

# Ontario Drinking Water Stewardship Program 2009-2010

## Applicant Guide

### *Well Decommissioning/Upgrading*

#### **WHY IS IT IMPORTANT TO PROPERLY DECOMMISSION OR MAINTAIN A WELL?**

Unsealed abandoned water wells and improperly sealed or maintained drinking water wells can potentially provide a direct link between surface pollutants and groundwater. Identifying and decommissioning or upgrading such wells will reduce the risk of contamination to local aquifers and drinking water sources.

#### **WHO IS ELIGIBLE TO APPLY FOR FINANCIAL ASSISTANCE?**

To be eligible to receive funding, your residential, farm, institutional, municipal, small or medium-sized business or commercial property must be within or extend into one of the following areas:

- 100-metre radius around a municipal wellhead
- 200-metre radius around a municipal surface water intake
- The approved two-year time of travel for a municipal wellhead, or
- The approved intake protection zone-one (IPZ-1) for a municipal surface water intake (*contact the program administrator for more information*).

#### **WHAT PROJECTS ARE ELIGIBLE FOR FINANCIAL ASSISTANCE?**

- Sealing and capping abandoned and unused water wells
- Upgrades to drinking water wells currently in use to protect the wells from surface contamination, and
- Connection to a municipal drinking water service line/trunk line, and the decommissioning of the existing well – both projects must be completed in order to receive funding.

#### **ELIGIBLE PROJECT COSTS**

- Required records, permits and approvals for the project(s)
- Purchased materials and supplies
- Contract labour (e.g., electrical and plumbing)
- Professional fees/technical support, and
- Connection fees.

#### **INELIGIBLE PROJECTS & COSTS INCLUDE BUT ARE NOT LIMITED TO:**

- Constructing new wells
- 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, and
- Labour and machinery of the applicant and/or family dependents.

**GRANT RATE: 80% OF ELIGIBLE PROJECT COSTS**

**GRANT CEILING: UP TO MAXIMUM OF \$4,000**

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#### APPLICATION PROCESS

##### **1. Confirm that you are in an eligible area.**

If you are a farmer registered under the Canada-Ontario Farm Stewardship Program, contact your local Ontario Soil and Crop Improvement Association (OSCIA) representative for assistance in determining if your property is in or extends into an eligible area for the purpose of receiving financial assistance under the ODWSP. Information on OSCIA is available on the following website: <http://www.ontariosoilcrop.org>.

All other property owners should contact their local conservation authority (CA). A CA representative will assist you to determine if your property is in or extends into an eligible area for the purpose of receiving financial assistance under the ODWSP. Information on CAs can be found on the following website: <http://conservation-ontario.on.ca>.

If there is no CA where you live, contact the ministry at [sourceprotectionfunding@ontario.ca](mailto:sourceprotectionfunding@ontario.ca).

##### **2. Confirm your proposed project is eligible and approved for financial assistance.**

A proposed well decommissioning or upgrading project request for financial assistance is subject to approval by the appropriate program administrator (CA or OSCIA). To confirm that your proposed project is eligible for financial assistance, you must complete the attached application form and submit it to the OSCIA or CA program representative. They will review the application and advise you if your proposed project(s) and estimated costs are approved for funding.

Each well decommissioned or upgraded is considered one project for the purposes of funding. If you are applying for financial assistance for more than one project, you can prepare separate applications for each project or combine the projects in one application.

Cost estimates provided in the application must be supplied by a licensed well contractor and can be written or verbal. Where the quote is verbal, you must provide the name of the licensed well contractor that has provided the quote. If you have an existing well record for the well that you are proposing to decommission or upgrade, please include a copy with the application form. If you are applying for funding to upgrade an existing well and do not have a well record, please see the section below on Well Records for guidance on determining if a well record exists.

##### **3. Complete work and receive payment.**

Following completion of the project(s), in order to receive payment from the program administrator (CA or OSCIA), you must submit a statement of actual expenses incurred and provide copies of paid invoice(s). You must also submit a copy of: the new well record, the contractor's valid Well Contractor Licence, and any other required permits or approvals.

The program administrator will conduct a site visit once the work is completed. They must be allowed to access the site where the work was completed for a post-project inspection. Once all required information has been submitted and an inspection completed, the program administrator will issue you a cheque. Note that the program administrator can not make any payments directly to contractors.

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#### **TERMS AND CONDITIONS**

##### **Funding from other sources**

Funding applied for or received from other programs for the proposed project(s) must be declared on the application form and will be reviewed by the program administrators to determine the applicable grant rate for the proposed project under the ODWSP.

##### **Funding availability**

Funding is available on a first-come, first-served basis for eligible projects, until all funds are allocated. All projects must be completed and complete documentation submitted to the program administrator by September 17, 2010.

##### **Retro-active projects**

Wells that have recently been decommissioned and/or upgraded are eligible for funding as long as the proposed work was started on or after September 19, 2006, when funding was announced.

##### **Connecting to municipal drinking water service**

If you are connecting to municipal drinking water service, you must decommission your existing drinking water well in order to receive funding under the ODWSP. The municipal connection and decommissioning of the well are considered two projects for the purposes of funding assistance.

##### **Rented land**

If your project is on rented/leased land, you must submit a letter from the property owner with your application form indicating that the owner approves of the proposed project.

##### **Legislative and regulatory requirements**

It is the landowner's responsibility to meet all legislative and regulatory requirements and obtain all necessary municipal, provincial and other permits and approvals that may be required for the completion of their project (*Contact your program administrator to discuss the approvals necessary*).

##### **Qualified industry professional**

All work on the project must be completed by a qualified industry professional who meets the requirements specified in Ontario Regulation 903 Wells. 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 at 1-888-396-WELL (9355) to locate a licensed well contractor.

##### **Well Records**

If you do not have a well record for a water well you are proposing to upgrade, please contact your CA program representative. They may be able to advise you if a well record exists or not. If they advise that a well record exists, you can get a copy of the well record from the Ministry of the Environment. For instructions on how to obtain a copy of an existing well record, contact the Water Well Help Desk at 1-888-396-9355. A search request form and payment must be submitted and the ministry then conducts a search based on the information provided and matches that to information in the ministry's database. If you are able to obtain a well record, you can submit a copy to the program administrator.

# Ontario Drinking Water Stewardship Program 2009-2010

## Applicant Guide

### *Well Decommissioning/Upgrading*

**TERMS AND CONDITIONS (CONTINUED)**

The licensed Well Contractor hired for your well decommissioning or upgrade project will need to complete a new well record for the decommissioned or upgraded well (with the exception of some minor alterations). Where required, a new well record must be submitted prior to receiving payment under the ODWSP.

**Future practices to protect drinking water sources**

Property owners may be required to implement additional practices in the future to continue to protect drinking water sources. Early actions projects taken now are a first step in protecting municipal drinking water sources. Source Protection Plans, expected to be finalized in 2012 on a region-by-region basis, will determine the full extent of measures necessary to protect wellheads and surface water intakes. You may therefore be required in the future to implement additional practices as determined by the local Source Protection Committee and described in the Source Protection Plan.

**ESTIMATED WELL DECOMMISSIONING/UPGRADING COSTS**

**Well decommissioning costs**

This table shows province-wide well decommissioning cost estimates provided by the Ontario Ground Water Association. Costs are estimates only and will vary with the well type, depth and the nature of the location where work is to be undertaken. Cost estimates for your specific well decommissioning project should be obtained from a licensed well contractor.

Well Type	Estimated Cost to Decommission	Comments
Dug Well	\$2,000 to \$3,000	Costs will be higher for stone cribbed wells as they take more grout. Poor site access, contamination of the aquifer, etc. will also increase the cost.
Drilled Well	\$1,500 to \$2,500	Poor site access, removing well pits, rock holes, or cased holes, and/or a contaminated aquifer will increase the cost.
Monitoring and Geotechnical Wells	\$900	Cost could be less per well if a large number of wells are clustered on the same property.

**Well Upgrading Costs**

Well upgrade costs are estimated to be in the range of \$1,000 - \$3,000, with \$1500 being a typical price for upgrading a drilled well. If there are confined space issues, this can increase the cost by as much as \$2,000, as special equipment and certification are required.

In the Severn Sound watershed, return your completed application(s) to:  
 Ontario Drinking Water Stewardship Program  
 Severn Sound Environmental Association  
 67 Fourth St  
 Midland ON L4R 3S9

Retain this applicant guide for future reference.

**Ontario Drinking Water Stewardship Program 2009-10  
Well Decommissioning/Upgrading Application Form**

**APPLICANT INFORMATION**

Name: \_\_\_\_\_  
Phone (home): \_\_\_\_\_ Phone (alternate): \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Province: \_\_\_\_\_

**PROPERTY INFORMATION**

Property Type:  
Residential   
Farm   
Institutional   
Industrial/Commercial  Total # Of Employees \_\_\_\_\_  
Municipal   
Other

Are you the owner of the property where the proposed project is located? Yes  No

If no, please provide the name of the property owner \_\_\_\_\_

Letter indicating approval for the proposed project from land owner attached? Yes  No

Street address of property location:  
Street Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Province: \_\_\_\_\_

Same as mailing address noted above? Yes  No

Legal address of property where project is located (Lot, Concession, Township):  
\_\_\_\_\_

**PROJECT INFORMATION**

Please indicate which of the following apply:  
 Sealing and capping an abandoned/unused well  
 Upgrades to a well currently in use  
 Connection to a municipal water service line  
 Decommissioning an existing well

## Ontario Drinking Water Stewardship Program 2009-10 Well Decommissioning/Upgrading Application Form

Is this a retroactive project? Yes  No   
 If yes, please provide the date on which the work was started: \_\_\_\_\_

Please provide a brief description of your project(s):  
*Current situation:* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Work proposed:* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PROJECT COSTS	
Project	Estimated Cost (\$)
•	• • •
•	• •

Written quote attached: Yes  No

If no, name of licensed well contractor providing cost estimate:  
 \_\_\_\_\_

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

If yes, please indicate the name of the program and to whom you are applying:  
 \_\_\_\_\_

I have attached a copy of the existing well record(s):  
 Yes  No (Not Available)

**\*\*Please note that you will be required to submit a new well record and a copy of the well contractors' valid license prior to receiving funding.\*\***

## Ontario Drinking Water Stewardship Program 2009-10 Well Decommissioning/Upgrading Application Form

### 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 (as appropriate):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Scale   | <input type="checkbox"/> Building Structures  | <input type="checkbox"/> Roadway/access routes   |
| <input type="checkbox"/> Location of abandoned and/or existing water well(s)   | <input type="checkbox"/> Surface water features (streams, pond, wetlands)             | <input type="checkbox"/> General topography (even and level, hilly, steep, depression) |
| <input type="checkbox"/> Indicate Type of well (use symbol(s) if known)  | <input type="checkbox"/> Location of municipal drinking water service line/trunk line |  |
| <ul style="list-style-type: none"> <li>• Dug Water wells ▼</li> <li>• Drilled Water wells ■</li> <li>• Monitoring, testing &amp; geotechnical wells *</li> </ul> |   |  |


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Well Decommissioning/Upgrading Application Form**

**WELL DECOMMISSIONING/UPGRADE PROJECT AGREEMENT**

I have read, understood, and agree to the project guidelines and the terms of funding assistance for the Ontario Drinking Water Stewardship Program's Well Decommissioning/Upgrading Early Actions funding.

**Signature of Applicant**

I, \_\_\_\_\_ (signature of Applicant) hereby declare that I will not receive more than 100 percent of the total cost of this project.