

## **Municipal Guidance: Decommissioning Municipal Wells, Intakes, and Systems Regulated under the *Clean Water Act, 2006***



This document provides municipalities with guidance on the process required to satisfy the requirements of the *Clean Water Act, 2006* for the removal of municipal wells, intakes or systems.

### **Step 1: Inform the Source Protection Committee and Source Protection Authority of the intent to remove a well, intake, or system.**

This communication needs to be in writing, as soon as possible, when initial plans are being discussed. Informing the Source Protection Committee and Source Protection Authority early in the process will allow them to prepare the amendments that will be required for the Assessment Reports and Source Protection Plan.

### **Step 2: Pass and publish a resolution, as per Section 14 of Ontario Regulation 287/07.**

The resolution must state that the municipality intends to discontinue use of the drinking water system within five years of the day the resolution is passed. Once the resolution is passed, the municipality must take the system out of service within the specified five year timeline in order to be exempted from the requirements of the *Clean Water Act, 2006*, and policies in the Source Protection Plan.

### **Step 3: Apply to the Ministry of the Environment and Climate Change to revoke any related permits or approvals associated with the well, intake or system.**

### **Step 4: Publish notice of the resolution in one or more local newspapers to inform the public of changes to the system.**

### **Step 5: Send a copy of the resolution and any supporting documents to the Source Protection Committee and Source Protection Authority.**

This communication needs to be in writing. Supporting documents include but are not limited to: the decommissioning record, council resolution, newspaper notice, letter to landowners. To begin the Assessment Report and Source Protection Plan update process, the Source Protection Committee and Source Protection Authority will notify the Ministry of the Environment and Climate of impending changes.

### **Step 6: Send additional written notice to the Source Protection Committee and Source Protection Authority.**

Step 6 and 7 should take place once the well or intake or system has been taken out of service.

Once the final written notice is received, the Source Protection Committee and Source Protection Authority will post the notice on the source water website. The Assessment Report and Source Protection Plan will subsequently be updated to remove the wells, intakes, or systems from both documents. These amendments will not be made until the well, intake or system has stopped supplying water to the drinking water system.

*\*\* Note that the well, intake or system will not be exempt from the policies in the Source Protection Plan, or the Clean Water Act, 2006 until the system has been taken out of service and amendments to the Source Protection Plan and Assessment Report have received Ministry approval. \*\**

### **Step 7: Notify persons undertaking significant threat activities in vulnerable areas associated with the decommissioned system that source water protection policies no longer apply.**

**Questions?** Contact your local Source Protection Authority or visit [www.ourwatershed.ca](http://www.ourwatershed.ca)