken to address concerns, non-conformances, or deficiencies

A summary of actions taken to address concerns, non-conformances, or deficiencies in any reports filed by an Inspector.

Please detail how the Town of Hay River is addressing any issues. Append pertinent documentation and correspondence to this report.

Other Information

It could be helpful to include or append the following:

- any updates or revisions to the Engagement, Waste Management and Spill Contingency Plans
- details on any upcoming studies/reports that are planned;
- analytical reports of any sediment analysis conducted; and
- any other information that may help the MVLWB and public understand the operation.