



MUNICIPAL WATER LICENSING PROCESS IN MACKENZIE VALLEY, NT



PRE-APPLICATION STAGE

- Preparation of application documents (Applicant/Consultant)
- Guidelines and templates from LWB website under Resources for Municipalities



SUBMISSION OF MUNICIPAL LICENCE APPLICATION *
NEW/AMENDMENT/RENEWALS

- Submissions to Land and Water Board (MVLWB/SLWB/GLWB/WLWB)
- Submit Renewal Application 9 -12 months prior to expiry
- Water Licence (WL) Application with \$30 application fee
- Management Plans (Spill Contingency, sometimes Closure & Reclamation)
- Operation and Maintenance Plans (solid waste, wastewater, water treatment)



COMPLETENESS CHECK

- Completeness check by Land and Water Board (LWB) Regulatory Staff
- Preliminary Screening (PS) for New/Amendment application; PS Exemption for Renewals



PUBLIC REVIEW

- Distribution of application to reviewers via Online Review System
- Review period (approx.): 3-9 months (Type B WL) or 9-12months (Type A WL)
- Public Hearing: Type A WL mandatory; Type B WL optional.



LAND AND WATER BOARD MEETING *

- To consider the Licence Application and Preliminary Screening
- Regulatory Staff Reports presented



ISSUANCE OF WATER LICENCE *

- Water Licence term generally 5-10 years; determined by the Board.
- Factors to determine term include compliance history of licensee.
- Inform all stakeholders about Board Decision and directions to Licensee.



POST ISSUANCE STAGE *

- Annual inspection of facilities – Water Resource Officer (GNWT-ENR)
- Non-compliance issues could result in an Order from Inspector (GNWT-ENR)
- Tracking of submissions under Licence requirements by LWB Staff
- Training municipal staff for surveillance network program (SNP); SNP sampling.
- Preparation of Annual Reports, SNP Reports, updates of plans and other submissions as required by the Licence conditions (Licensee /Consultant)



SUBMISSION OF ANNUAL REPORTS AND UPDATES *

- Annual Reports
- Surveillance Network Program (SNP) Reports: sampling and reporting
- Updates of: Management Plans, Operation and Maintenance Plans



PUBLIC REVIEW OF ANNUAL REPORTS AND UPDATES

- Distribution of reports/updates to reviewers via Online Review System



LAND AND WATER BOARD MEETING *

- Regulatory Staff Reports presented on annual reports/updates
- Board issues Letters of Direction or Decision.

*All relevant documents uploaded under the LWB Public Registry
(mvlwb.com; slwb.com; glwb.com; wlwb.ca)

ROLES OF DIFFERENT PUBLIC AGENCIES DURING MUNICIPAL WATER LICENSING PROCESS

NO:	STAGE	LAND AND WATER BOARD(S)	GNWT -MACA	GNWT-ENR	OTHER REVIEWERS
1	PRE-APPLICATION	Provides guidance and advice on submission requirements, including ongoing non-compliance issues.	Support and assist the community governments	NA	NA
2	APPLICATION	Accept application and required fee.	NA	NA	NA
3	COMPLETENESS CHECK	Completeness check; LWBs consult with applicant for any missing information.	NA	NA	NA
4	PUBLIC REVIEW OF APPLICATION	Preliminary Screening/Exemption check; primary reviewer of application	NA	Review of application	Review of application
5	LAND AND WATER BOARD MEETING	Finalize licence contents	NA	NA	NA
6	ISSUANCE OF WATER LICENCE	Issue Water Licence; inform reviewers; post to Public Registry	NA	NA	NA
7	POST LICENCE ISSUANCE	Checks on regulatory compliance; send letters of Direction to Licensee about non-compliance issues (if applicable)	Support and assist the community governments	Inspection of facilities; Reports compliance/non-compliance to licence conditions; enforcement of licence conditions.	NA
8	SUBMISSION OF ANNUAL REPORTS AND UPDATES	Remind Licensee about outstanding regulatory requirements	Support and assist the community governments	NA	NA
9	PUBLIC REVIEW OF REPORTS AND UPDATES	Primary reviewer of reports and updates	NA	Review of documents	Review of documents
10	LAND AND WATER BOARD MEETING	Present Staff Reports on Annual Reports/updates; issue Board Directive/Decision to Licensee.	NA	NA	NA



ash.varghese@slwb.com
 bonnie.bergsma@slwb.com
 Regulatory Specialists
 Sahtu Land & Water Board
 Fort Good Hope, NT