

# **Guide to Supporting Information Required for a Municipal Drinking Water Licence Renewal**

Environmental Assessment and Permissions Branch  
Ministry of the Environment, Conservation and Parks

March 15, 2023

**Copies of this guide can be obtained from:**

Client Services & Permissions Branch  
Environmental Assessment and Permissions Division  
Phone: 1-888-999-1305  
E-mail: [MDWLP@Ontario.ca](mailto:MDWLP@Ontario.ca)

# Table of Contents

<b>Introduction</b> .....	<b>4</b>
Licence Renewals .....	4
Important Considerations .....	4
How to Submit your Application .....	5
Best Practices .....	6
<b>Files and Templates</b> .....	<b>7</b>
How to Access Files .....	7
<b>Guidance for Supporting Information</b> .....	<b>8</b>
Application Form .....	8
Application Supporting Information .....	10
Subject System Description Form .....	10
Accreditation Information.....	11
Financial Plan.....	11
Raw Water Assessment.....	11
CT Information .....	12
Distribution System Map .....	12
Permit to Take Water Information .....	13
Additional Questions & Information .....	13

## Introduction

# Licence Renewals

The *Safe Drinking Water Act, 2002* requires that every licence be renewed within a five-year period. An expiry date is included in Schedule A of your municipal drinking water licence. If you plan to continue operating your drinking water system, you must receive your renewed licence on or before this expiry date.

Schedule A of your licence also identifies the deadline for submission of your application for licence renewal. **You are required to submit a complete application for renewal to on or before this due date.**

## Important Considerations

Licence renewal is not an administrative process. At the time of licence renewal, a full technical review of your system is undertaken by the ministry. You may be asked to submit detailed technical information about your system.

You will receive a licence renewal notice in advance of your application for licence renewal due date. This notice will outline the administrative and technical information that is required to initiate the review of your renewal application. The reviewer may request additional technical information during the course of their review.

Before issuing a licence renewal, the Director must be satisfied that:

- All operating authorities for the system are accredited;
- The system has a valid Drinking Water Works Permit, and valid Permit to Take Water, where applicable;
- The operational plans for the system meet the requirements of the Director's Directions for Operational Plans;
- That financial plans have been prepared and approved in accordance with the requirements of O. Reg. 453/07 and cover the required six-year period; and
- That the system has been, and will continue to be, operated in accordance with the requirements under the *Safe Drinking Water Act, 2002* and the requirements of the licence.

# How to Submit your Application

All applications should be submitted electronically to the Ministry of the Environment, Conservation and Parks using the methods described below. Failure to submit your application using one of these methods will result in delays to your application.

## **E-mail**

Applications and supporting information can be emailed directly to [MDWLP@ontario.ca](mailto:MDWLP@ontario.ca). If the total size of your files exceeds 10MB, consider using one of the other methods described below.

## **FTP / File Sharing Service**

Applications may be uploaded to an FTP site or third-party file sharing service. If you elect to use this option, you should send an email to [MDWLP@ontario.ca](mailto:MDWLP@ontario.ca) with instructions on how to retrieve the files. Please note that the ministry is not responsible for the privacy or protection of information submitted to a third party files sharing service.

## **Ontario Public Service Enterprise Attachment Transfer Service (Attachmail)**

A secure service is available for you to submit large-sized files to the ministry. If you would like to use this service to submit your application, please send an email to [MDWLP@ontario.ca](mailto:MDWLP@ontario.ca) to request access.

## **Hard Copy**

You are not required to submit a printed version of your application for licence renewal. If you would like to submit your application and supporting information on a disc or portable USB drive, please send it to:

Attn: Municipal Drinking Water Licensing Program  
Ministry of the Environment, Conservation and Parks  
40 St. Clair Ave. W, Floor 2  
Toronto, ON M4V 1M2

### **Note:**

You should receive an acknowledgment of your application within one month of submitting it to the ministry. If you have not received an acknowledgment within this time period, please contact [MDWLP@ontario.ca](mailto:MDWLP@ontario.ca) to verify that your application has been received.

# Best Practices

To ensure that your application is complete and contains all of the required information, it is recommended that you review this guide in detail before submitting your application.

You should also:

1. Read through this guide and the requirements for licence renewal in detail, well in advance of your application for licence renewal due date, and contact the ministry at [MDWLP@ontario.ca](mailto:MDWLP@ontario.ca) or 1-888-999-1305 to obtain any clarification or system-specific interpretation of the requirements;
2. Ensure that your supporting information is clearly labelled;
3. Identify an appropriate technical contact for your application that is authorized to provide any additional supporting information that may be required, and notify the ministry if this contact changes at any point after your application has been submitted;
4. Contact the ministry at [MDWLP@ontario.ca](mailto:MDWLP@ontario.ca) or 1-888-999-1305 as soon as possible if you will not be able to submit a complete application by your application due date.
5. Refer to the [Guide for Applying for DWWP Amendments, Licence Amendments, Licence Renewals & New System Applications – Municipal Residential Drinking Water Systems](#) for additional guidance on technical information required to be included with your municipal drinking water licence renewal.

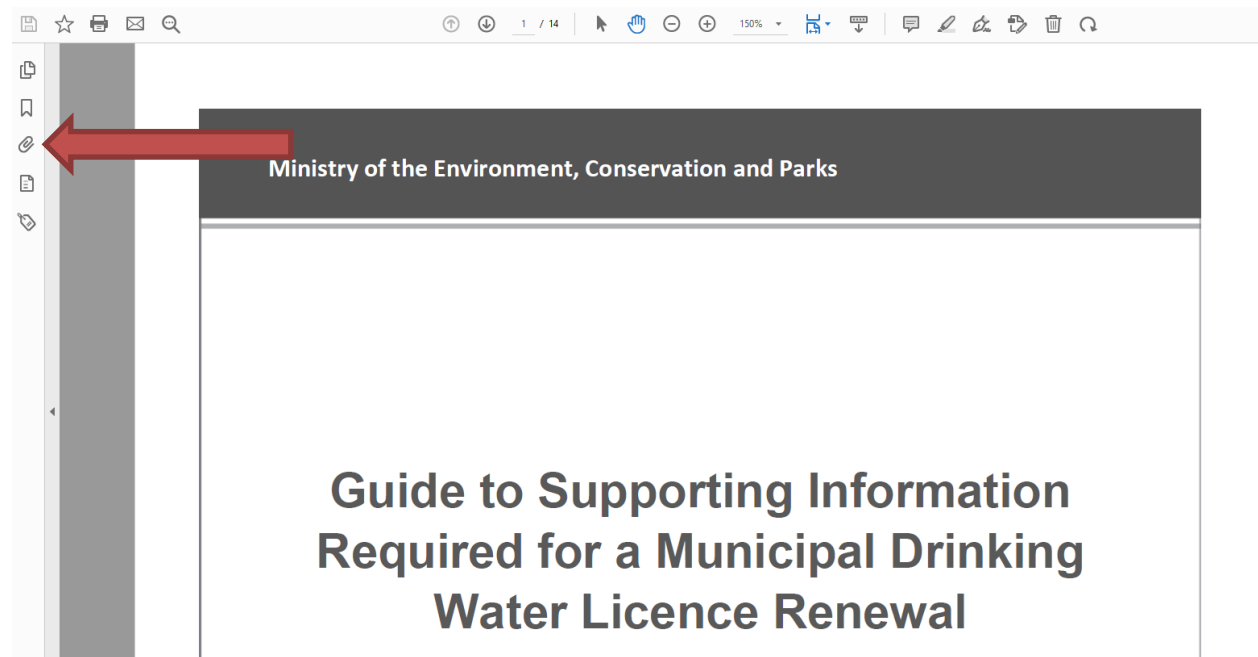
# Files and Templates

## How to Access Files

All of the forms, templates and examples referenced in this guide are embedded within this PDF file.

If you are using Adobe Acrobat to view this file, the documents should be accessible through the “attachments” tab on the left-hand side of your screen. This tab should appear by default when you open this guidance document.

If you have closed the tab or it did not appear when you open this guidance document, you should be able to open the tab by clicking on the paperclip icon that appears near the top left of your screen.



If you have difficulty accessing these files, or require a copy in an alternate format, please contact Approvals & Licensing at [MDWLP@ontario.ca](mailto:MDWLP@ontario.ca) or 1-888-999-1305.

# Guidance for Supporting Information

## Application Form

To streamline the application process, a simplified one-page application form is embedded within this guide. A separate application form must be submitted for each system, and the form must be signed and dated by the owner of the system or their authorized representative.

The guidance below relates to the numbered sections in the application form.

- 1) **Owner of the Drinking Water System**  
Identify the owner of the drinking water system (this name should be the same as the name on your current licence). If the name has changed or needs to be updated you should also provide information that supports this change (e.g., documentation that provided evidence of updated name).

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**  
Indicate the licence number (e.g., 001-101) and name of the drinking water system (e.g., City of Blank Drinking Water System). If the name of the system has changed or needs to be updated, please indicate this in the cover letter, conveyance email or other information submitted with your application.

2. Drinking Water System Information	
Drinking Water System Licence Number	Name of Drinking Water System

- 3) **Application Technical Contact**  
 Identify the technical contact person for this application. This is the person that the ministry will reach out to for questions relating to the application material.

3. Application Technical Contact		
Technical Contact Position		
Technical Contact Name	Technical Contact Phone Number	Technical Contact Email Address

- 4) **Supporting Information Checklist**  
 This list should be used to indicate the files that have been included with your renewal application. The checklist represents information that **must** be included before the application is considered complete. Please identify the name of the file(s) attached for each item in this list. If an item is not applicable, please indicate “not applicable” in the “File Name” column.

4. Supporting Information Checklist		
<i>* Note: items that include an asterisk are not required for distribution-only systems</i>		
Attached?	Item	File Name
[ ]	Distribution System Map	
[ ]	Operational Plan	
[ ]	Subject System Description Form	
[ ]	Accreditation Certificate	
[ ]	Financial Plan (Council Resolution)	
[ ]	Raw Water Assessment*	
[ ]	CT Information*	
[ ]	A copy of Permit(s) to Take Water for the System*	

- 5) **Statement of Owner**  
 The application must be signed by the owner or their authorized representative.

5. Statement of Owner		
I, the undersigned, hereby declare that to the best of my knowledge, the information contained <a href="#">herein</a> 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)

# Application Supporting Information

An application for renewal should, at a minimum, include the following supporting information:

## Cover Letter / Conveyance Email

Your submission to the ministry should include information that describes, at a high level, the purpose of the application and any specific or unique items that have been included. For an electronic submission, the body of the email you use to convey the application information (conveyance email) may be used in place of a cover letter.

For example: if your application includes a request to administratively update the name of your drinking water system, this specific request should be identified in the cover letter (or conveyance email).

## Operational Plan

A copy of the latest, approved version of your operational plan(s) for your system should be included with your application.

The plan should include all schedules and appendices, and it should be submitted as a single PDF file. If there is more than one operating authority for your system, a copy of the plans for all operating authorities should be included.

## Subject System Description Form

Your operational plan(s) should meet all the requirements set out in the [Directors Directions for Operational Plans](#). One of these requirements is to include a copy of the subject system description form within your operational plan. If the form is included within the operational plan(s) you are submitting, please reference the specific page in the File Name column of the supporting information checklist the application form. For example: "Page 2 of Operational\_Plan\_2023.PDF".

# Accreditation Information

A copy of the accreditation certificate for each operating authority should be included with your application. If the expiry date for your certificate has passed, but your accreditation is still in good standing, please also provide a brief description of the activities that are currently underway to renew / maintain your accreditation. Note that for all applications, accreditation status will be confirmed with your accreditation body.

## Financial Plan

**A copy of the council resolution approving the financial plan for your system must be submitted with your application.** Your application will not be considered complete until this has been submitted.

The financial plan must meet the requirements of [O. Reg. 453/07](#) and must apply for a period of at least six years that includes the year that your current licence would expire. For example, if your licence will expire on June 1 2023, your financial plan must, at a minimum, cover the years 2023 – 2028.

Note: the first year of your financial plan does not necessarily need to be the year that your licence would expire. In the example above, if your plan covered the years 2020 – 2028, it would still cover the required six-year period that starts in 2023.

The period covered by the financial plan should be included in resolution of council or in another piece of supporting documentation (such as a copy of the financial plan). For plans that cover more than the required six-year period, re-endorsement of the plan is not contemplated in the regulation, but should be undertaken where necessary or where indicated within the original council resolution.

## Raw Water Assessment

If your system is not a stand-alone distribution system, you are required to prepare a raw water assessment for each of your water sources. The purpose of this assessment is to determine that the raw water has not changed significantly enough to warrant additional treatment.

The raw water assessment should include an evaluation of the available historical data or knowledge for the water source. Specific required information is outlined in Appendix C of the [Guide for Applying for DWWP Amendments, Licence Amendments, Licence Renewals & New System Applications – Municipal Residential Drinking Water Systems](#).

The extent and content of the summary will vary from system to system and depend on the nature and availability of the information. While the individual analysis results need not be submitted, the summary should be supported by context information (e.g., parameter, number of samples, frequency/period of sampling, ranges, averages, number of positive detections for E.coli and Total Coliforms in groundwater, etc.) as available.

It is important that the raw water assessment be prepared in a report format that summarizes the information that was evaluated, and draws a conclusion from this information that indicates:

- 1) Whether or not deterioration or variation has been observed in the water source, and;
- 2) Whether or not the current treatment processes remain appropriate and effective for treatment of the source water.

A sample raw water assessment is attached to this guide. You are encouraged to utilize this example when preparing your assessment.

## CT Information

CT Information does not need to be provided for stand-alone distribution systems.

Condition 16.2.3 in Schedule B of your licence requires that your operations and maintenance manual include a description of the processes used to achieve primary and secondary disinfection of your system, including the CT calculations used as the basis for primary disinfection under worst case operating conditions.

As part of your application for licence renewal, you are required to submit a copy of the relevant section(s) of your operations and maintenance manual that include the required CT calculations.

## 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.

The document file(s) should have an associated unique file name and a date. This description should include watermains that have been constructed and placed into

operation as of the date stated, but would not include watermains which have been approved and not constructed and placed into operation.

The document should identify streets and critical information including, as a minimum; a linear representation of the watermain showing its approximate location within the street, pipe diameter, street name, valving and hydrant locations.

## Permit to Take Water Information

If the system is not a stand-alone distribution system, a copy of the current Permit(s) to Take Water for the system should be included with your application. If you have applied for a new permit, or any of the current permits are the subject of an application to the Ministry, you are also required to provide a high-level summary of the application.

## Additional Questions & Information

If you have questions about the licence renewal process, the supporting information required for a licence renewal application, or a specific question relating to your system, please contact ministry at [MDWLP@ontario.ca](mailto:MDWLP@ontario.ca) or by phone at 1-888-999-1305.