



October 15, 2025

Mayor Ray Ruben  
Hamlet of Paulatuk  
P.O. Box 98  
Paulatuk, NT X0E 1N0

Dear Mayor Ruben:

**Re: N7L3-1619 - Hamlet of Paulatuk, Municipal Water Licence Renewal Application**

The Inuvialuit Water Board (IWB) acknowledges receipt of the N7L3-1619 Hamlet of Paulatuk municipal water licence renewal application package submitted on behalf of the Hamlet of Paulatuk by Dillon Consulting, Yellowknife on October 2, 2025. The IWB has completed an initial review of the application package and, as a result, requires additional information and / or clarification to consider the application complete.

Provide the following additional information and / or clarification to enable the IWB to proceed with the water licence renewal application review and comment process:

**A. Schedule C - Water Licence Renewal Application:**

1. Page 3, Section 12: Studies undertaken to date (attach list if necessary). If not applicable indicate "N/A".
2. Page 3, Section 13: Proposed time schedule - Start and Completion Dates. Indicate "Start Date" and "Completion Date" as following:  
Start Date: November 21, 2025  
Completion Date: November 20, 2030
3. Page 3, Section 13: Name, Title, Signature of the applicant and Date signed. This section has been completed by the Hamlet of Paulatuk Acting Senior Administrative Officer (a/SAO).

Previous email correspondence to the Hamlet of Paulatuk from the IWB Executive Director on August 21, 2025, indicated that "*these documents must be signed by the Mayor in order to begin the renewal process*".

Therefore, complete the Schedule C, Page 3, Section 13 as following:

NAME: Name of the current Mayor of the Hamlet of Paulatuk

TITLE: Mayor

SIGNATUR: Mayor must sign here.

DATE: Date Mayor signed this application.

**NOTE:** Fillable "Schedule C" is available on the IWB website:  
<https://www.inuvwb.ca/applications/procedure/>

**B. Questionnaire for Municipal Undertaking:**

1. Page 7, Section 2: *Water Supply* - indicates an average of 29.5 m<sup>3</sup>/day for the year 2019. Is there a current record of water usage volume in m<sup>3</sup>/day, for example, from the year 2024? If available, provide the current water usage in m<sup>3</sup>/day.
2. Page 9, Section 3: *Water Treatment* - under Description, it states "Raw water is generally of high quality, see attached results". The attached Appendix A: *Water Chemistry Raw Intake* includes the results from the year 2019.

Is there current results available, e.g. year 2025 or 2024, for the water quality of the raw water prior to treatment and distribution? If available, include in Appendix A, the raw water quality data prior to treatment and distribution.

3. Page 9, Section 3: *Water Treatment* - under Description, it states "Raw water is generally of high quality, see attached results". Appendix B includes the *Bacteriological Results* from the year 2020.

If available, include in Appendix B, current (for example year 2025 or 2024) *Bacteriological Results* of the raw water prior to treatment & distribution.

4. Page 17, Section 8: At the bottom of the page, the section is completed as follows:  
**Prepared by:** John Holland  
**Title:** Senior Administrative Officer  
**Signature:** signed by John Holland  
**Completion Date:** June 5, 2020.

This section must be updated to include the current SAO as follows:

**Prepared by:** Print the name of the current SAO or Acting SAO  
**Title:** SAO or Acting SAO  
**Signature:** Signature of the current SAO or Acting SAO  
**Completion Date:** Current date signed by the current SAO or Acting SAO

**NOTE:** Fillable "Questionnaire for Municipal Undertaking" is available on the IWB website:  
<https://www.inuvwb.ca/applications/questionnaires/>

5. Appendix C includes the "Haz Mat Database" for the years 2016 to 2020. Is there a current Haz Mat Database for the Hamlet of Paulatuk, such as for the years 2021 to 2024? If available, include in Appendix C, the recent "Haz Mat Database".
6. Appendix J: *Sewage and Solid Waste Disposal Facilities Abandonment and Restoration Plan (S&SWDF A&RP)* - Page 2, Section 2.1, paragraph 1, line 3 - Update the text with the current population of Paulatuk which is available on the

NWT Bureau of Statistics website: <https://www.statsnwt.ca/population/population-estimates/bycommunity.php>

7. Appendix J: S&SWDF A&RP - Page 8, Section 2.3.2, paragraph 1, line 1: Update text to replace “Environment and Natural Resources” with “Environment and Climate Change”.

In this section, SNP lab results are described based on the 2015 inspection report. Include a description of the recent available SNP lab results, ie: June 2022 SNP lab results, available on IWB website:

[https://inuvwb.s3.amazonaws.com/media/licence\\_files/220627\\_n713-1619\\_paulatuk\\_snp\\_lab\\_results.pdf](https://inuvwb.s3.amazonaws.com/media/licence_files/220627_n713-1619_paulatuk_snp_lab_results.pdf)

8. Appendix J: S&SWDF A&RP - Page 13, top paragraph, line 13: Replace “.....as per Part D, Item 14.....” with “...as per Part E, Item 6....”.

**NOTE:** The Paulatuk municipal water licence is available on the IWB website: [https://inuvwb.s3.amazonaws.com/media/licence\\_files/201016\\_n713-1619\\_hamlet\\_of\\_paulatuk\\_mwl\\_ren\\_pkg.pdf](https://inuvwb.s3.amazonaws.com/media/licence_files/201016_n713-1619_hamlet_of_paulatuk_mwl_ren_pkg.pdf)

### C. Spill Contingency Plan:

1. Page 1, Section 1.1: Is this email address [hopaulatuk@gmail.com](mailto:hopaulatuk@gmail.com) still valid? If not, include a current email address.
2. Page 1, Section 1.1, Table 1: The contact information provided in the table is outdated. Update Table 1 with the current SAO and Hamlet Foreman.
3. Page 1, Section 1.2 indicates the effective date of the Spill Contingency Plan as May 2020. The current Municipal Water Licence (#N7L3-1619) is set to expire on November 20, 2025. Therefore, this updated Plan will become effective on November 21, 2025, upon Board approval.

Update Section 1.2 as follows: The effective date of this updated Spill Contingency Plan is November 2025.

4. Page 2, Section 1.3, Table 2: All the information included in Columns 1, 2, 3, and 4 is outdated. Therefore, update Table 2 to include current information such as:
  - Visit Fisheries and Oceans Canada (DFO) website: <https://www.dfo-mpo.gc.ca/regions/arctic-arctique/index-eng.html#Yellowknife-Area>

Please contact DFO for current contact information.

- The GNWT Department of Lands (DoL) and the GNWT Department of Environment and Natural Resources (ENR) were merged to form a new

department - the GNWT Department of Environment and Climate Change (ECC).

Visit GNWT ECC website and / or contact GNWT ECC, Land and Water Division, Beaufort Delta Region, Inuvik, and update rows 2, 3, and 4:

<https://www.gov.nt.ca/ecc/en/regional-offices>.

The contact information of GNWT ECC, Land and Water Division, Beaufort Delta Region, Inuvik:

**Address:** 86 Duck Lake Street, Inuvik, NT

**Phone:** 867-678-8090

**Email:** [ECC\\_BeaufortDelta@gov.nt.ca](mailto:ECC_BeaufortDelta@gov.nt.ca)

- Table 2, Row 6: Update with current SAO.
  - Table 2, Row 7: Is the name of the Dillon Consulting project manager still valid? If not, update this information.
  - Table 2, Column 4: Update the “Date to be distributed” with the current date, not June 2020 as indicated in the table.
5. Page 2, Section 1.4, Table 3: Update this Table by adding row 5:  
  
October 2025 Revisions of Spill Contingency Plan for submission with Hamlet of Paulatuk Municipal Water Licence Renewal application.
  6. Page 3, Section 1.8, paragraph 1, line 2: Update the population of Paulatuk based on the latest information available from the NWT Bureau of Statistics:  
<https://www.statsnwt.ca/population/population-estimates/bycommunity.php>
  7. Page 4, Table 4: Is this table recently updated? If not, update this table based on the current hazardous materials stored on site. If actual quantities on site are unknown for some of the materials, the licensee is required to provide estimated quantities on-site.
  8. Page 5, top paragraph, line 1: Replace “Department of Environment and Natural Resource (ENR)” with “Department of Environment and Climate Change (ECC)”.
  9. Page 6, Section 1.11 paragraph 1, line 2 indicates “.....SAO, Johan Holland.....”. Replace with the current SAO.
  10. Page 6, Section 1.11, Paragraph 1, Line 8 indicates the GNWT Hazardous Materials Spills - Spill Database online weblink. The provided weblink is not functional. Therefore, replace with the current functional weblink:  
<https://www.gov.nt.ca/ecc/en/spills>

11. Page 7, Section 2.0, Paragraph 1, Line 1, Figure 2: Spill Response Contact and Action Flowchart, replace the text within Box 4 with the current SAO and the current Foreman.
12. Page 11, at the top of the page, item #14 - Replace "Appendix A" with "Appendix C".
13. Page 12, Section 3.3.2, item #3: Replace "...ENR....." with ".....ECC.....".
14. Page 19, Section 4.2, Table 7: Most of the off-site resource information provided in Table 7 is outdated. Verify and update this table with current information.

For example:

- Row 1, Col 3: Verify and update Environment and Climate Change Canada (ECCC), Pacific, Prairies and the North Edmonton office phone number, replace "Environment Canada" with "Environment and Climate Change Canada (ECC)"
  - Row 2, Col 3: Verify and update DFO Inuvik office phone number.
  - Row 3 replace "GNWT Environment and Natural Resource" with "GNWT Environment and Climate Change" and verify and update contact information of Inuvik Regional Office.
  - Verify and update all other contact information in column 3.
15. Page 20, Section 5.0, Paragraph 1, line 1: Replace "The Department of Environment and Natural Resource....." with "The Department of Environment and Climate Change.....".

#### **D. Hazardous Waste Management Plan:**

1. Page 1, Section 1.1 indicates the email address: [hopaulatuk@gmail.com](mailto:hopaulatuk@gmail.com)  
Provide a current email address.
2. Page 1, Section 1.1, Table 1: The contact information provided in the table is outdated. Update Table 1 with the current SAO and Hamlet Foreman.
3. Page 3, Section 1.4, paragraph 1, line 2: Update the population according to recent information available: The population estimate for the Hamlet of Paulatuk as of July 1, 2024, was 360, based on data from the NWT Bureau of Statistics: <https://www.statsnwt.ca/population/population-estimates/bycommunity.php>
4. Page 4, Table 2: Is this table current information? If not, update it based on the current hazardous materials stored on site. If the actual quantities on site are unknown for some materials, provide estimated quantities.
5. Page 4, Table 2, If accepted at the temporary hazardous waste containment facility, include the following materials on Tables 2:

- Paint
- Oily debris
- Waste antifreeze/glycols
- Hydrocarbon contaminated soil/snow/water,
- Asbestos
- Ozone-depleting substances (ODS)/halocarbons/refrigerants
- Waste fuel
- Vehicles (from which batteries, fluids and mercury switches have not been removed)

If actual quantities are unknown, include estimated quantities.

6. Pages 4 and 5, Tables 2 and 3: How are hazardous wastes stored to prevent spills and leaks (e.g. primary containment, secondary containment or other methods to prevent spills and leaks? How is the containment area secured to keep people from coming in contact with it to ensure public safety?
7. Page 4, paragraph 2 from bottom of the page: Replace "The Department of Environment and Natural Resources (ENR)..." With "The Department of Environment and Climate Change (ECC)..."
8. How does the community collect household hazardous wastes?
9. Are the residue fuel tanks, heating oil tanks, residue drums accepted at the temporary hazardous waste containment facility? If tanks and drums are accepted, describe conditions for acceptance (e.g. do they have to be punctured, drained, sludge removed, etc. before the facility will take them?).
10. Pages 5, Section 2.0, Table 3: Is this table current? If not, update this table based on current information.
11. Page 13, Section 2.8.1, Mercury Switches - Appliances, Collection - the webpage provided is outdated. Replace the weblink with the current weblink:  
<https://www.maine.gov/dep/waste/hazardouswaste/documents/appliance.pdf>
12. Page 14, second paragraph under subtitle "Disposal", line 4 - verify the weblink provided and / or provide current weblink.
13. Page 15, Section 2.10, paragraph 2, line 6: Replace ".....the Department of Environment and Natural Resources....." with ".....the Department of Environment and Climate Change,.....".
14. Page 16, top of the page paragraph 1, line 6: Replace ".....the Government of Northwest Territories, Environment and Natural Resources." with ".....Government of Northwest Territories, Department of Environment and Climate Change".
15. Page 20, Section 2.12, paragraph 1, line 13: Replace "...on the Environment and Natural Resources...." with ".....on the Environment and Climate Change.....".

16. How is public access to the temporary hazardous waste containment facility controlled?
17. Is their signage posted at the temporary hazardous waste containment facility?
18. List of staff member(s) responsible for hazardous waste management and temporary hazardous waste containment facility contact information (e.g. name, phone, email, role of each staff).
19. Indicate if any of the Hazardous Waste Containment Facility staff have the following training (current or expired):
  - Ozone Depleting Substances (halocarbons, refrigerants) technician
  - Transportation of Dangerous Goods (TDG)
  - Workplace Hazardous Materials Information System (WHMIS)
  - Waste Management
  - First Aid
  - Hazardous Waste Operations and Emergency Response (HAZWOPER)
  - Brief description of any other operator training program, and plans
20. Are contaminated soil, snow and / or water accepted at the temporary hazardous waste containment facility? If accepted, describe the methods implemented to protect spills and leaks (safe containment) before being shipped out to the approved facility for final disposal.
21. If hazardous waste was transported to an approved hazardous waste facility between years 2021 and 2025 for final disposal, provide:
  - Hazardous waste shipped out for recycling or disposal
  - Quantity
  - Name of approved hazardous waste disposal facility
  - Location of approved hazardous waste disposal facility
  - Timing
  - Means of transportation
  - Other (specify)
22. Are tipping fees charged for household hazardous waste? If applicable, indicate the hazardous wastes for which tipping fees are charged.
23. When hazardous substances are being dealt with, employee and public safety are very important. Describe health and safety procedures while handling and management of hazardous waste.

**E. Sewage Disposal Facilities Operation and Maintenance Plan:**

1. Page 2, Section 1.3, Table 1: The contact information provided in the table is outdated. Update this information with current SAO and Hamlet Foreman names and contact information.

2. Page 5, Section 3.1, Paragraph 3, line 1: Replace "...ENR Inspector..." with "... GNWT ECC Inspector.....".
3. Page 6, Section 3.2.2, Paragraph 1, line 6: Replace "...Environment and Natural Resources (ENR) Inspector..." with "...Environment and Climate Change (ECC) Inspector.....".
4. Page 11, Section 3.4.2.1, Paragraph 1, line 8: Replace "...ENR Inspector..." with "..... ECC Inspector.....".
5. Page 12, at the top of page: Replace text "These notices must be made in accordance with Part D, Items 13 and 14 respectively" with "These notices must be made in accordance with Part E, Items 6 and 7 respectively".

See current Water Licence available on the IWB website:

[https://inuvwb.s3.amazonaws.com/media/licence\\_files/201016\\_n713-1619\\_hamlet\\_of\\_paulatuk\\_mwl\\_ren\\_pkg.pdf](https://inuvwb.s3.amazonaws.com/media/licence_files/201016_n713-1619_hamlet_of_paulatuk_mwl_ren_pkg.pdf)

6. Page 13, Section 3.5: Replace the text "As per the conditions set out in the Hamlet of Paulatuk's water licence, the effluent discharged from the lagoon into the wetlands must be sampled twice per year (once before freeze-up, and once after ice breakup)" with "As per the conditions set out in the Hamlet of Paulatuk's water licence, the effluent discharged from the lagoon must be sampled once immediately after break-up and monthly during the open water season".

View current water licence N7L3-1619, Annex A: Surveillance Network Program (SNP), on the IWB website:

[https://inuvwb.s3.amazonaws.com/media/licence\\_files/201016\\_n713-1619\\_hamlet\\_of\\_paulatuk\\_mwl\\_ren\\_pkg.pdf](https://inuvwb.s3.amazonaws.com/media/licence_files/201016_n713-1619_hamlet_of_paulatuk_mwl_ren_pkg.pdf)

7. Page 14, Table 5: Update this table in accordance with the current Paulatuk Municipal Water Licence N7L3-1619, Annex A: Surveillance Network Program (SNP), Parts A and B.

The current water licence is available on the IWB website:

[https://inuvwb.s3.amazonaws.com/media/licence\\_files/201016\\_n713-1619\\_hamlet\\_of\\_paulatuk\\_mwl\\_ren\\_pkg.pdf](https://inuvwb.s3.amazonaws.com/media/licence_files/201016_n713-1619_hamlet_of_paulatuk_mwl_ren_pkg.pdf)

For example:

1619-2: Effluent discharge from existing Sewage Waste Disposal Facilities before entering adjacent wetland

1619-3: Effluent discharge from adjacent wetland of existing Sewage Waste Disposal Facilities before entering Darnley Bay

1619-4: Effluent discharge from Abandoned Sewage Lagoon before entering Darnley Bay

SNP Station Numbers 1619-2, 1619-3, and 1619-4 shall be sampled once immediately after break-up and monthly during the open water season.

8. Page 15, text just below Table 6: Replace "All sampling, sample preservation and analysis is to be performed in accordance with methods approved by the Inuvialuit Water Board." with "All sampling, sample preservation and analysis is to be performed in accordance with methods approved by the Analyst (i.e. GNWT ECC Taiga Environmental Laboratory)."
9. Page 18, under "Laboratory Contact Information": Replace "Environment and Natural Resource" with "Environment and Climate Change".

For current information visit GNWT ECC Taiga Environmental Laboratory website:  
<https://www.gov.nt.ca/ecc/en/services/taiga-environmental-laboratory>

10. Are honeybags accepted at the Sewage Waste Disposal Facilities? If yes, estimated annual volume of honeybags and where are honeybags stored / disposed of?
11. Provide a description of perimeter ditches surrounding the site to manage run-on?
12. How are hazardous wastes and other unacceptable substances kept out of the Sewage Waste Disposal Facilities?
13. A description of the operator training program, and plans.

#### **F. Solid Waste Disposal Facilities Operation and Maintenance Plan:**

1. Page 1, Section 1.3, Table 1: The contact information provided in the table is outdated. Provide current contact information for Hamlet SAO and Hamlet Foreman and Fire Chief, respectively.
2. Page 4, Table 2: Based on the estimated waste generation - Is the remaining empty space larger than the space required for the next 10 years (i.e. 2025 to 2035)? If there is not enough space for the next 10 years, what is the plan to deal with this?
3. Page 6, Section 3.0: If applicable, include a brief description of methods of retention and treatment of contaminated drainage from the Solid Waste Disposal Facilities.
4. Page 6, Section 3.0: If applicable, include a brief description of the flood response measures including temporary alternate solid waste disposal practices, location and mitigation measures.
5. Are there any systems in place for leachate? Such as (a) Active leachate collection and treatment (e.g. engineering liners), (b) Facility relies solely on natural attenuation of landfill leachate, (c) Other (specify).
6. If the facility has a liner, please indicate the types of liners present: (a) High-density polyethylene (HDPE) / Polyvinyl chloride (PVC) / geomembrane / plastic

liner (b) Geosynthetic clay liner (GCL) (c) Other (specify); and How are leaks being monitored?

7. Page 6, Section 3.0: Include a brief description of the contaminated soil and snow segregation and management within the Solid Waste Disposal Facilities.
8. Page 12, paragraph 1, line 6 states that 'Contact Bill Ruben, Fire Chief...' Is this information current? If not, update the name for the current Fire Chief.
9. Page 14, top of the page: Replace ".....please refer to the Environment and Natural Resources, Government of Northwest Territories website: [http://www.enr.gov.nt.ca/sites/enr/files/guidelines/general\\_management.pdf](http://www.enr.gov.nt.ca/sites/enr/files/guidelines/general_management.pdf) " with ".....please refer to the Environment and Climate Change, Government of Northwest Territories website: <https://www.gov.nt.ca/ecc/en/services/managing-hazardous-waste>"
10. Page 21, Section 4.10.1, bullet 3: Replace text "A litter collection schedule shall be directed by the site operator, in accordance with the water licence, Part D, Item 20;" with "A litter collection schedule shall be directed by the site operator, in accordance with the water licence, Part D, Item 6;"

See current water licence available on the IWB website:

[https://inuvwb.s3.amazonaws.com/media/licence\\_files/201016\\_n713-1619\\_hamlet\\_of\\_paulatuk\\_mwl\\_ren\\_pkg.pdf](https://inuvwb.s3.amazonaws.com/media/licence_files/201016_n713-1619_hamlet_of_paulatuk_mwl_ren_pkg.pdf)

11. Page 23, Section 5.1, Table 5: update column 5 (Sample Parameters) as per current water licence.

The current water licence is available on the IWB website:

[https://inuvwb.s3.amazonaws.com/media/licence\\_files/201016\\_n713-1619\\_hamlet\\_of\\_paulatuk\\_mwl\\_ren\\_pkg.pdf](https://inuvwb.s3.amazonaws.com/media/licence_files/201016_n713-1619_hamlet_of_paulatuk_mwl_ren_pkg.pdf)

12. Page 23, Section 5.1, paragraph 1, line 4: Replace "Appendix C" with "Appendix B".
13. Page 23, Section 5.1, paragraph 3: Replace "All sampling, sample preservation and analysis is to be performed in accordance with methods approved by the Inuvialuit Water Board" with "All sampling, sample preservation and analysis is to be performed in accordance with methods approved by the GNWT ECC Taiga Environmental Laboratory (i.e. Analyst)".
14. Page 28, Section 8.1: Update the text with the current SAO and the current Hamlet Foreman.
15. Page 30: Replace "...Department of Environment and Natural Resources,..." with "...Department of Environment and Climate Change,....".

16. Page 30 provides the name and contact number of the ENR representative. Replace "ENR" with "ECC" and verify name and phone number of the ECC representative and update accordingly.

G. The IWB requires the Environmental Impact Screening Committee (EISC) process to be completed and a decision document before the water licence renewal application can be issued. Submit the EISC decision letter.

**Note:** Submit the preliminary screening questionnaire (PSQ) to the EISC **by the end of October 2025** and provide EISC decision to the IWB once EISC decision is obtained.

For more information regarding the PSQ submission and EISC process contact:

**Environmental Impact Screening Committee (EISC)**

**Telephone: (867) 777-2828 ext 2138**

**Fax: (867) 777-2610**

**Email: [eisc@jointsec.nt.ca](mailto:eisc@jointsec.nt.ca)**

**Website: <https://screeningcommittee.ca/>**

As per the IWB document submission standards, submit two (2) hard copies and two (2) electronic copies (USBs) of the requested additional information and / or clarifications (i.e. A to F), **not later than November 5, 2025** along with a cover letter and a summary table indicating how and where (e.g. page and section numbers) the requested information is addressed. This will assist the IWB with the continuation of processing your water licence renewal application in a timely manner.

The submitted documents including all related IWB correspondence, will be placed on the IWB Public Register. Should you have any questions regarding this correspondence, contact me at 867-678-8610 or [adhikarib@inuvwb.ca](mailto:adhikarib@inuvwb.ca) or Mardy Semmler, Executive Director, at 867-678-8609 or [semmlerm@inuvwb.ca](mailto:semmlerm@inuvwb.ca).

Sincerely,



*Sor* Bijaya Adhikari, PhD  
Science and Regulatory Coordinator

Cc: Aaron Ruben, a/SAO - Hamlet of Paulatuk