

April 2, 2007

## **FINAL DRAFT**

### **Roles and Responsibilities for Water**

1. Community Government is accountable and responsible for providing safe drinking water to its residents
  - a. Council:
    - Responsible and accountable for providing safe drinking water
    - Approve adequate budget for the O&M, Preventative Maintenance, training and maintaining the operator's certification
    - Approve the economic, residential, commercial and government rates for water and sewer services
    - Approve capital funding for the infrastructure, which includes upgrades so that the Administration can produce and deliver safe water
    - Recommend and advise residents to clean their house water tanks
    - Responsible for maintaining the water license
  - b. Senior Administrative Officer
    - Responsible for the management of providing safe drinking water
    - Recommend to the council the adequate budget for O&M and capital.
    - Recommend the economic, residential, commercial and government rates for water and sewer services
    - Approve workplan for WTP operator, including training
    - Approve the purchase of chemicals and spare parts
    - Responsible for the management of maintaining the water license
    - Encourage the WTP operator to get Class 1 certification
    - Maintain a standby operator, who is trained to operate the system
    - Report immediately to the Chief and Council and Public Health Officer if the water is not safe to drink;
    - Assist and advise residents to clean their house water tanks
    - Work with MACA and PWS to develop a simple, easy to use and understandable O&M and Preventative Maintenance workplan.
    - Recommend necessary infrastructure, which includes upgrades to provide safe drinking water
    - Responsible for the operation and management of the water supply, treatment and distribution infrastructure
    - Responsible for the management of safe water delivery system.

- c. Forman (Supervisor of the WTP Operator)
  - Responsible for the management of providing safe drinking water
  - Prepare the workplan for the WTP operator, and the standby operator
  - Develop a training plan for the WTP Operators.
  - Encourage the WTP operator and the standby operator to get their certification to Class 1
  - Recommend SAO to purchase the chemicals and spare parts (include budget and any upgrades) in a timely manner.
  - Report immediately to the SAO if the water is not safe to drink
  - Work with MACA, PWS and SAO in the development of a simple, easy to use and understandable O&M and Preventative Maintenance workplan.
  - Recommended to maintain own class I certification and training, optimize water delivery schedule.
  - Supervise the WTP operator and manage the daily operation and management of the WTP)
  
- d. Water Treatment Plant Operator
  - Responsible and accountable for providing safe drinking water
  - Follow the workplan
  - Recommend the necessary training required to produce safe drinking water
  - Treat the water as per the procedures
  - Follow the procedures for sampling and reporting
  - Report immediately to the Forman and SAO if the water is not safe to drink; i.e. chlorine is not injected to required dose due to failure of pump or lack of chlorine; turbidity level exceeds the required level
  - Work with MACA, PWS and SAO in the development of a simple, easy to use and understandable O&M and Preventative Maintenance manual
  - Day to day operation of the water supply, treatment, and distribution system, perform system checks daily, weekly, monthly and yearly.
  - Carry out water sampling/testing/recording as required by HSS and for process control/optimization purposes.
  - Maintain log sheets for system O & M., inventory control and general housekeeping.
  - Perform routine maintenance on equipment, such as chlorine injection pump, flow meters etc.
  - Keep the water treatment plant clean

## 2. Government of Northwest Territories:

### a. MACA

- Provide classroom and hands on training to the operators
- Provide assistance in identifying the necessary infrastructure
- Provide support to SAO in the development of the Community Infrastructure Plan
- Recommend alternative funding sources
- Assist SAO in the development of a simple, easy to use and understandable O&M and Preventative Maintenance workplan

### b. PWS

- Provide technical (design, construction, operation and maintenance) and training support.
- Provide technical expertise in the areas of water treatment operations, troubleshooting, water sampling and testing, water system operator training, water treatment optimization and conducting pilot studies.
- Assist MACA/SAO in the development of a simple, easy to use and understandable O&M and Preventative Maintenance workplan
- Assist MACA to undertake the water and sewer system review and recommend any gaps to the SAO and MACA

### c. HSS

- Review the sample reports and advise the SAO if the water is not safe to drink
- Issue Boil Water advisory notice if required
- Issue Boil Water Order if necessary
- Recommend solutions for any drinking water safety related issues
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## 3. Water Board

- Issue water license
- Report on any violations of the water licenses to the SAO

### Notes:

1. Safe drinking water means it satisfies the Canadian Drinking Water Guidelines and *NWT Public Health Act*
2. Workplan includes daily check of the water treatment plant, adding the necessary chemical, daily sampling, reporting, monitoring, maintenance (not limited to pumps, cleaning the reservoirs, ordering chemicals and spare parts, etc.) and preventative maintenance

