

# Urban Services Guidelines

## Regional Official Plan Guidelines





# Halton Region Official Plan Guidelines

The **Regional Official Plan (ROP)** is Halton's guiding document for land use planning. It contains policies that guide decisions related to, among other things, managing growth and its effects on Halton's social, economic and natural environment.

The **ROP Guidelines** are a set of documents that clarify, inform, and aid in the implementation of the Plan's policies.

The Guidelines have been prepared in accordance with Section 192 of the ROP. They provide direction and outline approaches that can be used to satisfy the relevant policies of the Plan. They do not introduce additional policy requirements, and, in the event of a conflict between the Guidelines and the Regional Official Plan, the Plan shall prevail.

The Guidelines may be updated from time to time as required through a report to Regional Council.

For more information, visit [halton.ca/ROP](http://halton.ca/ROP) or [halton.ca/ROPguidelines](http://halton.ca/ROPguidelines) or call 311.

**"This Plan calls for the preparation of certain guidelines or protocols to provide more detailed directions in the implementation of its policies."**

**Halton Region Official Plan – Section 192**  
*as adopted by Regional Council, December 16, 2009*



# Urban Services Guidelines

The **Urban Services Guidelines** is intended to provide guidance regarding the Region's policies on the provision of municipal water and wastewater services.

<b>Purpose</b>	<p>The purpose of the <b>Urban Services Guidelines</b> is to:</p> <ul style="list-style-type: none"><li>• <b>provide</b> specific direction on implementing Regional Official Plan policies concerning water supply and sewage disposal for proposed development;</li><li>• <b>outline</b> the conditions, circumstances and authority under which Halton Region can grant various servicing approvals regarding the supply of water and the disposal of sewage for proposed development within Halton; and</li><li>• <b>explain</b> the processes to be undertaken by all proponents before the Region can consider the granting of any necessary approvals.</li></ul>
<b>Application &amp; Use</b>	<p>Sections 87, 88, and 89 of the Regional Official Plan outline the Region's policies with respect to the provision of urban services – water supply and wastewater treatment. The Urban Services Guidelines are provided to assist in the implementation of these policies and should be used for this purpose by a variety of users, including:</p> <ul style="list-style-type: none"><li>• <b>Regional, local and external agency staff:</b> as a reference to guide the process to approve servicing requests to new development within the Halton Urban Area;</li><li>• the <b>development industry:</b> for clarity on the development process and requests for the provision of water supply and sewage disposal services in Halton; and</li><li>• the <b>public:</b> to understand the process and the criteria involved before servicing is provided.</li></ul>
<b>Supporting Documents</b>	<p>In addition to the policy direction provided by the Regional Official Plan, the following documents should be considered alongside this Guideline, as appropriate:</p> <ul style="list-style-type: none"><li>• Applicable Provincial Legislation</li><li>• Provincial Policy Statement, 2020</li><li>• Applicable Halton Region By-laws</li><li>• Applicable Halton Region Manuals &amp; Documents</li><li>• Local Official Plan &amp; Zoning By-law</li></ul>
<b>Version</b>	<p><b>Version 1.0</b> of the Urban Services Guidelines was brought before the Inter-Municipal Liaison Committee on June, 18 2014 through Report No. IMLCo1-14. This version 1.1 is an amendment to version 1.0 which was approved by Regional Council on November 25, 2020 through Report No. LPS94-20 and contains selected criteria for permitting municipal water connections that cross municipal boundaries. It replaces all previous guidelines pertaining to water and wastewater services in Halton's Urban Area.</p> <p><i>This version of the Guidelines is consistent with the Provincial Policy Statement, 2005. A review and update, if necessary, to ensure consistency the Provincial Policy Statement, 2020 is forthcoming.</i></p>



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# 1.0 Introduction

## 1.1 Purpose

The purpose of the Urban Services Guidelines is to:

1. provide specific and detailed direction on the implementation of Regional Official Plan policies concerning water supply and sewage disposal for new development within the Urban Area;
2. outline the conditions, circumstances and authority under which Halton Region can grant servicing approvals regarding the supply of water and the disposal of sewage for proposed development within Halton; and
3. explain the processes to be undertaken by all developers before the Region will consider granting any necessary approvals.

## 1.2 Legislative & Policy Context

The Regional Municipality of Halton (the "Region") is responsible for the administration and provision of a wide range of government approvals and services within Halton Region. These approvals and services are often prescribed by specific Provincial Statutes and/or Requirements, and in some cases, the Province has delegated its authority to the Region. These Guidelines have been prepared in accordance with the Regional Official Plan, Provincial Requirements and the authority vested or delegated to Regional Council and/or staff under:

1. The Municipal Act, 2001;
2. The Planning Act, R.S.O. 1990;
3. The Environmental Protection Act, R.S.O. 1990;
4. The Environmental Assessment Act, R.S.O. 1990;
5. The Ontario Water Resources Act, R.S.O. 1990;
6. The Clean Water Act, 2006;
7. Safe Drinking Water Act, 2002;
8. The Greenbelt Act, 2005; and
9. The Development Charges Act, 1997;
10. Health Protection and Promotion Act, R.S.O. 1990;
11. Ontario Building Code Act, 1992;

Section 3 of the Planning Act requires that decisions affecting planning matters "shall be consistent with" policy statements issued under the Act. These Guidelines are consistent with the Provincial Policy Statement, 2005.

The above noted Provincial legislation and their implementing Regulations, Policies and Guidelines, establish a Provincial standard to which the Region is directed to adhere. The Urban Services Guidelines incorporate the Provincial standards and in some instances outline additional requirements.

## 1.3 Application and Use

This Guideline primarily details the Region's servicing criteria relating to the provision of full municipal water and wastewater services for development approvals within the Urban Area. In addition, the Guideline provides direction for servicing by way of partial or private servicing where this type of servicing is permitted by policies within the Regional Official Plan.

Detailed technical and/or procedural criteria are outlined in various Halton Region Department Policies and Procedures Manuals and various Provincial Documents. These Manuals and Documents cover certain servicing matters not specifically identified in the Regional Official Plan and are intended to help the general public and the development industry to better understand additional Halton and/or Provincial requirements.

Where new development is serviced using private water supply and/or private sewage disposal systems, the *Guidelines for Hydrogeological Studies and Best Management Practices for Groundwater Protection* should be used.

## 2.0 Urban Services

### 2.1 General Servicing Guidelines

Under the Municipal Act, 2001 (section 11(11)), the Region has been assigned exclusive jurisdiction for the provision of water and wastewater servicing within Halton Region. This applies to both treatment and distribution/collection. Further provisions of the Act authorize the Region to pass by-laws respecting the provision of water and wastewater servicing and the collection of fees.

It is the policy of the Region, through the Regional Official Plan, to provide *urban services* only within the Urban Area (s. 89(1)), and, to require that approvals for all new *development* within the Urban Area be on the basis of connection to Halton's municipal water and wastewater systems (s. 89(3)). The Regional Official Plan provides some exceptions to these requirements within certain geographic areas and under specific conditions. The exceptions are detailed under Part 3.0 of these Guidelines.

#### 2.1.1 Planning Approvals

That it may be possible to service a particular property does not guarantee approval of the proposed use. It is strongly recommended that the proponent first consult both the Regional Official Plan and the local municipality's Official Plan and Zoning By-law to confirm the permitted uses and any servicing policies that may be applicable. Where the subject lands are located within either the Niagara Escarpment Plan Area or Parkway Belt West Plan Area, the proponent should also consult the appropriate Provincial approval authority.

#### 2.1.2 Servicing Allocation

In Halton Region, planning approvals are only granted where sufficient water and wastewater capacity exists to accommodate the development or where there is a reasonable expectation that the capacity can be obtained within the time of conditional approval. Certain planning applications may be approved prior to the availability of servicing capacity at the discretion of the Region and the Chief Planning Official for Halton Region.

Where Allocation Programs have been approved by Regional Council, the owner is required to enter into an Allocation Agreement(s) and provide all monies, as determined by the specific Allocation Program, prior to the granting of draft approval. Draft Approvals cannot be granted for any units that have not received servicing allocation.

Allocation may be transferred between owners provided that all requirements of the Region and the applicable local municipality are met.

### 2.2 Services on Municipal Roads

#### 2.2.1 Manuals and Documents

The technical design of municipal services is governed by standards and criteria adopted by Regional and Local Councils and through the guidelines issued by the Ministry of the Environment (MOE) including:

1. Halton Region Design Criteria, Contract Specifications and Standard Drawings
2. Halton Region Development Engineering Review Manual
3. Halton Region Drinking Water System By-law No. 79-19, as amended
4. Halton Region Wastewater System By-law No. 184-95
5. Halton Region Sewer Discharge By-law No. 2-03
6. Local Municipal Standards and Criteria

7. MOE Design Guidelines for Sewage Works, 2008
8. MOE Design Guidelines for Drinking Water Systems, 2008
9. MOE Stormwater Management Planning and Design Manual, 2003
10. Ontario Provincial Standard Drawings and Specifications
11. Ontario Building Code
12. Fire Underwriters Survey – Water Supply For Public Fire Protection

### 2.2.2 Design Guidelines

Prior to receiving an approval for connection to municipal water and wastewater services, an owner wishing to develop land in Halton must satisfy all the Region's requirements, financial or otherwise.

Construction of municipal watermains or wastewater mains cannot commence until the appropriate engineering approvals have been received, agreements/permits have been entered into, and all securities and fees have been posted.

Engineering requirements will be specific to the lands being developed. However, in general, the Region will review the following:

1. Implementation of the recommendations of an approved Master Plan prepared in support of a Regional Official Plan Amendment, Secondary Plan or Development Charges By-law;
2. The design and construction of the wastewater mains to take into account drainage from upstream developments. The cost of oversizing the mains is at the expense of the owner unless the services meet the criteria approved in the Development Charges By-law. Regional staff will determine if the wastewater mains are designed at a sufficient depth to accommodate drainage from the upstream development;
3. Design and construction of the water system to provide sufficient looping for security and adequate fire flows to accommodate the development. The costs of any oversizing is at the expense of the owner, unless the services meet the criteria approved in the Development Charges By-law;
4. The extension of municipal watermains and wastewater mains to the limits of the subject property to facilitate the extension of services to future development lands; and,
5. For developments adjacent to a Regional Road, the design of storm sewer systems and storm water management ponds to accommodate storm flows from the Regional Road at no cost to the Region. At no time shall the Region contribute to the cost of land required to construct a storm water management pond or the oversizing of the storm sewer service to accommodate regional or municipal flows.

### 2.2.3 Multiple Unit Servicing Guidelines

The purpose of the Multiple Unit Servicing Guidelines is to ensure that all multiple unit horizontal buildings and/or complexes are provided with individual water services, water meters and shut off valves in order to permit the repair of an individual property owner's service while minimizing disruption to other owners. The Multiple Unit Servicing Guidelines apply to all proposed new multiple unit residential, commercial, industrial or institutional horizontal buildings and/or complexes; rental, freehold or condominium.

The following servicing requirements will be reviewed for compliance before approvals and permits are granted by the Region:

1. The servicing requirements consist of individual water meters and individual water shut off valves for each unit with individual water laterals for each unit going directly to the unit from the watermain without passing in front of, behind or through any other units unless the piping is located in a tunnel pipe, corridor, common basement or parking garage;
2. The mains and shut off valves are to be located external to the units in common areas such as roads, driveways, front yards or parking lots, but must not be located in back yards, patio areas, service roads or entrances behind the building; and,
3. In stacked multiple residential buildings and/or complexes all water meters must be located in a common area of the basement or on the ground floor levels.

#### **2.2.4 Cross Connection Control and Backflow Prevention**

Regional Council approved the Cross Connection Control By-law 61-11 in order to safeguard the municipal water distribution system. Approvals for connection to the Region's municipal water system will not be granted unless the property owner has complied with the requirements as set out in By-law 61-11.

### **2.3 Municipal Services on Private Lands**

All municipal services shall be located on municipal rights-of-way. Proposals to locate municipal services on private lands will not be approved unless it can be demonstrated that there is no alternative, that it is in the public interest (e.g. required for watermain looping) and that the proposal has received the approval of the Commissioner of Legislative and Planning Services.

Municipal services on private lands must be located on an easement in favour of the Region. The size of the easement will be determined based on the specifics of the service being constructed but in no case shall be less than 8.0 m as set out in the Halton Region Water and Wastewater Linear Design Manual.

### **2.4 Services on Private Property**

Water and wastewater services that are located on private property and are intended to connect a building to the Region's municipal services are the responsibility of the private property owner. The design and construction inspection of such private services must conform to the requirements of the Ontario Building Code and are the responsibility of the local municipality in which the property is located. The local municipality must certify to the Region that the installation and inspection of private services are satisfactory before connection to Halton's municipal system will be permitted.

Under no circumstances may a private water or wastewater connection be used to service more than one lot unless that lot is a Parcel of Tied Land affiliated with a Common Element Condominium or a Vacant Land Condominium under the Condominium Act, 1998.

### **2.5 Municipal Service Extensions within Urban Areas**

Where properties located within the Urban Area are not serviced by municipal watermains, wastewater mains, or both, service may be extended by the following processes:

1. The owner of the property may arrange for a contractor to construct the service entirely at their own expense. The owner will retain a Professional Engineer to prepare drawings in accordance with sections

2.2.1 and 2.2.2 of these Guidelines and enter into an agreement with the Region prior to constructing the service;

2. Should there be a number of properties that would benefit from the extension of a service, the owners of the properties may enter into a private cost sharing arrangement to finance the cost of the design and construction. The owner(s) would retain a Professional Engineer to prepare drawings in accordance with sections 2.2.1 and 2.2.2 of these Guidelines and enter into an agreement with the Region prior to constructing the service; and,
3. The owners could petition the Region to construct the service under the Service Extension Policy (Report No. CS-62-06). Should there be sufficient interest from the benefitting owners, the Region would consider the request and, following approval, include the project in a future Capital Budget. The cost to construct the service would be allocated to all benefitting owners.

## **2.6 Municipal Service Extensions Outside Urban Areas**

The Regional Official Plan generally prohibits the establishment of urban services outside of the Urban Areas. There are a number of exceptions to this general prohibition set out in section 89(21) of the Regional Official Plan that include:

1. The provision of water infrastructure may be permitted from remote water supply sources such as wells or reservoirs and, where in accordance with other policies of the Regional Official Plan, from municipalities adjacent to Halton Region;
2. The Hamlets of Norval and Glen Williams when the Region, in consultation with the Town of Halton Hills, considers it prudent and feasible to provide such services;
3. Existing connections to the watermain on Jessie Avenue and Glenda Jane Drive in the Hamlet of Campbellville;
4. Designated locations within the North Aldershot Policy Area as shown on Map 1 and in accordance with s. 139(3);
5. The Beaufort Heights Subdivision in the City of Burlington;
6. Servicing for Public uses that are located outside of Urban areas as approved by Regional Official Plan Amendment (ROPA) No. 40:
  - a) The Halton Waste Management Site, municipally known as 5400 Regional Road 25 in the Town of Milton;
  - b) The Biosolids Management Centre, municipally known as 4449 Regional Road 25 in the Town of Oakville;
  - c) The Milton Works Yard, municipally known as 5600 Regional Road 25 in the Town of Milton; and
  - d) The Robert C. Austin Operations Centre, municipally known as 11618 Trafalgar Road and including the Trafalgar Sports Park, municipally known as 11494 Trafalgar Road in the Town of Halton Hills; and,
7. Connections existing and approved by Council on the day of adoption of the Regional Official Plan.

### 2.6.1 Requests for Connection or Extension of Municipal Services

From time to time the Region is requested to permit either the connection to or extension of municipal water and/or wastewater mains outside the Region's Urban Areas and/or across the Region's borders. Such requests are usually made by residents who own property located on or close to a municipal system and who are experiencing problems with their private services.

For the purposes of these Guidelines, a "connection request" means a request to connect a property which is located on (fronts on) an existing municipal system. An "extension request" means a request for the extension of a municipal service main to service one or more properties not presently located on (fronting on) the municipal system.

All connection and extension requests must comply with the applicable Regional Official Plan policies and Provincial policies and legislation, including the Health Protection and Promotion Act and The Environmental Protection Act.

Requests for connection or extension of municipal services will be evaluated based on three principles as approved by Regional Council through Report No. LPS27-10/PW-18-10.

#### 1. Large Scale Failure of Private Water or Wastewater Systems

Where there has been a large scale failure of private water or wastewater systems that pose a significant risk to human health or the natural environment, the extension of municipal services may be permitted without a Regional Official Plan Amendment. Large scale failures are defined as:

- Situations that result in an Order from the Ministry of the Environment;
- Failures that affect fifty percent (50%) or more of the units in a community; or
- Failures that affect less than fifty percent (50%) of the units in a community but that have a significant environmental impact as determined by the Region.

#### 2. Public Uses Fronting on Existing Municipal Services

For public uses that are not appropriate in an Urban Area and that front on existing municipal services, the use may connect to the existing municipal services as outlined in Regional Official Plan Amendment No. 40. Approval of a site specific Regional Official Plan Amendment is required.

#### 3. Public Uses Not Abutting Municipal Services

For public uses that are not appropriate in an Urban Area and that do not front on existing municipal services, the use may connect to municipal services upon approval of a site specific Regional Official Plan Amendment.

### 2.6.2 Connection to Other Municipalities' Systems

Section 89(17) of the Regional Official Plan permits urban service system interconnections between Halton and its abutting municipalities. The Commissioner will authorize cross border service connections on behalf of Regional Council where a cross border servicing agreement has been entered into between Halton and the appropriate abutting municipality.

Under agreement with the Region, the City of Hamilton has agreed to supply water to the following areas in the City of Burlington:

1. The Bridgeview Community;
2. Waterdown Road, Old Waterdown Road, Horning Road, Rennick Road, Ireson Road in the North Aldershot Policy Area; and
3. Snake Road from the Hamilton-Halton boundary to approximately 4,50m southerly.

Where an abutting municipality (e.g. Region of Peel or City of Hamilton) constructs a water or wastewater main on a boundary road for the purposes of servicing lands within that municipality, the Region will not permit connections to those mains by properties outside the Urban Area. The Region may permit a connection to a water main within a boundary road without a Regional Official Plan Amendment only in the following circumstances:

- a. Where an existing or planned municipal water service is located along the frontage of the properties requiring only a service connection;
- b. Where the municipal water connection is for an existing approved land use, and can be provided without financial impact to Halton Region;
- c. Where the abutting municipality assumes the Halton residents receiving the water connection will become customers for the municipal water service of that municipality to the satisfaction of the Commissioner of Public Works; and,
- d. Where there is no plan to comprehensively service the area from the Halton system to the satisfaction of the Chief Planning Official.

A property owner is entitled to make an application requesting permission for connection. For those connection requests that do not satisfy the tests above, the process is as follows:

- i. The Region must receive confirmation, in writing, from the abutting municipality that they are willing and able to provide service to properties located within the Region of Halton;
- ii. The property owner must formally submit an application to amend the Regional Official Plan to permit the connection of the property to the abutting municipality's system;
- iii. Halton Regional Council must approve the amendment to the Regional Official Plan to extend service outside of the urban boundary;
- iv. The Council of the abutting municipality must approve the connection of the owner's property to their system; and,
- v. An agreement must be executed between the Region of Halton, the abutting municipality and the property owner. This agreement will be registered on title to the owner's lands.

Connections will only be supported if the owner can demonstrate that the private services are inadequate and that the deficiency cannot be addressed by other means. The owner must demonstrate that all possible alternative water or wastewater systems are incapable of providing effective treatment to a level which mitigates risk to human health and the environment.

## **2.7 Financial Requirements**

The Region has a variety of financial charges concerning its municipal services, most of which are based on a user pay philosophy. These financial charges for the Region's municipal service are prescribed by Regional Council By-laws and are updated on an annual basis.



In addition, the Region has specific processing fees for consideration of various approvals. These fees include, but are not limited to:

1. Planning Application fees – specific to the application submitted;
2. Engineering and Inspection fee – based on the cost of works being constructed;
3. Legal Service fees – specific to the type of agreement;
4. General Administration fee – per unit fee;
5. Development Charges – as per the current Development Charges By-law;
6. Water meter fee;
7. Connection charges;
8. Service Permit fees; and,
9. Backflow prevention survey, infrastructure and annual testing costs.

A complete listing of all municipal services financial charges, including development charges can be obtained from the Region's Corporate Service Department.

Applicants are advised to consult those Regional departments involved in the processing of the application in question i.e. Corporate Services, Legislative and Planning Services, Public Works, and where appropriate, the Health Department.

## **2.8 Well Survey and Monitoring**

Where a development is proposed in close proximity to properties serviced by private wells, the developer must ensure that their construction activities do not adversely impact the neighbours' water supply.

Halton Region staff will ensure the following is complete by the owner as a condition of approval:

- Prior to construction, a survey of all wells within 500m of the site or within the area of influence as determined by a hydrogeologist
- Monitoring of the wells during construction and for a minimum of one year after all construction ceases

An outline of a typical Well Survey and Monitoring Program is provided under Appendix A to these Guidelines.

Should there be any complaints of interruption to the neighbouring well supply, the developer must immediately supply the complainant with an alternate supply of water which must continue until the matter is resolved. The developer's hydrogeologist must investigate the complaint and provide the Region with a report indicating whether, in their professional opinion, the complaint is valid.

If it is determined that the complaint is valid the developer must either construct a new private well or, if permitted under the Regional Official Plan, provide a connection to the municipal water system.

## 3.0 Private Services

### 3.1 Private Services within the Urban Area

All new development within the Urban Area designation is to proceed on the basis of connection to full municipal services. Exceptions to the policy may be permitted in order to allow development on private or partial servicing under circumstances as outlined in section 3.1.1 and 3.1.2, provided that the development is in conformity with both the Regional Official Plan and Local Official Plan.

The Region's Legislative and Planning Services Department is responsible for authorizing, in principal, such permission after consultation with the Region's Health Department. Such permission will only be granted where it is in the public interest that the development should proceed without delay. The formal approval and permit process for private sewage disposal system installations is the responsibility of the Region's Health Department and the Building Department of the local municipality. Permits may only be issued where previously authorized in principle as per the above process.

With some minor exceptions, all private servicing in the Urban Area are subject to a condition of approval that requires the applicant to enter into a standard agreement with the Region to the effect that when municipal services become available, connections will be made and the appropriate charges and fees paid. This standard agreement is to be registered on title to the property and specify that the required municipal service connections must be made within two years from the date when the services become available. The Legislative and Planning Services Department will monitor and enforce all such agreements.

Exceptions where an agreement may not be required can include private services for: municipal uses, temporary uses or structures, and non-domestic uses of water such as irrigation. The use of private services for cooling may be permitted provided that the requirements of the Region's Health Department and Legislative and Planning Services Department are satisfied.

Hydrogeological studies, in accordance with the Region's ***Guidelines for Hydrogeological Studies and Best Management Practices for Groundwater Protection***, are required as part of the information necessary to consider the merits of the application of private services and to determine if any adverse impact on water quantity or quality in the surrounding area may occur.

#### 3.1.1 Wells and Private Sewage Disposal Systems

Pursuant to the requirements of the Environmental Protection Act and subject to any terms and conditions outlined in 3.1 above, private wells and private sewage disposal systems may be permitted in the Urban Area where the Region determines that such development complies with at least one of the following provisions:

1. For minor residential development which is permitted under existing Zoning or Parkway Belt Regulations and where the respective municipal services are determined by the Region to be unavailable or available but at extreme expense as determined by the Chief Planning Official.
2. For a proposed development which is considered by both the local municipality and the Region to be temporary.
3. For an open space use, such as a golf course or a campground, where the Region determines that the municipal services are unavailable or is available but at extreme expense. Such uses will be considered on a case by case basis and only permitted where the physical servicing capability of the site is not exceeded.

4. For individual non-residential uses where the municipal services will be available within five years and where all terms and conditions of the Region be met, including the submission of hydrogeological studies. The Region's Health Department requirements may limit water volumes extracted from wells or set out conditions or restrictions regarding changes in uses on the site and will stipulate that only domestic sewage and absolutely no industrial processing effluent may enter the private sewage disposal systems.
5. For farm dwellings as defined in the Regional Official Plan, where the Region determines that respective municipal service is unavailable or is available but at extreme expense, or is for water supplies for other non-domestic farm uses.
6. For minor commercial or minor institutional uses such as a church or a convenience store where the Region determines the respective municipal service is unavailable or is available but at extreme expense and where the use will be primarily serving local residents.
7. For the repair or replacement of an existing private service where, in the opinion of the Region the respective municipal service is unavailable or is available but at extreme expense.
8. Private wells or water storage tanks are permitted to augment water supplies for existing development or for new non-residential development where domestic supply requirements will be met by a municipal supply and the private water supply is for primarily non-domestic uses such as irrigation, heating/cooling, provided that the proposal is supported by a hydrogeological report that confirms that the ground and surface water system will not be adversely affected.
9. For the interim servicing of municipal uses where the respective municipal service is not available or is available only at extreme expense, provided that service connections are made within two years of the respective municipal service becoming available.
10. For those properties already subject to an agreement with the Region or the Ministry of the Environment outlining the conditions under which private servicing is to be permitted.

The availability of services is determined by their inclusion within either the Region's Current Budget or the 9 year Capital Forecast. Approval will also be on the condition that the owner enters into an agreement with the Region specifying that:

- i. connection be made within two years of the municipal services becoming available,
- ii. the appropriate charges and fees be paid, and,
- iii. the requirements and criteria of the Region's Health Department regarding the activities or operations associated with the proposed use are set out and met.

For the purposes of these Guidelines, "extreme expense" shall be determined to be a construction cost that is greater than or equal to twenty five percent (25%) of the assessed value of the fully developed property.

### **3.1.2 Partial Servicing**

Where both water and wastewater services are available, partial servicing will not be permitted. In accordance with the Provincial Policy Statement, 2005, partial services, being the provision of municipal water or wastewater but not both, shall only be permitted in the following circumstances:

- a) where they are necessary to address failed individual on-site sewage services and individual on-site water services in existing development; or
- b) within settlement areas, to allow for infilling and minor rounding out of existing development on partial services provided that site conditions are suitable for the long-term provision of such services with no negative impacts.

Where municipal wastewater service is not available and an owner is permitted to connect to a municipal watermain, an assessment of the existing private sewage disposal system must be undertaken to ensure its adequacy.

### **3.2 Water Storage and Sewage Holding Tanks**

Water storage tanks, intended to be used for holding water which is trucked in for domestic uses, and/or sewage holding tanks, are not permitted by the Region to service new development.

Under the following circumstances, and subject to such terms and conditions as the Region may require, the use of water storage tanks and/or sewage holding tanks may be permitted for existing uses:

1. Where a well or septic system has failed and repair is not feasible in the opinion of the Medical Officer of Health and where no other acceptable well can be developed or septic tile field system can be installed, a water storage or sewage holding tank may be permitted. Such permission can be given by the Medical Officer of Health only as a last resort and where it is the only reasonable means of solving the problem.
2. For seasonal uses for periods of time not exceeding three months during any twelve month period where the Region's Health Department is satisfied that the use of water storage and/or sewage holding tank is in the public interest. Regional approvals will be given for a maximum of two years as enforced through agreement with the Region or through Conditions of Approval. Extensions to such approvals will only be considered if past performance has been satisfactory as determined by the Region's Health Department. The property owner may be required to guarantee the future maintenance of the system (including pump out of sewage holding tanks) to the satisfaction of the local municipality.

Sections 3.2(1) and 3.2(2) also apply in the rural areas of the Region.

Where the property is located within the Urban Area and where municipal servicing is permitted under policies of the Regional Official Plan, the property owner must enter into an agreement with the Region to require the property to connect to municipal services within two years of the service becoming available.

# Appendix A – Well Survey and Monitoring Program

## 1. Identify study area

All properties within the greater of 500m of development area or within the expected zone of influence as determined by the hydrogeologist.

## 2. Preconstruction Survey

- a. Obtain all MOE well records
- b. Prepare a complete well inventory of all wells in study area
- c. Conduct door-to-door surveys
- d. Leave questionnaires with homeowners
- e. Sample all accessible wells for water quality and monitor static water level
- f. Prepare inventory to include the following information:
  - Address
  - Owner / tenant
  - Location of well
  - Whether well is in use, abandoned, or decommissioned
  - Type of well – drilled or bored
  - Size
  - Depth of well
  - Depth of pump
  - Static water level
  - Water quality (Ontario Drinking Water Quality Standards)
  - Pump capacity
  - Assess susceptibility to contamination
  - Record of complaints – quality or quantity
- g. Identify wells to be decommissioned (O.Reg. 903, as amended)

## 3. Well Monitoring During and Post Construction

A number of wells in study area are to be identified for monitoring of static water levels monthly for a minimum of one year. Wells must be:

- Must be accessible and have owner's permission to monitor
- Preferably not in use
- Wells to be monitored to include at least one well completed in each aquifer represented.

## 4. Reporting

The hydrogeologist must submit a report prior to the start of construction and again at the end of the monitoring period. The report shall include:

- a. Table of well inventory;
- b. Copies of all surveys;
- c. Map showing location of wells identified;
- d. Potentiometric Map of appropriate scale, showing water level contours in the study area; and,
- e. Assessment of impact of development on well.

