

Applying for planning and building permits

As of July 2016, the Clean Water Act and all Source Protection Plans across Ontario are in effect. This means all planning and building permit applications regarding land within a vulnerable area (refer to Fact Sheet 1) will need to be screened by the municipality to ensure the project is not a threat to drinking water quality or quantity.

The purpose of screening

Planning and building permit applications submitted to municipalities within Wellington County require Source Water screening to assess any risks from the proposed activity. If a property is not within a vulnerable area or if the activity does not trigger a Prohibition or Risk Management Plan policy, your application will proceed as normal.

The screening process

Step 1: Once an application is received by the building or planning department, municipal staff will determine whether or not the property is located within a vulnerable area. If it is not located within a vulnerable area, no further action is required and the application proceeds. If it is located within a vulnerable area, the applicant must fill out a Drinking Water Source Protection Screening Form



for municipal staff to review before the application can be deemed complete.

Step 2: If source protection screening is required, municipal staff will review the completed screening Form and a copy of the application may be forwarded to the Risk Management Official for further review.

Step 3: Review of application by the Risk Management Official (see step three of flow chart for further information).

Step 4: Negotiation of Risk Management Plan, if required

To find out if your property falls within a vulnerable area, visit wellingtonwater.ca or get in touch with your municipality or Risk Management Official.

DEFINITIONS: Risk Management Plan

A risk management plan is a tool introduced by the *Clean Water Act* that requires an agreement be reached between a Risk Management Official (RMO) and the person engaged in the threat activity. This agreement creates a plan to manage the risk activity and is negotiated unless agreement cannot be reached. Once a plan is agreed to or established, these plans are legally binding.

FACT SHEET 6 PLANNING & DEVELOPMENT



Source Water Protection REVIEW PROCESS for Planning and Building Applications

STEP 1

Application is received and reviewed by municipality

Does the property fall within a Vulnerable Area?



NO. Application proceeds through regular municipal process.

YES. The property is within a vulnerable area. Proceed to Step 2.

STEP 2

Applicant fills out Source Protection Screening form

Does the application require further review? *



NO. Application proceeds through regular municipal process.

YES. Municipality submits a Screening Form to the Risk Management Official (RMO) for review. Proceed to Step 3.

* Application is not deemed complete until Screening Form is received and notice issued, if applicable.

STEP 3

Application forwarded to Risk Management Official for review

RMO determines whether a notice or Risk Management Plan is required.



Notice not required. Application proceeds through regular municipal process.

Notice to proceed issued. Application proceeds.



RMP Required. Proceed to Step 4.

Notice of prohibition. Application does not proceed. Consult RMO.



STEP 4

Negotiation of Risk Management Plan (RMP)



RMO and applicant reach agreement and RMP issued. Application proceeds.

RMO and applicant do not reach an agreement. Application does not proceed until RMP is issued.



For more information, contact:

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Our water. My responsibility.

