

Dewatering Discharge Application Instructions

GENERAL INFORMATION

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| A. Who Can Apply |
| <ul style="list-style-type: none"> Property owner or project owner Or, where authorized by an owner, the contractor/engineering firm responsible for on-site activities generating the water may apply on behalf of an owner |
| B. Period of Validity |
| <p>Please specify the proposed duration of dewatering discharge for the project in the Application Form. However, please note the approval will indicate the period of time in which a discharge of dewatering water will be permitted (the validity period), which will be set by York Region.</p> |
| C. Fee |
| <p>The fees can be found on York Region's webpage at www.york.ca/seweruse.</p> <p>Accepted methods of payment: Certified cheque or money order payable in Canadian funds made out to "The Regional Municipality of York." Administrative fees and any applicable interest will be applied to all dishonoured payments.</p> |
| D. How to apply |
| <p>For submission of new dewatering discharge application (i.e., both primary or secondary), please fill out the dewatering application form and submit all requirements online through the Sewer Use Bylaw Services Portal.</p> <p>You will need to create an account to apply. York Region will review and activate your account, which takes a maximum of 3 business days. You will receive a confirmation email that you can access the Portal by using your selected username and password. Once logged in, you can see all the requirements for the dewatering discharge application.</p> <p>If you want a consultant to submit the dewatering application or laboratory analysis results on your behalf, two different accounts (i.e., discharger and consultant) must be set up. The discharger can then add them as a consultant or a preparer (see section 3.3 of the User Reference Guide) to be able to prepare and submit applications or reports. You can access the Quick User Reference Guide to assist you in creating accounts and adding consultants.</p> <p>For dewatering extension/amendment application (i.e., both primary and secondary), you still need to submit a dewatering amendment application package online through the Sewer Use Bylaw Services Portal.</p> |
| E. Contact Us |
| <p>Website: www.york.ca/seweruse</p> <p>Telephone: 905-830-4444 ext. 75067</p> <p>Toll Free: 1-877-464-9675</p> <p>Fax: 905-895-3112</p> <p>Email: sewerusebylaw@york.ca</p> |

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| F. Requirements Checklist (Refer to Section I for Details) |
| <p>Discharges to Sanitary Sewer:</p> <p><input type="checkbox"/> Signed and completed application form with the following attachments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Comprehensive dewatering work plan <input type="checkbox"/> Site Plan <input type="checkbox"/> Project Map <input type="checkbox"/> Pretreatment method, if applicable <input type="checkbox"/> Dewatering Discharge Schedule <input type="checkbox"/> Laboratory analysis certificate (within six months of the application date) from an accredited laboratory (as defined in the Bylaw) for sanitary sewer parameters listed in Schedule "A" of the Bylaw <input type="checkbox"/> Copy of the authorization for the discharge from the local municipality (if applicable) <input type="checkbox"/> Copy of the Permit to Take Water (PTTW) or Environmental Activity and Sector Registry (EASR) issued by the Ministry of the Environment, Conservation and Parks (if applicable) <input type="checkbox"/> Application Fee <input type="checkbox"/> Discharge System and Monitoring Plan <input type="checkbox"/> Certificate of Insurance (if applicable) <p>Discharges to Storm Sewer:</p> <p><input type="checkbox"/> Signed and completed application form with the following attachments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Comprehensive dewatering work plan <input type="checkbox"/> Site Plan <input type="checkbox"/> Project Map <input type="checkbox"/> Pretreatment method, if applicable <input type="checkbox"/> Dewatering Discharge Schedule <input type="checkbox"/> Laboratory analysis certificate (within six months of the application date) from an accredited laboratory (as defined in the Bylaw) for storm sewer parameters listed in Schedule "A" of the Bylaw <input type="checkbox"/> Copy of the correspondence from the appropriate Conservation Authority(s) regarding its comments/ concerns/approval pertaining to the discharge. (if applicable) <input type="checkbox"/> Copy of the authorization for the discharge from the local municipality. (if applicable) <input type="checkbox"/> Copy of the Permit to Take Water (PTTW) or Environmental Activity and Sector Registry (EASR) issued by the Ministry of the Environment. (if applicable) <input type="checkbox"/> Application Fee <input type="checkbox"/> Certificate of Insurance (if applicable) |

INSTRUCTIONS

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| <p>G. General</p> <ol style="list-style-type: none"> 1. Submit one application for each property. 2. Fill out the application form through the Sewer Use Bylaw Services Portal and include all required attachments as identified in this package. Incomplete applications, including where the application fee is not submitted or is not correct, may be returned to the applicant. 3. Indicate "N/A" if a section does not apply to your dewatering project. 4. The materials submitted will be used to evaluate the application. York Region reserves the right to require additional information during the review of any application initially accepted as complete. 5. Your application will be evaluated and, where York Region issues an approval, the approval will be issued to the applicant. The applicant must provide authorization to the consultant in the portal if a consultant was requested to submit the dewatering application on behalf of the applicant. 6. An approval issued by York Region will contain conditions pertaining to the discharge activity that must be complied with during the duration of the approval period. Failure to comply may result in an approval being rescinded and/or enforcement actions taken by the Region. 7. For dewatering discharges to the sanitary sewer only: a payment of the volumetric discharge fee will be required at the end of the dewatering project or end of the year (if the project is not completed by end of the year). The volumetric discharge fee is based on the total volume of water discharged into the sanitary sewer and the current wastewater discharge rate. Other fees may apply as well; check www.york.ca/seweruse for a listing of other potential fees. |
| <p>H. Application Form Details</p> <p>The information collected in the application form will be used to evaluate applications for dewatering discharge approvals. This information is not considered to be confidential and will be handled in accordance with and may be subject to disclosure to the public under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Information to be submitted with the application that the applicant considers confidential or to be otherwise exempt from disclosure under MFIPPA must be claimed as such in accordance with MFIPPA at the time it is submitted.</p> <p>Section 1: Indicate if this is an application for a new dewatering activity discharge approval or the renewal or amendment of an existing approval. For any dewatering extension/amendment application, a dewatering application package shall be submitted online through the Sewer Use Bylaw Services Portal. If the discharger requests an extension to an existing approval, it is recommended that the request for extension be made at least six weeks ahead of the dewatering approval expiry date. Requests for an extension or amendment will be evaluated in the same manner as the original application and there is no guarantee of approval.</p> <p>Section 2: Identify the physical location of the property where the dewatering water originated. If the water source is not from the same property, then the address of the property where the water is being used or stored and from which it is being discharged must be provided. Please indicate if the dewatering location is within a wellhead protection area.</p> <p>Section 3: Identify the contact information of the applicant and, where applicable, the authorized representative.</p> <p>The applicant will be the individual or organization applying for the approval. Include the correct legal name of the project owner or property owner and/or the party ultimately responsible for the discharge of water. Where the applicant is an individual, the Primary Contact is the individual. Where the applicant is an organization, the Primary Contact is a representative of the organization knowledgeable about the dewatering and to whom the approval will be directed.</p> <p>An Authorized Representative is an agent, such as an engineering firm or consultant, who may be acting on your behalf in relation to the on-site dewatering activities. Where the Primary Contact is an Authorized Representative, the contact must be the agent representative at the site knowledgeable about the discharge and to whom a carbon copy of the approval will be directed in addition to the applicant. If you have Authorized Representative acting on your behalf, please indicate this in Section 3 of the application form.</p> <p>Section 4: Provide a comprehensive dewatering project description including but not limited to the scope of work, the estimated duration of the project and the contingency plan and/or alternate arrangement for discharge operation if York Region asks to stop the dewatering discharge or cease the discharge approval. Indicate the onsite dewatering activities generating the discharge. Mark all dewatering activities that apply for this application. State the requested maximum daily discharge volume and the expected total dewatering discharge volume over the estimated time period. For the maximum daily discharge volume, use the dewatering activities generating water to calculate the projected total maximum daily discharge volume as a guide.</p> <p>Provide information on the sampling activities undertaken and submitted for analysis. Where a pre-treatment system is being used, the sample collected for analysis must be collected after the pre-treatment process. Identify the start and end of the dewatering discharge activity and how long the dewatering discharge is expected to occur. Indicate the frequency of dewatering discharge and the expected average and estimated maximum discharge rate. The discharge time period indicates the length of time for which approval is requested. The discharge volume and frequency indicate how much water will be discharged at the specified frequency.</p> <p>If soil or groundwater contamination is known or suspected at the site (including contamination from pesticides, wastes, petroleum and any other situation where contamination at the site exceeds the applicable standards under the "Soil, Ground Water and Sediment Standards for Use under Part XV.1 of the Environmental Protection Act" published by the Ministry of the Environment and dated April 15, 2011, as amended from time to time, established pursuant to O.Reg. 153/04 for the proposed land use and applicable soil and ground water conditions) additional information must be submitted. Provide a description of contamination source(s) and chemical characteristics and include recent water quality and/or soil quality data, including reports from environmental audits, Phase I and/or Phase II environmental site assessments, spill reports, certificates of laboratory analysis etc.</p> <p>Indicate whether you will pre-treat the water prior to discharge. If a pre-treatment system is being used, analysis results of a water sample taken after pre-treatment must be provided. For pre-treatment systems which will entail a continuous on-site discharge, provide additional information to demonstrate that the system is designed properly to treat the water to meet the Sewer Use Bylaw standards on a continuous basis.</p> |

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Section 5:

Indicate the proposed point of entry to the sewage works as well as the specific manhole number (ask the local municipality for the manhole information if applicable). Check the box indicating whether the dewatering discharge is intended for the sanitary or storm sewer. Describe the site's temporary erosion and sediment control best management practices that will be implemented to minimize the amount of solids discharged into the sanitary or storm sewer systems.

Section 6: This certification must be signed (by checking the certification button in the portal) by the applicant (or duly Authorized Representative), listed in Section 3 of this application form, to be complete. Where the applicant is authorizing a representative to submit an application on their behalf, an authorization shall be set-up in the Portal.

I. Requirement Checklist Details

Discharges to Sanitary Sewer:

- Detailed dewatering work plan (refer to Section 4 above) which includes discharge location, discharge route, estimated total volume, discharge rate, erosion control plan, pre-treatment design and specifications if required, etc.
- The quality of the water to be discharged will have to meet the sanitary discharge requirements in Schedule A of the Bylaw. The quality will also have to meet any additional requirements contained in any approval issued. Ensure that laboratory analysis results submitted are within six months of the application date from an accredited laboratory (as defined in the Bylaw)
- Send a sample of the water to be discharged to a properly accredited laboratory, as defined in the Bylaw, for analysis to ensure compliance with Schedule A of the Bylaw and submit a copy of the results with the application .
- Copy of the local municipality's authorization for the use of its sanitary sewer system (if the discharge route involves any part of the local sanitary sewer system).
- Copy of the PTTW or EASR issued by the Ministry of the Environmental, Conservation and Parks (MECP) (if applicable).
- Provide a site plan indicating discharge locations of dewatering activities, settling ponds/tanks, or other water treatment system components, points of discharge, groundwater and/or sediment sampling locations, and other relevant information.
- Provide a map to show all the discharge locations (either in the local sewer and York Region's trunk sewer) and indicate where the flow will go into York Region's trunk sewer.
- Provide a schematic flow diagram and process detail of the pre-treatment process (where pre-treatment is applicable), with sufficient information regarding the efficiency of operation, staffing verification and resources required, including illustration of the system piping, tanks, and control features.
- Provide a dewatering discharge schedule indicating the expected flow generated for the duration of the project. For each discharge location and discharge period, indicate the projected maximum daily discharge volume (See Figure 1 below as an example).
- Provide a Certificate of Insurance (COI) using York Region's COI form to show that the discharger has sufficient insurance coverage to meet the dewatering discharge requirement for dewatering applications that discharge directly to York Region's sanitary sewer infrastructure (if applicable)
- Provide a Discharge System and Monitoring Plan prepared and signed by a Professional Engineer or Professional Geoscientist licensed to practice in Ontario describing how the discharge system will function and how the proposed condition of approval related to cessation of the discharge during prescribed rainfall events and for a period of time after the conclusion of the rainfall events will be implemented and adhered to, including but not limited to, reference to the following:
 - Discharge locations and limits
 - Weather forecasting and site supervisor notification
 - Details of any applicable discharge storage (including size), pumping and flow control systems (accounting for the fact that during the release of stored flows, sanitary discharge may be equal to the base discharge flow rate plus the stored water release rate)
 - Monthly data provision (including meter specification)
 - Contingency plan for storage overflows
 - Contact information (including email address) for the individual responsible for implementation of the plan

Please be advised that the Region's typical condition requires the proponent to stop the dewatering discharge activities during 10 mm or greater rainfall events and stipulates that dewatering discharge activities may only resume 4 hours after the conclusion of the rainfall event. York Region reserves the right to impose different site and/or case-specific conditions, at its sole discretion. Please note that based on rainfall information collected in the Region, the proponent can expect that roughly 20-30 rain events per year will exceed 10mm in intensity.

- York Region may notify you of additional requirements before permitting this type of discharge. If the discharge is directly to York Region's sanitary sewer infrastructure, then a Certificate of Insurance using York Region's form shall be submitted.

Discharges to Storm Sewer:

- Detailed dewatering work plan (refer to Section 4 above) includes discharge location, discharge route, estimated total volume, discharge rate, erosion control plan, and pre- treatment design and specifications if required. The following details should be included as well:
 - Identify the location(s) where the water will be discharged into the storm sewer system
 - Identify the natural receiver and the location(s) where the storm sewer connects to that system
 - Assess the condition of the natural receiver and determine the sensitivity of the natural receiver (including whether a Species at Risk (SAR) or Endangered Species Act (ESA) permit may be required)
 - Determine if the proposed discharge quality and quantity (including temperature) is within the capacity of natural system. o Describe how the water will be treated prior to discharge into the storm system
 - Determine whether the proposed discharge would have an impact to the receiving environment
- The quality of the water to be discharged will have to meet the storm discharge requirements in Schedule A of the Bylaw. The quality of the water will also have to meet any additional requirements that may be contained in any approval issued. Ensure that laboratory analysis results submitted are within six months of the application date from an accredited laboratory (as defined in the Bylaw)
- Send a sample of the water to be discharged to a properly accredited laboratory, as defined in the Bylaw, for analysis against storm limits and submit a copy of the results with the application.

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- Contact the appropriate Conservation Authority (i.e., TRCA or LSRCA, as applicable) to ensure they have no concerns with the dewatering project (e.g., adverse impacts at the receiving environment, such as additional volume to the receiving water body, potential erosion problem at the storm outfall, etc.) and provide a copy of all correspondence from the Conservation Authority regarding the dewatering project (if applicable).
- Copy of the local municipality's authorization for the use of its storm sewer system (if the discharge route involves any part of the local storm sewer system)
- Copy of the PTTW or EASR issued by the Ministry of the Environmental, Conservation and Parks (MECP) (if applicable)
- Provide a site plan indicating discharge locations of dewatering activities, settling ponds/tanks, or other water treatment system components, conveyance lines, points of discharge, groundwater and/or sediment sampling locations, streets, public sewer and storm drainage utilities.
- Provide a map to show all the discharge locations, including from the local storm sewer to the Regional storm sewer, Regional storm sewer and where the flow will enter the natural environment/system.
- Provide a schematic flow diagram and process detail of the pre-treatment process, illustrating the system piping, tanks, and control features (if applicable).
- Provide a dewatering discharge schedule indicating the expected flow generated for the duration of the project (See Figure 1 below as an example). For each discharge location and discharge period, indicate the projected maximum daily discharge volume.
- Provide a Certificate of Insurance (COI) using York Region's COI form to show that the discharger has sufficient insurance coverage to meet the dewatering discharge requirement for dewatering applications that discharge directly to York Region's sanitary sewer infrastructure (if applicable)
- York Region may notify you of additional requirements before permitting this type of discharge. If the discharge is directly to York Region's storm sewer infrastructure, then a Certificate of Insurance using York Region's form shall be submitted.

Figure 1

The chart below is meant as an example only. The applicant can provide the information in a different format provided that the requested information is present.

| | Start Date | | | | Project Timeline | | | | | | End Date | | | | | |
|-------------------|---------------------|-----|--------------|-----|---------------------|-----|-----|-----|-----|---------------|----------|------|------|------|------|--|
| Discharge Points | Wk1 | Wk2 | Wk3 | Wk4 | Wk5 | Wk6 | Wk7 | Wk8 | Wk9 | Wk10 | Wk11 | Wk12 | Wk13 | Wk14 | Wk15 | |
| Discharge Point A | | | | | Max 1,000,000 L/day | | | | | | | | | | | |
| Discharge Point B | Max 1,200,000 L/day | | | | | | | | | | | | | | | |
| Discharge Point C | | | 900,00 L/day | | | | | | | 875,000 L/day | | | | | | |
| Discharge Point D | | | | | 1,175,000 L/day | | | | | | | | | | | |