

# Getting on the Right Track with Local Water & Wastewater Utilities

A Closer to Home (C2H) Initiative toolkit for Albertans

## Tools for local leadership and informed action

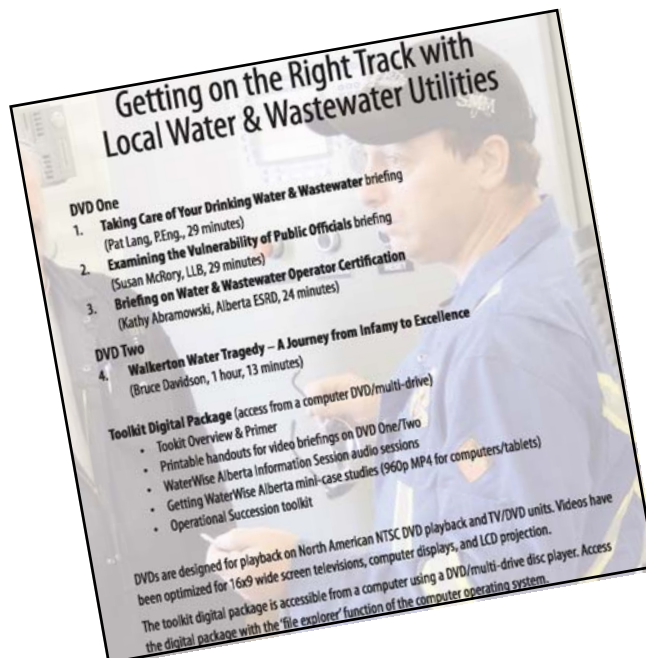
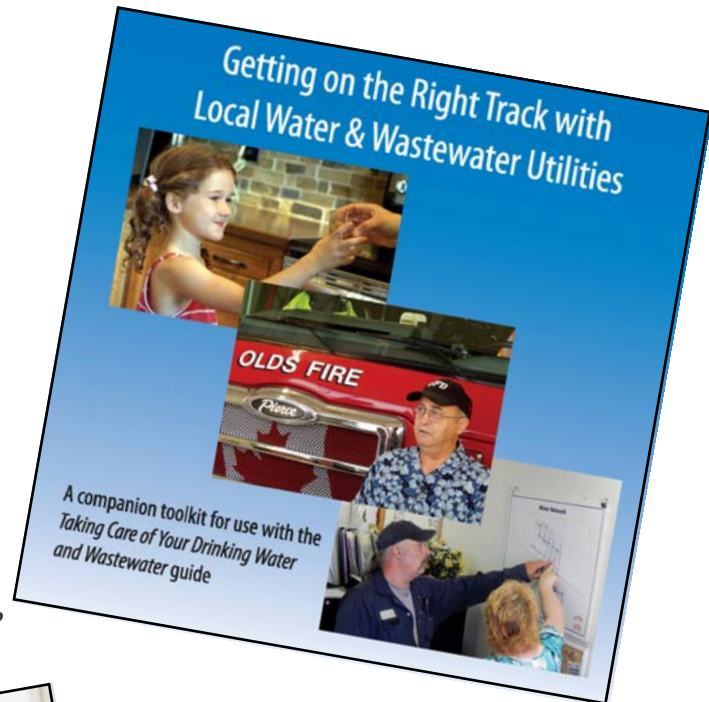
Local owners, officials and operators have duties that are based in law for the ownership, operation and compliance-management of local water and wastewater utilities. This includes local water distribution networks coming off of regional water commission and utility corporation supply pipelines as well as local wastewater collection systems and wastewater treatment ponds and lagoons.

Regulation is intended to protect the health of citizens and assure protection of the environment. Much of the 'main street' responsibility for safety and sustainability of water and wastewater utilities resides with leaders of local governments.

This toolkit is a primer to help you get on the right track quickly. It has been developed with guidance and content from many of Alberta's most experienced drinking water and wastewater utility, policy, program, and environmental law advisors.

## What is this?

- A two DVD set that can be used with a TV/LCD & DVD playback unit or a computer
- Video briefings with handout materials to support flexible in-community learning on an as-required, just-in-time basis
- A toolkit with educational materials for local officials, public works and utility crews, and constituency office staff



## What you'll need

- A DVD player connected to a TV or LCD to playback the videos on *DVD One* or *DVD Two*, or a computer with a DVD multi-drive and audio speakers
- A computer with a DVD or multi-drive to access the data area of *DVD Two*, which has printed handouts for the videos as well as other digital video, audio and documents

## What's available?

- Video briefing overview of Alberta's drinking water and wastewater policy/programs\*
- Video briefing on common myths and misconceptions that can lead to legal vulnerabilities for public officials in Alberta
- Video briefing overview of the operator certification process
- A compelling first hand account of how systemic factors led to 7 residents dying and more than 2,300 becoming ill in the rural town of Walkerton, Ontario
- A multi-media toolkit of videos, audio book sessions and print handout materials to support learning and informed action

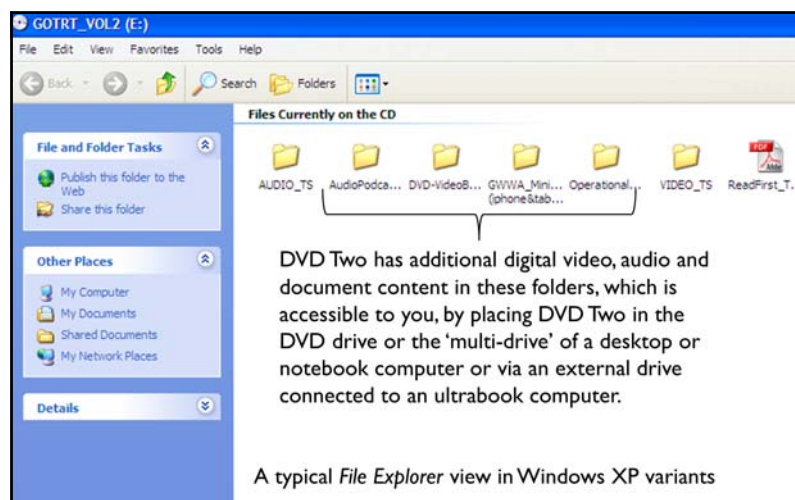
\* Materials current at January 2014

# Getting Started with the Toolkit Digital Package

The toolkit on *DVD Two* has been designed to provide considerable flexibility to your office in providing as-needed briefings for officials and other education closer to home on a just-in-time basis as determined by your local needs and requirements.

To access the *Toolkit Digital Package* you will need to use a Windows or Apple computer with a compatible DVD or multi-drive.

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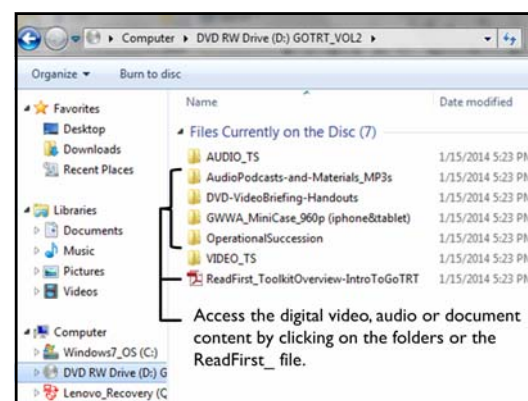
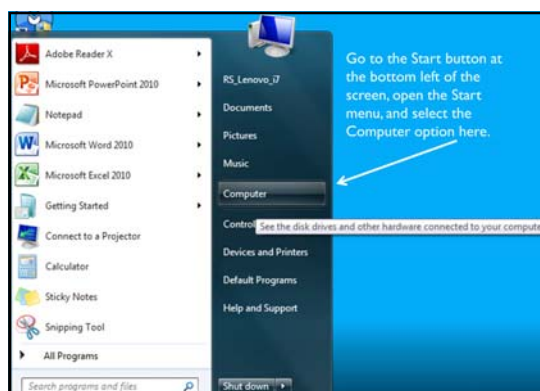
## Folder view in Windows XP

- Insert *DVD Two* into DVD/multi-drive disc drive
- Use My Computer to open GOTRT\_VOL2 of your DVD/multi-drive & folder view as illustrated above
- Double-click on the folders designated above to access digital content (note: you will need the free Adobe Reader<sup>®</sup> or other PDF utility for the PDF files)



## Folder view in Windows 7 or higher

- Inserting *DVD Two* into a Windows 7 computer may default to a media player
- Cancel the media player option by clicking on the X and go to *Computer* from within the Windows *Start* icon at the bottom left of your screen



Choose *Computer* and find GOTRT\_VOL2 in the next window that appears.

Access the folders with the digital content you wish to use and transfer to other storage/computing devices as applicable to local requirements.

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