

Ontario Drinking Water Stewardship Program

Early Response Applicant Guide

Well Decommissioning and Upgrading

Why is it important to properly maintain a well?

Unsealed, abandoned, improperly sealed, or improperly maintained drinking water wells can potentially provide a direct link between surface pollutants and groundwater. Decommissioning or upgrading such wells will reduce the risk of contamination to local aquifers and drinking water sources. Damaged or poorly maintained drinking water wells must be maintained to prevent groundwater contamination, as they also pose a threat to personal and public health.

Why apply for this funding?

To protect municipal groundwater and surface water sources through repairing, upgrading or decommissioning a well.

Who is eligible to apply?

To be eligible to receive funding under the Early Response Program, landowners must have a well located in an area where that transport pathway (well) would increase the vulnerability of contamination to groundwater that serves as a municipal drinking water source. Please call 519-470-3000 to find out if you are eligible.

What types of projects are eligible?

- Sealing and capping abandoned and unused water wells
- Upgrades to drinking water wells currently in use
- Connection to a municipal drinking water service line and decommissioning an existing well
- Other measures may be found in the Risk Management Measures catalogue

What costs are eligible?

- Required permits and approvals
- Material and supplies
- Contract labour (e.g., electrical and plumbing connections)
- Professional fees/technical support and fees for related design, inspection and construction
- Connection fees and related work to connect to a municipal water service line

Ineligible projects & costs include but are not limited to:

- Constructing new wells
- Any project that must be completed due to an order by a regulating authority
- Decommissioning or upgrading shore wells
- Decommissioning or upgrading oil and gas wells
- Costs associated with installing new municipal drinking water service/trunk lines
- Connection to municipal water related to a new development
- Labour and machinery of the applicant, family dependents and/or the applicant's business
- Connection to a municipal water service line without decommissioning an existing well
- Portions of projects that are funded by additional programs/projects (e.g., Water Quality Programs) - applicants may not apply for more than 100 percent of the total cost of their project (*providing inaccurate information on the portion of project funding received by other agencies is an offence*)

Grant Rate: up to 80% of eligible project costs

Grant Ceiling: \$4,000

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Application Process

- Confirm your property and project type are eligible for funding.
- Complete the Early Response application form that applies to your project type.
- Submit your completed application form to the address, email or fax listed on the form. Incomplete or ineligible applications will not be considered or viewed by the Early Response Technical Review Committee. Well applications must contain:
 - A completed application form
 - Two quotes from qualified professionals including a cross section drawing of the well and proposed works, the Well Technician License number, and the Well Contractor's License number
 - Old Well Record
 - If the malfunction is not obvious a water test/inspection may be required.

Note:

- There are limited funds available.
- Funds will decrease over the course of the program.
- There are five application periods; deadlines as follows:
 - May 31, 2011
 - August 31, 2011
 - November 30, 2011
 - March 31, 2012
 - June 30, 2012
- A higher percentage of funding will be disbursed after the first deadline with decreasing amounts of funding disbursed after each subsequent deadline.
- No applications will be accepted after June 30, 2012.
- The proposed inspection, upgrade, repair, and request for funding are subject to approval by the Early Response Technical Review Committee to ensure compliance within acceptable standards and for confirmation of funding availability/eligibility.
- Once a decision has been made, you will receive written confirmation of that decision. If your project is approved, you may complete the work. The proposed project that has been approved must be completed, with final documentation submitted to the program administrator no later than December 31, 2012 or at a date specified by the Early Response Technical Review Committee.
- Following completion of the work, the applicant is responsible for submitting all required documentation. A staff member will visit your property to ensure project completion. Well documentation includes copies of all paid invoices, permits and a new well record.
- A cheque will then be mailed to you. The program administrator is not responsible for making payments directly to industry professionals hired by the applicant.
- If an applicant is unsatisfied with the decision of the Review Committee, they may appeal the decision to the Project Manager. The Notice of Appeal must be submitted in writing within one month of the original decision. The Project Manager will collect all relevant information and the applicant's appeal will be heard by the Management Committee of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region.

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Terms & Conditions

- Well projects that have recently been completed will be eligible to apply for funding as long as the proposed work was started on or after December 1, 2010.
- Funding provided from additional programs/projects, such as the Canada-Ontario Farm Stewardship Program (EFP) and conservation authority programs, will be reviewed by the program administrators to determine the applicable grant rate. The applicant must declare to the program administrators any funding from other projects and programs.
- If your project is on rented/leased land, you will need to submit a letter from the property owner with your application form indicating that the owner approves of the proposed project.
- The project must comply with Ministry of the Environment (MOE) procedures for plugging or abandoning an unused water well according to *Regulation 903*.
- The applicant will be responsible for all payments. Grants are provided to reimburse paid and receipted expenses.
- The applicant will be responsible for hiring qualified industry professionals that meet the qualifications specified in *Regulation 903*. Information on licensed well contractors can be found on the Ministry of the Environment's website: Directory of Licensed Well Contractors in Ontario: <http://209.47.226.245/> and/or contact the Water Well Help Desk 1-888-396-WELL (9355) to locate a licensed well contractor.
- The well project must be completed by a licensed well contractor with a valid well contractor's license number. Failure to hire licensed professionals may result in non-payment of the project.
- Details of the proposed project must be documented on a Well Record and a copy must be submitted to the program administrator.
- Municipalities are eligible applicants for the decommissioning/upgrading of wells.
- These volunteer projects address a potential risk to drinking water sources. The Source Protection Plans, expected to be finalised in 2012 on a region-by-region basis, will determine the measures necessary to protect wellheads and surface water intakes. Therefore, completing Early Response projects, such as upgrading or repairing a septic system, does not exempt the property owner from implementing additional practices that may be required by a local Source Protection Plan.
- PERMITS: Please note Drinking Water Source Protection does not provide or issue permits. Landowners must satisfy all applicable laws related to the project including pursuing and applying for approvals and permits that may be required from other agencies, including conservation authorities, prior to undertaking the work proposed. Drinking Water Source Protection may verify that proper guidelines are being followed, which includes the issuing of permits and approvals, by contacting the appropriate agencies. Failure to obtain all required permits and approvals will result in non-payment of the project.

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- Information relating to *Regulation 903* is available at: www.e-laws.gov.on.ca.
- Contact the Ministry of the Environment's Public Information Centre at 1-800-565-4923, for more information about the requirements under *Regulation 903*, and for information about obtaining a well record.

Early Response Technical Review Committee Directives & Guidelines

- **Program funds will be assigned to projects with the greatest potential to improve and protect surface and/or groundwater quality.**
- **The Committee may defer or deny projects that are considered to be a lower priority for water quality improvement.**
- **The Committee will assess each project on its own merits and assess its impact on water quality relative to other funding requests.**
- **It will be necessary for the Committee to prioritize projects based on their impact in order to maximize the benefits derived from available funds.**
- **The Committee may decide at any time to fund an application at a grant rate or grant ceiling that is lower than the published maximum rate or ceiling. This decision may be made based on availability of funds, potential of the project to improve water quality or funding allocated to similar projects.**
- **In the interest of improving water quality or meeting the objectives of the Early Response Program, the Committee may place conditions or requirements on the proposed project in addition to the published guidelines. These conditions must be met by the applicant before the grant is issued.**

Access to Information & Privacy

All information collected through the Early Response application process will be used for the purpose of determining cost-share grants under the Ontario Drinking Water Stewardship Program. This includes, but is not limited to, information contained in application forms, notes, diagrams, videotapes, correspondence, meeting minutes, documents, reports, and photographs. Information from deferred, denied or un-reviewed project applications will be treated as confidential. However, all information collected for the purposes of application for funds through the Early Response Program is subject to the *Freedom of Information and Protection of Privacy Act*, and may be subject to disclosure under that Act. Project information from approved projects may be made public for the purposes of promotion or reporting.

This program has received funding support from the Government of Ontario. Such support does not indicate endorsement by the Government of Ontario of the contents of this material.

Ontario Drinking Water Stewardship Program – Early Response Application Form – Well Decommissioning & Upgrading



Application # _____
(for office use only)

Applicant Information

Name: _____

Phone: _____ Phone (alternate): _____

Fax: _____ E-mail: _____

Mailing Address: _____

Town: _____ Province: _____ Postal Code: _____

Property Information

Address of project location (if different from above): _____

Municipality: _____ Lot: _____ Con: _____

Roll Number: _____

UTM (GPS) coordinates (if known): _____

Watershed: Grey Sauble Saugeen Northern Bruce Peninsula

Land Use: Residence Business Cottage Institutional Industrial

Other (please specify) _____

If you have a watercourse or water body on your property, please provide the name and proximity to project location: _____

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Project Agreement

1. I/we have read, understood and agree to the project guidelines and the terms of funding assistance for the Ontario Drinking Water Stewardship Program Early Response Program.
2. I/we have completed this application in full and I/we certify that the information contained in this application and any supporting documentation is true and complete to the best of my/our knowledge.
3. I/we understand that I/we are responsible for reporting any grant income to Canada Revenue Agency.
4. I/we understand that failure to comply with all the program requirements may delay processing of the application or render me/us ineligible for financial assistance.
5. I/we understand that I/we will be responsible for ensuring the technical and structural adequacy and legal requirements of this project.
6. I/we have included two quotes and all other required documentation.
7. I/we are the owners of the mentioned property or have included a letter of permission from the property owner.
8. I/we agree to obtain all necessary permits and approvals from applicable agencies, which may include local municipalities, public health units and conservation authorities.
9. I/we agree to provide documentation regarding other grants related to this project.

Signature of Applicant(s)

Date

I, _____, (*signature of applicant*) hereby declare that I will not receive more than 100 percent of the total cost of this project.

NOTE: All information collected on this application form is subject to the Freedom of Information and Protection of Privacy Act (FIPPA). Information may be provided to the Ministry of the Environment as the funding agent of this program.

NOTE: Incomplete applications will delay the approval process. Please ensure applications are complete before submission.

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Application # _____
(for office use only)

Proposed Project & Estimated Costs

Please provide a description of the current circumstances:

Threat to be addressed: Transport Pathway Risk Management Measure Number: _____

Please describe the project:

Proposed start date: _____ Proposed completion date: _____

Please list all project components and their associated costs.

	Estimated Cost
<input type="checkbox"/> Sealing and capping an abandoned/unused well	\$
<input type="checkbox"/> Upgrades to a well currently in use	\$
<input type="checkbox"/> Decommissioning an existing well	\$
<input type="checkbox"/> Connecting to a municipal water service line & decommissioning an existing well	\$
<input type="checkbox"/> _____	\$
<input type="checkbox"/> _____	\$
<input type="checkbox"/> _____	\$
<input type="checkbox"/> _____	\$
<input type="checkbox"/> _____	\$

Total Estimated Costs: \$ _____

Are you currently receiving or applying for additional funding for the project? Yes No

If yes, please indicate the name of the program/project, and to whom you are applying/have applied in order for Drinking Water Source Protection to verify amounts received:

If yes, documentation will be required to provide proof of grants received.

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Site Plan

Please use the grid below to provide a sketch of the proposed project site. Please mark directional north, as well as the following (include distances between wells, structures, septic systems, water courses, etc):

- Location of abandoned and/or existing water wells and septic systems
- Location of field tiles and catch basins
- Location of proposed work (inspections and upgrades)
- Indicate type of well: dug water wells ▼ drilled water wells ■
- Roadway/access routes
- Surface water features (streams, pond, wetlands)
- Location of municipal drinking water service line/trunk line and sewer line
- General topography (even and level, hilly, steep, depression)
- Septic system distance from wells and building structures
- Location of all building(s): mark those serviced by the existing septic system and water wells

NOTE: Illustrations from compliance records or use permits may be submitted.

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