

**From:** [Erica Janes](#)  
**To:** [sao@fortprovidence.ca](mailto:sao@fortprovidence.ca)  
**Cc:** [Gavin Olvera](#); [Wendy Bidwell \(Wendy Bidwell@gov.nt.ca\)](mailto:Wendy_Bidwell@gov.nt.ca); [Joshua Gauthier](#); [Velez, Alma](#); [Yates, Greg](#)  
**Bcc:** [Chris Hotson](#)  
**Subject:** Fort Providence annual reporting and SNP sampling  
**Date:** Friday, February 16, 2024 10:28:00 AM  
**Attachments:** [Ft Providence - letter from Board staff re annual reporting and SNP sampling - Feb16\\_24.pdf](#)

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Hello Susan,

Please see the attached letter with a reminder about upcoming annual reporting, and an offer of support from Board staff for SNP sampling this year.

Look forward to talking with you,

Erica

Erica Janes  
Regulatory Specialist  
Mackenzie Valley Land and Water Board  
7th Floor, 4922 48th St, PO Box 2130 | Yellowknife, NT | X1A 2P6  
ph 867.766.7466 | fax 867.873.6610  
[ejanes@mvlwb.com](mailto:ejanes@mvlwb.com) | [www.mvlwb.com](http://www.mvlwb.com)

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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

February 16, 2024

MV2016L3-0001

Susan Christie  
Senior Administrative Officer  
Hamlet of Fort Providence  
PO Box 290  
Fort Providence, NT X0E 0L0

Sent via email

Dear Susan Christie,

**RE: Upcoming Annual Report and SNP Sampling**

This is a reminder that the Hamlet of Fort Providence's Annual Water Licence Report for fiscal year 2023-24, as required by Part B, Condition 4 and Schedule 1, Condition 1 of [Licence MV2016L3-0001](#), is due by June 30, 2024. In addition, Board staff note that the 2022-23 Annual Report has not been submitted.

The Annual Report Template for the Hamlet's Licence is attached to this letter for your convenience.

Board staff would also like to remind the Hamlet about the SNP sampling required under Annex A of the Licence. While SNP sampling and other Licence requirements are ultimately the responsibility of the Licensee, Board staff would like to be able to provide support where possible.

In the past, Board staff have sometimes held training sessions/meetings in collaboration with the Inspector, to help ensure that municipal staff were prepared for SNP sampling and to answer any questions that come up. At this time, it is unclear what level of support we may be able to provide for the coming open-water season, but if the Hamlet needs assistance to conduct its SNP sampling for 2024, please let us know by March 15, 2024 what type of assistance would be the most helpful. This will help us assess what kind of support we may be able to provide.

As a reminder, Board staff have created and provided comprehensive SNP training materials to the Hamlet. We hope this material is still available and has proven to be helpful. Should a copy of the SNP training materials be needed again, please let me know and I can resend them. Please remember that SNP sampling bottles need to be ordered two weeks in advance of each sampling date.

I am happy to answer any questions about reporting requirements or the template provided. Please don't hesitate to call me at 867 766-7466 or reach out by [email](#).

Sincerely,

A handwritten signature in black ink that reads "Erica Janes". The signature is written in a cursive, flowing style. The name "Erica" is written in a larger, more prominent script than "Janes". The signature is set against a light gray rectangular background.

Erica Janes  
Regulatory Specialist

Copied to: Alma Velez, Colliers Project Leaders  
Greg Yates, Colliers Project Leaders  
Gavin Olvera, Community Infrastructure Planning, GNWT-MACA  
Joshua Gauthier, Inspector, GNWT-ECC  
Wendy Bidwell, Inspector, GNWT-ECC

Attached: Hamlet of Fort Providence Annual Report Template

# Municipal Water Licence Annual Report

**Village of Fort Providence**  
**Licence #: MV2016L3-0001**  
**Reporting year: \_\_\_\_\_**  
**Expires: July 6, 2026**

*Part B, item 4: The Licensee shall file an Annual Water Licence Report with the Board not later than **June 30<sup>th</sup>** of the year following the calendar year reported (April 1 – March 31), which shall contain the following information (as set out in Schedule 1):*

**a) Water Use**

**Licensed Water Volume Withdrawal: not to exceed 60,000 m<sup>3</sup> annually**

Approximate total yearly volume of water used:  m<sup>3</sup>

**Table 1: Monthly and annual water quantities obtained from all sources**

Month	Volume from main source: Raw Water intake at Water Supply Facilities (m <sup>3</sup> )	Volume from any other source (m <sup>3</sup> )	TOTAL Volume (m <sup>3</sup> )
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>TOTALS</b>			
% Increase / decrease from previous year			

Reasons for increase/decrease in water withdrawn:

Reasons for exceeding licensed withdrawal volumes (if applicable):

Name and location of other water source used (if any), and reason for its use:

General information (e.g. information regarding any modifications to the water withdrawal procedure or facilities) should be included here. If necessary, please attach any relevant reports as an appendix to this report.

**b) Waste Disposal**

**i) Solid Waste**

Approximate total yearly volume of solid waste deposited: \_\_\_\_\_ m<sup>3</sup>

*GNWT – MACA has provided a standard formula for estimating the amount of solid waste deposited into a Solid Waste Facility in the absence of a metered Garbage Truck. The following can be used: **Volume per person per day X number of days X population***

*e.g. **0.015 m<sup>3</sup> X 30 days X 860 people = 387 m<sup>3</sup> of domestic trash**  
deposited into Solid Waste Facility in a 30 day month*

**Table 2: Monthly and annual quantities of solid waste deposited at the Fort Providence Solid Waste Disposal Facilities**

Month	Volume of solid waste deposited (m <sup>3</sup> )	Volume of sludge from the Water Supply Facility (m <sup>3</sup> )
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		

December		
<b>TOTALS</b>		
% Increase / decrease from previous year		

Reasons for increase / decrease: (e.g. an industrial project close to the Hamlet of Fort Providence, or a large influx of people into town)

ii) **Sewage**

**Table 3: Monthly and annual quantities of sewage deposited at Fort Providence Sewage Disposal Facilities**

Month	Volume of sewage waste deposited (m <sup>3</sup> )
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
<b>TOTALS</b>	
Is this an estimated volume? (yes/no)	
% Increase / decrease from previous year	

*To calculate monthly sewage waste deposited to the Sewage Disposal Facilities, please provide the above information if metered information is available. If metered information is not available, please fill in the table using the corresponding TOTAL water volumes from Table 1. This provides estimation only and equals water in/sewage out.*

Reasons for increase / decrease: (e.g.: an industrial project close to the Hamlet of Fort Providence, or a large influx of people into town)

**iii) Other Waste Sources**

Are there any other types or sources of waste that are being deposited at the Hamlet of Fort Providence's Waste Disposal Facilities? Please list the type/source, where it is being deposited, and monthly/annual volumes for each waste.

**c) Waste Removed from Waste Disposal Facilities**

Please list in the table below wastes removed from Waste Disposal Facilities (e.g. recyclables, tires, household hazardous waste, scrap metal, and other wastes that are periodically shipped out.). Add additional columns to Table 4 if necessary.

**Table 4: Monthly and annual quantities of waste removed from the Waste Disposal Facilities by Type**

Month	Waste type 1 (m <sup>3</sup> ) <b>(fill in type)</b>	Waste type 2 (m <sup>3</sup> ) <b>(fill in type)</b>	Waste type 3 (m <sup>3</sup> ) <b>(fill in type)</b>
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>TOTALS</b>			
Is this an estimated volume? (yes/no)			
% Increase / decrease from previous year			

**d) Waste Volume**

**Table 5: Monthly waste volumes deposited by commercial and industrial operators working outside the boundaries of Fort Providence**

<b>Month</b>	<b>Solid Waste Disposal Facility (m<sup>3</sup>)</b>	<b>Sewage Disposal Facility (m<sup>3</sup>)</b>	<b>TOTAL (m<sup>3</sup>)</b>
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>TOTALS</b>			
Is this an estimated volume? (yes/no)			
% Increase / decrease from previous year			

General information:

Information regarding any agreements with outside organizations to be a waste receiving facility should be outlined here along with estimates of the amounts and types of waste to be received.

**e) Tabular summaries of data generated under the Surveillance Network Program**

Tabular summaries of all data generated under the Surveillance Network Program (SNP) should be included using the tables in Appendix A (attached).

**f) Laboratory reports for all samples collected for the Surveillance Network Program**

All laboratory reports should be attached as Appendix B to this report.



**g) Geographic Coordinates for all Surveillance Network Program stations, and a map showing station locations**

**Table 6: SNP station details**

Station Number	Geographic Coordinates	Effective date	Signage install date
1412-1			
1412-2			
1412-3	Discontinued		
2016-1			
2016-2			
2016-3			

Include a map showing SNP station locations as Appendix C.

**h) Activities to install and maintain fencing at the Waste Disposal Facilities**

Include a summary of any and all activities undertaken to install and maintain fencing at the Solid Waste Disposal Facilities and Sewage Disposal Facilities.

**i) Activities to install and maintain signage at the Waste Disposal Facilities and SNP stations**

Include a summary of any and all activities undertaken to install and maintain signage at the:

- Solid Waste Disposal Facilities,
- Sewage Disposal Facilities, and
- Surveillance Network Program stations.

**j) Sludge Management Activities**

Include a summary of sludge management activities, including results of depth and volume measurements, sludge removal and treatment.

**k) Construction activities**

Include a summary of construction activities conducted in accordance with Part F of this Licence. 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.

**l) Modifications and major maintenance**

Include a summary of Modification activities and major maintenance work conducted on the Water Supply and Waste Disposal Facilities, including all associated structures, in accordance with Part G of the Licence. This includes any changes, repairs and modifications. If any problems occurred during the year, please note them here. If there are no changes, make note of that. If required please attach any as-built drawings or reports as an appendix to this report.

**m) Unauthorized Discharges**

List and describe all unauthorized discharges that occurred during the previous calendar year, including the date, NWT spill number, volume, location, and summary of the circumstances and follow-up actions taken, and the status (i.e. open or closed), in accordance with the reporting requirements referred to in Part H, item 4 of the Licence. Please attach copies of spill reports, correspondence with the GNWT Water Resources Officer (Inspector) or any other pertinent documentation as an appendix to this report.

**n) Spill Training and Communications Exercises**

List any spill training and communications exercises that have been carried out during the previous calendar year including courses on spills prevention, waste management, SNP sampling, etc.

**o) Closure and Reclamation Activities**

Summarize any closure and reclamation work completed during the year, and an outline of any work anticipated for the next year. Attach any relevant as-built drawings or reports as an appendix to this report.

**p) Studies requested by the Board**

If the Board has requested that specific studies related to Waste disposal, Water Use or Reclamation be completed, include details of the studies in this section with a summary of the outcome. Also include a brief description of any future studies planned. Include any studies or reports as appendices to the Annual Report.

**q) Actions taken to address concerns, non-conformances, or deficiencies identified by an Inspector**

Include any non-compliance items identified in GNWT Water Licence Inspection reports and detail how the Hamlet of Fort Providence is addressing them.

**r) Updates to Plans**

Summarize any updates or revisions to the Spill Contingency Plan, Management Plans and Operations and Maintenance Plans. Add rows to the table if necessary.

**Table 7: Updates to Plans**

Plan	Summary of revisions made	Effective date

**s) Other Details Requested by the Board**

If the Board has requested any other details on Water use, operating procedures, Modifications, maintenance work, or other topics, include details in this section with a summary of the outcome(s). Include any attachments as appendices to the Annual Report.

**Other Information**

- Include a summary of correspondence with the Inspector, including inspection dates and identification of any issues of non-compliance. The MVLWB is interested in this information in order to facilitate discussions to resolve any issues.
- Include any other information here that may be valuable to the MVLWB.
- Include details on upcoming studies that will be completed.
- If there are any contaminated soil piles currently in use (land farming), please list the details of containment, remediation and progress in this section.

## Appendix A: Tabular summaries of all data generated under the Surveillance Network Program for Fort Providence (MV2016L3-0001)

### Surveillance Network Program Lab Results Summary

Surveillance Network Program (SNP) information is to be summarized in a tabular format and shall indicate date of testing, parameters tested for and any other information requested by the GNWT Water Licence Inspector or the MVLWB. Summary tables have been provided below for your convenience. Laboratory analysis results should be appended in Appendix B.

#### 1) SNP Lab Results Summary – Station number 1412-1 (Raw water from the Water Supply Facilities)

This station monitors the monthly and annual quantities of Water withdrawn for municipal purposes. This information is reported in Table 1 of the Annual Report.

#### 2) SNP Lab Results Summary – Station number 1412-2 (Sewage effluent from Sewage Disposal Facilities)

This station is the site of compliance, and monitors final effluent quality prior to discharge to the Receiving Environment.

		<b>20XX</b>											
Water Licence Parameters	Effluent Quality Criteria	January	February	March	April	May	June	July	August	September	October	November	December
pH	Above 6												
CBOD <sub>5</sub>	330mg/L												
Total Suspended Solids	300mg/L												
Ammonia													
Total Phosphorus													

Nitrate													
Nitrite													
Faecal Coliforms	1x10 <sup>5</sup> CFU/100ml												
Oil and Grease	5mg/L												

**3) SNP Lab Results Summary – Station number 1412-3 (Raw sewage from pump out truck)**

This station has been discontinued.

**4) SNP Lab Results Summary – Station number 2016-1 (Sewage effluent flowing through ponded area of wetland)**

At issuance, this station’s exact location was to be determined with the Inspector. It monitors the quality of effluent discharged from the Sewage Disposal Facilities and determines effectiveness of wetland treatment before final discharge to the Mackenzie River. Sampling frequency is at the beginning (one week following freshet) and end (before freeze-up) of the open water season.

Parameter	Sample 1 (one week following freshet) Date	Sample 2 (before freeze-up) Date
pH		
CBOD <sub>5</sub>		
Total Suspended Solids		
Ammonia		
Total Phosphorus		
Nitrate		
Nitrite		
Faecal Coliforms		
Oil and Grease		

**5) SNP Lab Results Summary – Station number 2016-2 (Ponded water within or adjacent to domestic waste cells at Solid Waste Disposal Facilities)**

At issuance, this station’s exact location was to be determined with the Inspector. This station monitors potential impacts of the Solid Waste Disposal Facilities on groundwater and surface Water, and water quality and quantity prior to discharge. Sampling frequency is twice per year in June and September, and prior to discharge of accumulated water. Add additional columns to table if necessary.

	<b>Sample 1</b> (June) <b>Date</b>	<b>Sample 2</b> (September) <b>Date</b>	<b>Sample 3</b> (prior to discharge of accumulated water) <b>Date</b>	<b>Sample 4</b> (prior to discharge of accumulated water) <b>Date</b>
<b>Volume of water discharged (m<sup>3</sup>)</b>				
<b>Total Suspended Solids</b>				
<b>Total Cadmium</b>				
<b>Total Chromium</b>				
<b>Total Cobalt</b>				
<b>Total Copper</b>				
<b>Total Iron</b>				
<b>Total Lead</b>				
<b>Magnesium</b>				
<b>Total Manganese</b>				
<b>Total Mercury</b>				
<b>Total Nickel</b>				
<b>Oil and Grease</b>				
<b>Total Petroleum Hydrocarbons</b>				

<b>BTEX</b>				
<b>Total Phenols</b>				
<b>Total Phosphate</b>				
<b>Calcium</b>				
<b>Potassium</b>				
<b>Sodium</b>				
<b>Sulphate</b>				
<b>Total Zinc</b>				
<b>pH</b>				
<b>Conductivity</b>				

**6) SNP Lab Results Summary – Station number 2016-3 (Ponded Water within or adjacent to the construction waste cell at the Solid Waste Disposal Facilities)**

At issuance, this station’s exact location was to be determined with the Inspector. This station monitors potential impacts of the Solid Waste Disposal Facilities on groundwater and surface Water, and monitors water quality and quantity prior to discharge. Sampling frequency is twice per year in June and September, and prior to discharge of accumulated water. Add additional columns to table if necessary.

	<b>Sample 1</b> (June) <b>Date</b>	<b>Sample 2</b> (September) <b>Date</b>	<b>Sample 3</b> (prior to discharge of accumulated water) <b>Date</b>	<b>Sample 4</b> (prior to discharge of accumulated water) <b>Date</b>
<b>Volume of water discharged (m<sup>3</sup>)</b>				
<b>Total Suspended Solids</b>				
<b>Total Cadmium</b>				
<b>Total Chromium</b>				
<b>Total Cobalt</b>				
<b>Total Copper</b>				

<b>Total Iron</b>				
<b>Total Lead</b>				
<b>Magnesium</b>				
<b>Total Manganese</b>				
<b>Total Mercury</b>				
<b>Total Nickel</b>				
<b>Oil and Grease</b>				
<b>Total Petroleum Hydrocarbons</b>				
<b>BTEX</b>				
<b>Total Phenols</b>				
<b>Total Phosphate</b>				
<b>Calcium</b>				
<b>Potassium</b>				
<b>Sodium</b>				
<b>Sulphate</b>				
<b>Total Zinc</b>				
<b>pH</b>				
<b>Conductivity</b>				



**Appendix B: Laboratory reports for all samples collected for the Surveillance Network Program for Fort Providence (MV2016L3-0001)**

**Appendix C: Map showing Surveillance Network Program stations for Fort Providence (MV2016L3-0001)**