MUNICIPALITY OF POND INLET

Operation & Maintenance Plan for Municipal Water Licence: Sewage Disposal Facilities

October 2026

Document Control

Date	Document Title	Author	Details
March 2007	Hamlet of Pond Inlet Operations and Maintenance Manual Sewage Lagoon Facility	Dillon Consulting Ltd.	Previous manual
March 2025	Municipality of Pond Inlet Operation & Maintenance Plan for Municipal Water Licence: Sewage Disposal Facilities	Government of Nunavut, Transportation and Infrastructure (GN-TIN), and Dillon Consulting Limited	Document consolidation into standard template.

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1.0 Site Description

Date this plan was prepared: 2025-March-28

1.1 Location of the Sewage Disposal Facility (SDF)

Municipality:	Pond Inlet
Latitude:	72º41'48"N
Longitude:	77º53'22"W
Proximity to Town:	2.8 km, Southeast



Figure 1: Pond Inlet Sewage Disposal Facility (Google Earth, 2025)

1.2 SDF Site Summary

Year of commissioning the SDF: 1993

Year of expansion and upgrade of the SDF: May 5, 2005

1.2.1 Site History

The Sewage Disposal Facility in Pond Inlet consists of a lined, single-cell lagoon, a non-operational gravity drainage system, and a Wetland Treatment Area (WTA). Pond Inlet is located on the northern tip of Baffin Island, serves a population of approximately 1,976 people as of 2025. In addition to the sewage facility, the community's infrastructure includes a Water Supply Facility, Solid Waste Disposal Facility, and Landfarm Facility that is currently inactive. Due to the non-operational gravity drainage system, the Hamlet uses a pump for the lagoon's decanting process, typically conducted during the summer.

1.2.2 Ground Conditions

In Pond Inlet, the ground surface is predominantly characterized by a rugged, rocky terrain interspersed with patches of tundra vegetation, which is often covered by snow and ice for much of the year. The permafrost in this region is continuous and can extend to depths of several hundred meters, remaining frozen year-round, although the active layer on top thaws slightly during the brief summer months (approximately 1 meter below the surface).

1.2.3 Treatment System

The Hamlet uses a single cell Sewage Lagoon system, which receives trucked wastewater collected from holding tanks in each building to treat Sewage generated by the community. The Lagoon system is complemented by a wetland treatment area (0.16 km^2) between the lagoon and the marine environment.

2.0 Staff

2.1 Chief Administrative Officer

Name: David Stockley

Phone: (867) 899-8934

Email: sao@pondinlet.com

Responsibilities:

The SAO manages the municipal staff to ensure that:

- Proper operation of the SDF is carried out
- Sampling and inspections are completed
- Information under the water licence monitoring program is provided to the Government of Nunavut Department of Transportation and Infrastructure (GN-TIN) for Annual Report preparation
- Submission of the Annual Report for the Nunavut Water Board (NWB)

2.2 Foreman

Name: Jasper Singoorie

Phone: 867-899-8939

Email: foreman@pondinlet.ca

Responsibilities:

- Daily operations and maintenance of the SDF.
- The sampling program at the monitoring stations
- Maintaining signage at the SDF and monitoring stations
- Annual decanting of the lagoon effluent into the adjacent wetland treatment area

2.3 Solid Waste Truck Drivers

Name: Various

Phone: N/A

Email: N/A

Responsibilities: The sewage vacuum truck drivers collect sewage from holding tanks within the Municipality. Sewage is transported to the lagoon where it is deposited.

3.0 Health and Safety

All personnel working within the SDF must follow the Nunavut Safety Act and be made aware of potential health hazards associated with working around sewage and wastewater. This is imperative so individuals make a conscious effort to perform all necessary safety procedures to protect themselves, their co-workers and family members at home. Safety precautions include:

- Ensure all equipment is kept as clean as possible;
- Assume anything touched by sewage is contaminated;
- Protective clothing such as coveralls, gloves, boots, and safety glasses are to be provided to personnel and always worn when working around sewage;
- Workers must always wear protective gloves
- Work clothing is not worn home
- Workers must wash their hands with soap and water on a regular basis, especially before delivering drinking water, eating and before going home;
- Workers are prohibited from eating or drinking in and around the sewage vacuum trunks; and
- Workers must keep their vaccinations up to date.

4.0 Security and Control

Access Control of to the facility:

- Signage
- 450 m restricted land use development setback surrounding the SDF

5.0 Wastewater Conveyance

Wastewater transportation: Vacuum Truck
Annual volume of sewage collected: Reported in Annual Report
Number of days per week sewage is collected: 7

5.1 Operations

- Sewage is collected daily from holding tanks in residences and other buildings in the community. Sewage is collected using sewage vacuum trucks.
- The vacuum trucks pump out sewage from the building holding tanks and transport it to the detention cell.
- Sewage is deposited into the lagoon from the vacuum trucks using one of three offload chutes and concrete splash pads, located on the east side of the offload truck pad. The sewage truck backs up to one of the offload chutes and the release valve of the truck is opened. Bollards with railings have been placed in front of each offload chute for safety precautions.
- The volume of sewage discharged into the lagoon is estimated from the municipal water delivery records

5.2 Influent Volume

Table 1: **Wastewater Generation Estimates**

Year	Estimated Wastewater Volume (m^3)	Difference (%)
2015	55,770.89	0.00
2016	56,725.86	1.68
2017	57,692.16	1.67
2018	58,596.14	1.54
2019	59,426.00	1.40
2020	60,282.55	1.42
2021	61,163.84	1.44
2022	62,117.30	1.53
2023	63,052.29	1.48

6.0 SDF Design

Lagoon Capacity:	90,000 m^3
Lagoon Dimensions:	300m x 150m
Wetland Treatment Area:	0.16 km^2
Wetland Hydraulic Retention Time:	Unknown
Effluent Path Length:	380 m
Discharge Method:	Decant
Final Receiving Body:	Baffin Bay
Type of Receiving Environment:	Marine

An overview of the wastewater treatment process:

The Sewage Disposal Facility Lagoon is a six-sided earthen fill structure, with overall dimensions of approximately 300m by 150m. It is classified as an annual retention lagoon and operates with the fill and draw method. When the lagoon is full, it is discharged over a period of a few days to a point where it will take one year to fill again. The lagoon is usually decanted in the fall, just before freeze-up.

Wastewater is collected from the holding tanks at each residence or commercial building, where the truck operator is responsible for sewage collection. The sewage is then later transported to the lagoon via the sewage truck. The sewage is then strategically discharged into from the truck into the lagoon using discharge chute structures to prevent any splashing of wastewater and erosion.

The effluent remains in the lagoon for approximately 12 months (allowing for settlement and the natural break-down of organic waste). Discharge occurs once a year, with the decanting of the lagoon onto a nearby wetland, which feeds into the Baffin Bay.



Figure 2: Seasonal Effluent Flow Through the Wetland Treatment Area

Description of the Final Receiving Environment:

Baffin Bay is a rich and diverse marine environment. The area is known for its high concentration of marine life, especially in the "North Water" polynya, a region of open water that persists even in winter. This area is a critical habitat for many Arctic species.

The bay is home to a variety of marine mammals, including different types of seals such as ringed seals, bearded seals, and harp seals. These seals are a vital food source for polar bears, which are also found in the area. Other iconic Arctic marine mammals that inhabit Baffin Bay include narwhals, beluga whales, and bowhead whales. These animals are well-adapted to the cold, icy conditions and play important roles in the ecosystem.

The waters of Baffin Bay also support a variety of fish species, such as Arctic cod, which is a crucial food source for many other animals in the food chain. Other fish found here include Arctic flounder, four-horned sculpin, and capelin. These fish populations are important for the

overall health of the marine ecosystem and serve as prey for marine mammals and seabirds. The benthic, or seafloor, environment is home to a variety of invertebrates like crustaceans, mollusks, and worms, which contribute to the biodiversity of the bay.

7.0 Effluent Discharge

Discharge Method:	Decant
Time of Decant:	August to September
Duration of Decant:	45 days
Average Discharge Flowrate:	1666 m^3/day

Description of Effluent Sampling Procedures:

All sampling, sample preservation and analyses shall be in accordance with methods prescribed in the current in the current edition of the *Standard Methods for the Examination of Water and Wastewater.* All routine samples containers, labels and preservation chemicals will be provided by the Environmental Lab. Appropriate precautions must be taken when using chemical preservations. In general, avoid inhaling fumes and contact with skin, eyes and clothing.

Water Sampling:

- Fill the bottles leaving enough room to add the preservatives, if required, an allow for mixing, unless "No Headspace" is specified.
- For parameters where "No Headspace" is required, it is important to minimize air bubbles in the sample. Fill each container carefully until the meniscus forms above the lip. Tighten the lid down over the meniscus. If any significant air bubbles are visible, the sample should be recollected using a fresh container.
- Sample preservation should be performed immediately upon collection. If preservation is not possible, keep samples cold (4°C) and deliver them to the lab as soon as possible.
- If preservatives have already been added to the container (this will be indicated on the label) DO NOT RINSE the containers prior to filling them.

For All Samples:

- Seal sample containers well
- Label all sample containers clearly with non-removable markings.
- Keep all water, soil and sediment samples cold (4°C) but avoid freezing unless otherwise instructed. Biota samples should be frozen.
- Complete sample submission or chain of custody forms with all information requested.
- Pack the samples carefully in a transport cooler or box, to avoid sample breakage.
- Send the samples to the lab as soon as possible after collection.

Description of Operations:

Daily

- Collect wastewater from the holding tanks and transport it to the sewage truck discharge point,
- Clean up any spills immediately,
- Clear snow from road, truck pads and off-load chutes as required,
- Record O&M information.

Weekly

- Inspect berms, dykes and drainage courses,
- Inspect down gradient collection ditch for seepage (during non-freezing months), seepage water needs to be collected and pumped back into the lagoon.
- There are two 500 mm diameter catchment basins located on either side of the cut-off ditch. These catchment basins facilitate pumping if so required.
- Remove non-sewage floating materials (i.e., plastic bags) from the lagoons,
- Ensure significant erosion is not occurring at the truck and cell discharge locations,
- Record O&M information.

Monthly

- Grade and maintain the access road and truck pads if required,
- Check signs to ensure they are present and in readable condition,
- Conduct the monthly monitoring program,
- Record O&M information.

*Note: Logs for recording O&M information will be provided.

Yearly

The Pond Inlet lagoon design include the use of a under drain system. The under-drain system is present to protect the integrity of the Granular Clay Liner (GCL). There are a few issues to be aware of with respect to the installation of the under-drain system. The basic points of consideration are;

- When the base is fully drained and the lagoon is full, there is approximately 4 meters of static head acting across the GCL. The clay liner will leak to some degree with this hydrostatic head and eventually could rupture.
- When the lagoon is decanted, there is a possibility for there to be an uplift force equal to the pre pressure that develops in the lagoon base material when the drains are

closed. This will occur at each lagoon decanting (annually), if the under-drain system is not operated correctly.

During annual discharge the lagoon operator needs to monitor the level of the sewage in the lagoon and the level of the water in the under-drain system. Opening and closing the valve on the under-drain system to lower the pore pressure under the lagoon liner is required annually prior to decanting the lagoon completely. This needs to be done carefully to maintain sufficient back pressure under the liner to prevent the build up of static head pressures exceeding the liner's capacity. Also, the operator would need to make sure that the valve on the underdrain system is closed once the level of the lagoon reaches 1.0 meters when it is being recharged.

8.0 Maintenance

Overview of Maintenance Activities:

- Annual inspections will be undertaken by Crown Indigenous Relations and Northern Affairs Canada (CIRNAC) accompanied by a licensee from the Municipality of Pond Inlet and/or a licensee representative from GN-TIN. The inspection report and recommendations will be reviewed by a GN-TIN municipal engineer and submitted in the Annual Report submitted to the Nunavut Water Board (NWB).

- Regular visual inspections by municipal staff of the:
  - Offload chutes
  - Lagoon berms
  - Signage

- *Sewage Trucks:*

  - Repairs to the sewage trucks should be completed as a priority,

  - Sewage trucks should not sit full for long periods in the water,

- *Access Road and Track Pad:*

  Basic road maintenance must be done on a regular basis:

  - At least twice a year, the road and truck pad is to be graded to smooth and the surface is to be reshaped,

  - As necessary during the winter, care is to be taken not to damage the berms and surrounding area,

  - Any spill and frozen wastewater should be removed with the snow,

  - The discharge point should be monitored for erosion problems.

- *Fence Signs:*

  Signs are to be posted at the discharge location informing the public of the presence of the sewage treatment area and warning of the potential health risks associated with it. A sign is also to be posted at the accessible monitoring stations, identifying them as wastewater discharge monitoring stations.

- On a monthly basis, the signs are to be checked to ensure they are present, have not become obstructed and are readable.

- *Drainage:*

  The truck pad at the sewage discharge point should be graded such that any wastewater spilled during the off-loading procedure will flow into the sewage system.

Any issues identified by municipal staff must be reported to the regional municipal engineer. Follow-up actions will be undertaken by the Municipality with support from the GN-TIN.

Sludge Management:

Since the upgraded Sewage Disposal Facility has been operational in 2005, the lagoon has not required any sludge removal. If sludge is removed, the quantity of sludge removed should be measured and recorded. A sludge management plan must be provided to the Nunavut Water Board for approval including details about how the sludge would be stored, treated, and eventually disposed of.

Surface Water Management:

Runoff from the Sewage Disposal Facility is monitored on an annual basis so that grading directs surface water away from the lagoon berms.

At some point, for a variety of reasons, impacted surface water may accumulate SDF. The water may or may not be impacted contaminants from sewage. In the event this occurs, the following procedures will be followed:

1. Collect samples from the water licence monitoring program at stations as outlined in the Environmental Monitoring Program and QA/QC Plan. It is recognized that it may take some time for results to be received from the accredited laboratory.
2. Analyze samples for parameters of concern and compare the results to the relevant Canadian Water Quality Guidelines.
3. Water should be inspected for odours, stain, or signs of visible impact (sheens, floating scum).
4. Consult with the GN-TIN municipal engineer and CIRNAC on discharge options.

9.0 Monitoring

Regulatory Inspection: The annual CIRNAC inspection will take place accompanied by the licensee from the Municipality and/or with a licensee representative from GN-TIN. The inspection report will be reviewed by a GN-TIN municipal engineer and submitted with the annual report.

Table 2: License Requirements Related to O&M of the SDF

Requirements	Reported
Monthly and annual quantities of wastewater disposal	Annual report submitted to NWB
Notice of commencement of decanting	Notice given to the CIRNAC inspector
A summary of modifications and/or major maintenance work carried out on the SDF	Proposal submitted to NWB 60 days prior
A list of spills and unauthorized discharges.	Annual report submitted to NWB
A summary of any studies requested for the SDF and future planned studies planned	Annual report submitted to NWB
Monitoring Program Station PON-4 shall not exceed the effluent quality limits: 120 mg/L CBOD or BOD_5 180 mg/L TSS $1x10^6$ CFU/dl Fecal Coliform No visible sheen of Oil and grease 6-9 pH	Annual report submitted to NWB
A freeboard of 1.0 m in the lagoon must be maintained	Annual report submitted to NWB

Table 3: **Monitoring Program Station Location and Description**

Station	Description	Latitude	Longitude
PON-3	Sewage at truck offload point	72°41'26.22"N	77°53'05.16"W
PON-4	Final Discharge Point for Effluent from the Sewage Disposal Facility prior to the wetland area.	72°41'53.58"N	77°53'12.36"W
PON-5	Effluent from the Temporary Sewage Disposal Facility	72°41'51.00"N	77°53'04.32"W

10.0 Modifications and Upgrades

Planned modifications or upgrades:

N/A

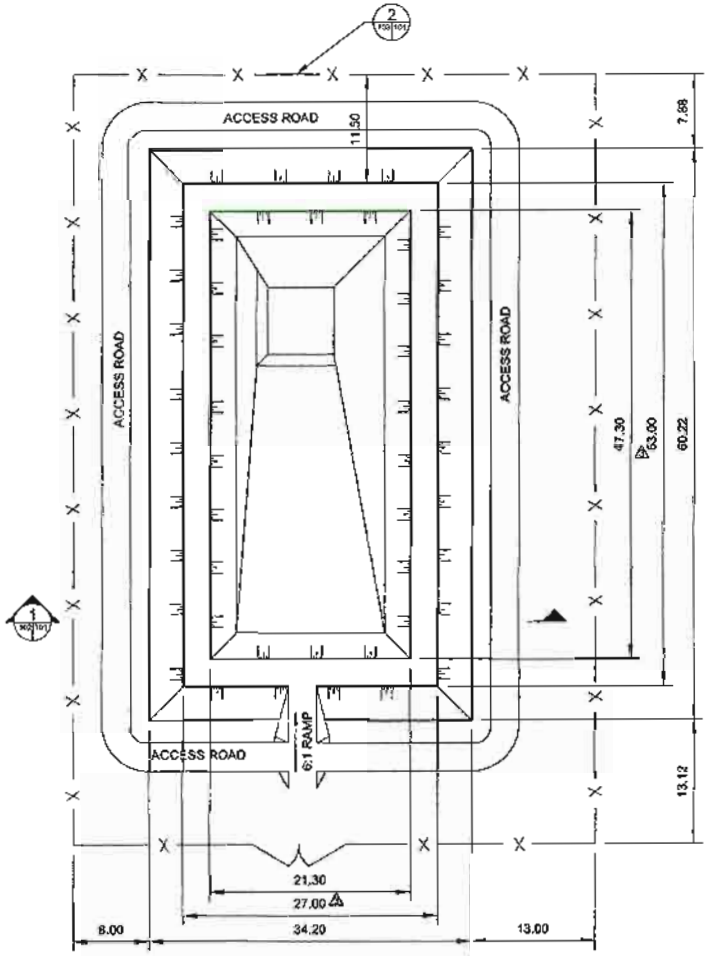
11.0 Previous Reports

- Hamlet of Pond Inlet Operations and Maintenance Manual Sewage Lagoon Facility, Dillon Consulting Ltd., 2007

Appendix A

As-Built Drawings


Bulky Metals/ End of Life Vehicles
Sewage Disposal Facility
Landfarm
Solid Waste Disposal Facility
Google Earth
Image © 2025 Maxar Technologies
N
100 m



NOTES:

FINE GRANULAR BEDDING AND EMBANKMENT (RECOMPACTED NATIVE FILL) COMPACTED TO 95% OF PROCTOR DENSITY AT THE DISCRETION OF THE SITE ENGINEER.

CONTAMINATED SOILS FROM SPILL AREA STOCKPILE WILL BE EXCAVATED AND HAULED ALONG DESIGNATED ROUTE AND DEPOSITED AT THE SOIL REMEDIATION FACILITY LOCATED AT THE COMMUNITY LANDFILL AREA.

SCOPE OF WORK FOR SOIL REMEDIATION PROJECT:

EXCAVATE SOILS AT THE STOCKPILE AS INDICATED. MATERIALS HAULED TO FACILITY ARE TO BE DISTRIBUTED IN TREATMENT CELL TO A MAXIMUM THICKNESS OF 300mm.

CONTAMINATED SOILS TO BE REMEDIATED BY PERIODIC TILLAGE AS PER SPECIFICATIONS.

TO MAINTAIN THE CONTAMINATED SOILS AT OPTIMUM MOISTURE CONTENT, WATER COLLECTED FROM THE LEACHATE COLLECTION SYSTEM IS TO BE SPRAYED IN THE CELL. EXCESS WATER IS TO BE PUMPED FROM THE LEACHATE COLLECTION SYSTEM AND DEPOSITED IN ACCORDANCE WITH THE GENERAL REQUIREMENTS SECTION OF THE SPECIFICATION AND THE APPLICABLE REGULATIONS.

EXCAVATIONS AT THE RESUPPLY AREA TO BE BACK FILLED AFTER ALL CONTAMINATED MATERIALS HAVE BEEN REMOVED AND CERTIFIED "CLEAN" BY THE OWNER.

FOLLOWING SUCCESSFUL REMEDIATION OF ALL CONTAMINATED SOILS, ALL REMEDIATED SOILS FROM TREATMENT CELLS ARE TO BE HAULED AND SPREAD IN A LOCATION SPECIFIED BY THE CONSULTANT ON SITE.

FOLLOWING REMOVAL OF CONTAMINATED SOILS FROM TREATMENT FACILITY, DECOMMISSION SOIL REMEDIATION FACILITY AND RESTORE ALL CONSTRUCTION AND OPERATION AREAS TO CONDITION EQUAL TO OR BETTER THAN WHICH EXISTED PRIOR TO CONSTRUCTION.

SEE SPECIFICATION FOR FURTHER DETAILS AND INSTRUCTIONS.

NOTES:

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REGISTERED PROFESSIONAL ENGINEER G. STRONG NWT

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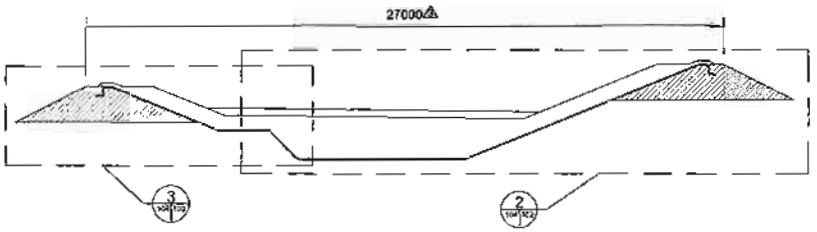
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GOVERNMENT OF NUNAVUT
POND INLET LANDFILL
CONSTRUCTION

TITLE
LAGOON PLAN

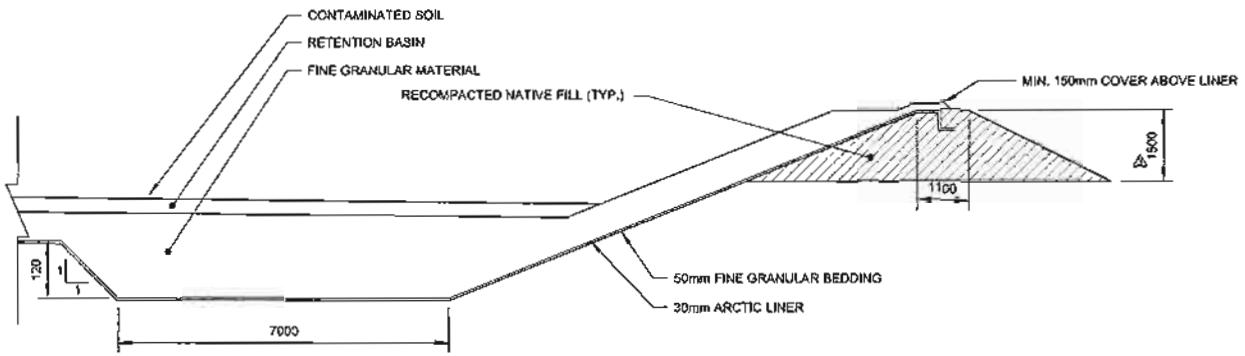
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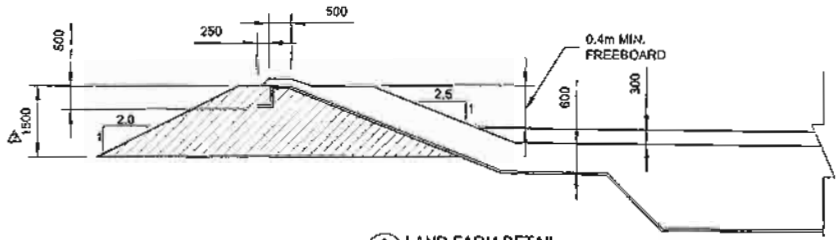
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1 LANDFARM SECTION
SCALE 1:200



2 LAND FARM DETAIL
SCALE 1:100



3 LAND FARM DETAIL
SCALE 1:100

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N.W.T.

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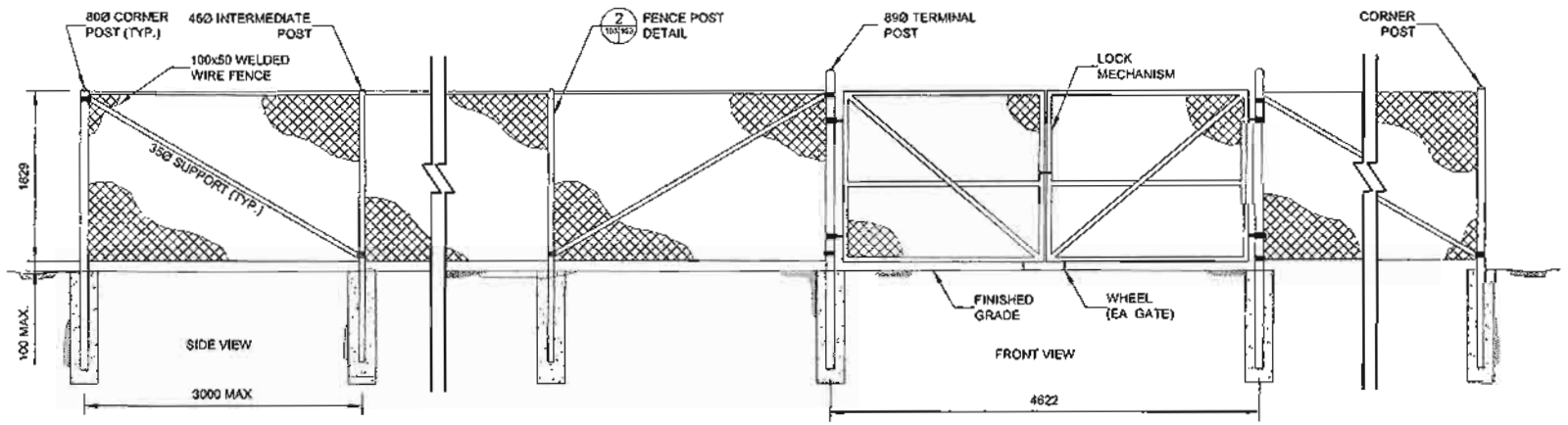
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POND INLET LANDFILL
CONSTRUCTION

TITLE
LAGOON SECTIONS AND DETAILS

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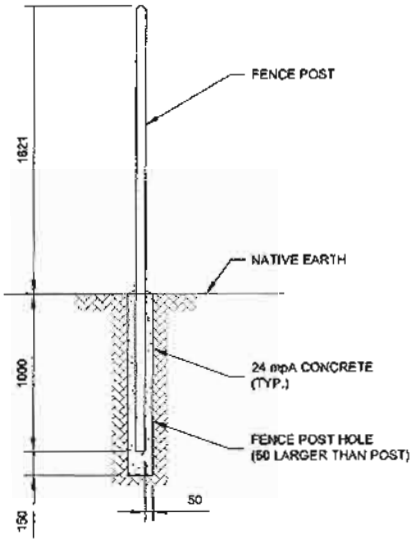
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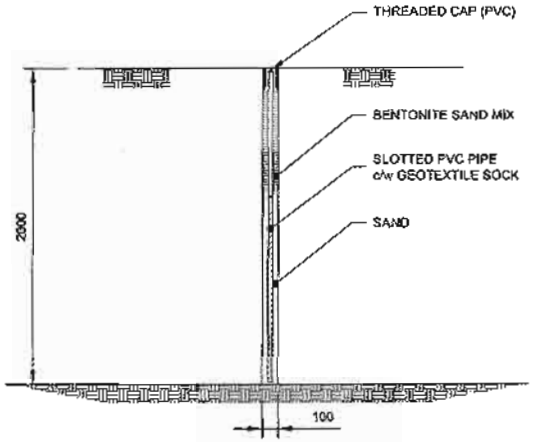
1 CHAIN LINK FENCE DETAIL
SCALE 1:50

NOTES:

1. DETAIL SHOP DRAWINGS TO BE SUBMITTED OF FENCING SYSTEM FOR REVIEW AND APPROVAL.
2. PADLOCK AND TWO KEYS TO BE PROVIDED FOR EACH GATE - ALL LOCKS KEYED ALIKE.
3. ALL FENCING TO BE HOT DIPPED GALVANIZED.
4. GATE AND CORNER POSTS TO BE SET INTO CONCRETE BASE. PROVIDE DIAGONAL BRACING @ 30m INTERVALS AND AT CORNER POSTS.
5. INTERMEDIATE POSTS TO BE MAX. 3000 c/c SPACING OR AS RECOMMENDED BY FENCING SUPPLIER.



2 FENCE POST DETAIL
SCALE 1:20



3 MONITORING WELL DETAIL
SCALE 1:20

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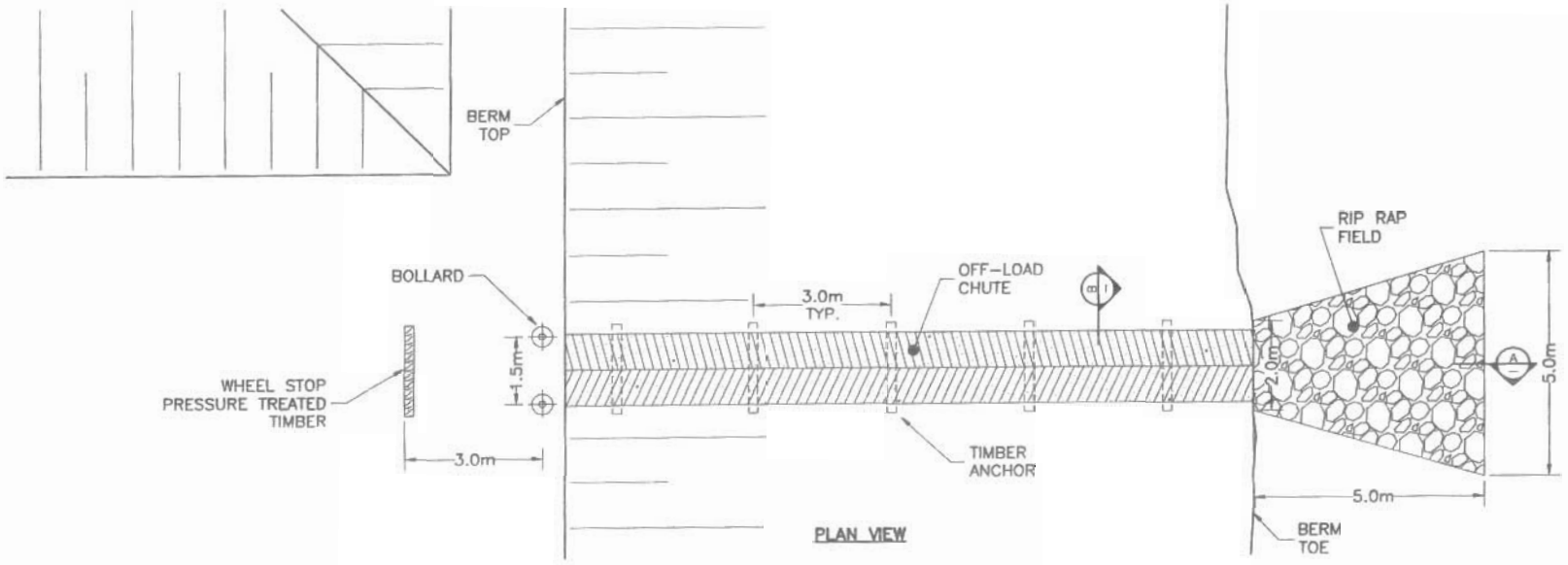
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POND INLET LANDFILL
CONSTRUCTION

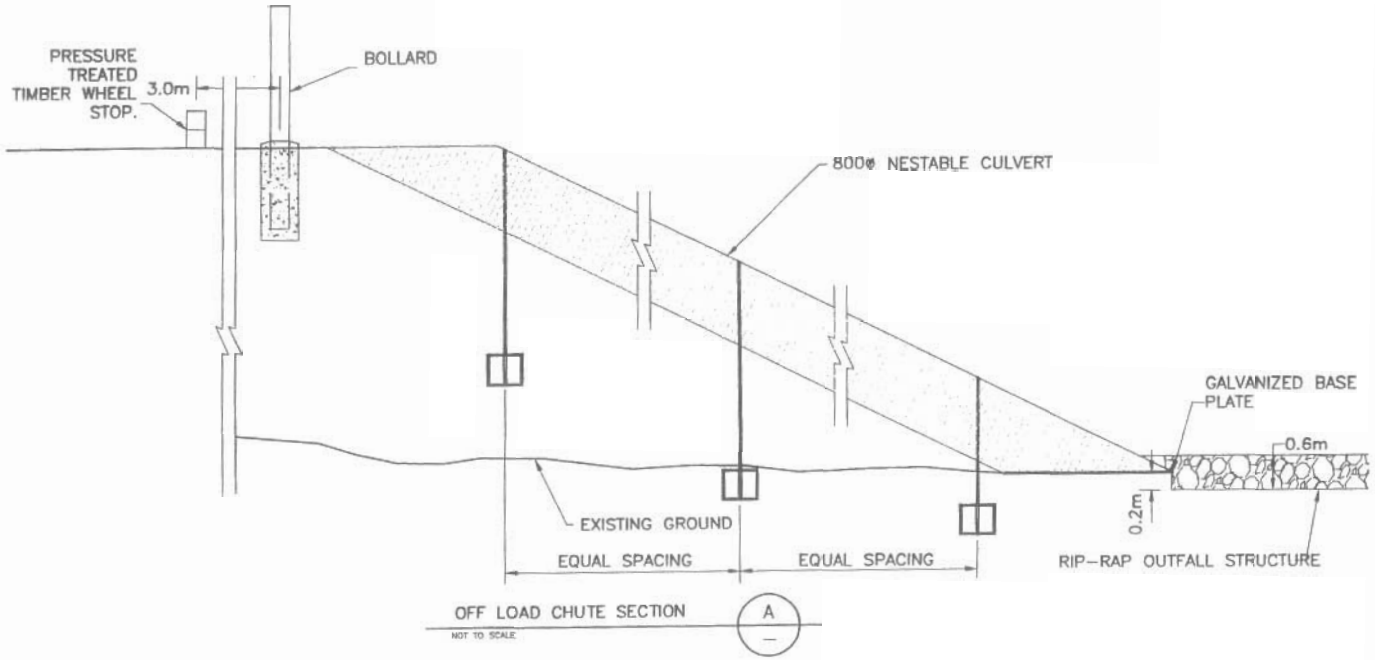
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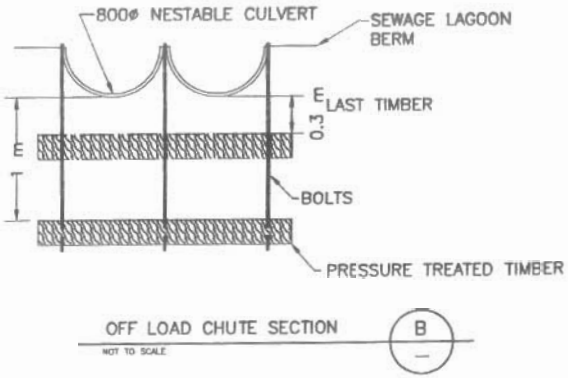
DILLON CONSULTING

SCALE	AS SHOWN
DILLON PROJECT NUMBER	07-7400-1000
CLIENT PROJECT NUMBER	07-7400-1000
DRAWING NUMBER	103

PLOT DATE: 27-01-2009







EDIT DATE: 02/07/05 ACAD FILE: 41tpw q:\cad\021089\figure4.dwg

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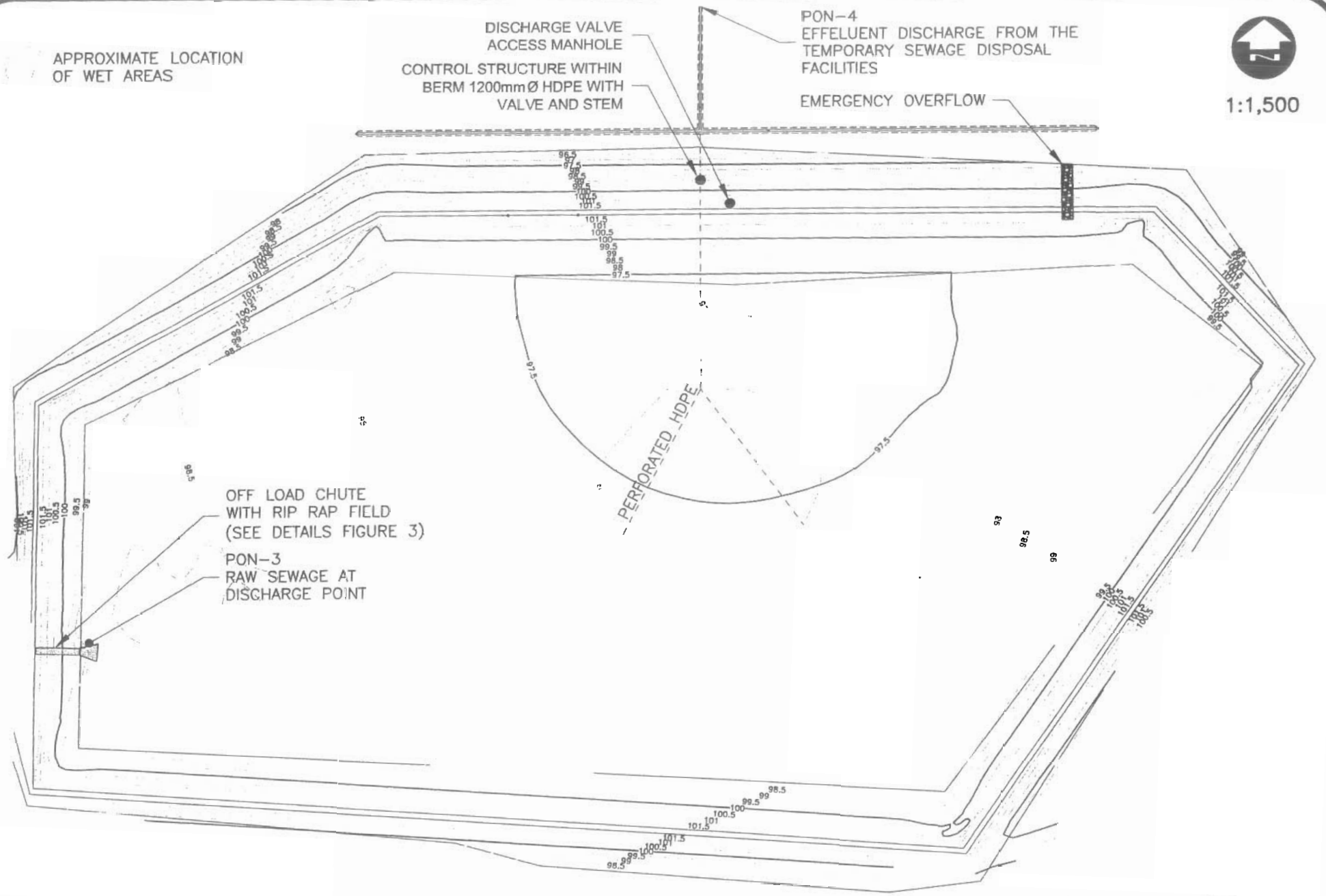
PROJECT: POND INLET SEWAGE LAGOON UPGRADES
POND INLET, NUNAVUT

TITLE: OFF LOAD CHUTE DETAILS

PROJECT NUMBER: 02-1089

DATE: FEBRUARY 2004

FIGURE NUMBER: FIGURE 3



EDIT DATE: 02/07/05 ACAD FILE: 41tow q:\cad\021089\figure3_rev2.dwg

DILLON CONSULTING

PROJECT: POND INLET SEWAGE LAGOON UPGRADES
POND INLET, NUNAVUT

TITLE: LAGOON SITE PLAN

PROJECT NUMBER: 02-1089

DATE: FEBRUARY 2005

FIGURE NUMBER: FIGURE 4