



Ministry of the Environment
Environmental Assessment and Approvals Branch

Ministère de l'Environnement
Direction des évaluations et des autorisations environnementales

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Clerk
Town of The Blue Mountains
P. O. Box 310, 26 Bridge St.
Thornbury Ontario N0H 2P0

Dear Sir/Madam:

RE: Invitation to Join the Transfer of Review Program

The purpose of this letter is to introduce the Ministry of the Environment's (MOE) Transfer of Review Program (Program) and to invite your municipality to join and become a partner in this program.

Transfer of Review Program Overview

The Transfer of Review Program was initiated in 1978. It began with twelve upper tier municipalities and currently includes twenty-nine upper, lower, and single tier municipalities. Currently, over 1,100 Certificates of Approval are issued annually under this Program with the support of the participating municipalities.

The Transfer of Review Program is a voluntary program and designed to benefit the applicants for Certificates of Approval, participating municipal partners and the MOE. The benefits of the Program include improved timeliness and a more efficient process for Certificates of Approval issued under section 53 of the *Ontario Water Resources Act* (OWRA) and under Part V of the *Safe Drinking Water Act, 2002* (SDWA) for certain types of water and sewage works. Service cost recovery is part of the Program, as the participating municipal partner receives and retains the application fees normally paid to the MOE. Note that the legislated responsibilities of the MOE remain unchanged under this Program.

The Transfer of Review Program covers a limited number of water and sewage works with predictable environmental impacts. The types of works covered by the program depend on individual agreements between the MOE and a participating municipal authority. Typically, the types of Certificates of Approval issued under the Program include the following:

- watermains,
- water booster pumping stations,
- storm and sanitary sewers (except new stormwater outfalls),
- sewage pumping stations, and
- forcemains (except those pumping directly to a sewage treatment plant).

Some participating municipal authorities also include specific types of stormwater management works, which control stormwater quantity and/or provide basic quality control only (i.e., 60% total suspended solids removal). Details regarding the specific types of works and the participating municipal authorities currently under the Transfer of Review Program are listed in the attached Table A.

CC: EPW

Under the Transfer of Review Program, a designated participating municipal authority receives and reviews application and supporting documentation for a Certificate of Approval, prior to submission to the MOE for approval. The participating municipal authority retains the fees submitted with the Certificate of Approval application that would normally be paid to the MOE.

The participating municipal authority's role is to complete an administrative and technical review of the application information, attach a completed checklist, generate a letter of recommendation for approval for the consideration of the MOE Director, and produce a draft Certificate of Approval that will be submitted along with the application documentation to the MOE. The MOE then reviews all the application documentation and completes the process to issue the Certificate of Approval.

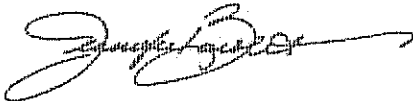
How to Join the Program

Municipalities interested in joining the Transfer of Review Program should send a letter of interest to the MOE. In a letter of interest please include the list of works that the municipal authority intends to review (i.e., watermains, storm sewers; etc.), an anticipated number of applications per year based on the municipality's growth plan, and the description of the engineering capability of municipal staff (staff name, position title and P.E.O. number).

The MOE will assess the municipality's engineering capability and, if found satisfactory, the municipality will be accepted into the Program by way of an acceptance letter from the MOE. The acceptance letter will outline the municipality's roles and responsibilities as described above together with a list of the types of works the municipality will be authorized to review under the Transfer of Review Program.

Should you require clarifications or wish to discuss joining the Transfer of Review Program, please contact Alice Verbaas at (416) 314-8341.

Yours sincerely,



Jennifer Barolet M.Eng., P.Eng.
Supervisor, Wastewater Approvals Unit
Director
s. 53, Ontario Water Resources Act
Certificate of Approval Review Section
Environmental Assessment and Approvals Branch

attachment

- c. District Manager, local MOE District Office
 - Doris Dumais, Director, Certificate of Approval Program
 - Karlene Chang, Supervisor, Application Processing Unit
 - Sherif Hegazy, Supervisor, Streamlined Review Unit
 - Alice Verbaas, Senior Program Support Coordinator, Program Services Section

Attachment – Table I

Participating Municipal Authorities and Types of Works Under the Transfer of Review Program

The types of works covered under the Transfer of Review Program are indicated in Table 1 below for each participating municipal partner.

Types of Works Reviewed

Type A - includes: watermains, water booster pumping stations, storm and sanitary sewers (except for new stormwater outfalls), sewage pumping stations and forcemains (except for those pumping directly to a sewage treatment plant) and some types of stormwater management works.

Type B - includes stormwater management works limited to works which control stormwater quantity and/or provide basic quality control only (i.e., 60% total suspended solids removal) and which discharge to either the existing stormwater management collection system, a stormwater management works, a ditch, a swale or a municipal drain. Stormwater management works which discharge to a ditch, swale or municipal drain that are included in the Transfer of Review Program also require clearance from the local Conservation Authority. Stormwater management works are excluded from the Transfer of Review Program if:

- the works discharge to a 'natural' receiving watercourse, stream, river or lake;
- effluent quality criteria and/or monitoring requirements are established;
- the works are proposed to be located on "industrial land" or to drain "industrial land", as defined by Ontario Regulation 525/98;
- the works relate to infiltration of the stored stormwater into the ground; and
- the works propose to collect/store and discharge stormwater containing substances or pollutants detrimental to the environment or human health.

Stormwater management works excluded from the Transfer of Review Program require submission of the Certificate of Approval application directly to the Environmental Assessment and Approvals Branch of the MOE for review and processing.

Type C - these upper-tier municipalities provide Transfer of Review services for their respective lower-tier municipalities

Type D - includes additional types of sewage works specified in an expanded Transfer of Review Program agreement.

MDWP&L: Some municipalities have been issued a Municipal Drinking Water Permit and Licence as indicated (MDWP&L). Consequently, Certificates of Approval are no longer required for these municipalities for watermains, minor modifications or equipment with emissions to the atmosphere that are part of a municipal water system which has been issued a Drinking Water Permit and Licence. By fall 2011 all municipalities will have been issued a Municipal Drinking Water Permit and Licence.

| Table I | | | | | |
|---|--------------------------------|----------|----------|----------|--|
| Participating Municipal Authorities and Types of Works under the Transfer of Review Program | | | | | |
| Municipal Authority Program Partner | Types of Works Reviewed | | | | Municipal Drinking Water Permit & Licence |
| | A | B | C | D | (MDWP&L) |
| The Corporation of the City of Barrie | x | x | | | x |
| The Corporation of the City of Brantford | x | | | | x |
| The Corporation of the Municipality of Chatham-Kent | x | | | | |
| The Regional Municipality of Durham | x | x | x | | x |
| City of Greater Sudbury | x | | | | x |
| The Corporation of the City of Guelph | x | | | | x |
| The Regional Municipality of Halton | x | | x | | x |
| City of Hamilton | x | | | | x |
| The Corporation of the City of Kingston | x | | | | x |
| The Corporation of the City of London | x | x | | | |
| The Corporation of the Town of Markham | x | x | | | x |
| The District Municipality of Muskoka | x | x | x | | |
| The Regional Municipality of Niagara | x | | | | x |
| The Corporation of Norfolk County | x | | | | x |
| The Corporation of the City of North Bay | x | x | | | |
| The Corporation of the City of Orillia | x | x | | | |
| City of Ottawa | x | | | | x |
| The Regional Municipality of Peel <i>(includes stormwater management works in City of Mississauga only)</i> | x | x | x | | x |
| Peterborough Utilities Services Inc. <i>(drinking water systems only)</i> | x | | | | |
| The Corporation of the Town of Richmond Hill | x | x | | | x |
| The Corporation of the City of Sault St. Marie <i>(sewage works)</i> | x | | | | |
| PUC Services Inc. (in Sault Ste. Marie) <i>(drinking water systems)</i> | x | | | | |
| The Corporation of the Township of St. Clair <i>(includes watermains and storm & sanitary sewers (no pumping stations))</i> | x | | | | |
| The Corporation of the City of Thunder Bay | x | | | | x |
| The Corporation of the City of Timmins | x | | | | |
| City of Toronto | x | x | | x | x |
| The Regional Municipality of Waterloo | x | | x | | |
| The Regional Municipality of York <i>(excludes works in the Town of Markham and the Town of Richmond Hill)</i> | x | x | x | | x |