

COR/2016/00351

CIRCULAR

To: All Municipalities/Local Service Districts /Engineering Consultants

Re: Maintenance Assurance Manual (MAM)

Date: February 17, 2016

The Department of Municipal Affairs, in conjunction with the Department of Environment and Conservation, have created templates to assist Municipalities and Locals Service Districts with developing a Maintenance Assurance Manual for drinking water and wastewater systems.

For those communities that have not already done so, a Maintenance Assurance Manual will serve as a tool in assisting communities with the day to day operations of their water and/or sewer systems to ensure they meet regulatory requirements and conditions of their "Permit to Operate" such systems. It will also provide a standardized set of forms which will be consistently used by communities throughout the province and will allow for an easier transfer of information and knowledge of system performance when system operators change.

Based on a pilot project completed by the Department of Municipal Affairs, the estimated cost for developing a Maintenance Assurance Manual for most small to mid-size communities is \$5,000 - \$10,000. Cost may vary depending on the size and/or complexity of the system. Communities may apply under the Department's Municipal Infrastructure or Special Assistance programs for funding assistance at their established cost sharing ratio. Those communities eligible for Gas Tax funding may also contact the Gas Tax Secretariat for consideration under that program.

As communities are issued a new "Permit to Operate" or renew their "Permit to Operate" the water and wastewater systems through the Department of Environment and Conservation, the development of a Maintenance Assurance Manual will become a condition of the permit.

To develop a Maintenance Assurance Manual, you can obtain copies of the templates on the Department of Municipal Affairs website: <http://www.miga.gov.nl.ca/for/mam.html>.

For those communities that do not have access to this site, please contact your Regional Office for assistance.

Sincerely,



CLUNEY MERCER, P. Eng.
Assistant Deputy Minister
Municipal Infrastructure and Engineering Branch

cc: Mr. Ian Duffet, Director — Municipal Affairs
cc: Ms. Paula Dawe, Environment and Conservation

cc: Regional Offices, Municipal Affairs