

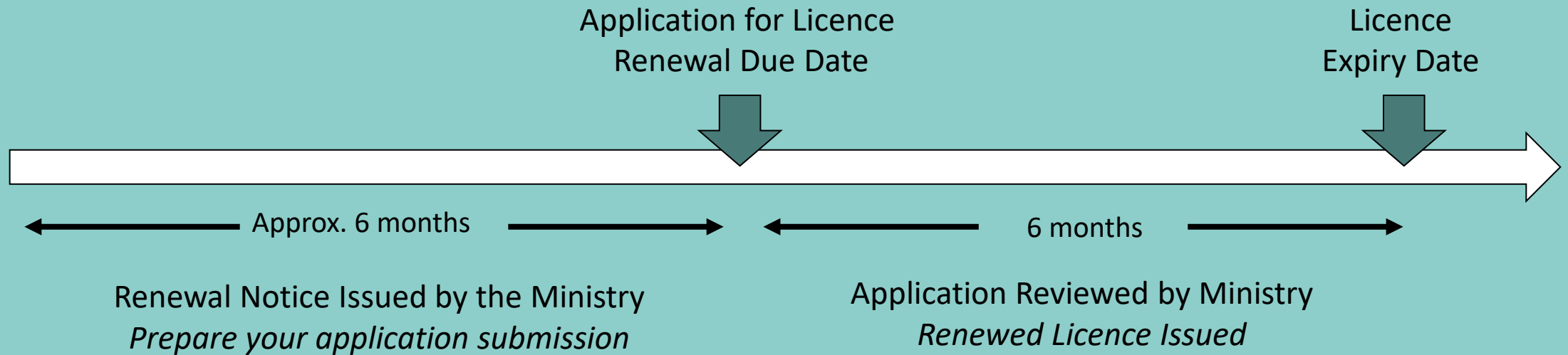
Ministry of the Environment, Conservation and Parks

# Municipal Drinking Water Licence Renewals

2024 DWQMS Workshops

April 2024

# Licence Renewal Timelines



Questions about the application process / application timing?

**Contact Christopher Manning at**  
[Christopher.Manning@Ontario.ca](mailto:Christopher.Manning@Ontario.ca)

# Licence Renewal

## *Best Practices*

- Submit electronically, by email ([MDWLP@ontario.ca](mailto:MDWLP@ontario.ca))
- Ensure your supporting information is organized and clearly identifiable (use the checklist in the application form).
- Communicate in advance if you have questions or expect delays in submitting a complete application.
- Include additional notes or information in a cover letter or the conveyance email.
- Include information about any administrative updates to your licence or permit in your cover letter (or reference an attachment in the cover letter) to ensure they are not missed.

# Licence Renewal

## *Application Requirements*

### **Submission Requirements**

1. Application form
2. Updated Distribution System Map
3. Copy of Operational Plan(s)
4. Subject System Description Form
5. Accreditation Certificate(s)
6. Financial Plan (Council Resolution)

### **Also required (treatment systems)**

1. Raw Water Assessment
2. CT Information
3. Copy of Permit(s) to Take Water

# Licence Renewal

## Application Form

Clear Form Print



Ministry of the Environment,  
Conservation and Parks

Municipal Drinking Water Licence  
Renewal Application Form

### 1. Owner of the Drinking Water System

Name of System Owner (Municipality or Organization)

Owner Contact Name Owner Contact Phone Number Owner Contact Email Address

### 2. Drinking Water System Information

Drinking Water System Licence Number Name of Drinking Water System

### 3. Application Technical Contact

Technical Contact Position

Technical Contact Name Technical Contact Phone Number Technical Contact Email Address

### 4. Supporting Information Checklist

\* Note: Items that include an asterisk are not required for distribution-only systems

Attached?	Item	File Name
<input type="checkbox"/>	Distribution System Map	
<input type="checkbox"/>	Operational Plan	
<input type="checkbox"/>	Subject System Description Form	
<input type="checkbox"/>	Accreditation Certificate	
<input type="checkbox"/>	Financial Plan (Council Resolution)	
<input type="checkbox"/>	Raw Water Assessment*	
<input type="checkbox"/>	CT Information*	
<input type="checkbox"/>	A copy of Permit(s) to Take Water for the System*	

### 5. Statement of Owner

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 and that the Technical Information Contact identified in this application is authorized to act on my behalf for the purpose of processing this application.

Last Name First Name Title

Signature Date (dd/mm/yyyy)

Print

20230119-0.1

- Streamlined to one page
  - Information to identify the system
  - Key contacts
  - Supporting Information checklist
  - Signature

# Licence Renewal

## *Distribution System Map*

- An electronic copy of your distribution system map should be submitted electronically in PDF format. This map should provide a graphical depiction of the water distribution system (e.g. a street map with watermains located and identified). These may be multiple files providing that all files, when combined, contain the entire watermain distribution system.

### Note:

- You should already have one, as it is required to be submitted with each renewal.
- A copy should be submitted even if there are no updates.

# Licence Renewal

## *Copy of Operational Plans*

- The latest approved version of the operational plan(s) for your system.
- A copy of *all operational plans* is required (i.e., if there is more than one operating authority).
- Submitted plans should include all schedules and appendices.

### Note:

- If you're working on an update that you think may be finalized / approved before your licence is renewed, let us know.

# Licence Renewal

## Subject System Description Form



Ministry of the Environment,  
Conservation and Parks

[Print Form](#)

### Schedule C – Director’s Directions for Operational Plans (Subject System Description Form) Municipal Residential Drinking Water System

Fields marked with an asterisk (\*) are mandatory.

Owner of Municipal Residential Drinking Water System \*

#### Subject Systems

Name of Drinking Water System (DWS) *	Licence Number *	Name of Operating Subsystems (if applicable)	Name of Operating Authority *	DWS Number(s) *
1.				

[Add item \(+\)](#)

#### Contact Information for Questions Regarding the Operational Plan [i](#)

##### Primary Contact

Last Name *	First Name *	Middle Initial
Title *	Telephone Number * ext.	Email Address *

##### Secondary Contact

Last Name	First Name	Middle Initial
Title	Telephone Number ext.	Email Address

[Save Form](#)

[Print Completed Form](#)

[Clear Form](#)

# Licence Renewal

## *Accreditation Certificate*

- A copy of the accreditation certificate for all operational plans is required (i.e., if there is more than one operating authority).

### Note:

- If the expiry date on the certificate has passed or is likely to pass before your licence is renewed, it is helpful to provide a description of accreditation activities that are in-process or expected to take place

For example:

- on-site audit took place on January 1, 2023 and re-accreditation is underway
- re-accreditation audit expected to take place in June 2023.

# Licence Renewal

## *Financial Plan (Council Resolution)*

- Council resolution must indicate that financial plan is approved
- Include evidence that the financial plan covers the required six year period;
- If the council resolution indicates the date period, that is sufficient. If not, a copy of the financial plan or other supporting information should be provided.

### **VERY IMPORTANT**

- Regulation ***requires*** a financial plan to be in place covering the required six year period **BEFORE** you submit the application for licence renewal.
- We cannot consider your application complete until this information is submitted.
- A licence cannot be renewed until the application is complete.
- Extensions to application renewal timelines are unlikely to be granted.

# Licence Renewal

## *Raw Water Assessment*

Not required for stand-alone distribution systems

A raw water assessment is required for each water sources. The purpose of this assessment is to determine that the raw water has not changed significantly enough to warrant additional treatment.

- Should include a description of the source/intake, a summary of test results, and a conclusion that indicates if any changes, variation or deterioration has occurred.
- Note that you should have a good example to work from, as this is required every time you renew your licence.
- A template / example is also provided with the Renewal Application Guide

# Licence Renewal

## *CT Information*

Not required for stand-alone distribution systems

A copy of the relevant section(s) of your operations and maintenance (O&M) manual that include CT Calculations is required.

- Condition 16 in Schedule B of the licence outlines specific requirements for the O&M manual.
- This includes a requirement for O&M manual to include a copy of the CT calculations used as the basis for primary disinfection.

# Licence Renewal

*Permits to Take Water*

Not required for stand-alone distribution systems

A copy of any Permit(s) to take water (PTTW) issued for your system.

- You should also provide additional information if:
  - Your PTTW will expire before the expiry date in your licence
  - You have an application for a new PTTW
  - You have applied to renew or amend an existing PTTW
- Additional information may include:
  - A high level summary or description of the application(s)
  - The date that you submitted the application(s)
  - The application reference number(s), if available

## Updates to Licence and Permit Conditions

**Updates to the Municipal Drinking Water Licence and Drinking Water Works Permit Templates (standard conditions) are made before each round of licence renewals.**

These changes are intended to:

- build-in clarifications provided on existing conditions.
- address issues / gaps that have been identified.
- provide flexibility, where practical.
- address changes in regulation, policy or ministry business processes

# Drinking Water Works Permit Updates

## Schedule B:

- 2.3 (disinfection procedures)
- 4.2.11, 4.2.12 (pre-authorized alterations)
- 5.4 (alterations, equipment with air emissions)

## **Note:**

the permit and licence will also include minor administrative updates (e.g., spelling, numbering, formatting, minor re-wording, etc.)

# Drinking Water Works Permit

2.3 All parts of the drinking water system in contact with drinking water that are added, modified, replaced, extended shall be disinfected in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:

- a) ~~Until <DATE>, the ministry's Watermain Disinfection Procedure, dated November 2015. As of <DATE>, the~~ The ministry's Watermain Disinfection Procedure, dated August 1, 2020;
- b) Subject to condition 2.3.2, any updated version of the ministry's Watermain Disinfection Procedure;
- b)c) Subject to condition 2.3.3,
  - i. ~~AWWA C652 – Standard for Disinfection of Water-Storage Facilities;~~
  - ii. ~~AWWA C653 – Standard for Disinfection of Water Treatment Plants; and~~
  - iii. ~~AWWA C654 – Standard for Disinfection of Wells.~~

2.3.1 For greater ~~clarity~~certainty, where an activity has occurred that could introduce contamination, including but not limited to repair, maintenance, or physical / video inspection, all equipment that may come in contact with the drinking water system shall be disinfected in accordance with the requirements of condition 2.3. above.

2.3.2 Updated requirements described in condition 2.3 b) are effective six months from the date of publication of the updated Watermain Disinfection Procedure.

2.3.3 Requirements described in condition 2.3 c) are effective until:

- a) In the case of AWWA C652, six months after the issue date of the ministry's Water Storage Facility Disinfection Procedure;
- b) In the case of AWWA C653, six months after the issue date of the ministry's Water Treatment Plant Disinfection Procedure; and
- a)c) In the case of AWWA C654, six months after the issue date of the ministry's Wells Disinfection Procedure.

2.3.4 The ministry documents described in condition 2.3.3 shall be implemented within the timeframe specified in condition 2.3.3 and once implemented all parts of the drinking water system in contact with drinking water that are added, modified, replaced or extended shall be disinfected in accordance with the applicable provisions of the document or a procedure approved by the Director.

2.3.5 After the initial issue date, any updated requirements are effective six months from the date of publication of the updated Water Storage Facility Disinfection Procedure, Water Treatment Plant Disinfection Procedure or Wells Disinfection Procedure.

2.3.6 For greater certainty the timeframes described in conditions 2.3.2, 2.3.3 and 2.3.5 are intended to provide a period for transition. Implementation may occur at any point within the identified timeframe in these conditions.

## Schedule B, Condition 2.3

- Updated to enable transition to new procedures for disinfection replacing C652, C653 & C654.
- Allows for 6 month transition from initial publication and 6 months transition for any future updates.
- Ensures that transition is flexible and may take place any time within the 6 month period.

# Drinking Water Works Permit

- 4.2 The drinking water system may be altered by adding, modifying, replacing or removing the following components in the drinking water system:
- 4.2.1 Treated water pumps, pressure tanks, and associated equipment;
  - 4.2.2 Raw water pumps and process pumps in the treatment system;
  - 4.2.3 Inline booster pumping stations that are not associated with distribution system storage facilities and are on a watermain with a nominal diameter not exceeding 200 mm;
  - 4.2.4 Re-circulation devices within distribution system storage facilities;
  - 4.2.5 In-line mixing equipment;
  - 4.2.6 Chemical metering pumps and chemical handling pumps;
  - 4.2.7 Chemical storage tanks ~~(excluding fuel storage tanks)~~ and associated equipment; or;
  - 4.2.8 Measuring and monitoring devices that are not required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry.
  - 4.2.9 Chemical injection points;
  - 4.2.10 Valves;
  - 4.2.11 Fuel storage tanks and spill containment works, and associated equipment or,
  - 4.2.104.2.12 Any other component(s) where the Director has provided authorization in writing to proceed with the alteration.

## Schedule B, Condition 4.2.11, 4.2.12

- Alterations to fuel storage now pre-authorized (note that this is linked to updated conditions in the licence regarding source protection).
- Addition of Director-authorized alterations, providing flexibility for alterations that fall outside the scope of those specifically pre-authorized in the permit.

# Drinking Water Works Permit

## 5.0 Equipment with Emissions to the Air

- 5.1 The drinking water system may be altered by adding, modifying or replacing any of the following drinking water system components that may discharge or alter the rate or manner of a discharge of a compound of concern to the air:
- 
- 5.2 The owner shall not make an addition, modification, or replacement described in condition 5.1 in relation to an activity that is not related to the treatment and/or distribution of drinking water.
- 5.3 The emergency generators identified in condition 5.1.13 shall not be used for non-emergency purposes including the generation of electricity for sale or for peak shaving purposes.
- 5.4 The owner shall ensure that the criteria outlined for standby power sources in s.20.4 of O. Reg. 419/05 (Air Pollution – Local Air Quality) are met for all discharge that occurs from the use of emergency generators added, modified or replaced under condition 5.1.13.~~prepare an emission summary table for nitrogen oxides emissions only, for each addition, modification or replacement of emergency generators identified in condition 5.1.13.~~

## Schedule B, Condition 5.4

- Minor update to ensure that requirements align with O. Reg 419/05.

# Municipal Drinking Water Licence Updates

## Schedule B:

- Definitions
- 16 (operations and maintenance manual)
- 17 (NEW, CT calculations)

## Schedule C:

- 1 (NEW, operational capacity / filtration performance)
- 7 (harmful algal blooms)
- 8 (source protection)

## Schedule D:

- Regulatory Relief (NEW, continuous monitoring, chlorine residual)

# Municipal Drinking Water Licence

## New Definitions

“**Duty**” means the unit installed and used in regular operation of the drinking water system. The duty unit is included in determining the design capacity calculation.

“**Spare**” means a separate unit that is not connected and can be installed and placed into operation when the Duty unit is out of service (not operational). The spare should be the same size or larger than the duty unit it may be replacing.

“**Standby**” means a separate unit that is connected for use and operation. The standby unit is available for operation when the duty unit is offline or out of service. The standby unit is not considered in determining the design capacity calculation, but should be the same size or larger than the duty unit it may be replacing.

\* minor updates have also been made to some existing definitions, for clarity and accuracy.

# Municipal Drinking Water Licence

## 16.0 Operations and Maintenance Manual

**16.1** An up-to-date operations and maintenance manual or manuals shall be maintained and applicable parts of the manual or manuals shall be made available for reference to all

persons responsible for all or part of the operation or maintenance of the drinking water system.

16.1.1 For clarity, up-to-date in the context of condition 16.1 means an operations and maintenance manual or manuals that reflects the current procedures in use within the drinking water system.

**16.2** The operations and maintenance manual or manuals, shall include at a minimum:

16.2.1 The requirements of this licence and associated procedures;

16.2.2 The requirements of the drinking water works permit for the drinking water system;

16.2.3 A description of the processes used to achieve primary and secondary disinfection within the drinking water system including where applicable:

A copy of the CT calculations that were used as the basis for primary disinfection under worst case operating conditions and other operating conditions, if applicable; and

a) A copy of the CT calculations used to ensure that at all times, CT provided shall be greater than or equal to the CT required for the pathogen inactivation; and,

b) The validated operating conditions for UV disinfection equipment, including a copy of the validation certificate;

## Schedule B, Condition 16

- 16.1 updated to clarify previous condition that required “all procedures to be implemented”.
- 16.2 updated to clarify requirements for CT information in the O&M manual (note: this is linked to new conditions relating to CT)

# Municipal Drinking Water Licence

**[Note: Where applicable, add the following conditions will be included]**

16.2.8 A ~~maintenance and~~ inspection schedule for all wells associated with the drinking water system, including all production wells, standby wells, test wells and monitoring wells, that ensures:

- a) Above grade components for each well are inspected at least once every 12 months;
- b) For wells that are not artesian wells, below grade components for each well are inspected at least once every 10 years;

c) For wells that are artesian wells (free flowing), below grade components for each well are inspected if the raw water quality changes.

16.2.9 ~~Well inspection and maintenance~~ procedures that consider the entire well structure of each well including all above and below grade well components and, where applicable utilizes standard procedures for disinfection and bacteriological testing of wells following inspection and maintenance such as American Water Works Association ("AWWA") procedure C654-21, as updated from time to time;

16.2.10 Remedial action plans for situations where ~~an inspection~~ inspection of above grade or below grade well components indicates a ~~indicates non-compliance with respect to regulatory requirements and/or~~ risk to raw well water quality.

16.2.11 Procedures for undertaking a review of information obtained during well inspection and maintenance to confirm that the schedule(s) described in condition 16.2.8 and procedures described in condition 16.2.9 remain adequate based on the current condition of the well(s) and associated structures.

16.2.11

## Schedule B, Condition 16 (continued)

- Updated conditions relating to maintenance and inspection of wells, specifying timeframes for above and below grade inspections.
- Flexibility for case-specific circumstances (i.e., more / less frequent) to be considered in individual licences where necessary.

# Municipal Drinking Water Licence

## Schedule B, Condition 16 (continued)

16.3 Procedures necessary for the operation and maintenance of any alterations to the drinking water system shall be incorporated into the operations and maintenance manual or manuals prior to those alterations coming into operation.

16.4 For each production well, standby well, test well and monitoring well where below grade components have not been inspected since ~~date 10 years before issue date of licence~~, a below grade inspection of that well shall be completed on or before ~~date 2 years after issue date of licence~~.

~~16.3~~ The requirement for the Owner to comply with conditions 16.2.8 and 16.2.11 shall come into force on ~~insert date 1 yr beyond licence issue date~~.

16.4 All of the procedures included or referenced within the operations and maintenance manual must be implemented.

~~16.5~~ ~~The requirement for the owner to comply with condition 16.2.3 shall come into force on <insert date six months beyond licence issue date>.~~

- Requirement to inspect below grade components within 2 years if not inspected in the last 10 years.
- Transition timeframe of 1 year to develop and implement new procedures (well inspection schedule and procedure for review of information from well inspection) .

# Municipal Drinking Water Licence

## Schedule B, Condition 17 (NEW)

### 17.0 CT Calculations

Table B1: CT Calculations	
Column 1 Document Title or File Name	Column 2 Version Number and Date
Example Document for Water Treatment Plant Operations	1.0 1/1/2023

17.1 Any changes to the CT calculations used as the basis for primary disinfection in the drinking water system, described in Table B1 must be:

- 17.1.1 structured to ensure that the provided CT is greater than or equal to the CT (or log inactivation) required for the pathogen inactivation as described in Schedule E of this licence;
- 17.1.2 included in the operations and maintenance manual described in condition 16 of Schedule B in this licence prior to being implemented;
- 17.1.3 reviewed by a Licensed Engineering Practitioner; and
- 17.1.4 submitted to the Director no later than 30 days after the date that the changes have been implemented.

- CT calculations incorporated into licence by reference (listing specific file or document).
- Requirement to have any updates to CT calculations reviewed by an engineer.
- Requirement to submit updated CT calculations to Director within 30 days of changes being implemented.

# Municipal Drinking Water Licence

## 1.0 System Performance

### Rated Capacity

**1.1** For each treatment subsystem listed in column 1 of Table 1, the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the value identified as the rated capacity in column 2 of the same row.

1.1.1 Despite condition 1.1, where maximum flow rates in Table 2 limit the volume of water that may be treated by the treatment subsystem, the maximum daily volume of treated water that flows from the treatment subsystem listed in column 1 of Table 1 to the distribution system shall not exceed the value identified as the operational capacity in column 3 of the same.

**Table 1: Rated Capacity**

Column 1 Treatment Subsystem Name	Column 2 Rated Capacity (m <sup>3</sup> /day)	Column 3 <u>Operational Capacity</u> (m <sup>3</sup> /day)
<u>Treatment Subsystem Name</u>	XXX	

## Schedule C, Condition 1 (Operational Capacity)

- Conditions updated to add “operational capacity” in addition to rated capacity.
- Intended for situations where treatment processes limit flow to a value less than the rated capacity for the system.

# Municipal Drinking Water Licence

## Filtration Performance

- 1.7 For each treatment subsystem in column 1 of Table 1 and while the filter effluent line is directing water to the next stage of the treatment process and being used to meet pathogen log removal/inactivation credits specified in Schedule E:
- 1.7.1 Filtrate turbidity shall be continuously monitored from each filter;
- 1.7.2 Continuous monitoring test result data shall be used for the filter performance for filter performance calculations;
- 1.7.3 Filter performance calculations shall be performed at a minimum of once every 72 hours or more frequently if required by the Ministry's Procedure for Disinfection of Drinking Water in Ontario;
- 1.7.4 If the filter performance calculation result for any individual filter does not meet the percent criterion specified in Schedule E, an adverse water quality report shall be made as per Schedule 16-4 of O. Reg. 170/03 immediately after the calculation and assessment is conducted.
- 1.8 The requirement for the Owner to comply with condition 1.7 shall come into force on <insert date 1 yr beyond licence issue date>.
- 1.8.1 Prior to transitioning to the requirements set out in condition 1.7, the Owner shall ensure that performance criterion for filtered water turbidity of less than or equal to 0.3 NTU in 95% of the measurements each month shall be met for each filter.
- 1.8.2 For greater certainty the timeframe described in condition 1.8 is intended to provide a period for transition. Implementation may occur on or before the date indicated in this condition.

## Schedule C, Condition 1 (Filtration Performance)

- Clarifies requirements for filter performance and continuous monitoring.
- Includes transitional timeline of approximately 1 year from issue date of the renewed licence.
- Timeline may be adjusted on a case-specific basis.

# Municipal Drinking Water Licence

## 7.0 Harmful Algal Blooms

7.1 The owner shall develop and keep up to date a Harmful Algal Bloom Monitoring, Reporting and Sampling Plan (herein known as the "Plan") that, at a minimum:

7.1.1 Meets the requirements set out in the Harmful Algal Bloom Guide Ministry document titled Harmful Algal Bloom Guide, dated <DATE>;

7.1.2 Is updated within 12 months of any update to the guide described in condition 6.1.1;

7.1.3 Is maintained in a format that is available onsite at the drinking water system, for inspection upon request by Ministry staff, and,

7.1.4 Is implemented each year for the period identified within the Plan.

7.2 The owner must ensure that all relevant drinking water system staff are provided with training on the Plan each year, prior to the period described in condition 6.1.4.

7.3 When a Harmful Algal Bloom is suspected or occurring:

7.3.1 Water samples must be:

a) Collected at least once per week from locations identified in the Plan, or otherwise as directed by the Ministry of the medical officer of health;

b) Repeatedly collected until 3 consecutive samples have shown non-detection of microcystin and the algal bloom is no longer suspected or visually observed; and,

c) Submitted to a laboratory licensed to perform ELISA testing for total microcystin

7.3.2 The bloom must be reported to the local medical officer of health and the Ministry.

## Schedule C, Condition 7 (HABs)

- Conditions in licence streamlined, focused on key compliance items
- Items that require system-specific interpretation transitioned to a new guidance document.
- Plan requirements have not substantially changed.

# Municipal Drinking Water Licence

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## Schedule C, Condition 7 (continued)

Guide provides direction on:

- Annual implementation period for monitoring plan (i.e., Jun 1 to Oct 31)
- Areas for visual observation
- Pro-active sampling
- Reporting
- Sampling

# Municipal Drinking Water Licence

## 7-08.0 Source Protection

8.1 The Owner shall implement risk management measures, as appropriate, to manage any potential threat to drinking water that results from the operation of the drinking water system.

8.2 Where the drinking water system, or a portion thereof, is located in a source protection area as defined in the *Clean Water Act, 2006*, the owner shall prepare an "Assessment of Fuel Storage and Handling" (the "Assessment") on or before [DATE].

8.3 At a minimum, the Assessment shall:

8.3.1 Identify all locations that are part of drinking water system where fuel is stored or handled within a well head protection area (WHPA) or intake protection zone (IPZ), as identified in the ministry's Source Protection Information Atlas (SPIA) mapping tool.

8.3.2 For each location identified under 8.3.1, document an evaluation of the fuel storage or handling for the purposes of determining if the fuel storage or handling is a Significant Drinking Water Threat by using the SPIA, the latest Technical Rules under the *Clean Water Act, 2006* and in particular, the tables of drinking water quality threats, having regard to the circumstances set out in the table and the vulnerability score of each fuel storage or handling location in the WHPA or IPZ.

8.3.3 Having regard to conditions 8.8, 8.9 and 8.10, determine and document the risk management measures that shall be implemented in respect of each fuel storage or handling location mentioned in condition 8.3.2 that is determined to be a Significant Drinking Water Threat.

8.4 If the Owner proposes to make alterations to the drinking water system authorized in Schedule B of the drinking water works permit that would result in any new or modified fuel storage or handling that is part of the drinking water system, the Owner shall, before making the alteration, ensure that the new or modified fuel storage or handling is

identified and evaluated in accordance with conditions 8.3.1, 8.3.2 and 8.3.3, and the Assessment is updated accordingly.

8.5 The owner shall review the Assessment at least once every twelve (12) months and:

8.5.1 If the Technical Rules under the *Clean Water Act, 2006*, the delineation of any WHPA or IPZ in the source protection area, or any applicable source protection plan policies have changed since the Assessment was last reviewed under this condition, identify and evaluate fuel storage or handling in accordance with conditions 8.3.1, 8.3.2 and 8.3.3 and update the Assessment accordingly.

8.5.2 Record the date that the review was completed and outcome(s) of the review.

## Schedule C, Condition 8 (Source Protection)

- Intent is to pre-authorize alterations to fuel storage tanks (not currently pre-authorized).
- New requirement for baseline assessment of fuel storage that may pose a significant drinking water threat.
- New requirement to maintain assessment on an ongoing basis (document self-screening of fuel storage).

# Municipal Drinking Water Licence

- 8.6 The owner shall notify the Director in writing within thirty (30) days of preparing or updating an Assessment that identifies or changes one or more fuel storage or handling Significant Drinking Water Threats.
- 8.7 The notification required in condition 8.6 shall:
- 8.7.1 list new location(s) where fuel storage or handling has been identified as a Significant Drinking Water Threat;
  - 8.7.2 list the locations where existing fuel storage or handling has become or is no longer a Significant Drinking Water Threat; and,
  - 8.7.3 be submitted using the "Director Notification Form" published by the Ministry.
- 8.8 Where fuel storage or handling is identified as a Significant Drinking Water Threat, the owner shall implement risk management measures for the fuel oil storage systems that ensure fuel is appropriately stored and managed to protect the raw water source of supply for the drinking water system or subsystem.
- The measures shall include the following:
- 8.8.1 The storage tank(s) associated with the fuel oil systems shall be inspected at least once every twelve months, or more frequently as recommended by the manufacturer or required by the Technical Standards and Safety Act (TSSA) 2000, and applicable regulations, codes and standards.
  - 8.8.2 the inspection required by condition 8.8.1 shall be performed by a person certified for that purpose under the TSSA and shall include, at a minimum,
  - 8.8.3 Visual inspection of the fuel oil tank, tubing, and piping for leaks;
  - 8.8.4 Where the tank is below grade (underground), visible components of the tank should be inspected, including the fill pipe and vent;
  - 8.8.5 Visual inspection of any grade-level secondary containment;
  - 8.8.6 Inspection of any equipment installed to monitor or measure fuel levels;
  - 8.8.7 Inspection of any cut-off or control valves and associated equipment;
  - 8.8.8 Visual inspection of any fuel pumps and/or sumps and testing of such devices for proper operation;
  - 8.8.9 Inspection of any installed corrosion protection systems;
  - 8.8.10 Testing for water at the bottom of storage tanks that are not bottom outlet tanks; and,
  - 8.8.11 Inspection of any installed electronic or mechanical leak-detection equipment.

## Schedule C, Condition 8 (continued)

- Where fuel storage poses a significant drinking water threat, conditions must be followed to mitigate the risk.
- The conditions are consistent with those already included in licences where fuel storage has historically been identified as a significant drinking water threat.

- 8.9 A record of the inspections performed in accordance with condition 8.8.1 and a record of any associated repairs, maintenance or upgrades shall be kept on-site and available for review by ministry staff.
- 8.10 Spill or leak detection and spill response procedures shall be incorporated into the Operations and Maintenance Manual required under condition 16 of this licence.
- 8.11 Where the local source protection plan outlines risk management measures for fuel storage or handling in addition to those identified in 8.8, the measures identified in the source protection plan shall also be implemented.
- 8.12 The owner shall undertake alterations and develop operating procedures as appropriate to ensure that the storage and handling of fuel is adequately managed to protect the source of drinking water.

# Municipal Drinking Water Licence

## 1.0 Continuous Monitoring

1.1 Notwithstanding the requirements of O. Reg. 170/03 and the table to Schedule 6, the last column (Minimum Alarm Standard), items 1 and 2 shall be changed from:

"0.1 milligrams per litre /less than the concentration of free chlorine residual that is required to achieve primary disinfection", to:

"at least 0.1 milligrams per litre greater than the concentration of free chlorine residual that is required to achieve primary disinfection"

## 2.0 Chlorine Residual in the Distribution System

2.1 Where a chlorine residual below the values set out in O. Reg. 170/03, s.1-2(2)(4) is identified in at a location within the distribution system and:

- a) the low chlorine residual is isolated to a single sample location or as part of planned effort to identify areas with low chlorine residual such as an extremity of the system or dead-end;
- b) the drinking water system's water treatment equipment is confirmed to be operating effectively;
- c) the local medical officer of health is contacted immediately, and all actions are taken as directed by the medical officer of health; and
- d) longer term actions are taken to reduce the likelihood that low chlorine residuals will occur at the location in the future.

the owner shall be deemed not to have contravened the obligation to maintain chlorine residuals as required in O. Reg. 170/03, s.1-2(2)(4) at all times and at all locations in the distribution system.

## Schedule D, Regulatory Relief

- Clarifying alarm standards
- Providing flexibility for situations involving low chlorine residual sample results (e.g., where the samples are as part of a planned effort to identify areas with low residual such as an extremity of the system or dead-end)

# | Next Steps



## Get Ready

Check your renewal date and start on items that may take longer (Financial Plan)



## Notice

You should receive approx. 6 months before application due date. Can request to receive it sooner.



## Applications

Send to MDWLP@ontario.ca  
Do not send a hard copy.  
Send before due date.



## Renewal

You'll receive a draft of the renewed licence and updated permit before they are issued.

# Quick Recap - Licence Renewal Timelines

**Application must be complete and include all information (i.e., financial plan)**

**You'll receive a draft and have an opportunity to provide comments**

Application for Licence Renewal Due Date

Licence Expiry Date

Approx. 6 months

6 months

Renewal Notice Issued by the Ministry  
*Prepare your application submission*

Application Reviewed by Ministry  
*Renewed Licence Issued*

**Due date is set out in Schedule A of your Licence**

**Any additional requested information must be provided in a timely manner**

## **Christopher Manning**

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*Thank  
You!*