



Ministry of the  
Environment

# **GUIDE FOR APPLYING FOR APPROVALS RELATED TO MUNICIPAL AND NON-MUNICIPAL DRINKING -WATER SYSTEMS**

**Parts V and VI of the Safe Drinking Water Act  
and  
Drinking-Water Systems Regulation (O.Reg. 170/03)**

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of the  
Environment

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l'Environnement

**GUIDE FOR APPLYING**  
**FOR**  
**APPROVALS RELATED TO**  
**MUNICIPAL AND NON-MUNICIPAL**  
**DRINKING-WATER SYSTEMS**

**PARTS V AND VI OF THE SAFE DRINKING WATER ACT**  
**AND**  
**DRINKING-WATER SYSTEMS REGULATION (O.Reg. 170/03)**

**ENVIRONMENTAL ASSESSMENT AND APPROVALS BRANCH**

**July 2003**  
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CONTENTS OF THIS DOCUMENT ARE  
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## FOREWORD

The Ministry's approvals program is designed to ensure that all undertakings requiring approval under the legislation administered by the Ministry are carried out in accordance with that legislation (i.e., Acts and Regulations) and the Ministry's Environmental Guidelines and Procedures developed to ensure consistency of approach to various aspects of environmental protection throughout the Province. The guidelines and procedures are continually updated by the Ministry as environmental standards are modified to reflect changing needs of public health and environmental protection. As these requirements are changed, the information required to demonstrate compliance with those requirements may also change. **In recognition of this, the Ministry intends to periodically update this document to reflect the most current requirements.**

**While every effort has been made to ensure the accuracy of the information contained in this guide, it should not be construed as legal advice.** If proponents/users of this guide have any doubts or questions regarding legal aspects of the document, they should consult their legal counsel.

For any addenda or revisions, users of this guide may contact,

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## PURPOSE AND APPLICABILITY

This Guide is intended to provide guidance to applicants requesting the Director's approval or consent under Part V or VI of the *Safe Drinking Water Act* (SDWA) related to the establishment, replacement, operation or fragmentation of a municipal or non-municipal drinking-water system, where such approval or consent is required under the SDWA and the Drinking-Water Systems Regulation (O. Reg. 170/03).

The Guide describes the approval process in general, clarifies the information required by the application form for various types of applications, and outlines the technical information that is or may be required in support of those applications. The types of applications covered by this Guide include applications for:

- approval for the establishment, replacement or alteration of a municipal residential drinking water system or its part under Part V of the Act,
- approval for fragmentation of a municipal (residential or non-residential) drinking-water system under Part V of the Act,
- written consent for fragmentation of a non-municipal residential drinking water system under Part VI of the Act,
- relief from a regulatory requirement for a municipal (residential or non-residential) drinking-water system under Part V of the Act, and
- relief from a regulatory requirement for a non-municipal drinking-water system under Part VI of the Act.

Pursuant to the provisions of the SDWA and O. Reg. 170/03, approval is not required for the establishment, replacement or alteration of a non-municipal drinking water system or a municipal non-residential drinking water system.

**Note:** Pursuant to the SDWA and O. Reg. 170/03, all existing Certificates of Approval (Cs of A) under s. 52 OWRA (whether or not the works are now required to obtain an approval under the SDWA as drinking-water systems) will continue to be in force (including any imposed deadlines for compliance with minimum treatment requirements) until they are either amended or replaced or revoked.

The SDWA deems the OWRA Cs of A for municipal systems (both residential and non-residential) to be SDWA approvals and they can be amended, revoked or suspended under the SDWA. The non-municipal system Cs of A remain to be approvals under the OWRA only, and if they need to be amended, revoked or suspended, it would be done under the OWRA.

Depending on the class of the drinking-water system (defined under the O. Reg. 170/03), and the date of issuance of its existing approval, the revocation of existing Certificates of Approval for systems that no longer require approval will take place as follows:

- Every existing Certificate of Approval issued on or after August 1, 2000 for a *non-municipal system* or a *municipal non-residential system*, including any consolidated Certificates of Approval issued on the basis of an Engineer's Report for such a

system, will be revoked when the owner gives to the Director a statement under subsection 21-2(3) of O. Reg. 170/03 (“statement”). This statement is a statement by a qualified professional engineer, certifying that the owner is providing for the system all equipment necessary to meet the regulated minimum treatment requirements and to conduct the operational checks, sampling and testing in compliance with the regulatory requirements.

- Every existing Certificate of Approval issued before August 1, 2000 for a *non-municipal system* or a *municipal non-residential system* will be revoked when the owner gives to the Director a notice under section 21-7 of O. Reg. 170/03, i.e., a notice of completion of an engineering evaluation report for the system in accordance with section 21-5. This notice must include a copy of the report’s required statement by the professional engineer who prepared the report, certifying that the owner is providing for the system all equipment necessary to meet the regulated minimum treatment requirements and to conduct the operational checks, sampling and testing in compliance with the regulatory requirements.

## STATUTORY FRAMEWORK

Ontario Ministry of the Environment administers several pieces of environmental legislation, which include the *Safe Drinking Water Act (SDWA)*, the *Ontario Water Resources Act (OWRA)*, the *Environmental Protection Act (EPA)*, the *Pesticides Act (PA)*, the *Environmental Assessment Act (EAA)*, and the *Environmental Bill of Rights (EBR)*, together with numerous Regulations made under these acts.

Effective June 1, 2003, the statutory requirements related to approvals of drinking-water systems contained in the new ***Safe Drinking Water Act (SDWA)*** have replaced the approval requirements for water works under section 52 of the *Ontario Water Resources Act (OWRA)*. Under **O. Reg. 174/03** made **under the OWRA**, water works that are defined as municipal or non-municipal drinking-water systems under SDWA are exempted from the approval requirements under section 52 of the OWRA.

The new approval requirements are different for municipal and non-municipal drinking-water systems and are set separately in Part V (Municipal Drinking-Water Systems) and Part VI (Regulated Non-Municipal Drinking-Water Systems) of the SDWA..

These two parts of the SDWA set general requirements and prohibitions regarding the establishment, replacement, operation, alteration and fragmentation of drinking-water systems, including the Director’s power to grant relief from regulatory requirements regarding water treatment, water quality monitoring and reporting of results.

The main difference between the two sets of requirements is that, for a municipal system, an approval by the Director is required for all of these actions (i.e., undertaking any establishment, replacement, operation, alteration or fragmentation of drinking-water system) while for non-municipal systems, the establishment, replacement, operation and alteration of a drinking-water system does not require any approval provided it is undertaken and carried out in accordance with the regulations under the SDWA.

For the purposes of the SDWA and the regulations, the SDWA defines a “municipal drinking-water system” as a system that is owned by a municipality or a municipal service board or a

corporation established under the *Municipal Act* by a municipality or a group of municipalities, or from which a municipality obtains or will obtain water under a contract, or which is defined as a municipal drinking-water system by a regulation. **[Note: A drinking-water system owned by a Local Services Board in an unorganized territory and serving a community located within an unorganized territory is not a municipal system.]**

The ***Ontario Drinking-Water Quality Standards Regulation (O. Reg. 169/03)***, made under the SDWA, sets the minimum drinking-water quality requirements applicable to all water that is required to be “potable” under any Ontario act, regulation, municipal by-law, or an order or other document issued under the authority of an Ontario act.

The ***Drinking-Water Systems Regulation (O. Reg. 170/03)***, made under the SDWA, categorizes drinking-water systems and sets category-specific requirements related to the provision and operation of treatment equipment, conducting operational checks, sampling and testing, reporting adverse test results and other problems, taking corrective action, preparation of Annual Reports, and where applicable, preparation of Engineers’ Reports, Engineering Evaluation Reports and Summary Reports for Municipalities.

Also, O. Reg. 170/03 confirms that an SDWA approval is not required for the establishment, replacement, alteration and operation of non-municipal drinking-water systems, and further provides that approval is not required for:

- the establishment, replacement, alteration and operation of municipal non-residential drinking water systems, and
- establishment, replacement and alteration service pipes, appurtenances, and interior surface lining of watermains in municipal residential drinking-water systems, and
- the replacement of a previously approved watermains in a municipal residential drinking-water system with a watermain of similar dimensions and performance and at approximately the same location.

The ***Definitions of Words and Expressions Used in the Act Regulation (O. Reg. 171/03)***, made under the SDWA, among others, defines the term “private residence”. This definition is crucial in determining whether a drinking water serves a “major residential development” which makes the system subject to the requirements applicable to residential drinking-water systems (e.g., approval requirements).

This definition provides that a “private residence” is a dwelling place occupied for an extended period of time by the same persons, if,

- the residents have a reasonable expectation of privacy;
- food preparation, personal hygiene, and sleeping accommodations are not communal in nature; and
- any use of the dwelling place by a resident for a home occupation, trade, business, profession or craft is secondary to the use of the dwelling place as a residence and does not use more than 25 per cent of the indoor floor area.

Another definition included in O. Reg. 171/03 relevant to the approvals program is that for the purposes of subsection 52(2) of the SDWA (prohibition, fragmentation of regulated non-municipal systems), a regulated non-municipal system only means a year-round or seasonal residential non-municipal system. As a result, a Director’s consent is not required for fragmentation of a non-municipal non-residential drinking-water system.



The **Definitions of “Deficiency” and “Municipal Drinking-Water System” Regulation (O. Reg. 172/03)**, made under the SDWA, defines the two terms noted in its name. The latter is especially significant from the point of view of the approval requirements. Through this regulation, the SDWA’s definition of a “municipal drinking-water system” includes, a new residential drinking-water system being established by a non-municipal owner under a Part VI *Planning Act* agreement with a municipality if the agreement provides that the ownership of the system may be transferred to the municipality.

These regulations made under the SDWA have replaced the requirements previously imposed on water works by O. Reg. 459/00 (Drinking Water Protection - Larger Water Works) and O. Reg. 505/01 (Drinking Water Protection - Smaller Water Works Serving Designated Facilities) under the OWRA. Those regulations under the OWRA have been revoked, respectively, by **O. Reg. 175/03** and **O. Reg. 176/03** made under the OWRA.

Another regulation made under the OWRA, **O. Reg. 177/03**, has amended the existing **O. Reg. 435/93** (Water Works and Sewage Works) under the OWRA related to the certification requirements for operators of water treatment and distribution, and sewage collection and treatment facilities. Through this amendment, the following drinking-water systems subject to the new O. Reg. 170/03 (Drinking-Water Systems Regulation) under SDWA, are also subject to O. Reg. 435/93 under the OWRA: (1) large municipal residential systems, (2) small municipal residential systems, (3) large municipal non-residential systems, (4) non-municipal year-round residential systems, and (5) large non-municipal non-residential systems.

In addition to these regulations under the SDWA and OWRA, of significance with respect to the applications for approval under the SDWA is the **Minister’s Order for Drinking-Water Approval Fees** issued under section 157 of the SDWA. This Minister’s Order has been made in place of the Fees Regulation under the OWRA, which does not apply to approvals under the SDWA. This Minister’s Order only applies to approvals under Part V of the SDWA, that is, approvals related to municipal drinking-water systems.

The primary impact of the **Environmental Assessment Act (EAA)** on the approval process under the SDWA is that, in accordance with the EAA, no approval under any other provincial legislation may be granted for a project subject to the EAA until all requirements of the EAA with respect to that project have been first fulfilled. In case of municipal drinking-water systems, and those non-municipal systems that have been made subject to the requirement by O. Reg. 345/93 under the EAA, this involves completion of the applicable process under the approved Municipal Class Environmental Assessment prepared by the Municipal Engineers Association.

In processing applications for approval, and in all other actions and decisions, the Ministry’s staff is guided by guidelines and procedures developed by the Ministry in order to ensure that those actions and decisions are consistent and in accordance with the Ministry’s mandate.

Throughout this Guide, in order to provide rationale for and clarify the Ministry’s requirements associated with approvals related to drinking-water systems approvals, references are made to specific requirements contained in the acts, regulations and Ministry’s guidelines and procedures, and in some cases, those specific requirements are either paraphrased or summarised. However, these references and summaries should not be construed as a legal interpretation or advice. It is the proponent’s responsibility to be aware of and understand all legal requirements of the applicable acts and regulations, and proponents should refer to the

relevant acts and regulations for a comprehensive review of those requirements. Similarly, for in-depth understanding of the Ministry's guidelines and procedures, proponents should refer to the Manual of Guidelines and Procedures.

Copies of the *Safe Drinking Water Act*, the Regulations, and other Ontario legislation may be obtained by mail from Publications Ontario, 50 Grosvenor Street, Toronto, Ontario, M7A 1N8, in person at the Publications Ontario Bookstore, 880 Bay Street, Toronto, Ontario, M7A 1N3, or ordered by phone at (416)326-5300 or toll-free at 1-800-668-9938. They are also available on the Ontario Government's internet website at <http://www.ene.gov.on.ca>.

The Ministry's Manual of Environmental Guidelines and Procedures, as well as information on the EBR and the Environmental Registry, are available from the Public Information Centre, Ministry of the Environment, 135 St. Clair Avenue West, 1st Floor, Toronto, Ontario, M4V 1P5, and may be ordered by phone at (416) 325-4000 or toll free at 1-800-565-4923. They are also available on the Ministry's internet website at <http://www.ene.gov.on.ca>.

Proponents should also be aware that, in addition to the approvals and permits required by this Ministry, other Ontario ministries and other levels of government (e.g., federal or municipal), may have their own approval or permit requirements. **It must be emphasized that approval under one act does not abrogate the requirement to obtain approval under other acts or other sections of the same act.**

# **PART I - GENERAL INSTRUCTIONS FOR APPLICANTS**

## **1. Who Must Apply**

The responsibility for obtaining an approval or consent related to a drinking-water system under Parts V or VI of the *Safe Drinking Water Act* (SDWA) lies with the legal owner of the existing or prospective drinking-water system as it stands at the time of the application. If the owner is an entity other than an individual or a sole proprietor, e.g., a corporation, the person signing the application on behalf of the owner must be someone who is specifically authorized by the owner to do so. In case of a corporation (including a municipality), it would be an official of the corporation identified in the corporation's official document of incorporation. If the person signing the application is not an official of the corporation, the application must be accompanied by a letter signed by an official of the corporation authorizing the person to act on behalf of the corporation for that purpose.

## **2. When to File Applications**

It is an offence under the SDWA to commence construction or alteration of a drinking-water system subject to the approval requirements of the Act prior to obtaining the required approval.

In order to reduce the risk of unforeseen delays associated with obtaining the required approval, when contemplating an undertaking subject to the approval requirements, the proponents should familiarize themselves with the specifics of the approval process and the requirements related to the supporting information and documentation for various types of proposals outlined in this Guide. Also, at that time, the proponents should contact the Ministry to determine the current application average turn-around time and schedule their projects accordingly.

The application average turn-around time will vary depending on the type of application, complexity of the project, and the number of other applications received by the Ministry in the preceding period. Proponents must also be aware that the application average turn-around time that would be provided by the Ministry on request would be based on the assumption that the application is complete. If in during the review of the application it is determined that additional information or documentation is necessary for proper assessment of the proposal, the review may have to be suspended and delay the approval. If the required additional information is not readily available from the proponent, the application may be returned to the proponent as incomplete, and the proponent would have to re-submit the application when all required information is available.

## **3. Where to File Applications and What to Include in the Submission**

Applications for approvals related to municipal and non municipal drinking- water systems are formally made to the Director of the Environmental Assessment and Approvals Branch (EAAB) of the Ministry of the Environment by submitting a completed application form, together with the required supporting information and documentation, and the correct application fee. However, in some situations two different procedures for the submission of applications for approval are available to the applicant for an approval related to a drinking-water system.

Applications for approval to establish or alter certain types of distribution system facilities within drinking-water systems involving limited and predictable potential for significant environmental or public health impact, proposed to be located within certain designated municipalities may be routed through the appropriate designated municipal authority under the Transfer of Review Program. All other applications must be submitted directly to the Ministry. The two submission procedures are outlined below.

**Note: The current practice of the Ministry is to issue a single approval document for all facilities related to water treatment within a drinking-water system - water distribution facilities not involved in treatment are approved separately under individual stand alone approval documents. Therefore, where a particular municipal project involves establishment or alteration of both water treatment works and distribution facilities, two separate applications, each with the applicable supporting information and documentation, and the appropriate application fee, must be submitted to the Ministry. Specifically, applications related to water treatment facilities (including raw water intake facilities, treated water storage and pumping facilities and water treatment process waste stream/residue management facilities located at the site of water treatment plant, dedicated chlorine contact sections of feeder watermains, and in-distribution chlorine booster stations) are not to include water distribution watermains, in-distribution water storage and flow equalization facilities, or pressure booster stations.**

### **3.1 Transfer of Review Program**

The Transfer of Review Program is a program where a designated municipal authority reviews the application and supporting documentation on behalf of the Ministry. The municipal authority then submits the application to the Ministry together with their recommendations for approval, or comments explaining why an application is not recommended for approval.

The types of drinking-water works covered by the program depend on individual agreements between the Ministry and the designated municipal authority, and they usually include watermains and water booster pumping stations.

**Appendix D** to this Guide (“**Municipalities Currently Under the Transfer of Review Program**”) lists the municipal authorities participating in the program and specifies the types of water and sewage works which individual municipal authorities are authorised to review on behalf of the Ministry. However, it is recommended that before submitting an application to a designated municipal authority for review under the Transfer of Review Program, the proponent contact the Engineering Department of the municipal authority to confirm that approval for the particular type of works can be processed under the Transfer of the Review Program by that municipal authority.

For an application to be processed under the Transfer of Review Program, the proponent must submit two (2) copies of the completed application form and supporting documentation, together with an appropriate application fee, to the designated municipal authority, and one (1) copy of the completed application form and supporting documentation to the Ministry’s local District Office. Applications for approval of drinking-water systems under the SDWA must be submitted separately from the applications for approval of sewage works under the OWRA.

## 3.2 Direct submission

All applications other than those qualifying for the Transfer of Review Program must be submitted directly to the Ministry, as follows:

- to the Environmental Assessment and Approvals Branch of the Ministry:
  - one (1) copy of the completed application form, including the supplementary forms referred to in the application form and provided in the application package (see Part II of this Guide for explanations),
  - all applicable supporting technical information and documentation outlined in Part III of this Guide,
  - the correct application fee (where applicable), and
  - a covering letter addressed to the “**Director, Parts V and VI, SDWA**”, at the Environmental Assessment and Approvals Branch, stating the purpose of the application and indicating that a copy of the complete submission has been sent to the appropriate local District Office of the Ministry; and
- to the Ministry’s District Office serving the area in which the system is or is to be located [see **Appendix E** to this Guide (“**Regional, District and Area Offices of the Ministry**”) for locations and addresses of the Ministry’s District Offices]:
  - one (1) copy of the completed application form and all supporting information and documentation, and a copy of the covering letter.

## 4. The Approval Process

The approval process generally consists of pre-application consultation, review of application, and issuance of approval. These steps are outlined below to give proponents an understanding of the process requirements and enable them to account for those requirements in scheduling their projects in order to avoid unforeseen delays.

### 4.1 Pre-application consultation

Pre-application consultation is a dialogue between the proponent, the Ministry, and possibly the public, prior to the submission of an application for approval or consent. Pre-application consultation is meant to assist proponents in defining the environmental objectives for the project, such as determining the requirements regarding characterisation of the source of raw water, any water treatment process waste stream effluent requirements, establishing general acceptability of the proposed technology, identifying any application type specific special information requirements (e.g., information in support of an application for relief from a specific regulatory requirement), and determining the need for public consultation/notification.

**Note:** Pre-application consultation is required for all projects involving construction of new water treatment facilities, expansion or re-rating of existing water treatment facilities, and major modifications/upgrades to existing water treatment facilities, and introduction of an innovative technology. Also, depending on their scope, it is recommended for less complex projects.

**Pre-application consultation is also required for all application for relief from a specific regulatory requirement other than the relief from all treatment requirements for a ground**

water supply system. O.Reg. 170/03 sets out specific prerequisite actions of the Owner and supporting information for requests for relief from all treatment requirements for a ground water supply system, and prohibits relief from all treatment requirements for a surface water (including ground water under influence of surface water) supply system. The regulation does not set any requirements regarding any other regulatory relief allowed under the Act to be granted through conditions of an approval. For such cases, before submission of an application, it will have to be established what information and documentation is necessary to properly assess the potential public health impact of the requested regulatory relief.

Where pre-application consultation is required or desired, it must be initiated by contacting the local District Office of the Ministry. The District Office may call upon or direct the proponent to other offices, branches or sections of the Ministry which may have a role in the approval process.

When approaching the Ministry, the proponent should be prepared to discuss the nature of the proposal and identify in general the proposed source of water supply, water treatment process, and any water treatment process residue management system and its expected effluent quality and environmental impact at the proposed discharge location. The Ministry will assist the proponent in identifying all provincial environmental legislation, policies, objectives and guidelines applicable to the project, including details of applicable public consultation and notification requirements under the *Environmental Assessment Act (EAA)*. The Ministry will also determine if there is a need for an assessment of the environmental impact of effluent from any water treatment process residue management system and outline the required scope of such an assessment, determine if a Permit to Take Water is required for the proposed system, advise on the required characterisation of the water source, and discuss with the proponent any special concerns that must be addressed in the application for approval.

Where the proposed system involves discharge of effluent from a process residue management system directly to the environment (i.e., other than into a sanitary sewer), it is recommended that the proponent complete the required environmental impact assessment and obtains a written concurrence with the assessment and proposed effluent criteria from the Technical Support Section of the respective Regional Office of the Ministry before the formal application or approval of the system is submitted to the EAAB.

**Note:** If the required environmental impact assessment is only submitted to EAAB along with the application for approval of the drinking-water system (without a confirmation of the concurrence with the assessment by the Regional Office of the Ministry), EAAB will have to request the Regional Office to review the submitted assessment before commencing the review of the application for approval. However, if it is at that time determined that no pre-application consultation for the project took place, and the Region's Technical Support staff advises EAAB that they are not able to assess the submitted impact assessment without further data or other information not readily available from the proponent, the application may be closed as grossly incomplete, and the proponent would have to re-apply for approval after completing a proper environmental impact assessment.

Also in pre-application consultation, the proponent may discuss with the Ministry the need for and the details of any study to determine if the source of the proposed ground water supply should be considered a ground water under the direct influence of surface water (GUDI), and what level of water treatment may be required.

**Note:** For the purposes of the treatment and monitoring requirements of the Drinking-Water Systems Regulation made under the SDWA, a drinking-water system that obtains water from a raw water supply that is ground water under the direct influence of surface water (GUDI) is deemed to be a drinking-water system that obtains water from a raw water supply that is surface water. The regulation identifies specific situations where a source of water supply is deemed to be a ground water under the direct influence of surface water (GUDI), and the source must be considered as such unless there is a report by a professional engineer or a professional hydrogeologist that concludes that the source is not a GUDI. In case of drinking-water systems subject to the approval requirements (municipal residential systems) of the SDWA, the source can only be considered a non-GUDI source if the Director agrees with the conclusions of the report by a professional engineer or a professional hydrogeologist.

**For the purposes of an application for approval of a drinking-water system under SDWA, the report concluding that a source is not a GUDI (or a GUDI with adequate in-situ filtration) must be prepared in accordance with the Ministry document entitled “Terms of Reference for Hydrogeological Study to Examine Ground Water Sources Potentially Under Direct Influence of Surface Water”.**

Based on such pre-application consultation, the proponent would be better prepared to develop environmental objectives for the project with a clear understanding of the Ministry's requirements, complete any required public consultation process (especially any process required under the *Environmental Assessment Act*), design the system such that the Ministry's requirements and public concerns are adequately addressed, and obtain any prerequisite permits.

Where applicable, the processes that must be completed, and permits that must be obtained before an application for approval of the drinking-water systems is submitted to the EAAB, may include the environmental assessment process under the EAA (normally Class EA processes), a Development Permit under section 24(1) of the *Niagara Escarpment Planning and Development Act*, and a Permit to Take Water under Section 34 of the OWRA.

## **4.2 Screening of applications for approval**

Upon their receipt by the Environmental Assessment and Approvals Branch of the Ministry, applications are pre-screened for completeness of their application forms and presence of the applicable application fees.

If an application does not include the application fee (if applicable) or if the application form is incomplete (see Part II of this Guide for detailed instructions for the completion of the form), the application cannot be properly recorded in the Ministry's electronic application processing and information management system, and the system will not allow to save the record or generate a letter of acknowledgement for the application. In such a situation, the Application Processor (a staff member of the Application Processing unit of the EAAB) will attempt to contact the Client by phone in order to obtain this critical information. However, if the Application Processor is unable to obtain this information from the Client within three business days of the receipt of the application, the application is returned to the Client, and would have to be re-submitted.

Each application which includes at least the administrative processing portion of the application fee (if applicable) and whose application form is complete undergoes detailed examination of the entire submission for adequacy of the submitted fee and presence of the required supporting

information and documentation (see Part III of this Guide for information on the supporting information and documentation requirements), including the presence of a record of pre-application consultation.

Based on the results of the examination of the submission, the Application Processor generates a letter of acknowledgement and mails it to the Client.

In the letter of acknowledgement, the Application Processor advises the Client of the estimated application turnaround time (i.e., the number of weeks expected to be required for the completion of the technical review and approval of the application), and if applicable, identifies the missing supporting information and documentation, details of any fee inadequacy, and the date by which the Client must respond to the request for additional fee and/or information (usually two weeks from the date of the letter).

**Note: The length of time during which the Ministry would be awaiting any information requested from the Client (including resolution of any public consultation matters) is not known and at the time of sending the letter of acknowledgement and therefore it is not taken into account in the initial estimation of the application turnaround time. Any such time would be above and beyond the estimate identified in the letter of acknowledgement. Also, the initial time estimate is based on the average turnaround time of the recently approved similar applications, and the actual review time will likely be longer than the estimate if the proposal is highly complex, or if during the technical review it is determined that additional information (beyond that requested in the letter of acknowledgement) is necessary for proper assessment of the application.**

Upon the preparation of a letter of the letter of acknowledgement, the Application Processor forwards the application to a Review Coordinator for assignment to a Review Engineer.

**Note: If the Client fails to submit the outstanding fee or address the request for additional information or documentation identified in the letter of acknowledgement within the time allowed, the Review Engineer (the application will have already been assigned to the Review Engineer) will assume that the Client is no longer interested in obtaining approval for the submitted application (i.e., wishes it withdrawn), and will initiate the process of cancelling the application and refunding the submitted application fee in the amount reduced by any applicable non-refundable portion of the fee as stipulated in the Minister's Order for Drinking-Water Approval Fees.**

### **4.3 Technical review of applications for approval**

Detailed technical review of applications for approval assigned to a particular Review Engineer is conducted chronologically in order of their receipt by the Review Engineer, and therefore, the technical review of a particular application will not normally commence immediately. However, in order to expedite the process, immediately after receiving the application, the Review Engineer will determine if the application requires any supplementary review (e.g., comments on the submitted environmental impact analysis from the Technical Support Section of the appropriate Regional Office of this Ministry, or comments of the local Medical Officer of Health on an application for a relief from a regulatory requirement or fragmentation of the system), and if required, will request such a review without delay.

In the detailed technical review, the Review Engineer assesses the completeness and adequacy of the submitted detailed design documentation and other supporting information, the



compliance of the proposal with the Ministry acts, regulations, policies, objectives, and environmental guidelines, the conformance of the engineering design to the principles of sound engineering, and the adequacy of controls and contingencies provided to facilitate the proper operation of the system.

**Note: Specific requirements regarding the supporting technical information for various types of drinking-water systems and various types of applications are outlined in Part III (Supporting Information Requirements) of this Guide.**

In the process of this detailed review, the Review Engineer may determine that additional information, beyond that requested (if any) in the letter of acknowledgement, is necessary for proper assessment of the application, or that the application involves aspect which require submission of an additional fee. A request for such information/additional fee is usually made in form of a letter from Review Engineer to the Client, and include a deadline for response. This deadline may vary depending on the nature of the requested information but typically the proponent is given two weeks to respond.

**Note: If the Client is unable to submit the requested information within the given time but wishes to keep the application active, by the same deadline, the Client must request an extension of the deadline and provide an adequate justification. If the Client fails to respond to the request within the given time, or if the requested deadline extension is unjustified or unreasonably long, the Review Engineer will assume that the Client is no longer interested in obtaining approval for the submitted application (i.e., wishes it withdrawn), and will initiate the process of cancelling the application and refunding the submitted application fee in the amount reduced by any applicable non-refundable portion of the fee as stipulated in the fees regulations and any additional amount determined based on the Ministry's effort expended to date in the review of the application.**

Should the Review Engineer, in the process of detailed review, determine that the proposed facilities, as designed, would not be capable of consistent compliance with the Ministry's acts, regulations, policies, objectives or environmental guidelines, or that the engineering design of the facilities does not conform to the principles of sound engineering, the Director would advise the Client in writing that the proposed facilities as designed cannot be approved. Such a "letter of non-compliance" would include the details of potential or actual non-compliance and/or non-conformance, and a deadline for response. This deadline may vary depending on the nature and complexity of the design changes required to achieve compliance/conformance but typically the Client is given two weeks to respond.

Similar steps will be taken when in the opinion of the Review Engineer, verified by the Director, the information submitted in support of an application for relief from a regulatory requirement or approval/consent for fragmentation of a drinking-water system does not warrant granting the requested relief, approval or consent.

**Note: If the Client is unable to submit an amended proposal within the given time but wishes to keep the application active, by the same deadline, the Client must request an extension of the deadline and provide an adequate justification. If the Client fails to respond to the request within the given time, or if the requested deadline extension is unjustified or unreasonably long, or if the Client submits a revised proposal which is still unacceptable, or if the Client advises that they disagree with the Ministry's assessment of their proposal, the Review Engineer will initiate the process of formal refusal of the application and refunding the submitted application fee in the amount reduced by any applicable non-refundable portion of the fee as stipulated in the fees regulations and any additional amount determined based on**

**the Ministry's effort expended to date in the review of the application. The Client would have the right to appeal such a refusal to the Environmental Review Tribunal.**

Upon completion of the detailed technical review, when all outstanding issues have been addressed, the Review Engineer provides his/her recommendations on the application to the approving Director.

#### **4.4 Issuance of approval/Director's consent**

Upon considering recommendations of the Review Engineer, the approving Director may grant approval/consent for the proposal or, if in his/her opinion, it is necessary for the purposes of the Safe Drinking Water Act, refuse to grant approval/consent or grant approval on such terms and conditions as he/she deems necessary.

The Director may grant or refuse approval or consent by issuing one of the following documents:

- a Certificate of Approval - Municipal Drinking-Water System;
- an Amended Certificate of Approval - Municipal Drinking-Water System;
- a Notice of Amendment to Certificate of Approval - Municipal Drinking-Water System;
- a Notice of Revocation - Municipal Drinking-Water System;
- a Certificate of Approval for Fragmentation - Municipal Drinking-Water System
- a Notice of Refusal - Municipal Drinking-Water System;
  
- a Certificate of Approval - Non-Municipal Drinking-Water System;
- an Amended Certificate of Approval - Non-Municipal Drinking-Water System;
- a Notice of Amendment to Certificate of Approval - Non-Municipal Drinking-Water System;
- a Notice of Revocation - Non-Municipal Drinking-Water System;
- a Notice of Consent for Fragmentation - Non-Municipal Drinking-Water System;
- a Notice of Refusal - Non-Municipal Drinking-Water System.

**A Certificate of Approval - Municipal Drinking-Water System** is issued to approve the establishment and operation of a new municipal drinking-water system or a new part of an existing system not directly related to the water treatment process (e.g., watermains, in-distribution reservoirs, pressure booster pumping stations), or operation of an existing not previously approved municipal drinking-water system. Such a Certificate of Approval for the establishment/operation of a drinking-water system may include conditions that grant a relief from regulatory requirements. Also, a Certificate of Approval is issued to approve a relief from regulatory requirements for a new or existing not previously approved drinking-water system that does not require approval for its establishment (municipal non-residential systems) or for a distribution system not covered by a single certificate of approval that could be amended to approve a relief applicable to the entire distribution system.

An **Amended Certificate of Approval - Municipal Drinking-Water System** is usually issued to approve a replacement of, or an alteration or extension to an existing previously approved municipal drinking-water system, or to modify the terms and conditions of an existing Certificate of Approval (including granting a relief from regulatory requirements). Such an Amended Certificate of Approval revokes and replaces the previously issued Certificate of Approval.

**A Notice of Amendment to Certificate of Approval - Municipal Drinking-Water System** is usually issued to approve temporary (short term) modifications to an existing previously

approved municipal drinking-water system or to provide for temporary changes to the terms and conditions of an existing Certificate of Approval. Such a Notice becomes part of the Certificate of Approval it amends.

**A Notice of Revocation - Municipal Drinking-Water System** is issued to revoke an existing Certificate of Approval for any municipal drinking-water system that has been permanently removed from service, or to revoke an existing Certificate of Approval for a non-residential municipal drinking water system for which the owner has submitted to the Director a Notice under Schedule 21 of O.Reg. 170/03 stating compliance with all treatment requirements of the certificate or the regulation, whichever is applicable in the particular case.

**A Certificate of Approval for Fragmentation - Municipal Drinking-Water System** is issued to approve replacement of a municipal drinking-water system or a part of that system with a non-municipal drinking-water system.

**A Notice of Refusal - Municipal Drinking-Water System** is issued to refuse an application for any approval (including a revocation) related to a municipal drinking-water system.

**A Certificate of Approval - Non-Municipal Drinking-Water System** is normally only issued to grant a relief from regulatory requirements for a new non-municipal drinking-water system or an existing not previously approved non-municipal drinking-water system.

**Note:** Under the SDWA and O.Reg. 170/03, it is not necessary to obtain approval for the establishment and operation of a new non-municipal drinking-water system or operation of an existing not previously approved non-municipal drinking-water system.

An **Amended Certificate of Approval - Non-Municipal Drinking-Water System** is normally issued to grant a relief from regulatory requirements for an existing previously approved non-municipal drinking-water system through modification of the terms and conditions of the existing Certificate of Approval or to change conditions of a previously granted relief). Also, until a particular Certificate of Approval is revoked on submission of a Notice under Schedule 21 of O.Reg. 170/03 stating compliance with all treatment requirements of the regulation, an amended Certificate of Approval may be issued to modify other terms and conditions of the existing Certificate of Approval (e.g., extension of a deadline for compliance with the requirements of the Certificate of Approval). Such an Amended Certificate of Approval revokes and replaces the previously issued Certificate of Approval.

**Note:** Under the SDWA and O.Reg. 170/03, it is not necessary to obtain approval for the replacement of, or an alteration or extension to an existing previously approved non-municipal drinking-water system.

**A Notice of Amendment to Certificate of Approval - Non-Municipal Drinking-Water System** is usually issued to provide for temporary (short term) changes to the terms and conditions of an existing Certificate of Approval for a non-municipal drinking-water system. Such a Notice becomes part of the Certificate of Approval it amends.

**A Notice of Revocation - Non-Municipal Drinking-Water System** is issued to revoke an existing Certificate of Approval for any non-municipal drinking-water system that has been permanently (and in its entirety approved by the certificate) removed from service, or to revoke an existing Certificate of Approval for a non-residential municipal drinking water system issued for the purpose of granting a relief from regulatory requirements where the

owner has subsequently submitted to the Director a Notice under Schedule 21 of O.Reg. 170/03 stating compliance with all treatment requirements of the regulation, and/or if the previously granted relief involved other requirements of the regulation, a statement that the previously granted relief from the regulatory requirements is no longer required.

**A Notice of Consent for Fragmentation - Non-Municipal Drinking-Water System** is issued to give the Director's written consent for the replacement of a regulated non-municipal drinking-water system or a part of that system with a drinking-water system which is not subject to the requirements of O. Reg. 170/03 under the SDWA.

**A Notice of Refusal - Municipal Drinking-Water System** is issued to refuse an application for any approval (including a revocation) or Director's consent related to a non-municipal drinking-water system.

Where the Director decides to impose any terms or conditions on an approval, alter any terms or conditions of an existing approval, refuse to grant an approval or give consent, or suspend or revoke an approval, in accordance with the requirements of section 128 of the SDWA he/she will serve the owner of the drinking-water system with a written notice of this imposition, alteration, refusal, suspension or revocation, including details of the owners right to appeal the decision to the Environmental Review Tribunal.

Under section 129 of the SDWA, within 15 days after being served with such a notice of a reviewable decision, the person notified may require a hearing by the Tribunal by a written notice served on the Director and the Tribunal.

The terms and conditions of an approval usually include requirements related to the performance, operation and maintenance of the system as well as monitoring and recording of specific indicators of water quality and environmental impact, and provision of contingencies to prevent and deal with accidental spills or upsets. They may also deal with such issues as time limited approval, timing for upgrades to the system or a requirement to obtain some other approvals before commencement of the construction of the conditionally approved system or its part. An example of the latter would be an approval subject to obtaining approval of the final plans and specifications for the conditionally approved works.

#### **4.5 Approval subject to approval of final plans and specifications**

When requested, in some special circumstances, the Director may grant an approval in principle for works whose detailed engineering design has not been finalized, provided that the design has advanced to the stage where all significant technical decisions having a potential to affect performance and/or environmental impact of the works have been already made. **[Note: Such an approval in principle is not an authorization to construct the proposed works.]**

Such an approval in principle would include a special condition prohibiting construction of any part of so approved works until the Director has received and approved in writing detailed engineering design drawings, specifications, and a final engineering design report containing detailed design calculations for that part of the works.

A request for such an approval will be considered if the entity financing or approving the financing of the project (e.g., the Ontario Municipal Board) requires the applicant to provide a

proof of the Ministry's acceptance of the proposal prior to their release or approval to release funds for the undertaking of the detailed engineering design.

Such an approval in principle, subject to a separate approval of final engineering design for the proposed system, or its part, may also be granted for a large project with agreed upon phased implementation of its various components, or a "design-build" project, i.e., a project intended to be implemented through a single contract between the proponent and a Contractor who would both design and construct the works.

Requests for such staged approvals will only be considered where the proponent has included with the application for approval an adequate written justification for the proposed course of action. It is highly recommended that, where the proponent intends to take this route, the issue be discussed in the pre-submission consultation.

The technical information and documentation required to be submitted in support of applications for various types of drinking-water systems for such an approval in principle is outlined in Part III of this Guide.

## **5. Public Notification and Access to Application Information**

The release of information contained in application forms and documentation submitted in support of applications for approval is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Act defines what may and what may not be disclosed to the public, and is used to assess all requests for information contained in the documents on file with applications for approval.

The applicant should therefore identify all documents which are to be considered confidential and must provide detailed evidence in support of this claim. The applicant should refer to the exemptions from disclosure set out in sections 12 to 23 of FIPPA, and in particular, section 17, third-party information. This evidence will be one of the factors the Ministry would consider when making a decision regarding disclosure of specific documents on file.

## **6. False Information**

Through a reference to section 138, it is an offence under section 140 of the *SDWA* to knowingly give false information to the Ministry in respect to matters under the Act or regulations.

Under sections 141 and 142, the penalties for this violation could result in fines of up to \$50,000 for the first conviction and fines up to \$100,000 and/or imprisonment up to one year for each subsequent conviction where the offence is committed by an individual, and \$250,000 and \$500,000 respectively where the offence is committed by a corporation.

## **7. Questions Regarding Filing Applications for Approval**

For any assistance or advice regarding the filing of applications for approval related to municipal and non-municipal drinking-water systems the Environmental Assessment and Approvals Branch of the Ministry may be contacted at the following address and telephone numbers:

Environmental Assessment and Approvals Branch  
2 St. Clair Avenue West  
Floor 12A  
Toronto, Ontario  
M4V 1L5

Tel. (416) 314-8001 or (Toll Free) 1-800-461-6290  
Fax. (416) 314-8452

## Part II - INSTRUCTIONS FOR COMPLETING APPLICATION FORM

Unless otherwise directed by the Environmental Assessment and Approvals Branch (EAAB), all applications for an approval related to a municipal or a non-municipal drinking-water system must be submitted using application forms titled **“Application for Approval Related to Municipal and Non-Municipal Drinking Water Systems”**.

In addition to the completed application form itself, the applicable supporting information and documentation outlined in Part III of this Guide, and the application fee (if required), each submitted application must include the following supplementary forms (referred to within the application form) which must be completed in the process of completing the application form:

- **“Supplement to Application for Approval - Form A: Determination of the Category of Drinking-Water System”** (all applications);
- **“Supplement to Application for Approval - Form B: Existing Drinking-Water System Information”** (not required for applications for approval to establish a new drinking-water system);
- **“Supplement to Application for Approval - Form C: Cost for Part V SDWA Applications”** (applications related to municipal drinking-water systems only).

The application form and the supplementary forms are designed to be used for all drinking-water systems, and regardless of the type and complexity of the system and the type of approval requested, they must be completed in their entirety unless a particular item is not applicable or the form or this Guide instructs otherwise. Incomplete applications will be returned to the applicant. If a particular item is not applicable, "N/A" must be entered to indicate that the item has been considered.

The following instructions correspond to individual sections of the application form. References to the supplementary forms are made within the sections whose completion requires completion of these supplementary forms.

### Section 1. Client Information

Client Information identifies the individual or organization having legal responsibility for the drinking-water system at the time the application is being made. Normally, the Client is the legal Owner of the drinking-water system. If another individual or organization, formally authorized by the Owner, applies for approval on behalf the Owner, it is still the Owner who is considered to be the Client for the purposes of the application.

The following information about the Client is to be provided in this Section:

**1. Client Information** (*Owner of the drinking-water system*)

Client Name ( <i>Legal name of individual or organization as evidenced by legal documents</i> )		Business Identification Number
Business Name ( <i>The name under which the entity is operating or trading if different from the Client Name - also referred to as trade name</i> )		
Client Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Federal Government <input type="checkbox"/> Individual <input type="checkbox"/> Municipal Government <input type="checkbox"/> Partnership <input type="checkbox"/> Provincial Government <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other ( <i>describe</i> ):		Activity Classification Code/Standard Industrial Classification Code ( <i>If unknown please complete Business Activity Description</i> )
Business Activity Description ( <i>A narrative description of the business endeavour, this may include products sold, services provided or machinery/equipment used, etc.</i> )		

**Note:** If the Client submits with the application a copy of the Master Business Licence (MBL) obtained from the Ontario Ministry of Consumer and Commercial Relations, this Section does not need to be completed except for its Business Identification Number, and Activity Classification Code and/or Business Activity Description items. [ For information of the MBL the Client may call the Ontario Business Connections (Ontario Ministry of Consumer and Commercial Relations) at 1-800-565-1921 or (416)314-9151, or access their internet website at <http://www.ccr.gov.on.ca>.]

**Client Name** - this is the legal name of the Client, as evidenced by legal documents, where Client is the individual or organization.

**Client Type** - this is the type of legal entity that the Client represents. The Client must check one of the following choices provided by the form:

- **Corporation** - an incorporated entity having the status of a legal person having its own rights and responsibilities distinct from those of its owners/shareholders
- **Individual** - an individual
- **Partnership** - an unincorporated business having two or more owners who may be individuals, corporations or other unincorporated businesses
- **Sole Proprietor** - an individual being a single (sole) proprietor of an unincorporated company operating under a name registered under the *Business Names Act*
- **Federal Government** - a federal department or agency
- **Provincial Government** - a provincial ministry or agency
- **Municipal Government** - a municipal corporation or authority
- **Other** - this choice must be checked where none of the above specific types of entities apply to the Client, and the Client must specify the "other" type of entity which more appropriately describes the Client.

**Note:** Unless the Client is a municipal, provincial or federal government, a proof of legal name of the Client must be submitted with all applications. An acceptable proof of legal name for a particular Client Type is provided by the following legal documents:



- **Corporation (Ontario):** Form 1, 2 or 3 under the *Corporations Information Act* as obtained from the Ontario Ministry of Consumer and Commercial Relations
- **Corporation (Canada):** Articles of Incorporation, Articles of Continuance (Form 11) or Articles of Amendment (Form 4) under the *Canada Business Corporations Act* as obtained from the Department of Consumer and Corporate Affairs
- **Individual:** Birth certificate, passport or other document verifying legal name of the individual
- **Partnership (Limited):** Declaration under the *Limited Partnerships Act* as obtained from the Ministry of Consumer and Commercial Relations;
- **Partnership (General):** Documents verifying legal names of all entities constituting the partnership appropriate for the type of each individual entity
- **Sole Proprietor:** Birth certificate, passport or other document verifying legal name of the individual

**Business Identification Number** - this is the number assigned to all registered business names by the Companies Branch of Ontario Ministry of Consumer and Commercial Relations.

**Business Name** - this is the name under which the Client is operating or trading, and must be provided if it is different from the Client's legal name.

**Activity Classification Code/Standard Industrial Classification Code** - this is the (Canadian) Standard Industrial Classification (CSIC) code under which the Client's business endeavour is classified, as determined in accordance with the Statistics Canada publication "Standard Industrial Classification", 1980.

**Note: Do not enter the United States SIC (USSIC) or International SIC (ISIC) codes. If the applicable CSIC code is unknown to the Client, the Business Activity Description field of the application must be completed.**

**Business Activity Description** - this is a narrative description of the Client's business endeavour, which must be provided if the Client does not know the (Canadian) Standard Industrial Classification code under which the Client's business endeavour is classified. This may include the products manufactured or sold, services provided, machinery/equipment used, etc.

## Section 2. Client Physical Address

Client Physical Address is the physical location of the Client's business head office or, if the Client is an Individual or Sole Proprietor, the Client's place of permanent residence.

The following Client address information is to be provided in this Section:

### 2. Client Physical Address (Complete A, C and D, or B, C and D)

A. Civic Address- Street information <i>(Applies to an address that has civic numbering and street information includes street number, name, type and direction)</i>		Unit Identifier <i>(Identifies type of unit, such as suite &amp; number)</i>	
B. Survey Address <i>(Used for a rural location specified for a subdivided township, an unsubdivided township or unsurveyed territory)</i>			
Lot and Conc.: used to indicate location within a subdivided township and consists of a lot number and a concession number.	Lot	Conc.	Part and Reference: used to indicate location within an unsubdivided township or unsurveyed territory, and consists of a part and a reference plan number indicating the location within that plan. Attach copy of the plan.
			Part
			Reference Plan
C. Municipality/Unorganized Township	County/District	Province/State	Country
			Postal Code
D. Telephone Number <i>(Including area code &amp; extension)</i>	Fax Number <i>(Including area code)</i>	E-mail Address	

**Note: If the Client submits with the application a copy of their Master Business Licence (MBL) obtained from the Ontario Ministry of Consumer and Commercial Relations, this Section does not need to be completed. [See Note under Section 1 - Client Information.]**

**Civic or Survey Address** - this is the address identifying physical location within a municipality, unorganized township or an unsurveyed territory, and must be provided as follows:

- **Civic Address (Street Information)** - the type of address used in urbanized areas, consisting of Street Number, Name, Type and Direction, and Unit Identifier, e.g., 437 Park Drive West, Unit 7, **or**
- **Survey Address (Lot/Concession)** - the type of address used in rural and suburban areas of subdivided municipalities, consisting of Lot and Concession Number, e.g., Lot 22, Concession VII, **or**
- **Survey Address (Part/Plan)** - the type of address used in unsubdivided townships and unsurveyed territories, consisting of Lot Number, and Reference Plan Name and/or Number, e.g., Parts 4, 5 & 6, Plan 4.

**Note: A copy of the reference plan must be submitted with the application.**

**Non-Address Information** - this is any additional information which may clarify Client's physical location, it may include the community name, location in relation to roads and intersections, etc.

**Municipality/Unorganized Township** - this is the name of the lower tier municipality or unorganized (geographic) township (not the name of the community/settlement), and it must include the type of municipality (i.e., City, Town, Village, Township, or geographic township), e.g., Barrie City, Cardinal Village, Rideau Township, Canis Bay geographic township.

**County/District** - this is the name of the upper tier municipality (Regional Municipality, County or District Municipality), or geographic District or territory within which the Municipality/Unorganized Township is located.

**Note: Provide the name only (without the type of the upper tier municipality/geographic district), e.g., Halton (for R.M. of Halton) or Algoma (for District of Algoma).**

**Province/State, and Country** - these must be provided.

**Postal Code** - this is the postal code of the area where the clients business head office is physically located (not necessarily the same as the postal code for the Client's mailing address).

**Telephone Number** - telephone number must be provided, and must including area code.

**Fax Number** and **E-mail Address** - these should be provided if available.

### Section 3. Client Mailing Address

Client Mailing Address is the address where the Client wishes to receive the approval and any correspondence in relation to this application. The following Client address information is to be provided in this Section:

#### 3. Client Mailing Address (Complete A and C, or B and C)

A. Civic Address - Street information (Includes street number, name, type and direction)		<input type="checkbox"/> Same as Client Physical Address	Unit Identifier (Identifies type of unit, such as suite & number)	
B. Delivery Designator: <input type="checkbox"/> Rural Route <input type="checkbox"/> Suburban Service <input type="checkbox"/> Mobile Route <input type="checkbox"/> General Delivery		Delivery Identifier (A number identifying a Rural Route, Suburban Service or Mobile Route)		
C. Municipality	Postal Station	Province/State	Country	Postal Code

**Note:** If the Client submits with the application a copy of their Master Business Licence (MBL) obtained from the Ontario Ministry of Consumer and Commercial Relations, this Section does not need to be completed. [See Note under Section 1 - Client Information.]

**Civic Address** or **Delivery Designator and Identifier (Non-Civic Address)** - this is the address identifying location for mail delivery purposes, and must be provided as follows:

- **Civic Address (Street Information)** - this is the type of mailing address used in urbanized areas, and it consists of Street Number, Name, Type and Direction, and Unit Identifier. If the delivery address is a Post Office Box Number, it should be provided in the Street Information area of the form (do not put P.O. Box # in the Unit Identifier area or the Delivery Designator area of the form), e.g., 437 Park Drive West, Unit 7, or P.O. Box 4035, **or**
- **Delivery Designator and Delivery Identifier (Non-Civic Address)** - this is the type of mailing address used in all other than urbanized areas, and it consists of a Delivery Designator (i.e., type of delivery: Rural Route, Suburban Service, Mobile Route, or General Delivery) and Delivery Identifier (i.e., the number identifying a particular Rural Route, Suburban Service, or Mobile Route), e.g., R.R. 2.

#### Municipality or Postal Station

- **Municipality** - this is the name of the lower tier municipality within which the Client's Postal Station is located; the names of unorganized (geographic) townships cannot be used in Mailing Address, and for locations not within an organized municipality, the name of the Postal Station must be identified instead (in the Postal Station box).
- **Postal Station** - this is the name of the Client's Postal Station which is usually the name of the community or settlement within which the Postal Station is located; Postal Station name is only required for locations not within an organized municipality.

**Province/State, Country, and Postal Code** -these must be provided.

## Section 4. Site Information

Site Information includes identification, description and location of the site of the drinking-water system to which this application pertains. The following site information is to be provided in this Section:

### 4. Site Information (Location of the drinking-water system)

Site Name		MOE District Office		Legal Description (Attach copy of a legal survey)	
A. Site Address - Street information (Applies to an address that has civic numbering and street information - includes street number, name, type and direction)				<input type="checkbox"/> Same as Client Physical Address	
Unit Identifier (Identifies type of unit, such as suite & number)					
B. Survey Address (Used for a rural location specified for a subdivided township, an unsubdivided township or unsurveyed territory) <b>NOTE:</b> Do not complete "B" if you completed "A."					
Lot and Conc.: used to indicate location within a subdivided township and consists of a lot number and a concession number.		Lot	Conc.	Part and Reference: used to indicate location within an unsubdivided township or unsurveyed territory, and consists of a part and a reference plan number indicating the location within that plan. Attach copy of the plan.	
				Part	Reference Plan
C. Non Address Information (Any additional information to clarify site location)					
D. Geo Reference					
Map Datum	Zone	Accuracy Estimate	Geo Referencing Method	UTM Easting	UTM Northing
E. Municipality/Unorganized Township			County/District	Postal Code	
F. Adjacent Land Use			G. Is the Site located in an area of development control as defined by the Niagara Escarpment Planning & Development Act (NEPDA)?		
<input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Recreational <input type="checkbox"/> Residential <input type="checkbox"/> Agricultural <input type="checkbox"/> Other (Specify):			<input type="checkbox"/> Yes (If Yes, attach copy of NEPDA permit for the proposed activity/work) <input type="checkbox"/> No		
H. Is the Client the operating			I. Is the Client the owner of the land (site)?		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No		
If No, complete Table 1 of "Supplement to Application for Approval Form B" (if Form B not applicable, attach the operating authority name, address and phone number)			If No, attach the owner's name, address and consent for the installation and operation of the facilities.		
J. Is the Site located within the Oak Ridges Moraine Conservation Area as defined by the Oak Ridges Moraine Conservation Plan - a regulation under the Oak Ridges Moraine Conservation Act (ORMCA)?					
<input type="checkbox"/> Yes (If Yes, attach proof of municipal planning approval for the activity) <input type="checkbox"/> No					

**Site Name** - this is the name under which the site is known, e.g., Lakeview Water Treatment Plant, or Algonquin Trails Campgrounds.

**MOE District Office** - this is the name of the District Office of the Ministry of the Environment in whose area of jurisdiction the site is located (the District Office where a duplicate copy of the application must be sent by the Client), e.g., Halton-Peel District Office.

**Legal Description** - this is the legal description of the site as evidenced by a copy of legal survey of the property which must be enclosed with the application.

**Civic or Survey Address** - this is the address identifying physical location of the site within a municipality, unorganized township or an unsurveyed territory, and must be provided as follows:

- **Civic Address (Street Information)** - the type of address used in urbanized areas, consisting of Street Number, Name, Type and Direction, and Unit Identifier, e.g., 437 Park Drive West, Unit 7, **or**
- **Survey Address (Lot/Concession)** - the type of address used in rural and suburban areas of subdivided municipalities, consisting of Lot and Concession Number, e.g., Lot 22, Concession VII, **or**
- **Survey Address (Lot/Plan)** - the type of address used in unsubdivided townships and unsurveyed territories, consisting of Lot Number, and Reference Plan Name and/or Number, e.g., Lots 4, 5 & 6, Plan 4.

**Note: A copy of the reference plan must be submitted with the application.**

**Non-Address Information** - this is any additional information which may clarify location of the site, it may include the community name, location in relation to roads and intersections, etc.

**Site Geo-Reference** - this is the geographic location of the site identified as coordinates (UTM Easting and Northing) of the site's main point of reference (e.g., the approximate centre of the treatment plant) in the Universal Transverse Mercator (UTM) grid adopted for this purpose by the Ministry. **[Note: The site's main point of reference whose UTM coordinates are provided in this section must be clearly identified on the general site plan which must be submitted with all applications.]**

The geo-reference information required to be provided is as follows:

- **Map Datum** -this is the UTM datum of the map or GPS (Global Positioning System) used to specify position of the point of reference; currently, there are two map datums in use in North America, namely, the North American Datum 1927 (NAD27) and NAD83. The NAD83 is preferred as the current Ontario Base Maps are constructed using this datum, however NAD27 is acceptable.
- **Zone** - this is the UTM Zone within which the site is located; there are four UTM Zones within Ontario, namely 15, 16, 17 and 18.
- **Accuracy Estimate** - this is the accuracy (+/- metres) of the provided UTM Northing and Easting coordinates for the point of reference; the accuracy of the data depends on the method the data is generated, e.g., the accuracy of direct geodetic survey may be less than 1 metre, a GPS (depending on its quality) may guarantee accuracy from 1-10 metres to more than 10-30 metres, and a topographic map a 10-100 metre accuracy.
- **Georeferencing Method** - this is the method used to generate the data for the provided UTM Northing and Easting coordinates for the point(s) of reference; it could be a determination by geodetic survey, or estimation from a map, a GPS or the Gazetteer (<http://geonames.nrcan.gc.ca/cgndb/english/cgndb.html>) or any other specified method.
- **UTM Easting** - this is the distance in metres east from the western delimiter of the UTM Zone to the point of reference.
- **UTM Northing** - this is the distance in metres from the equator to the point of reference.

**Note:** For drinking-water systems having multiple water sources (intakes/wells) and those with single water sources where the water source is not located at the site of the water treatment plant (within the accuracy of the geo-reference coordinates provided), in addition to identification of the site's main point of reference in this Section, the Client must include a separate sheet listing all intakes, wells, points of discharge and their respective UTM coordinates.

**Municipality/Unorganized Township** - this is the name of the lower tier municipality or unorganized (geographic) township (not the name of the community/settlement), and it must include the type of municipality (i.e., City, Town, Village, Township, or geographic township), e.g., Barrie City, Cardinal Village, Rideau Township, Canis Bay geographic township.

**County/District** - this is the name of the upper tier municipality (Regional Municipality, County or District Municipality), or geographic District or territory within which the Municipality/Unorganized Township is located.

**Note:** Provide the name only (without the type of the upper tier municipality/geographic district), e.g., Halton (for R.M. of Halton), Simcoe (for County of Simcoe), or Algoma (for District of Algoma).

**Postal Code** - this is the postal code of the area where the site is located (not necessarily the same as the postal code for the site's mailing address).

**Adjacent Land Use** - this is the existing land use in the lands adjacent to the site; at least one of the provided choices (i.e., Industrial, Residential, Commercial, Agricultural, Recreational, Drinking Water Supply, or Other) must be identified; if "Other" is checked, it must be explained in the space provided.

**Location within NEPDA Development Control Area** - this is a statement indicating whether the project is or is to be located within the area of development control defined by the *Niagara Escarpment Planning and Development Act* (NEPDA), and is subject to the NEPDA.

**Note:** If the project is subject to the NEPDA, a copy of a NEPDA development permit must be submitted with the application. For information on this issue the Client should contact an office of the Niagara Escarpment Commission in Grimsby, Georgetown or Thornbury.

**Operating Authority** - this is a statement indicating whether the Client is to be the Operating Authority for the proposed works.

**Note:** For existing systems, if the Client is not the Operating Authority, the name, mailing address and telephone number of the Operating Authority would be provided in Table 1 of the "Supplement to Application for Approval Form B: Existing Drinking-Water System Information" which is required to be submitted with all applications related to existing systems. For proposed new systems, this information, if available, should be provided as an attachment to the application.

**Owner of the Land (Site)** - this is a statement indicating whether the Client is the owner of the site(s) where all parts of the proposed works are to be located.

**Note: If Client is not the owner of all of the site(s), the name(s) and mailing address(es) of the land owner(s), and their written consent(s) for the establishment and operation of the proposed facilities must be submitted as an attachment to the application.**

**Location within Oak Ridges Moraine Conservation Area** - this is a statement indicating whether the project is or is to be located within the Oak Ridges Moraine Conservation Area defined by the Oak Ridges Moraine Conservation Plan (ORMCP), which is a regulation under the *Oak Ridges Moraine Conservation Act* (ORMCA), and is therefore subject to the requirements of the ORMCA and ORMCP.

**Note: If the project is subject to the ORMCA and ORMCP, the applicant must attach a proof of the municipal planning approval (e.g., a letter from the municipality within whose jurisdiction the project is or is to be located confirming the land use compliance with the ORMCA, and municipal planning approval).**

## Section 5. Project Technical Information Contact

Project Technical Information Contact is an individual identified by the Client as one who is intimately familiar with the technical details of the proposal and may be contacted for any additional technical information that may be required during the Ministry's review of the application. This person would normally be the engineer responsible for the design of the works or a person having the authority to effect design changes if it is determined to be necessary in order to meet Ministry requirements.

**Note: In accordance with the *Professional Engineers Act*, only properly licensed engineers may practise professional engineering in the Province of Ontario. As such, all engineering documentation associated with applications for approval must be prepared and properly certified by a Professional Engineer licensed in Ontario. For further details in this regard, please refer to the *Professional Engineers Act* and the regulations thereunder.**

The following information about the Project Technical Information Contact is to be provided in this Section:

### 5. Project Technical Information Contact (Complete A, B, D and E or A, C, D, and E)

A. Name (Surname, Given name)		Company			<input type="checkbox"/> Same as Client Name
Contact Address		<input type="checkbox"/> Same as Client Mailing Address		Unit Identifier (Identifies type of unit, such as suite & number)	
B. Civic Address - Street information (Includes street number, name, type and direction)					
C. Delivery Designator: <input type="checkbox"/> Rural Route <input type="checkbox"/> Suburban Service <input type="checkbox"/> Mobile Route <input type="checkbox"/> General Delivery				Delivery Identifier (A number identifying a Rural Route, Suburban Service or Mobile Route delivery mode)	
D. Municipality	Postal Station	Province/State	Country	Postal Code	
E. Telephone Number (Including area code & extension)		Fax Number (Including area code)		E-mail Address	

**Name** - this is the name of the individual identified by the Client as the Project Technical Information Contact. Provide the surname first followed by the given name and initials.

**Company** - this is the name of the Company (e.g., a consulting engineering firm) that the person identified by the Client as the Project Technical Information Contact represents (if applicable).

**Contact Address** - this is the address under which the Project Technical Information Contact may be contacted **by mail**, and as the Client Mailing Address (see instructions for Section 3 “Client Mailing Address”), must include:

- **Civic Address** or **Delivery Designator and Identifier (Non-Civic Address)**,
- **Municipality** or **Postal Station**, and
- **Province/State, Country**, and **Postal Code**.

**Contact Telephone Number** - telephone number must be provided, and must including area code.

**Contact Fax Number** and **E-mail Address** - these should be provided if available.

## Section 6. Drinking-Water System and Project Information

Drinking-Water System and Project Information identifies the drinking-water system to which the application pertains, and the specifics of the project (proposal) for which approval is being sought.

In the **Drinking-Water System Category box (6a)** of this section of the application form, the applicant must indicate the category to which the drinking-water system belongs under O. Reg. 170/03 and O. Reg. 172/03 under the SDWA.

**Note:** The selection of the category must be made based on the completed (and also submitted with the completed application) supplementary form titled “Supplement to Application for Approval - Form A: Determination of the Category of Drinking-Water System” included in the application package. This supplementary form is also included in **Appendix A** to this Guide.

**6a. Drinking-Water System Category** (First complete “Supplement to Application for Approval - Form A: Determination of the Category of Drinking Water System”)

Large Municipal Residential Drinking-Water System	<input type="radio"/>
Small Municipal Residential Drinking Water System	<input type="radio"/>
Large Municipal Non-Residential Drinking Water System	<input type="radio"/>
Small Municipal Non-Residential Drinking Water System	<input type="radio"/>
Non-Municipal Year-Round Residential Drinking Water System	<input type="radio"/>
Non-Municipal Seasonal Residential Drinking Water System	<input type="radio"/>
Large Non-Municipal Non-Residential Drinking Water System	<input type="radio"/>
Small Non-Municipal Non-Residential Drinking Water System	<input type="radio"/>

The definitions of these regulated categories, as per the Drinking-Water Systems Regulation (O. Reg. 170/03), are as follows:

- **Large Municipal Residential DWS:** A municipal drinking-water system that serves a major residential development and serves more than 100 private residences.

**Note:** A “municipal drinking-water system” is defined in the SDWA as a system that:  
– is owned by a municipality or a municipal service board or a corporation established (by a municipality or a group of municipalities) under the *Municipal Act*, or



- is a system from which a municipality obtains or will obtain water under a contract, or
- is a system which is defined as a municipal drinking-water system by a regulation.

O. Reg. 172/03 made under the SDWA adds to the SDWA’s definition of a “municipal drinking-water system” a new residential drinking-water system being established by a non-municipal owner under a *Planning Act* agreement with a municipality if the agreement provides that the ownership of the system may be transferred to the municipality.

A “major residential development” is defined in the SDWA as a development of six or more private residences on one or more properties.

A “private residence” is defined in O. Reg. 171/03 made under the SDWA as a dwelling place occupied for an extended period of time by the same persons, if, (a) the residents have a reasonable expectation of privacy, and (b) food preparation, personal hygiene, and sleeping accommodations are not communal in nature, and (c) any use of the dwelling place by a resident for a home occupation, trade, business, profession or craft is secondary to the use of the dwelling place as a residence and does not use more than 25 per cent of the indoor floor area.

- **Small Municipal Residential DWS:** A municipal drinking-water system that serves a major residential development but serves fewer than 101 private residences.
- **Large Municipal Non-Residential DWS:** A municipal drinking-water system that does not serve a major residential development and is capable of supplying drinking water at a rate of more than 2.9 litres per second. (*Examples: a DWS serving a large community centre, a recreation and sports complex, a municipally owned industrial park, or an airport*)
- **Small Municipal Non-Residential DWS:** A municipal drinking-water system that does not serve a major residential development, is not capable of supplying drinking water at a rate of more than 2.9 litres per second, and which serves a designated facility or a public facility. By restricting the definition to designated or public facilities, workplaces such as fire halls or maintenance depots are excluded from this category. (*Examples: a DWS serving a community centre*)
- **Non-Municipal Year-Round Residential DWS:** A non-municipal drinking-water system that is not a seasonal system and serves 1) a major residential development or 2) a trailer park or campground that has more than five service connections. (*Examples: a DWS serving a private subdivision, a mobile home park, or an apartment building*)
- **Non-Municipal Seasonal Residential DWS:** A non-municipal drinking-water system that is a seasonal system and serves a major residential development or a trailer park or campground that has more than five service connections. (*Examples: a DWS serving a trailer park/campground as described above, or a communal cottage system*)
- **Large Non-Municipal Non-Residential DWS:** A non-municipal drinking-water system that is capable of supplying drinking water at a rate of more than 2.9 litres per second and does not serve a major residential development or a trailer park or campground that has more than five service connections. (*Examples: a DWS serving an industrial development, a hotel, a large resort, or a campground*)

- **Small Non-Municipal Non-Residential DWS:** A non-municipal drinking-water system that is not capable of supplying drinking water at a rate of more than 2.9 litres per second and does not serve a major residential development or a trailer park or campground that has more than five service connections but serves a designated facility or public facility (defined in O. Reg. 170/03). (Examples: a DWS serving a day-care facility, a motel, a restaurant, a bed and breakfast facility, a gas station, or a church)

**Note:** By restricting the definition of small non-municipal non-residential systems to the systems serving designated or public facilities, those small systems which do not serve such facilities are excluded from this category, and as such are not subject to the requirements of O. Reg. 170/03 (“non-regulated” systems).

In the **Drinking-Water System - Project Information box (6b)** of this section of the application form, the applicant must provide information about the existing system (if the application pertains to an existing system) and the specifics of the project (proposal) for which approval is being sought. This box is to be completed as follows:

**Note:** For applications pertaining to existing systems, before completing this box of the application form, the applicant must complete (and also submit with the completed application), the supplementary form titled “Supplement to Application for Approval - Form B: Existing Drinking-Water System Information” included in the application package. This supplementary form is also included in **Appendix B** to this Guide.

**6b. Drinking-Water System - Project Information**

Type of Application:		Current Certificate of Approval		Transfer of Review	
<input type="checkbox"/> New Certificate of Approval for a drinking-water system <input type="checkbox"/> Amendment to current Certificate of Approval for a drinking-water system <input type="checkbox"/> Certificate of Approval for Fragmentation (municipal system) <input type="checkbox"/> Director’s Consent for Fragmentation (non-municipal system) <input type="checkbox"/> Revocation of Current Certificate of Approval		Certificate of Approval Number  Date of Issue (y/m/d)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the application constitute or include a request for approval of relief from regulatory requirements? <input type="checkbox"/> Yes (If “Yes”, indicate below the type of relief requested) <input type="checkbox"/> No					
<input type="checkbox"/> Relief from All Treatment Requirements (only for systems using ground water sources exclusively)				<input type="checkbox"/> Other Regulatory Relief	
Project Description Summary (If application pertains to an existing drinking-water system, first complete <b>Supplement to Application For Approval – Form B</b> , and indicate here how this project would change that information )					
Receiver of Effluent Discharge (Discharge from water treatment plant backwash/residue management system)				Watershed Name	
Project Name (Project identifier to be used as a reference in correspondence)			Water Works Number (Provide if known)		
Project Schedule Estimated date for start of construction/installation (yyyy/mm/dd)			Estimated date for start of operation (yyyy/mm/dd)		

**Type of Application** - this item provides choices for the applicant to indicate the type of approval the application is for. The choice should be made based on the following:

- **New Certificate of Approval for a drinking-water system** - this choice is to be indicated if

the application is for the approval to construct/install a new water treatment facility or a new part of a drinking-water system not directly related to the water treatment process (e.g., watermains, in-distribution reservoirs, pressure booster pumping stations), or approval of an existing not previously approved drinking-water system, including or not including approval of relief from regulatory requirements, or approval of a relief from regulatory requirements for a new or existing not previously approved drinking-water system that does not require approval for its establishment (non-municipal and municipal non-residential systems) or for a distribution system not covered by a single certificate of approval that could be amended to approve a relief applicable to the entire distribution system.

**Note: The current practice of the Ministry is to issue a single approval document for all facilities related to water treatment within a drinking-water system - water distribution facilities not involved in treatment are approved separately under individual stand alone approval documents. Therefore, where a particular municipal project involves establishment or alteration of both water treatment works and distribution facilities, two separate applications, each with the applicable supporting information and documentation, and the appropriate application fee, must be submitted to the Ministry. Specifically, applications related to water treatment facilities (including raw water intake facilities, treated water storage and pumping facilities and water treatment process waste stream/residue management facilities located at the site of water treatment plant, dedicated chlorine contact sections of feeder watermains, and in-distribution chlorine booster stations) are not to include water distribution watermains, in-distribution water storage and flow equalization facilities, or pressure booster stations.**

- **Amendment to a current Certificate of Approval for a drinking water system** - this choice is to be indicated if the application is a request for the approval to replace or modify, or provide an extension to an existing previously approved drinking-water system or its separately approved part, or for an amendment to the terms and conditions of an existing Certificate of Approval, including a request for a relief from regulatory requirements or a renewal of a previously granted time limited regulatory relief.
- **Certificate of Approval for Fragmentation (municipal)** - this choice is to be indicated if the application is for the approval to replace an existing (approved or not approved) municipal drinking-water system or a part of such a system with a non-municipal drinking-water system.
- **Director's Consent for Fragmentation (non-municipal)** - this choice is to be indicated if the application is for the Director's written consent for the replacement of a regulated non-municipal drinking-water system or a part of that system with a drinking-water system which is not subject to the requirements of O. Reg. 170/03 under the SDWA.
- **Revocation of existing Approval** - this choice is to be indicated if the application is for revocation of a Certificate of Approval for any drinking-water system that has been permanently removed from service, or to revoke an existing Certificate of Approval for a municipal non-residential drinking water system for which the owner has submitted to the Director a Notice under Schedule 21 of O.Reg. 170/03 stating compliance with all treatment requirements of the Certificate of Approval or the regulation, whichever is applicable in the particular case.

**Note: Under O. Reg. 170/03, existing Certificates of Approval for non-municipal drinking-water systems will be automatically revoked on submission of a Notice under Schedule 21 of O.Reg. 170/03 stating compliance with all treatment requirements of the certificate or the regulation,**

**whichever is applicable in the particular case. Actual Notices of Revocation will not need to, and will not, be issued for those systems on the receipt of Notices under Schedule 21.**

**Existing Certificate of Approval Number and Date of Issue** - this are the number and date of issue of the existing certificate that is to be amended or revoked, and must be provided if there is a valid Existing Certificate of Approval related to the system. Also, a copy of the existing certificate and any previously issued amending Notices should be enclosed with the application in such a case.

**Transfer of Review Program** - in this box, the Client must indicate whether or not the application is being submitted through a designated municipal authority under the Transfer of Review Program. Choosing “No” in this box indicates that it is a Direct Submission (submission directly to the Ministry). For guidance on this issue please refer to Section 3 (“Where to File Applications and What to Include in the Submission”) in Part I of this Guide.

**Does the application constitute or include a request for relief from regulatory requirements?** - this question must be answered by checking the appropriate box (**Yes** or **No**) for all applications. Where the application does involve a request for approval for regulatory relief, either as a condition of approval for the establishment/alteration of a drinking-water system or a stand-alone request for a regulatory relief respecting a system not requiring approval for its establishment or a distribution system not covered by a single certificate of approval that could be amended (i.e., if “Yes” checked), it must also be indicated (by checking the appropriate box) if the relief being applied for is a **Relief from All Treatment Requirements** (to which specific requirements apply under O. Reg. 170/03, and which may only be requested if the system uses ground water exclusively), or an **Other Regulatory Relief** permitted under the Act (e.g., partial relief from treatment requirements, relief from any sampling, testing or reporting requirements). If both types of regulatory relief are sought, both boxes must be checked.

**Project Description Summary** - this is a brief description of the subject of the application.

For applications for approval of a new drinking-water system, this should include a short description of the system, including the main components of the system and their treatment and hydraulic capacity of the works.

**Note: In addition to the Project Description Summary, a detailed description of the proposal should be enclosed with the application, as outlined in Part III of this Guide.**

For all other types of applications, in addition to a short description of the proposal/request, this summary should relate the proposal to the information on the existing facilities of the system provided in the completed supplementary form titled “**Supplement to Application for Approval - Form B: Existing Drinking-Water System Information**” noted above.

**Project Name** - this is a project identifier name by which the Client wishes the project to be identified in any correspondence from the Ministry in relation to the application for approval.

**Water Works Number** - this is an identification number being assigned to each drinking-water system by the Ministry. If the number has not been assigned to the system or if it not known to the Client, this box may be left empty. Where the application is a proposal to establish a new drinking water system, the Water Works Number will be provided to the applicant after the

issuance of the certificate of approval.

**Receiver of Effluent Discharge** - this is the name of the lake or stream (if unnamed or if it is a drainage ditch or storm sewer or ground sub-surface , provide an identifying descriptor) into which the final effluent from the water treatment process backwash and/or residue management systems) is or is intended to be discharged, where applicable.

**Watershed Name** - this is the name of the lake or river into which drains the “Receiver of Effluent Discharge”.

**Project Schedule** - these are the planned dates for the commencement of the construction/installation and operation of the proposed works/facilities.

**Note:** These planned dates do not bind the Ministry, and although in some situations (e.g., works proposed to eliminate or reduce an existing health hazard or environmental problem) the Ministry will give consideration to these dates, generally, all applications for approval are processed chronologically in order of their receipt, and they should be filed well ahead of the planned date for the commencement of construction to allow for the required application processing time. Construction or operation of a drinking-water system subject to the approval requirements of the SDWA without first obtaining such an approval is an offence under the Act and is subject to prosecution. For guidance on this issue please refer to Section 2 (“When to File Applications”) in Part I of this Guide.

## Section 7. Other Approvals/Permits

### 7. Other Approvals / Permits

List all other environmental approvals/permits applied for related to this project or received in relation to this project under the *Environmental Protection Act* (discharges to air, waste management, etc.), the *Ontario Water Resources Act* (sewage works, water taking), and the *Safe Drinking Water Act* (drinking-water systems).

In this section of the application form, the Client is to identify all other approvals and/or permits that are required for the proposed works under the Acts and Regulations administered by the Ministry of the Environment, namely the *Safe Drinking Water Act*, *Ontario Water Resources Act* and the *Environmental Protection Act*, and indicate whether these approvals/permits have been obtained or applied for.

## Section 8. Public Consultation/Notification

### 8. Public Consultation/Notification

Specify all public consultation/notification (such as public hearings, notification of First Nations, etc.) related to the project that has been completed or is in the process of being completed.

In this section of the application form, the Client is to identify all public consultation and notification related to the project, such as public hearings, notification to the First Nations,

notices in newspapers, etc., that has been completed or is in the process of being completed.

## Section 9. Environmental Bill of Rights (EBR) Requirements

There are currently no instruments under the SDWA prescribed for the purposes of Part 2 of the EBR. Therefore, this section of the application form is not applicable to the approval of drinking-water systems.

## Section 10. Environmental Assessment Act (EAA) Requirements

In the *Environmental Assessment Act* (EAA) Requirements section, the Client must indicate whether the proposal is subject to the EAA, and if so, how the applicable EAA requirements have been fulfilled. One of the following options provided in the application form must be checked, and where applicable, the required additional information must be provided:

### 10. Environmental Assessment Act (EAA) Requirements

<input type="checkbox"/> The works for which this application is made have fulfilled all requirements of the EAA through the completion of: Municipal Class EA has been completed in accordance with the procedure set out in: <input type="checkbox"/> Schedule A <input type="checkbox"/> Schedule B <input type="checkbox"/> Schedule C
<input type="checkbox"/> The works are exempt from requirements of the EAA under: <input type="checkbox"/> Section _____ of the Ontario Regulation No. _____ <input type="checkbox"/> Exemption Order _____ <i>If Regulation or Exemption Order does not refer directly to these works, state in covering letter or other document why it does apply to the works.</i>
<input type="checkbox"/> The works are proceeding in accordance with the Environmental Assessment Process Approval Notice specified below:
<input type="checkbox"/> The works are not subject to EAA for the reason specified below:

- The undertaking is subject to the *Environmental Assessment Act* and is **proceeding under the Municipal Class Environmental Assessment** (Class EA) prepared by the Municipal Engineers Association of Ontario and approved by the Minister on October 4, 2000 under section 9 of the EAA. [Note: Schedule A, B or C, under which the undertaking is categorized in the Class EA document with respect to the magnitude of its potential environmental impact, must be identified.]

**Note:** Under O. Reg. 345/93 under the EAA, a non-municipal project is subject to the EAA if it is of a type listed in Schedule C of the Class EA and is intended to serve residents of a municipality.

- The undertaking is subject to the *Environmental Assessment Act* but **exempt from its requirements under a Regulation or an Exemption Order made under the EAA**. [Note: The applicable exempting Regulation or Order must be identified. If the Regulation or Order does not refer to the proposed works directly, the Client must enclose with the application a written rationale for the assumption that Regulation or Order does apply to the works.]
- The undertaking is subject to the *Environmental Assessment Act* and is **proceeding under an individual EA process approved by an Environmental Assessment Process Approval Notice**. [Note: The Notice must be identified in the space provided, and a copy enclosed with

the application.]

- The undertaking is **not subject to the EAA**. [Note: The Act stipulates that a project is subject to the requirements of the EAA if it is undertaken by a provincial or municipal government or any of their agencies, or if the project is specifically designated by the EAA, or a regulation issued under the EAA, to be subject to the requirements.]

**Note: Under the *Environmental Assessment Act* (EAA) it is prohibited to grant an approval under any Ontario statute for an undertaking subject to the EAA unless all applicable requirements of the EAA have been first satisfied. Applications for SDWA approval for proposals subject to the EAA requirements will be closed (cancelled) if it is determined that the applicable Environmental Assessment (EA) process has not been completed.**

## **Section 11. Supporting Information Checklist**

The Supporting Information Checklist includes all major types of information and documentation which may be required in support of an application for approval related to a drinking-water system. [Note: A detailed outline of the supporting information and documentation requirements for various types of applications related to drinking-water systems is provided in Part III of this Guide.]

**11. Supporting Information Checklist** - This is a list of all supporting information to this application and is subject to the FOIPPA.

Supporting information	Attached	Reference	Can be disclosed
<b>General</b>			
Form A: Determination of the Category of Drinking-Water System	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Form B: Existing Drinking-Water System Information	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Form C: Cost for Part V SDWA Applications	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Pre-application consultation record	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of Legal Name of Client	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of NEPDA Permit (Niagara Escarpment)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
ORMCA compliance documentation (Oak Ridges Moraine)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Name, address and phone number of the Operating Authority	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Name, address and consent of land/site owner	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
List of ground water sources used by this drinking water system	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
List of surface water sources used by this drinking water system	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Technical</b>			
Detailed description of the proposed works	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Environmental Study Report (ESR)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Preliminary engineering report	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Site plan	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Design brief/report	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hydraulic and process calculations	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Final plans and specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Source water quality analysis	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hydrogeological assessment for potential GUDI source	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Treatability study	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hydrogeological report on ground water well development	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Permit to Take Water	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Process waste water/residue management program	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Treatment process monitoring program	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hydrogeologist's assessment for relief under Sch.4 O.Reg. 170/03	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Engineer's assessment for relief under Sch. 5 O.Reg. 170/03	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hydrogeologist's/Engineer's assessment for other regulatory relief	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Engineer's assessment for fragmentation	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner's report on public consultation for fragmentation	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other attached information	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

The Checklist must be completed as follows:

- For all its items of the Checklist (i.e., all listed types of supporting information), the Client must indicate in the **"Attached"** column whether or not the particular type of information is enclosed with the application. This ensures that, where a particular type of information is not submitted with the application, it is not by omission but because the Client has determined that the type of information is not relevant to the proposal.
- For all submitted ("attached") supporting information, the Client must identify in the **"Reference"** column the attachment which contains the information (e.g., report name and chapter/page number, or drawing title, number, revision number and date), and indicate in the **"Can be disclosed"** column whether or not the Client considers the submitted information confidential. [Note: For clarification on the issue of confidentiality and release of information, please refer to "Public Notification and Access to Application Information" in Part I of this Guide]
- For any submitted supporting information which does not fall within the definition of any of the specific items of the Checklist, the Client should identify it in the "Other Attached Information" item, and complete the item as above.



- Where the Client wishes the Ministry to consider as supporting information for the application any information submitted previously (e.g., with another application), the "Attached" column of the item should be checked as "No", and the "Reference" column must identify the Certificate of Approval number and the associated document which contains the information.

## Section 12. Application Fee

Application Fee is the processing fee required in order to recover cost incurred by the Ministry in processing the application for approval. The fee applicable to a particular application is established in accordance with the **Minister's Order for Drinking-Water Approval Fees** issued under section 157 of the SDWA. The Minister's Order sets out in detail the fee components applicable to various types of applications for approval under Part V of the SDWA.(municipal drinking-water systems).

**Note: The application fee requirements do not apply to applications related to non-municipal drinking water systems. The Minister's Order only applies to applications for approval under Part V of the SDWA (municipal drinking-water systems), and the Fees Regulation under the OWRA does not apply to applications for approval under the SDWA.**

For applications related to non-municipal drinking-water systems, the Application Fee table of the application form is to be completed by writing "**N/A (non-municipal system)**" within the table.

For applications related to municipal drinking-water systems, the Application Fee table of the application form is to be completed as follows:

**Note: For applications related to municipal drinking-water systems, before completing the Application Fee table of the application form, the applicant must complete (and also submit with the completed application), the supplementary form titled "Supplement to Application for Approval - Form C: Costs For Part V SDWA Applications" included in the application package. This supplementary form is also included in Appendix C to this Guide. The Application Fee table of the application form is to be completed on the basis of the completed supplementary form.**

### 12. Application Fee

Category Code	Category Description	Amount	Quantity	Sub Total
			Total Fee:	
<b>Payment Information</b>			Amount Enclosed:	
Method of Payment: <input type="checkbox"/> Certified Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> VISA (max. \$10,000) <input type="checkbox"/> MasterCard (max. \$10,000)				
VISA/MasterCard Number:		Expiry Date: (mm/yy)		
Name of Cardholder (please print as it appears on the VISA/MasterCard):		Signature of Cardholder:		

**Category Code** and **Category Description** - these are identifiers of an individual aspect of a particular type of application for approval (cost category) to which a separate fee applies, as shown in the **"Supplement to Application for Approval - Form C"**. All cost categories applicable to the particular application for approval must be listed in the Application Fee table, including the categories which indicate no fee (i.e., \$0).

**Amount** - this is the individual fee amount applicable to the individual cost category, as shown in the Summary of Cost sheet.

**Quantity** - this is the number indicating how many individual facilities under a particular cost category are the subject of the application for approval (e.g., if the application involves two pumping stations at two separate locations, the category applicable to a pumping station applies two times, i.e., the quantity is "2").

**SubTotal** - this is the total amount of fee under a particular cost category applicable to the application for approval.

**Total Fee** - this is the total fee amount for the application for approval, i.e., the Application Fee.

**Payment Information** - this information must include identification of the Method of Payment and the Amount Enclosed, and where the payment is made by a credit card, it must also include the credit card number and expiry date, and the credit card holder's name and signature.

**Method of Payment** - the payment of the application fee may be made by one of the following methods:

- a certified cheque,
- a money order,
- a VISA charge (up to the amount of \$10,000 only), or
- a MasterCard charge (up to the amount of \$10,000 only).

### Section 13. Statement of Client

Statement of Client is the Client's affirmation that to the best of his/her knowledge, the information provided in the application form (including the supplementary forms) and the submitted supporting documentation is accurate and complete, and that the person identified in the application as the Project Technical Information Contact is authorized to act on the Client's behalf for the purpose of obtaining approval for the submitted application. This section must be completed as follows:

#### 13. Statement of Client

I, the undersigned hereby declare that, to the best of my knowledge, the information contained herein and the information submitted in support of this application is complete and accurate in every way and that the Project Technical Information Contact identified in section 5 of this form is authorized to act on my behalf for the purpose of obtaining approval under Part V or Part VI of the SDWA with respect to the drinking-water system identified herein.	
Name ( <i>Surname, Given name</i> ) ( <i>please print</i> )	Title
Signature	Date ( <i>yyyy/mm/dd</i> )

**Name, and Title** - these are the name and title of the Client (if the Client is an individual or a sole proprietor), or an individual authorized to sign documents on behalf of the Client. For the Name, provide the surname first followed by the given name and initials.

**Note:** If the person signing the application is not the Client who is an individual or a sole proprietor, or where the Client is a corporation and the person signing the application is not an officer of the corporation identified in the documents of incorporation (e.g., President, CEO, CAO, Municipal Clerk), the Client's written authorisation for the person signing the application must be enclosed with the application. For example, in case of a partnership, if one of the partners is signing the application, that person must be authorized by the other partners to do so on their behalf.

**Signature, and Date** - the application must be signed and dated by the person identified above.

**Note:** It is an offence under Section 140 of the *Safe Drinking-Water Act* to knowingly give false information to the Ministry with respect to matters under the SDWA and the regulations.

## **Section 14. Statement of Municipality**

**Note:** This Section does not apply to applications where the Client is the Municipality within whose jurisdiction the drinking-water system which is the subject of the application is, or is to be, located.

The Statement of Municipality is a declaration by the Municipality within whose jurisdiction the drinking-water system which is the subject of the application is, or is to be, located, that the Municipality has no basic objections to the application. **[Note: For the purposes of the approval requirements under the SDWA (and the application for approval), a Local Services Board is not a municipality.]**

This declaration is required to establish the Municipality's general concurrence with the proposal, to ensure that the proposal would not contravene any municipal by-laws or other requirements, but it does not imply technical approval or acceptance of responsibility for the system.

**Note:** Where the application is for the establishment or expansion of a drinking-water system which is, or is to be, connected to an existing municipal drinking-water system, this municipal concurrence with the proposal means that the Municipality has assured itself that the new or expanded system would be served adequately by the municipal drinking-water system and would not result in exceedence of the uncommitted capacity of the municipal drinking-water system to supply water of sufficient pressure, quantity and quality both in terms of public health and aesthetic requirements as specified in the existing Certificate of Approval for the municipal drinking-water system.

The Statement of Municipality section must be completed as follows:

**14. Statement of Municipality**

I, the undersigned hereby declare on behalf of the Municipality, that the Municipality has no basic objection to the construction of the works in the Municipality.	
Name and Title ( <i>please print</i> )	Name of Municipality
Signature	Date ( <i>yyyy/mm/dd</i> )

**Name and Title** - these are the name and title of a municipal official (e.g., municipal clerk) authorized to sign documents on behalf of the Municipality within whose jurisdiction the drinking-water system which is the subject of the application is, or is to be, located.

**Name of Municipality** - this is the name of the Municipality within whose jurisdiction the drinking-water system which is the subject of the application is, or is to be, located.

**Signature**, and **Date** - the application must be signed and dated by the person identified above.

## Part III - SUPPORTING INFORMATION REQUIREMENTS

This Part identifies the information and documentation that may need to be prepared and submitted to the Ministry in support of various types of applications for approval related to drinking-water systems under the Safe Drinking-Water Act, and provides the rationale for the information requirements.

### 1. THE RATIONALE - PUBLIC HEALTH AND ENVIRONMENTAL IMPACT ANALYSIS

The supporting information requirements for various applications for approval related to drinking-water systems are based on the various aspects of public health and environmental impact that must be considered in relation to drinking-water systems. These aspects include the public health issues related to the quality and quantity of the drinking water being supplied, the impact on the source of water related to the quantity of water taken, the impact on the receiver of waste water generated in the process of water treatment, and the environmental impact associated with any discharges to the air from the equipment associated with the drinking-water system (e.g., diesel generators, air stripping of methane).

#### 1.1 Quality and Quantity of the Supplied Water

With respect to the quality and quantity of the drinking water being (or proposed to be) supplied, there is a need for an assessment of the microbial safety and chemical quality of the source of raw water the capability of the drinking-water systems to adequately treat sufficient quantity of raw water and supply the treated water to the consumer in accordance with the requirements of the **Ontario Drinking-Water Quality Standards Regulation** (O.Reg. 169/03 under the SDWA) and the **Drinking-Water Systems Regulation** (O.Reg. 170/03 under the SDWA), as well as the **Procedure for Disinfection of Drinking Water in Ontario** adopted by O.Reg. 170/03 through reference. Also, in this assessment, consideration should be given to the objectives and guidelines included in the Ministry document “**Technical Support Document for Ontario Drinking Water Standards, Objectives and Guidelines**”, and the design guidelines contained in the reference documents listed below.

With respect to water sources which are deemed under O.Reg. 170/03 to be groundwater under direct influence of surface water (GUDI), the Ministry requires that where a hydrogeological assessment is undertaken for the purpose of proving that a source is not a GUDI source or that a GUDI source has adequate in-situ filtration and may not need chemically assisted filtration, the assessment is prepared in accordance with the document “**Terms of Reference: Hydrogeological Study to Examine Groundwater Sources Potentially under Direct Influence of Surface Water. October 2001**” available from the Ministry.

##### 1.1.1 Design Guidelines

The following publications are recommended to be consulted in the design of drinking-water systems:

- Recommended Standards for Water Works (GLUMRB, 1997)\*

\* The Ministry is a member of the Great Lakes-Upper Mississippi River Board of Public Health and Environmental Managers (GLUMRB), and participates in the development of and subscribes to the Board's recommendations for water works standards known as the "Ten State Standards". This document is specifically identified in the Ministry's **Procedure for Disinfection of Drinking Water in Ontario** as a design guideline for drinking-water systems in Ontario.

- Ministry of the Environment Guidelines for the Design of:
  - Water Treatment Works (MOE, April 1982)
  - Water Distribution Systems (MOE, July 1985)
  - Water Storage Facilities (MOE, July 1985)
  - Servicing in Areas Subject to Adverse Conditions (MOE, January 1985)
  - Water Supply for Small Residential Developments (MOE, March 1985)

**Note:** The above publications are only guidelines, not regulated standards which would have to be adhered to in order to obtain a Certificate of Approval. It is not the intention of the Ministry to stifle innovation, and if the design engineer can demonstrate that all environmental and public health protection requirements can be satisfied on a consistent basis by the proposed works, such a proposal will be considered for approval.

## **1.2 Quantity of Water Taken From the Source**

Another aspect of the environmental impact analysis of a drinking-water system is the analysis of the effect of the withdrawal of water from the water source at the proposed quantities and flow rates on the availability of water to existing users of the water source and the maintenance of the necessary base flow.

The acceptability of the proposed rate and quantity of water withdrawal from the proposed source of water supply is established by the Ministry separately from the drinking-water systems approval process through the Permit to Take Water (PTTW) program administered by the Regional Offices of the Ministry.

This acceptability of the proposed rate and quantity of water withdrawal, i.e., the availability of the required amount of raw water, must be established before the drinking-water system can be properly designed. For this reason, applications for approval related to drinking-water systems involving a new water intake/well or an existing intake/well with a change in quantity or rate of source water should include a copy of an appropriate valid PTTW under Section 34 of the *Ontario Water Resources Act* (OWRA) or, at least, a proof that an application for such a PTTW has been submitted to the appropriate Regional Director of the Ministry.

**Note:** Normally, an SDWA approval will not be issued for a new/expanded system until a valid PTTW is in place. In exceptional situations, an approval for the system may be issued subject to a prohibition to commence construction of the system until the required PTTW is obtained.

### **1.3 Disposal of Effluent From Water Treatment Residue Management Facilities**

The disposal of any wastewater generated in the process of the operation of a water treatment plant (e.g., filter backwash water or other process residue) is an aspect of the environmental impact of a drinking-water system, and must be addressed in all proposals for the establishment or expansion of a drinking-water system. An analysis of this aspect of environmental impact would involve establishment of effluent criteria acceptable to the appropriate Regional Office of the Ministry, and an assessment of the capability of the proposed residue management system to operate within the criteria.

Any effluent discharged into a surface water or into or onto the ground is considered a sewage discharge, and as such, the assessment and approval of the discharge would normally be done under section 53 of the OWRA as sewage works.

However, under the Safe Drinking Water Act (SDWA), facilities related to the management of water treatment process residue and discharge of the facilities' effluent to the environment are part of the drinking-water system. For this reason, where the drinking-water system is subject to the approval requirements of the SDWA, such facilities are assessed and approved together with the drinking-water system, and do not need to obtain a separate approval under section 53 of the OWRA as sewage works.

**Note: Where the drinking-water system is not subject to the approval requirements of the SDWA (municipal non-residential systems, and non-municipal systems), the owner must obtain an approval under section 53 of the OWRA for any process waste stream treatment and discharge facilities.**

Where the proposed system involves discharge of effluent from a process residue management system directly to the environment (i.e., other than into a sanitary sewer), it is recommended that the proponent completes the required environmental impact assessment and obtains a written concurrence with the assessment and proposed effluent criteria from the Technical Support Section of the appropriate Regional Office of the Ministry before the formal application for approval of the system is submitted to the Environmental Assessment and Approvals Branch. Before undertaking any such assessment, the proponent should contact the local District Office (pre-application consultation) to establish the required scope and depth of such a study which may vary considerably depending on the intended receiver of the effluent.

**Note: If the required environmental impact assessment is only submitted to EAAB along with the application for approval of the drinking-water system (without a confirmation of the concurrence with the assessment by the Regional Office of the Ministry), EAAB will have to request the Regional Office to review the submitted assessment before commencing the review of the application for approval. However, if it is at that time determined that no pre-application consultation for the project took place, and the Region's Technical Support staff advises EAAB that they are not able to assess the submitted impact assessment without further data or other information not readily available from the proponent, the application may be closed as grossly incomplete, and the proponent would have to re-apply for approval after completing a proper environmental impact assessment.**

## 1.4 Other Discharges to the Environment (Air and Noise)

The environmental impact associated with emissions to the air from the equipment associated with the drinking-water system (e.g., diesel generators, air stripping of methane) is subject to a separate assessment and approval under the Environmental Protection Act (EPA), and where a drinking-water system includes facilities that may emit contaminants to the air, the Owner would normally have to obtain a Certificate of Approval (Air) for these facilities. This assessment and approval would be in addition to the assessment with respect to the role the facilities in the operation of the drinking-water system and approval under the SDWA (together with the rest of the drinking-water system).

However, under the Safe Drinking Water Act (SDWA), facilities related to the water treatment process that may discharge contaminants to the environment (including air emissions and noise) are part of the drinking-water system. For this reason, where the drinking-water system is subject to the approval requirements of the SDWA, such facilities are assessed and approved together with the drinking-water system, and do not need to obtain a separate approval under the EPA provided that the application for approval under the SDWA includes all information that would be required for an application for a Certificate of Approval (Air) in accordance with the Ministry's **Guide for Applying for Approval (Air), Section 9, EPA**.

**Note: Where the drinking-water system is not subject to the approval requirements of the SDWA (municipal non-residential systems, and non-municipal systems), the owner must obtain an approval under section 9 of the EPA for any facilities that may emit contaminants (including noise) to the air.**



## 2. APPLICATIONS FOR RELIEF FROM REGULATORY REQUIREMENTS

Under Part V (municipal systems) and Part VI (regulated non-municipal systems) of the Safe Drinking Water Act, the Director, through conditions of an approval, may provide relief for a drinking-water system from a regulatory requirement related to the treatment of water, or the sampling, testing or monitoring of water quality, or the reporting of the results, unless a regulation prohibits the Director from providing relief from the particular requirement under specific circumstances.

The regulations made to date under the SDWA address only one specific type of relief from the regulatory requirements referred to in Parts V and VI of the SDWA, a relief from **all regulatory requirements related to the provision and operation of water treatment equipment** (“relief from all treatment requirements”).

The restrictions regarding granting a **relief from all treatment requirements** and requirements regarding applications for such a relief are set by the Drinking-Water Systems Regulation (O. Reg. 170/03) in its Schedule 4 (municipal residential systems) and Schedule 5 (municipal non-residential systems, and regulated non-municipal systems).

Through these schedules, the regulation prohibits the Director from providing a **relief from all treatment requirements** for a systems that obtains (any of) its water from a raw water supply that is surface water (which, under the regulation, includes ground water under direct influence of surface water). In effect, an application for a **relief from all treatment requirements** for a drinking-water system will only be accepted for consideration where the system obtains all of its raw water from a raw water supply that is ground water confirmed not to be a ground water under direct influence of surface water.

The supporting information and documentation that must be submitted with an application for **relief from all treatment requirements** for drinking-water systems using ground water is identified in the following subsections 2.1 and 2.2 related to drinking-water systems subject to Schedules 4 and 5 of the regulation, respectively.

The regulations made to date under the SDWA do not make any references to a **relief from regulatory requirements other than a relief from all regulatory requirements related to the provision and operation of water treatment equipment**. As a result, the decision with respect to acceptability of an application for a relief from regulatory requirements other than all treatment requirements, i.e., an application related to any drinking -water system (including a system obtaining raw water using a surface water supply) for a relief from any specific treatment requirements (but not all) ,and/or any specific sampling, testing, monitoring and/or reporting requirements ( “other regulatory relief”) will be made by the Director on a case-by-case basis. General guidance with this respect to the supporting information and documentation for these applications is provided in subsection 2.3 (“**Other Regulatory Relief**”) below.

## 2.1 Relief from All Treatment Requirements for Municipal Residential Ground Water Supplies

This subsection identifies the supporting information and documentation that the applicant must submit with an application for a **relief from all regulatory requirements related to the provision and operation of water treatment equipment** (“relief from all treatment requirements”) of the Drinking-Water Systems Regulation for a municipal residential drinking-water system using ground water as a source of water supply. The following documentation must be submitted:

**Note: This list of the required supporting documentation is based on the restrictions and requirements set by O. Reg. 170/03 in its Schedule 4 applicable to municipal residential systems, and if any of the listed documents are not submitted with the application for a relief from all treatment requirements, the application will be returned to the applicant as incomplete.**

- A confirmation that the municipality to which the drinking-water system relates has passed a resolution to request a relief from all treatment requirements for the system.
- A written report prepared by a professional hydrogeologist containing the following:
  - an assessment of the aquifer, and the wells that the drinking-water system obtains water from, the well head protection and the impact of existing and the anticipated land uses,
  - a compilation of the results of all drinking-water test conducted during the 24 months prior to the preparation of the report in accordance with the requirements of regulations under SDWA [If the Report is prepared before June 1, 2005, for any part of that time that was before June 1, 2003, the compilation is to use the results of tests made under O. Reg. 459/00 under the OWRA],
  - a statement confirming that the Medical Officer of Health (MOH) was requested to provide all available to them information related to the system, and that the information was received, and that, to the best of the hydrogeologist’s knowledge, it was all relevant information available to the MOH,
  - a statement confirming that the hydrogeologist has consulted with the MOH about potential health-related issues and concerns that related to the drinking-water system, and
  - a summary of all the potential health-related issues and concerns that related to the drinking-water system identified by the MOH.
- A written report on public consultation prepared by the applicant, containing the following:
  - a statement that a public meeting to obtain comments on the proposed request for relief from all treatment requirements was held based on a reasonable notice given to current and prospective users of water from the drinking-water system, including

identification of the manner in which the public notification was made and copies of the public notices, and

- a summary of all comments received by the applicant at the public meeting , and the applicant’s responses to all these comments.

## **2.2 Relief from All Treatment Requirements for Municipal Non-Residential and All Regulated Non-Municipal Ground Water Supplies**

This subsection identifies the supporting information and documentation that the applicant must submit with an application for a **relief from all regulatory requirements related to the provision and operation of water treatment equipment** (“relief from all treatment requirements”) of the Drinking-Water Systems Regulation for a municipal non-residential or any regulated non-municipal drinking-water system using ground water as a source of water supply. The following documentation must be submitted:

**Note: This list of the required supporting documentation is based on the restrictions and requirements set by O. Reg. 170/03 in its Schedule 5 applicable to municipal non-residential and all regulated non-municipal systems, and if any of the listed documents are not submitted with the application for a relief from all treatment requirements, the application will be returned to the applicant as incomplete.**

- A written report prepared by a professional engineer containing the following:
  - a statement confirming that the Medical Officer of Health (MOH) was requested to provide all available to them information related to the system, and that the information was received, and that, to the best of the engineer’s knowledge, it was all relevant information available to the MOH,
  - a statement confirming that the engineer has consulted with the MOH about potential health-related issues and concerns that related to the drinking-water system,
  - a summary of all the potential health-related issues and concerns that related to the drinking-water system identified by the MOH,
  - a compilation of the results of all microbiological tests conducted on water from the system during the 24 months prior to the preparation of the report,
  - a compilation of the results of a monthly sampling and testing program conducted on water from the system during the 24 months prior to the preparation of the report, where each month there was at least one test for E.Coli or fecal coliform, and one test for total coliform,
  - a statement confirming that, in the engineer’s opinion, there are no significant and rapid shifts in raw water supply characteristics with respect to pH, turbidity, temperature, nitrate and nitrite and conductivity,
  - copies of all available results of any tests that show past evidence of the presence in the system’s raw water any of the following: viruses, chlorophyll A, protozoan cysts, macro-organisms,

- an assessment of the potential risks of microbiological contamination, based on surveys and analyses conducted by or under the supervision of the engineer, with respect to, the well construction and well head protection, the well head vicinity and recharge zone, the distribution system and plumbing systems connected to the drinking-water system that owned by the Owner of the drinking-water system and connections to other plumbing systems, and
  - a proposed management plan providing guidance for operations related to preventing, reducing and managing microbiological risks, prepared in accordance with the requirements set out in paragraph 5-4.(1)5 of the O.Reg.170/03 Schedule 5.
- A written report on public consultation prepared by the applicant, containing the following:
    - a statement that notification on the proposed request for relief from all treatment requirements and a reasonable opportunity to comment on it was given to all occupants of the private residences served by the system, operators and occupants of the designated facilities served by the system, operators of the public facilities served by the system and operators of all other premises served by the system, including identification of the manner in which the public notification was made and copies of the public notices, and
    - a summary of all comments received by the applicant and the applicant’s responses to all these comments.

### 2.3 Other Regulatory Relief

The regulations made to date under the SDWA do not make any references to **a relief from regulatory requirements other than a relief from all regulatory requirements related to the provision and operation of water treatment equipment**. As a result, the decision with respect to acceptability of an application for a relief from regulatory requirements other than all treatment requirements, i.e., an application related to any drinking-water system (including a system obtaining raw water using a surface water supply) for a relief from any specific treatment requirements (but not all), and/or any specific sampling, testing, monitoring and/or reporting requirements ( “other regulatory relief”) will be made by the Director on a case-by-case basis.

It is impossible, or at least impractical, to list all possible combinations of individual treatment, sampling, testing, monitoring and reporting requirements of the Regulation, and for this reason it is impossible to set any specific requirements or provide any specific guidance with respect to the prerequisites for an application for such an “other regulatory relief”.

For this reason, in order to seek approval for such an “other regulatory relief” for a drinking-water system, before submitting an application for approval of such a relief, the owner, in consultation with the Ministry, must determine what pre-application actions must be taken and what information must be provided for such an application to be considered for approval.

Some general guidance with this respect is provided below.

Depending on the nature and extent of the relief sought, and the category and type of the drinking-water system for which the relief is sought, the information and documentation that will be required in support of an application for the relief may include the following:

- any or all of the documentation identified for the relief from all treatment requirements in subsections 2.1 and 2.2, above,
- a report prepared by a professional engineer providing an assessment of the risks associated with providing treatment that is of lesser level than the minimum level of treatment required for the particular type and category of drinking-water system under the Regulation (when reduced level of treatment is proposed),
- a hydrogeological study report prepared in accordance with the Ministry document “Terms of Reference for Hydrogeological Study to Examine Ground Water Sources Potentially Under Direct Influence of Surface Water. October 2001” (where an owner of a system not subject to the approval requirements of the Act seeks relief to allow for not providing chemically assisted filtration (or equivalent) for a system using a raw water source determined to be ground water under direct influence of surface water on the basis of the existence of effective in-situ filtration),
- a historical record showing consistent absence of a particular organic or inorganic parameter in the water source, and an assessment of a potential for that parameter ever occurring in the water source (when a relief from monitoring that parameter is sought), and
- any other information or documentation that may be determined to be necessary for the Director’s determination of the acceptability of the relief being sought.

### 3. APPLICATIONS FOR APPROVAL OF DRINKING-WATER SYSTEMS

It is recognized that the process of planning and engineering design of drinking-water systems varies with the size and complexity of the undertaking, and not all items of documentation listed in the Supporting Information Checklist section of the application form may be required for a particular project.

In that, the multi-stage process of planning and design of a new large and complex municipal drinking-water system will involve preparation of a number of separate documents including an Environmental Study Report (ESR - a requirement of the Class EA process under the *Environmental Assessment Act*), a Preliminary Engineering Report (which may be part of the ESR), a Design Brief (basis of detailed engineered design), Final Plans (engineering drawings), and Specifications (construction process, materials and equipment).

On the other hand, the design of a watermain extension may only require preparation of a single engineering drawing with the basis of design and specifications included on the drawing itself.

The information required to be submitted in support of applications for approval of various types of drinking-water systems is outlined below in the form of individual documents normally prepared in the process of planning and design of complex drinking-water systems. However, it is not necessary to submit such separate documents provided all pertinent information is included in the submission.

**Note: When requesting an approval in principle for a drinking-water system whose detailed engineering design has not been finalized, i.e., approval subject to approval of final plans and specifications (see Part I of this Guide for information as to when such an approval may be issued), the application should contain, as a minimum, the information outlined below under the heading Preliminary Engineering Report.**

#### 3.1 Preliminary Engineering Report

If a Preliminary Engineering Report is being submitted for the proposed drinking-water system, it should present the following information, **where applicable**:

- Description of the proposal, and where applicable, a description of the associated existing drinking-water system which is intended to be part of the new/expanded system.
- Extent, nature and anticipated population of the area to be serviced, facilities proposed to serve the area (including identification of the sources of water supply), and provisions for future expansion of the system to include additional service areas and/or population growth, or where applicable, a reference to the Environmental Study Report (ESR), if all these issues were already addressed in that document.
- Itemization and discussion of present and future domestic water consumption figures, commercial and industrial usages, and fires flows used in sizing various components of the drinking-water system, or where applicable, a reference to the Environmental Study Report (ESR), if all these issues were already addressed in that document.

- Discussion of raw water **quantity** requirements and its availability from the proposed source of supply based on the source study to determine the quantity of water available.

**Note:** The extent of such a study to determine availability of water will depend on the type and size of the water source, and must be determined in pre-application consultation in association with the necessary application for a Permit to Take Water (PTTW) issued by the appropriate Regional Director of the Ministry under Section 34 of the *Ontario Water Resources Act (OWRA)*. In fact, where the proposed water source is a major surface watercourse such a study may not be required at all. On the other hand, the establishment of perennial and short term yields of a groundwater well may be a considerable task.

Applications for approval related to drinking-water systems involving a new water intake/well or an existing intake/well with a change in quantity or rate of source water should include a copy of an appropriate valid PTTW or, at least, a proof that an application for such a PTTW has been submitted to the appropriate Regional Director of the Ministry.

Normally, an SDWA approval will not be issued for a new/expanded system until a valid PTTW is in place. In exceptional situations, an approval for the system may be issued subject to a prohibition to commence construction of the system until the required PTTW is obtained.

- A hydrogeologist's report (for all groundwater wells) establishing the wells' perennial yields, maximum short-term yields (i.e. over 12 hours, 24 hours, 1 week, 90 days, etc.) and recommended pump sizing based on a hydrogeologist's rating of the long term yields of the wells. This report should also deal with possible interference with other existing wells in the area. **[Note: Normally, this would be a copy of the report submitted to the appropriate Regional Office of the MOE with the application for a PTTW.]**
- (For systems using, or intended to use, groundwater wells as a source of raw water), an assessment of the source with respect to the possibility of being a groundwater under direct influence of surface water (GUDI) in accordance to the criteria set in the Drinking-Water Systems Regulation (O. Reg. 170/03).

**Note:** If, based on this assessment, the source is deemed to be a GUDI source under the Regulation, the source must be treated as a surface water source with respect to all requirements of the Regulation (including minimum treatment requirements) unless there is a professional engineer's or hydrogeologist's report concluding that the source is not a GUDI source, and (for systems subject to the approval requirements) the Director agrees with that conclusion.

Where the proponent intends to submit to the Director a report concluding that a deemed GUDI source is not a GUDI source (or a GUDI source with adequate in-situ filtration) for the purpose of being allowed not to provide treatment appropriate for surface water sources, such a report must be prepared in accordance with the Ministry document "Terms of Reference for Hydrogeological Study to Examine Ground Water Sources Potentially Under Direct Influence of Surface Water. October 2001".

- Discussion of raw water **quality** available from the proposed source of supply with respect to the **Ontario Drinking-Water Quality Standards Regulation** (O. Reg. 169/03) and the Ministry document “**Technical Support Document for Ontario Drinking-Water Standards, Objectives and Guidelines**” (ODWSOG), supported by a raw water characterization completed in accordance with the ODWSOG document on a number of raw water samples appropriate for the type of source.

**Note:** In case of a groundwater source, it is usually sufficient to base the study on several samples obtained during the well pumping tests conducted to establish the yield of the well(s). In order to establish a reliable database for a surface water source, it is generally necessary to undertake a water sampling and analysis survey extending over sufficiently long period of time to account for seasonal variations in the water quality.

Normally, these source water analyses should include all physical, chemical and bacteriological parameters identified in Tables 1, 2 and 4 of the ODWSOG document, and the gross alpha and gross beta screening analyses to determine if it is necessary\* to undertake further analyses to identify the individual radionuclides responsible for the detected radiation and determine their individual radiation intensities (Table 3 of the ODWSOG document).

\* The raw water characterization must identify the individual alpha and/or beta emitting radionuclides responsible for the radiation detected through the screening analyses and determine their individual radiation intensities if the repeat gross alpha analysis result exceeds 4.0 Bq/L (repeat analysis required if the first analysis result exceeds 0.1 Bq/L) and/or the repeat gross beta analysis result exceeds 0.5 Bq/L (repeat analysis required if the first analysis result exceeds 0.5 Bq/L).

However, where general knowledge and/or historical data indicate that, in the proposed water source, particular substances are consistently absent or below the level of concern, these substances/parameters need not be included in the required raw water characterization, provided that such an elimination has been agreed to in writing by the Ministry in pre-application consultation. [Note: It is the responsibility of the proponent to provide evidence in support of a request to exclude any parameters from the analysis for the purpose of raw water characterization.]

The raw water characterization may also need to include such parameters as conductivity, water stability index, etc., which are not listed in the ODWSOG document, but may be essential in establishing the raw water treatability or other special treatment needs.

- Discussion of adequacy of the proposed water treatment facilities for the treatment of the raw water from the proposed water source in terms of the minimum treatment requirements of the **Drinking-Water Systems Regulation** (O.Reg. 170/03 and the **Procedure for Disinfection of Drinking Water in Ontario** adopted by O.Reg. 170/03 through reference, and the treated water quality requirements and objectives of the **Ontario Drinking-Water Quality Standards Regulation** (O. Reg. 169/03) and the Ministry document “**Technical Support Document for Ontario Drinking-Water Standards, Objectives and Guidelines**” (ODWSOG), as well as the undertaken treatability study. This discussion should include a summary of basic process design



parameters of all major components of the treatment facilities, including chemical addition, equipment capacities, detention times, surface settling rates, filtration rates, filtration to waste capability, backwash rates, etc., as well as the operational reliability of key process units, unit redundancy, and back up reliability.

- Discussion of all waste streams generated in the water treatment process, including their volumes, composition, proposed treatment and points of discharge, in terms of effluent criteria established by the proponent in concurrence with the appropriate Regional Office of the Ministry.

**Note: Before undertaking an assessment for the purpose of establishment of the effluent criteria, the proponent should contact the local District Office (pre-application consultation) to establish the required scope and depth of such an assessment which may vary considerably depending on the intended receiver of the effluent.**

**If the required environmental impact assessment is only submitted to EAAB along with the application for approval of the drinking-water system (without a confirmation of the concurrence with the assessment by the Regional Office of the Ministry), EAAB will have to request the Regional Office to review the submitted assessment before commencing the review of the application for approval. However, if it is at that time determined that no pre-application consultation for the project took place, and the Region's Technical Support staff advises EAAB that they are not able to assess the submitted impact assessment without further data or other information not readily available from the proponent, the application may be closed as grossly incomplete, and the proponent would have to re-apply for approval after completing a proper environmental impact assessment.**

- Discussion of the proposed flow metering, sampling and monitoring program, including monitoring of any waste streams.
- Description of the proposed pumping facilities (well pumps, and low-lift, high-lift and booster pumping stations), including the number and capacities of duty and standby pumps, and discussion of the ability of the system to supply water during power failure events through either standby power facilities and/or elevated storage systems.
- Discussion of the in-system water storage requirements and the ability of the proposed facilities to satisfy these requirements. Reference should be made to the Ministry "Guidelines for the Design of Water Storage Facilities (July 1985)";
- Brief discussion of the locations of all significant drinking-water system structures with respect to proximity to sources of potential water supply contamination (e.g., sewage treatment plant discharges, sewer overflows, septic systems) and susceptibility to flooding.
- Discussion of the design criteria used for proposed watermains including design flows, minimum and maximum distribution pressures, minimum depth of cover, minimum separation distance from sewers and other utilities, etc.
- Discussion of the planning for any future extensions and/or improvements to the drinking-water system.

- Preliminary design plan(s), all bearing the project title, name of the municipality, name of the development or facility with which the project is associated, name of the design Engineer and preparation date, and where applicable also the plan scale, north point, land surveying datum, and any municipal boundaries within the area shown, providing the following information (where pertinent):
  - general layout and sizes of existing and proposed watermains, and location of major components of other existing and proposed drinking-water system and sources of water supply, and points of potential source or system contamination (e.g., sewage treatment plant discharges, sewer overflows, septic systems);
  - general layout (line diagram) of the systems (except for watermains);
  - process flow diagrams for the water treatment processes, showing all process components, the direction of flow of all raw and treated water, recycle and waste streams, the location of all chemical addition points; and the maximum flow rate of all streams entering and leaving each component of the process and a mass balance for all design parameters around each process component.

### 3.2 Design Brief (Basis of Design)

A design brief, summarizing the design criteria and presenting the design calculations used in sizing individual components of the system, should be submitted along with final plans and specifications.

**Note: Where a preliminary report has not been or is not being submitted for the project, or where some parts of the information in the earlier submitted preliminary report is no longer valid or applicable, the design brief must include the applicable information outlined above under the heading Preliminary Engineering Report as well as the applicable information outlined below.**

If a Preliminary Engineering Report has been submitted for the proposed drinking-water system in accordance with the above, the design brief for the particular type of drinking-water system should include the information outlined below.

#### 3.2.1 **Design Brief - Watermains**

- Nature and population of the area served (current and design).
- Maximum water demand, including fire flows.
- Design data and calculations for individual watermains, including the required capacity.
- Capacity of the existing (or proposed) drinking-water system to meet the additional water demand without compromising the system minimum pressure requirements.

**Note: In the cases of minor watermain extensions, where the minimum sizing requirement dictates the use of 150 mm diameter pipes, such calculations are generally not required. However, the information is essential where (a) the designer proposes the use of pipe diameter smaller than 150 mm for watermains not required to carry fire flow, (b) the uncommitted water supply capability of the existing system is marginal, (c) or the proposed watermain extension is extensive.**

### 3.2.2 Design Brief - Major Facilities

(Water Intakes and Low-lift Pumping Stations, Groundwater Wells, Water Treatment Plants, High-lift Pumping Stations, and Water Storage Facilities)

- Basic data on the estimated water demand from the population and area to be served, including:
  - design period,
  - design service population and area [hectares], and population density,
  - design per capita water consumption, and industrial and commercial water demand,
  - fire flow requirements, and
  - total design water demand (average, maximum day, and peak hour).
- Design flows used in sizing of individual components of the drinking-water system (water intakes, pumps, treatment process units, storage and distribution facilities).
- Summary of the raw water quality information and the treatment requirements.
- Description (types, number and sizes) of all proposed facilities, process units and equipment, **including waste stream treatment and disposal facilities**, and identification of their process design parameters (i.e., intake velocity in the intake, mixing rates in rapid mix and flocculation tanks, surface settling rates and retention times in settling tanks, filtration and backwash rates in filters, chemical feed rates, chlorine contact concentration/time (CT) factor in chlorine contact tanks, etc.).
- Detailed process and hydraulic design (or sizing) calculations for all facilities, treatment units and equipment.
- Proposed flow metering system, including raw water supply, backwash water flow rate, individual units filtration rates, treated water production quantity.
- Proposed treated water and waste stream effluent quality monitoring program, including provision of continuous automatic water quality analysers, identification of sampling points, frequency of sampling and calibration procedures.
- Proposed system automation and back up procedures.
- Where the proposed system incorporate processes that are innovative or in an experimental stage, or include equipment and materials where no reliable data from full scale operation is available, the following information must also be provided:
  - all available data pertaining to the proposed process, equipment or material;
  - results of any testing programs which have been undertaken by independent testing agencies, research foundations, universities, etc.;
  - identification of any known full-scale applications of the proposed process/equipment/material, including a description of the type of application and the name and address

- of the person who could be contacted for technical information on the application;
- discussion of the impact of a potential failure of the proposed process/equipment/material; and identification of the measures proposed to be undertaken to preclude any health hazard or approval non-compliance as a result of such a failure; proposed contingencies to modify or replace the proposed process/equipment/material in case of their failure; and liabilities associated with the proposal;
- description of the monitoring, testing and reporting program proposed to be undertaken during the experimental period; and
- the proposed duration of the experiment.

### **3.3 Final Plans**

All final plans submitted in support of applications for approval of drinking-water systems must bear the project title, name of the municipality, name of the development or facility with which the project is associated, and name of the Design Engineer, including a signed and dated imprint of his/her Professional Engineer's seal, and where applicable, also the plan scale, north point, land surveying datum, and any municipal boundaries within the area shown.

Detail engineering plans should include plan views, elevations, sections and supplementary views which, together with the specifications and general layout plans, would provide the working information for finalizing of the construction contract for the works. These drawings should show dimensions and relative elevations of structures, the location and outline of equipment, location and size of piping, liquid/water levels and ground elevations.

#### **3.3.1 Final Plans - Watermains**

##### **3.3.1.1 General plan**

A comprehensive plan of the existing and proposed components of the drinking-water system should be submitted for projects involving new water distribution systems or substantial additions to existing systems. This plan should show:

- all major topographic features including existing and proposed streets, contour lines at suitable intervals, drainage areas, watercourses, municipal boundaries, land surveying datum used (or assumed bench mark), etc.;
- location and size of existing and proposed watermains; and
- location and nature of all existing and proposed components of the drinking-water system associated with the proposed watermains, including any existing sewer overflows.

### 3.3.1.2 Detail engineering drawings

Detailed plan and profile drawings should be provided for the proposed and adjacent existing watermains. The profiles should have a horizontal scale of not more than 1:1000 and a vertical scale of not more than 1:100. The plan view should be drawn to a corresponding horizontal scale. Detail engineering drawings should show:

- location of streets and watermains;
- existing and proposed ground surface; size, material and class of pipe, location of hydrants, valves, blow-offs, meter chambers and other appurtenances;
- location of all known existing structures which might interfere with or affected the proposed watermains, especially any sewers and other sewage works;
- details of watermain bedding and anchoring, hydrant connections, service connections, bridge crossings, stream crossings, support structures for existing structures in the path of construction, trench bracing, thrust blocks, air release valve and blow-off valve installations, etc.; and
- any additional descriptive specifications and information, not included in a separate specifications document, required to inform the contractor of all project requirements regarding the type and quality of construction materials and prefabricated components, quality of workmanship, testing of structures and materials to meet design standards and operating tests for the completed works and component units (e.g., disinfection and pressure testing of watermains).

### 3.3.2 Final Plans - Major Facilities

(Water Intakes and Low-lift Pumping Stations, Groundwater Wells, Water Treatment Plants, High-lift Pumping Stations, Re-chlorination Facilities and Water Storage Facilities)

#### 3.3.2.1 General plan

A comprehensive general plan of the existing and proposed components of the drinking-water system should be submitted for all projects involving new major facilities of a drinking-water system. This plan should show:

- location of the proposed system and the area to be serviced by the system;
- all major topographic features including drainage areas, existing and proposed streets, watercourses, contour lines at suitable intervals, municipal boundaries, land surveying datum used (or assumed bench mark), etc.; and
- location and nature of all existing and proposed major components of the drinking-water system associated with the proposed facilities, including wells, intakes, treatment plant, reservoirs and pumping stations, **together with their individual geo-reference**

**coordinates (UTM Easting and Northing), and identification of the main point of reference whose geo-reference coordinates are entered in the Site Information section of the Application form.**

### **3.3.2.2 Site plans**

Individual site plans must be provided for all proposed major facilities of the drinking-water system and modifications/upgrades of such facilities. Each site plan should show:

- the entire property where facility is to be or is located, including the property lines, and identification of the nature of the adjoining lands;
- topographic features of the property and adjoining lands, including existing and proposed streets, contour lines at suitable intervals, drainage areas, watercourses, the elevation of the highest known flood level, municipal boundaries, and the land surveying datum (or assumed bench mark) used;
- layout, size and nature of the existing, proposed and future structures on the property showing distances from property lines, and private residences and other structures on adjoining properties;
- location and identification of all sources of potential pollution which could affect water quality in the source of water supply or contaminate the treated water being distributed; and
- test borings and groundwater elevations within site limits.

### **3.3.2.3 General layout and detail engineering drawings**

The following general layout and detail engineering drawings should be provided for all new major facilities of the drinking-water system and modifications/upgrades of existing major facilities:

- For each groundwater well, a copy of the well drilling log and schematic diagram showing details of well construction including elevations of geological formations, water levels, proposed pump installation level, well screen data including well screen entrance velocities, etc.
- Process flow diagrams (PFD) showing all process components (including type, size, pertinent features, and rated capacity of process units and major equipment, i.e., tanks, reactors, pumps, chemical feeders, analyzers etc.), direction of flow of all process, recycle, backwash and waste streams, and the location of all points of chemical addition and treated water and waste stream effluent sampling and monitoring; and indicating the minimum and maximum flow rates of all streams entering and leaving each process component as well as a mass balance for all design parameters around each process component.
- Accurate hydraulic profiles through water intake facilities, treatment plants, pumping

stations, etc. prepared for minimum and maximum flow conditions to a vertical scale adequate to clearly show the elevations of tank tops, channel and trough invert, weirs and other features directly affecting the hydraulic gradient ( For water intake facilities, normal, maximum and minimum water levels of the water source and their effects on low-lift pumping station should be shown).

- General layout plans for all major facilities of the works (e.g., layout of all filters together) including all associated process flow channels and piping (show direction of flow), process and ancillary equipment, air and chemical feed lines, points of chemical addition, filter to waste etc.
- Construction scale plan and profile drawings (with dimensions and elevations) of all facilities proposed to be constructed or modified, including any additional descriptive specifications and information not included in a separate specifications document.
- Process and instrumentation diagrams (P&ID) showing the inter-connection and operation control arrangements for all process and ancillary equipment and appurtenances.

### **3.4 Specifications**

Detailed technical specifications must be provided for all drinking-water system projects. In the case of minor works such as minor watermain extensions, these specifications can generally be noted on the final plans. For more extensive works, separate specifications documents will generally be required.

The specifications should include all construction and installation information not shown on the drawings and required to inform the contractor of all project requirements regarding:

- Type and quality of construction materials and prefabricated components;
- quality of workmanship;
- type, size, rating, operating characteristics and quality of mechanical and electrical equipment and installations (e.g., process and ancillary equipment and appurtenances, valves, piping, and pipe joints; electrical apparatus, wiring, and metering and monitoring equipment, laboratory fixtures and equipment, special tools, etc.);
- type and quality of process materials (e.g., filter media) and chemicals;
- testing of structures, materials and equipment necessary to meet design standards;
- margin of error and calibration frequency necessary to meet the required performance criteria of the residual analysers, required by O.Reg. 170/03;
- operating tests for the completed works and component units (e.g., pressure testing of watermains and other piping; and

- maintenance of operation of existing works within the requirements of current certificate of approval during the construction of new works (unless otherwise approved by the Ministry).

### **3.5 Detailed Description of Proposed Drinking-Water Systems**

It is the Ministry's practice to describe the approved drinking-water systems in the approval document in detail sufficient to locate and identify components of the systems in the field without the use of engineering drawings, and preparation of such a detailed description of the proposed system by the proponent facilitates and expedites preparation of the approval document by the Ministry staff. For this reason, it is requested that, in addition to the project description summary required to be provided in the application form, the proponent attach a detailed technical description of the proposal clearly identifying all components of the system.

With the exception of watermains, such a detailed description would specify the locations, names, types, number, sizes and capacities of all vital structures and pieces of equipment in the proposed works, and identify the role of the individual components in the treatment process. The individual components of the system should be described in separate paragraphs in order of their sequence in the process flow.

Watermains should be described in a tabular form indicating the street on which the watermains are to be located and their location on that street with respect to the nearest intersecting streets.

The following are some examples of description of various types of drinking-water system components.

#### **Watermains**

- watermains located in Elm Crescent, John Street, and an easement north of Maple Road.

#### **Groundwater supply system**

- a 324 mm diameter 61.26 m deep drilled groundwater well (Well 1-93), located in Lot 28, Concession 1, approximately 40 m west of Highway 10 and 75 m north of the Credit River crossing (NAD 83: UTM Zone 17: 498402.m E., 4835573 mN), equipped with a submersible deep well pump, rated at 1022.0 L/min at a TDH of 104.0 m, with a 150 mm diameter discharge line connected to the well pump header in the pumphouse described below, including a vented watertight galvanized steel enclosure over the wellhead;
- a well pumphouse, located approximately 30 m north of well 1-93, housing treatment and control facilities, including:
  - 150 mm diameter well 1-93 pump header and appurtenances, connected to the feeder watermain described below, including a magnetic flow meter with a by-pass,
  - chlorination system utilizing sodium hypochlorite, consisting of a 200 litre capacity



sodium hypochlorite solution storage tank and two (2) chemical metering pumps (one duty, one stand-by) with a feed line discharging into the well pump header at the exit from the pumphouse,

- iron and manganese sequestering system utilizing a phosphate based sequestering agent, consisting of a 200 litre capacity sequestering agent solution storage tank and one (1) chemical metering pump with a feed line system discharging into the well pump header at the exit from the pumphouse and into the well itself at the well pump suction (feed line to the well installed inside a 100 mm diameter PVC pipe laid underground along with a similar PVC pipe containing electrical service connection for the well pump),
  - a stand-by well-casing air displacement system utilizing carbon dioxide, consisting of two (2) (one duty, one stand-by) 34 kg carbon dioxide cylinders with gauges and solenoid valves located in the pumphouse, a 10 mm diameter carbon dioxide line from the CO<sub>2</sub> cylinders to the inside of the well casing (installed inside the above-described 100 mm diameter PVC carrying the sequestering agent feed line from the pumphouse to the well), and two (2) vents on the well casing opening inside the enclosure over the well, one equipped with a well-casing pressure relief valve opening when the pressure inside the casing is greater than 14 kPa (2 psi) above the atmospheric pressure, and the other equipped with a well-casing vacuum relief/air inlet valve opening when the pressure inside the casing is lower than 2 kPa (¼ psi) below the atmospheric pressure, and
  - a 350 kW Diesel engine stand-by power generator set located in a separate room of the pumphouse; and
- a 300 mm diameter feeder watermain with fire hydrants and appurtenances and with no service connections on its entire length of approximately 915 m dedicated to provide chlorine contact time before the first consumer, as follows:

<u>Street</u>	<u>From</u>	<u>To</u>
Pumphouse Site	approx. 40 m west of Highway 10 (Pumphouse)	Highway 10
Highway 10	approx. 115 m north of Credit River crossing	McCannell Avenue

**Elevated water storage tank**

- an elevated water storage tank to be constructed at the northwest corner of the intersection of Herman Street and Woodlands Crescent, having an operating capacity of 4500 m<sup>3</sup> between the minimum and maximum operating water elevations of 177.31 m and 189.50 m, designed for the peak hour water demand equalization, and fire and emergency storage.

#### 4. APPLICATIONS FOR APPROVAL/CONSENT FOR SYSTEM FRAGMENTATION

Under Part V (municipal systems) and Part VI (regulated non-municipal systems) of the Safe Drinking Water Act, the Director, through conditions of an approval (municipal systems) or a written consent (regulated non-municipal systems), may grant approval/give consent for fragmentation of a drinking-water system.

For these purposes, the SDWA provides two separate definitions of fragmentation of a drinking-water system:

- in respect of a municipal drinking-water system, it is the replacement of all or part of the system with all or part of a non-municipal drinking-water system, and
- in respect of a regulated non-municipal drinking-water system (subject to Part VI of the Act), it is the replacement of all or part of the system with a non-municipal drinking-water system which is not subject to Part VI of the Act (“non-regulated system”),

The Director’s authority to grant approval (under Part V) or give consent (under Part VI) for fragmentation under the SDWA is subject to specific restrictions and requirements set in Parts V and VI of the Act.

**Note: Under the *Definitions of Words and Expressions Used in the Act Regulation (O. Reg. 171/03 under the SDWA)*, for the purposes of subsection 52(2) of the SDWA (prohibition, fragmentation of regulated non-municipal systems), a regulated non-municipal system only means a year-round or seasonal residential non-municipal system. As a result, a Director’s consent is not required for fragmentation of a non-municipal non-residential drinking-water system.**

The SDWA’s restrictions and requirements with respect to approval/consent for fragmentation are in principle the same for both municipal and non-municipal systems, and may be summarized as follows:

- the Director must consult the Medical Officer of Health when considering a proposal for fragmentation,
- the owner must prove to the satisfaction of the Director that a notice in a form and manner approved by the Director was given to each current user of the system that would no longer be served by a municipal system (fragmentation of a municipal system) or a regulated non-municipal system (fragmentation of a non-municipal system), and
- the owner must demonstrate to the satisfaction of the Director that the fragmentation will not expose users of the fragmented system to a drinking-water health hazard, and will not endanger the natural environment.

The supporting information and documentation that must be submitted with an application for approval or consent for fragmentation is based on the restrictions and requirements set by the Act, and are identified in the following following subsections 4.1 and 4.2 related to municipal and non-municipal drinking-water systems, respectively.

## 4.1 Fragmentation of Municipal Drinking-Water Systems

This subsection identifies the supporting information and documentation that the applicant must submit with an application for approval of fragmentation of a municipal residential or municipal non-residential drinking-water system under Part V of the SDWA.

**Note:** This list of the required supporting documentation is based on the restrictions and requirements set by Part V of the SDWA and the Environmental Assessment Act (EAA), and if any of the listed documents are not submitted with the application for approval of fragmentation, the application will be returned to the applicant as incomplete.

The restrictions/requirements of the SDWA and EAA relevant to the supporting information for an application for approval of fragmentation of a municipal system are that:

- the owner must prove to the satisfaction of the Director that a notice in a form and manner approved by the Director was given to each current user of the system that would no longer be served by a municipal system (SDWA),
- the owner must demonstrate to the satisfaction of the Director that the fragmentation will not expose users of the fragmented system to a drinking-water health hazard, and will not endanger the natural environment, and
- under the EAA, the provincial government is prohibited from approving an activity subject to the EAA unless the proposal for the activity has completed the applicable EA process. [Note: Retirement of a municipal drinking-water system is a Schedule B project under the approved Municipal Class EA process.]

The following documentation must be submitted:

- A written report on user notification prepared by the applicant, containing the following:
  - a list of names and addresses of all current users of the system that would no longer be served by a municipal drinking-water system if the proposed fragmentation proceeded,
  - a statement that a notice in a form and manner approved by the Director was given to each current user of the system that would no longer be served by a municipal drinking-water system [an approval of the proposed form and manner of notification must be obtained from the Director through pre-application consultation by first contacting the local District Office of the Ministry],
  - details of all public meetings held to discuss the proposed fragmentation of the existing drinking-water system, if any such meetings were held, including a summary of the issues discussed at any such meetings,, and
  - a summary of all comments received by the applicant from the affected users of the system, and the applicant's responses to all these comments, including a planned measures to accommodate any users of the system who oppose the proposed fragmentation.
- A copy of all documents prepared in the process of completing the Municipal Class EA process for the project, and a confirmation that the process has been completed (this confirmation should be made through completing the EA section of the application form)

- A written report prepared by a professional engineer, containing the following:
  - a detailed description of the manner in which drinking-water would be obtained by those of the current user of the system that would no longer be served by a municipal drinking-water system if the proposed fragmentation proceeded, including identification of the specific regulatory category that each of the resulting non-municipal systems would fall under;
  - an assessment of the potential risks associated with the proposed fragmentation including:
    - availability of safe and sustainable sources of raw water for the non-municipal systems that would replace the municipal system, with respect to:
      - raw water quality (raw water characterization and treatment requirements to meet Ontario Drinking-Water Quality Standards, and vulnerability of the sources to contamination, and for contemplated well supplies specifically, determination if the sources would be deemed under the regulation to be under direct influence of surface water), and
      - raw water quantity (adequate amount of water available to consumers on a sustained basis, and sustainability of the source aquifer); and
    - the potential for contamination of the source aquifer, or any aquifer connected to the source aquifer, associated with the operation of the non-municipal systems that would replace the municipal system.

#### **4.2 Fragmentation of Non-Municipal Residential Drinking-Water Systems**

This subsection identifies the supporting information and documentation that the applicant must submit with an application for Director's consent for fragmentation of any non-municipal drinking-water system under Part VI of the SDWA.

**Note: This list of the required supporting documentation is based on the restrictions and requirements set by Part VI of the SDWA, and if any of the listed documents are not submitted with the application for approval of fragmentation, the application will be returned to the applicant as incomplete.**

**The restrictions/requirements of the SDWA relevant to the supporting information for an application for Director's consent for fragmentation of a non-municipal system are that:**

- **the owner must prove to the satisfaction of the Director that a notice in a form and manner approved by the Director was given to each current user of the system that would no longer be served by a regulated non-municipal system, and**
- **the owner must demonstrate to the satisfaction of the Director that the fragmentation will not expose users of the fragmented system to a drinking-water health hazard, and will not endanger the natural environment.**

The following documentation must be submitted:

- A written report on user notification prepared by the applicant, containing the following:

- a list of names and addresses of all current users of the system that would no longer be served by a regulated non-municipal drinking-water system if the proposed fragmentation proceeded,
  - a statement that a notice in a form and manner approved by the Director was given to each current user of the system that would no longer be served by a regulated non-municipal drinking-water system [an approval of the proposed form and manner of notification must be obtained from the Director through pre-application consultation by first contacting the local District Office of the Ministry],
  - details of all public meetings held to discuss the proposed fragmentation of the existing drinking-water system, if any such meetings were held, including a summary of the issues discussed at any such meetings, and
  - a summary of all comments received by the applicant from the affected users of the system, and the applicant's responses to all these comments, including a planned measures to accommodate any users of the system who oppose the proposed fragmentation.
- A written report prepared by a professional engineer, containing the following:
- a detailed description of the manner in which drinking-water would be obtained by those of the current user of the system that would no longer be served by a regulated non-municipal drinking-water system if the proposed fragmentation proceeded,
  - an assessment of the potential risks associated with the proposed fragmentation including:
    - availability of safe and sustainable sources of raw water for the “non-regulated” non-municipal systems that would replace the regulated non-municipal system with respect to:
      - raw water quality (raw water characterization and treatment requirements to meet Ontario Drinking-Water Quality Standards, and vulnerability of the sources to contamination, and for contemplated well supplies specifically, determination if the sources would be deemed under the regulation to be under direct influence of surface water), and
      - raw water quantity (adequate amount of water available to consumers on a sustained basis, and sustainability of the aquifer),and
    - the potential for contamination of the source aquifer, or any aquifer connected to the source aquifer, associated with the operation of the “non-regulated” non-municipal systems that would replace the regulated non-municipal system.

# **APPENDICES**

# APPENDIX A

## Supplement to Application for Approval - Form A DETERMINATION OF THE CATEGORY OF DRINKING-WATER SYSTEM

*This form is to be completed for all applications made under Safe Drinking Water Act (SDWA) and Drinking-Water Systems Regulation (O. Reg. 170/03) received by the Environmental Assessment & Approvals Branch on or after June 1, 2003. O. Reg. 170/03 defines eight categories of drinking water systems and specifies the requirements to be met by each. The purpose of this supplement is to determine what type of Drinking-Water System is being applied for. Please submit this form with your completed Application for Approval Related to Municipal and Non-Municipal Drinking-Water Systems.*

**Please answer the following questions. Indicate Y for Yes and N for No in the appropriate columns and follow the instructions beside it. Once you are finished you will know the category of your system.**

Item	Question	YES	If YES	NO	If NO
A	Does this Drinking-Water System (DWS) use electricity or serves any building or other structure that uses electricity?		Go to B		Notices are to be posted, water fountains rendered inoperative then Go to X
B	Is this DWS municipal or will be owned by a municipality based on O.Reg. 172/03?		Go to C		Go to E
C	Does this DWS serve more than 100 private residences?		<b>This System is Large Municipal Residential</b>		Go to D
D	Does this DWS serve more than 5 but less than 101 private residences?		<b>This system is Small Municipal Residential</b>		Go to I
E	Does this DWS serve more than 5 private residences or a trailer park or campground with more than 5 service connections?		Go to F		Go to G
F	Does this DWS operate seasonally?		<b>This system is Non-Municipal Seasonal Residential</b>		<b>This system is Non-Municipal Year Round Residential</b>
G	Does this DWS have a capacity more than 2.9 litres/sec?		Go to the Calculation for Non-Municipal Systems		Go to H
H	Does this DWS serve a Designated Facility or a Public Facility?		<b>This system is Small Non-Municipal Non-Residential</b>		Go to X
I	Does this DWS have a capacity more than 2.9 litres/sec?		Go to calculation for Municipal System		Go to J
J	Does this DWS serve a Designated Facility or a Public Facility?		<b>This system is Small Municipal Non-Residential</b>		Go to X
X	Based on the answers you have given this drinking-water system is currently exempt from the provisions of O. Reg. 170/03. To enable the ministry to supply you with notices and information that will assist you to keep up to date on new challenges which might impact the quality of water you provide please complete and submit only the information set out in Part II: Drinking-Water System - Owner Information, Operator's Information and Drinking Water system's operational information.				

## Calculation for Large Non-Residential Drinking-Water System (Both Municipal and Non-Municipal)

If this Drinking-Water System has one or more dedicated distribution lines that supply water exclusively for the listed operations then this calculation may be undertaken to determine if the existence of these operations alters the category of the Drinking-Water System.

	YES	If YES	NO	If NO
<p>I) Does your Drinking-Water System have one or more distribution lines that supply water exclusively for either of the following operations.</p> <p><input type="checkbox"/> Agricultural</p> <p><input type="checkbox"/> Landscaping</p> <p><input type="checkbox"/> Industrial or Manufacturing (including food manufacturing and processing)</p> <p><input type="checkbox"/> Swimming pool</p> <p><input type="checkbox"/> Skating rink construction</p> <p><input type="checkbox"/> Maintenance</p>		Complete the calculation (A-B)		<p>This system is</p> <p><b>Large Municipal Non-Residential</b></p> <p>or</p> <p><b>Large Non-municipal Non-residential</b></p>

### CALCULATION

**A** = Maximum Rate at which the Drinking-Water System can supply water in litres/sec

**B** = The sum of average rates in litres/sec (actual or estimated) at which the Drinking-Water System supplied water to the dedicated distribution lines during the preceding year (January through December)

<b>Calculate A-B</b>		<p>If <b>A-B</b> is equal to or less than 2.9 litres/sec</p> <p>Go to J for municipal systems</p> <p>Go to H for non-municipal systems</p>		<p>If <b>A-B</b> is more than 2.9 litres/sec</p> <p>This system is</p> <p><b>Large Municipal Non-Residential</b></p> <p>or</p> <p><b>Large Non-municipal Non-residential</b></p>
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### Definitions

#### Seasonal System Means

A Drinking-Water System that does not operate for 60 or more consecutive days in a fiscal (April 1st to March 31st)/ Calendar (Jan 1st to Dec 31st) year/ 365 day period that begins on the day the drinking-water system begins operation

#### Public Facility Means

- (a) Food Premises, as defined in the Health Protection and Promotion Act
- (b) A place that operates primarily for the purpose of providing overnight accommodation to the traveling public
- (b.1) A trailer park or campground public, including trailer park or campground
- (c) A marina
- (d) A church, mosque, synagogue, temple or other places of worship
- (e) A recreational camp
- (f) A recreational or athletic facility
- (g) A place, other than a private residence, where a service club or fraternal organization meets on a regular basis
- (h) Any place where general public has access to a washroom, drinking water fountain or shower
- (i) And does not include a designated facility

#### Designated Facility Means

- (a) A children's camp
- (b) A delivery agent care facility
- (c) A health care facility
- (d) A school or private school
- (e) A social care facility
- (f) A university, a college of applied arts and technology or an institution with authority to grant degrees

#### Private Residence is a dwelling place occupied for an extended period of time by the same person if

- (a) The residents have a reasonable expectation of privacy
- (b) Food preparation, personal hygiene and sleeping accommodations are not communal in nature and
- (c) Any use of the dwelling place by a resident for a home occupation, trade, business, profession or craft is secondary to the use of the dwelling place as a residence and does not use more than 25 per cent of the indoor floor area.



# APPENDIX B

## Supplement to Application for Approval - Form B

### EXISTING DRINKING-WATER SYSTEM INFORMATION

*This form is to be completed for all applications made under Safe Drinking Water Act (SDWA) and Drinking Water Systems Regulation (O. Reg. 170/03) received by the Environmental Assessment & Approvals Branch on or after June 1, 200. Please submit this form with your completed Application for Approval Related to Municipal and Non-Municipal Drinking-Water Systems.*

**Table-1. Drinking Water System Operator Information - Complete A, B, D and E or A, C, D, and E**

A. Name		Company <input type="checkbox"/> Same as Client Name	
Contact Address		<input type="checkbox"/> Same as Client Mailing Address	Unit Identifier <i>(identifies type of unit, such as suite &amp; number)</i>
C. Delivery Designator: <input type="checkbox"/> Rural Route <input type="checkbox"/> Suburban Service <input type="checkbox"/> Mobile Route <input type="checkbox"/> General Delivery		Delivery Identifier <i>(a number identifying a Rural Route, Suburban Service or Mobile Route)</i>	
D. Municipality	Postal Station	Province/State	Country
E. Telephone Number <i>(including area code &amp; extension)</i>		Fax Number <i>(including area code)</i>	E-mail Address

**Table 2- Drinking-Water System Technical Information**

Drinking Water System Information			
Design/Rated Capacity (litres per second)	Population Served	Point of Entry Information	
Is Disinfection Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No		If "Yes" What disinfection method is used?	
Is chemically assisted filtration or the equivalent provided? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does the drinking-water system cease operation for more than 60 days (operates seasonally)? <input type="checkbox"/> Yes <input type="checkbox"/> No		If "Yes" What are the months of operation? (mm to mm)	
Does the drinking-water system shut down for a period of 7 or more consecutive days? <input type="checkbox"/> Yes <input type="checkbox"/> No		How many times per year?	Please attach a list of all shut down periods (dd-mm to dd-mm)
Does this drinking water system supply a designated facility? <b>[Not applicable to municipal residential systems]</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		If "Yes" Number of designated facilities Please attach a list of all designated facilities.	
Does this drinking water system use ground water sources? <input type="checkbox"/> Yes <input type="checkbox"/> No		If "Yes" Number of wells supplying system Please attach a list of all ground water sources.	
Does this drinking water system use surface water sources? <input type="checkbox"/> Yes <input type="checkbox"/> No		If "Yes" Number of surface water sources Please attach a list of all surface water sources.	
Local Public Health Unit			

Drinking Water Distribution System and Plumbing	
Is there a booster disinfection station in the distribution system or plumbing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is fluoride added within the distribution system or plumbing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a municipal system that receives all its water through a connection to another system,	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If "Yes" What is the population served?
Drinking Water System Supply and Transportation	
Does this drinking water system receive transported water?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If "Yes" Name of the system that supplies the drinking water (if more than one, please attach a list)
	How is the water transported?
	Does the supplying drinking-water system provide secondary disinfection? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does this drinking water system receive water from another drinking water system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If "Yes" Name of supplying drinking-water system (if more than one, please attach a list)
	Name Of Owner of drinking-water system supplying water
	Municipality that the supplying drinking water system is located in
	Does the supplying drinking-water system provide secondary disinfection? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If "Yes" What is the secondary disinfection method?
	If the Secondary disinfection method is other than chlorination or chloramination, is it approved by the Director ( <i>for Municipal Large and Small Drinking Water Systems</i> ) or by a Professional Engineer ( <i>for other classes of Drinking -Water Systems</i> )? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does this drinking water system provide water to another drinking water system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If "Yes" Name of drinking-water system that receives water from this drinking-water system
	Name Of Owner of drinking-water system receiving the water
	Municipality that the receiving drinking-water system is located in
Does this drinking water system own any of the raw-water sources?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If "Yes" please attach a list of the raw water sources including well(s), intake pipe(s) in river(s)/lake(s) and GUDI
Does this drinking water system do any treatment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does this drinking water system have standby disinfection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does this drinking water system own any of the distribution system/plumbing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If "Yes" Does this drinking water system do booster chlorination in the distribution system/plumbing? <input type="checkbox"/> Yes <input type="checkbox"/> No

# APPENDIX C

## Supplement to Application for Approval - Form C COST FOR PART V SDWA APPLICATIONS

This form is to be completed for all applications under Part V of the *Safe Drinking Water Act* (SDWA) submitted to the Environmental Assessment & Approvals Branch on or after June 1, 2003. This form reflects the cost for applications for approval under the SDWA, as per the Minister's Order for Drinking-Water Approval Fees.

Please refer to the tables in the attached "Summary of Drinking-Water Systems SDWA Costs" when completing this form. These tables summarize the applicable costs and categories. The Summary of Drinking-Water Systems SDWA Costs should be retained for future use and the completed form should be attached to the "Application for Approval Related to Municipal and Non-Municipal Drinking-Water Systems for submission to the branch.

Company Name:	Application No. <i>(if known)</i> :
<p>Application Cost: Indicate the type of application and complete the corresponding <b>Section 1, 2, or 3.</b></p> <p><input type="checkbox"/> <b>Section 1: Approvals (Table 1)</b></p> <p><input type="checkbox"/> <b>Section 2: Amendment to existing approval:</b>      <input type="checkbox"/> <b>Administrative amendments (Table 2(a))</b></p> <p style="padding-left: 350px;"><input type="checkbox"/> <b>Amendments requiring a technical review</b></p> <p><input type="checkbox"/> <b>Section 3: Revocations (Table 3)</b></p>	

### SECTION 1: APPROVALS

**Table 1: Approvals**

	Category	Cost
	<b>Category 1 - Administrative processing (applies to all)</b>	<b>\$ 200</b>
	<p>From the attached summary table, under the section entitled "Table 1 - Approvals", indicate the appropriate categories applicable to the application and the corresponding costs (Categories 2 to 7).</p> <p>Category applied for      _____      Cost \$      _____</p> <p style="padding-left: 100px;">_____      Cost \$      _____</p> <p style="padding-left: 100px;">_____      Cost \$      _____</p> <p><i>(Indicate all applicable categories and the corresponding cost.)</i></p> <p style="text-align: right;"><b>Total Cost:</b> _____</p>	\$
<b>TOTAL COST</b>		<b>\$</b>

## SECTION 2: AMENDMENT TO EXISTING APPROVAL

**Table 2(a): Administrative Amendments**

	Category	Cost
	<b>Category 8</b> - If the amendment is considered as administrative (no technical review is required), the total cost of the application is \$100.	<b>\$ 100</b>
	<b>Category 100</b> - Amendments necessary as a result of action that the applicant has been required to take by the Director pursuant to a condition contained in a certificate.	<b>\$ 0</b>
<b>TOTAL COST</b>		<b>\$</b>

**Table 2(b): Amendments Requiring a Technical Review**

	Category	Cost
	<b>Category 1</b> - Administrative processing (applies to all except category 100).	<b>\$ 200</b>
	<b>Category 100</b> - Amendments necessary as a result of action that the applicant has been required to take by the Director pursuant to a condition contained in a certificate.	<b>\$ 0</b>
	<p>From the attached summary table, under the section entitled Amendments (Technical), indicate the appropriate categories applicable to the application (ie one or more of 7, 9, 10, 11) and the corresponding costs:</p> <p>Category applied for _____ Cost \$ _____</p> <p>_____ Cost \$ _____</p> <p>_____ Cost \$ _____</p> <p><i>(Indicate all applicable categories and the corresponding cost.)</i></p> <p style="text-align: right;"><b>Total Cost:</b> _____</p>	
<b>TOTAL COST</b>		<b>\$</b>

## SECTION 3: REVOCATION OF EXISTING APPROVAL

**Table 3: Revocation of existing approval**

	Category	Cost
	<b>Category 12</b> - Administrative revocations (no technical review involved)	<b>\$ 0</b>
	<b>Category 200</b> - Revocation required necessary as a result of action that the applicant has been required to take by the Director pursuant to a condition contained in a certificate.	<b>\$ 0</b>
	If a technical review is involved reviewing the application for the revocation, the applicable costs are outlined under <b>Section 1 - Approvals</b> . Please complete Table 1 and indicate the total cost on the right.	<b>\$</b>
<b>TOTAL COST</b>		<b>\$</b>

## SUMMARY OF DRINKING-WATER SYSTEMS SDWA COSTS

**Table 1: APPROVALS (for new works or equipment)**

*TOTAL COST = 1 (always) + ( Total of one or any combination of 2 ,3,4, 5, 6) + 7 (if applicable)*

CATEGORY	TYPE OF APPLICATION	COST (\$)
1	Administrative processing (applies to all applications for new works or equipment)	\$200
2	The new intake or extraction of surface or ground water, together with treatment other than disinfection, or the expansion of the capacity of an existing intake or extraction of surface or ground water, together with treatment other than disinfection.	\$5,000, if the maximum design capacity is not more than 4,550 cubic metres per day
3	The new intake or extraction of surface or ground water, together with treatment other than disinfection, or the expansion of the capacity of an existing intake or extraction of surface or ground water, together with treatment other than disinfection	\$10,000, if the maximum design capacity is more than 4,550 cubic metres per day
4	A facility for the extraction and supply of ground water with no treatment other than disinfection.	\$2000
5	Watermains and appurtenances, including hydrants.	\$1000
6	Highlift and booster pumping stations, reservoirs or elevated tanks.	\$2000
7	Review of Hydrogeological Assessment	\$3000

**Table 2(a): AMENDMENTS (ADMINISTRATIVE)**

CATEGORY	TYPE OF APPLICATION	COST (\$)
8	Administrative amendments (no technical review involved)	\$100
100	Amendment required as a result of a condition on a existing approval.	\$0

**Table 2(b): AMENDMENTS (TECHNICAL)**

*TOTAL COST = 1(always) +(Total of one or any combination of categories 9 ,10, 11) +7 (if applicable)*

1	Administrative processing (applies to all amendment, except administrative amendments)	\$200
9	A. a treatment plant upgrade, including new treatment (such as chemical coagulation and flocculation, settling, granular media filtration, membrane filtration, or contaminant absorption or disinfection) at existing water supply plants, new plant process waste stream treatment and disposal facilities, additional or replacement treatment modules, and the establishment, alteration, expansion or replacement of an intake facility, or  B. a process modification, including the alteration, extension or replacement of an existing pumping system or chemical storage or application system (such as a change of chemical filter media or a standby power supply system) and the provision of additional points of process chemical application.	\$3000
10	if the application relates to the alteration, extension or replacement of an existing well, including provision of an additional well to serve as a standby and the provision of disinfection and disinfection control facilities	\$1200
11	in any other case	\$600
7	Review of Hydrogeological Assessment	\$3000
100	Amendment required as a result of a condition on an existing approval	\$0

**Table 3: REVOCATIONS**

12	Administrative revocations (no technical review involved)	\$0
200	Revocation required as a result of a condition on an existing approval	\$0
500	If a technical review is involved in reviewing the application for the revocation, the applicable costs are outlined under APPROVALS (for new works or equipment), above, where TOTAL COST = 1 (always) + (Total of one or any combination of 2 ,3,4, 5 ,6) + 7 (if applicable)	as calculated

# APPENDIX D

## MUNICIPALITIES CURRENTLY UNDER THE TRANSFER OF REVIEW PROGRAM

Southwestern Region	D.M. of Muskoka ** City of Barrie ** Municipality of Chatham-Kent City of London ** City of Orillia ** Town of Bosanquet ** Township of Moore*
West Central Region	R.M. of Niagara R.M. of Hamilton-Wentworth R.M. of Waterloo R.M. of Haldimand-Norfolk City of Brantford
Central Region	R.M. of Durham ** R.M. of Halton R.M. of Peel ** (SWM for City of Mississauga <b>only</b> ) R.M. of York ** City of Toronto Town of Markham** Town of Richmond Hill**
Eastern Region	R.M. of Ottawa-Carleton City of Kingston
Northern Region	R.M. of Sudbury City of North Bay ** City of Sault Ste. Marie City of Thunder Bay City of Timmins

\* Sewers and watermains only (no pumping stations)

\*\* Also including storm water management (SWM) facilities (not for quality control)

**Note: Except as indicated above, the types of works covered by the program include: watermains, water booster pumping stations, storm and sanitary sewers (except for new stormwater outfalls), and sewage pumping stations and forcemains (except for those pumping directly to a sewage treatment plant).**

# APPENDIX E

## REGIONAL, DISTRICT AND AREA OFFICES OF THE MINISTRY

SOUTHWESTERN REGION (1)	WEST-CENTRAL REGION (2)	CENTRAL REGION (3)
<p><b>London Regional Office</b>                      659 Exter Rd., 2<sup>nd</sup> fl.                      London, Ontario N6E 1L3                      Phone: (519) 873-5000                      1-800-265-7672 <b>(519 area only)</b>                      Fax: (519) 873-5020</p>	<p><b>Hamilton Regional Office</b>                      Fairclough Bldg.                      119 King St. W., 12<sup>th</sup> fl.                      Hamilton, Ontario L8P 4Y7                      Phone: (905) 521-7640                      1-800-668-4557                      Fax: (905) 521-7820</p>	<p><b>Toronto Regional Office</b>                      5775 Yonge St., 8<sup>th</sup> fl.                      North York, Ontario M2M 4J1                      Phone: (416) 326-6700                      1-800-810-8048                      Fax: (416) 325-6346</p>
<p><b>London District Office</b>                      659 Exter Rd., 2<sup>nd</sup> fl.                      London, Ontario N6E 1L3                      Phone: (519) 873-5000                      1-800-265-7672 <b>(519 area only)</b>                      Fax: (519) 873-5020</p>	<p><b>Hamilton District Office</b>                      Fairclough Bldg.                      119 King St. W., 9<sup>th</sup> fl.                      Hamilton, Ontario L8P 4Y7                      Phone: (905) 521-7650                      1-800-668-4557                      Fax: (905) 521-7806</p>	<p><b>Toronto District Office</b>                      5775 Yonge St., 8<sup>th</sup> fl.                      North York, Ontario M2M 4J1                      Phone: (416) 326-6700                      1-800-810-8048                      Fax: (416) 325-6346</p>
<p><b>Sarnia District Office</b>                      1094 London Rd.                      Sarnia, Ontario N7S 1P1                      Phone: (519) 336-4030                      1-800-387-7784                      Fax: (519) 336-4280</p>	<p><b>Guelph District Office</b>                      1 Stone Rd. W., 4<sup>th</sup> fl.                      Guelph, Ontario N1G 4Y2                      Phone: (519) 826-4255                      1-800-265-8658 <b>(519 area only)</b>                      Fax: (519) 826-4286</p>	<p><b>Halton-Peel District Office</b>                      4145 North Service Rd., Suite 300                      Burlington, Ontario L7L 6A3                      Phone: (905) 319 3847                      1-800-335-5906                      Fax: (905) 319 9902</p>
<p>Windsor Area Office                      250 Windsor Ave., 6<sup>th</sup> fl.                      Windsor, Ontario N8W 5K5                      Phone: (519) 948 1464                      1-800-387-8826                      Fax: (519) 948 2396</p>	<p><b>Niagara District Office</b>                      301 St. Paul St., 9<sup>th</sup> fl.                      St. Catharines, Ontario L2R 3M8                      Phone: (905) 704-3900                      1-800-263-1035 <b>(905&amp;519 areas only)</b>                      Fax: (905) 704-4015</p>	<p><b>York-Durham District Office</b>                      230 Westney Rd. S., 5<sup>th</sup> fl.                      Ajax, Ontario L1S 7J5                      Phone: (905)427-5600                      1-800-376-4547                      Fax: (905)427-5602</p>
<p><b>Barrie District Office</b>                      54 Cedar Pointe Dr., Unit 1203                      Barrie, Ontario L4N 5R7                      Phone: (705) 739-6441                      1-800-890-8511                      Fax: (705) 739-6440                      (includes Muskoka area)</p>		
<p>Owen Sound Area Office                      1580 20<sup>th</sup> St. E., P.O. Box 967                      Owen Sound, Ontario N4K 6H6                      Phone: (519) 371-2901                      1-800-265-3783                      Fax: (519) 371-2905</p>		

EASTERN REGION (4)	NORTHERN REGION (5)	
<p><b>Kingston Regional Office</b>            133 Dalton Ave., P.O. Box 820            Kingston, Ontario K7L 4X6            Phone: (613) 549-4000                      1-800-267-0974            Fax: (613) 548-6908</p>	<p><b>Thunder Bay Regional Office</b>            435 James St. S., 3<sup>rd</sup> fl., Suite 331            Thunder Bay, Ontario P7E 6S7            Phone: (807) 475-1205                      1-800-875-7772 <b>(705&amp;807 areas only)</b>            Fax: (807) 475-1754</p>	
<p><b>Kingston District Office</b>            133 Dalton Ave., P.O. Box 820            Kingston, Ontario K7L 4X6            Phone: (613) 549-4000                      1-800-267-0974            Fax: (613) 548-6920</p>	<p><b>Thunder Bay District Office</b>            435 James St. S., 3<sup>rd</sup> fl., Suite 331            Thunder Bay, Ontario P7E 6S7            Phone: (807) 475-1315                      1-800-875-7772 <b>(705&amp;807 areas only)</b>            Fax: (807) 473-3160</p>	<p><b>Timmins District Office</b>            Ontario Government Complex            Highway 101 E., P.O. Bag 3080            South Porcupine, Ontario P0N 1H0            Phone: (705) 235-1500                      1-800-380-6615 <b>(705&amp;807 areas only)</b>            Fax: (705) 235-1520</p>
<p>Cornwall Area Office            113 Amelia St., 2<sup>nd</sup> fl.            Cornwall, Ontario K6H 3P1            Phone: (613) 933-7402                      1-800-860-2760            Fax: (613) 933-6402</p>	<p>Kenora Area Office            808 Robertson St., Box 5150            Kenora, Ontario P9N 3X9            Phone: (807) 468-2718                      1-888-367-7622 <b>(807 area only)</b>            Fax: (807) 468-2735</p>	<p>North Bay Area Office            447 McKeown Ave., Suite 103            North Bay, Ontario P1B 9S9            Phone: (705) 497-6865                      1-800-609-5553            Fax: (705) 497-6866            (includes Parry Sound area)</p>
<p><b>Peterborough District Office</b>            Robinson Place - South Tower            300 Water St., 2<sup>nd</sup> fl.            Peterborough, Ont. K9J 8M5            Phone: (705) 755-4300                      1-800-558-0595            Fax: (705) 755-4321            (includes Haliburton area)</p>	<p><b>Sudbury District Office</b>            199 Larch St., Suite 101            Sudbury, Ontario P3E 5P9            Phone: (705) 564-3237                      1-800-890-8516            Fax: (705) 564-4180</p>	
<p>Belleville Area Office            Belleville Mall            470 Dundas St. E.            Belleville, Ontario K8N 1G1            Phone: (613) 962-9208                      1-800-860-2763            Fax: (613) 962-6809            (Counties of Hastings and            Prince Edward)</p>	<p>Sault Ste. Marie Area Office            Roberta Bondar Place            70 Foster Dr., Suite 610            Sault Ste. Marie, Ontario P6A 6V4            Phone: (705) 541-2170                      1-800-965-9990 <b>(705&amp;807 areas only)</b>            Fax: (705) 541-2171</p>	
<p><b>Ottawa District Office</b>            2435 Holly Lane            Ottawa, Ontario K1V 7P2            Phone: (613) 521-3450                      1-800-860-2195            Fax: (613) 521-5437            (includes Pembroke area)</p>		