

**ENVIRONMENTAL COMPLIANCE APPROVAL**

NUMBER 1885-CPKJ7Z  
Issue Date: March 14, 2023

Raymond James Sullivan  
745 Dianne Cres  
Fergus, Ontario  
N1M 3N5

Site Location: Lake Belwood Cottage  
69 Third Line Road  
Lot 9, Concession 4  
Belwood Lake  
Township of Centre Wellington, County of Wellington

*You have applied under section 20.2 of Part II.1 of the Environmental Protection Act, R.S.O. 1990, c. E. 19 (Environmental Protection Act) for approval of:*

establishment, use and operation of the Works for the storage of domestic sewage and disposal at a Ministry approved sewage disposal facility, rated at a maximum design daily sanitary sewage flow of 1,600 litres per day to service a proposed three (3) bedroom seasonal cottage, located at the above noted Site Location, and consisting of the following:

one (1) holding tank with a minimum storage capacity of approximately 11,200 litres, receiving sewage from the dwelling by gravity, complete with access risers to grade and vent, equipped with high-level float and audible/visual warning alarm system;

decommissioning of un-used Works;

including all other controls, electrical equipment, instrumentation, piping, valves and appurtenances essential for proper operation of the aforementioned Works.

all in accordance with supporting documentation submitted to the Ministry as listed in the **Schedule A** in this Approval.

*For the purpose of this environmental compliance approval, the following definitions apply:*

1. "Approval" means this entire document and any schedules attached to it, and the application;
2. "Director" means a person appointed by the Minister pursuant to section 5 of the EPA for the purposes of Part II.1 of the EPA;
3. "District Manager" means the District Manager of the Guelph District Office of the Ministry;
4. "EPA" means the *Environmental Protection Act*, R.S.O. 1990, c.E.19, as amended;
5. "Ministry" means the ministry of the government of Ontario responsible for the EPA and OWRA and includes all officials, employees or other persons acting on its behalf;
6. "OBC" means the Ontario Building Code, Ontario Regulation 332/12 (Building Code) as amended to January 1, 2015, made under the *Building Code Act*, 1992, S.O. 1992, c. 23;
7. "Owner" means Raymond James Sullivan, and includes their successors and assignees;
8. "OWRA" means the *Ontario Water Resources Act*, R.S.O. 1990, c.O40, as amended;
9. "Licensed Engineering Practitioner" means a person who holds a licence, limited licence or temporary licence under the *Professional Engineers Act*, R.S.O. 1990, c. P.28;
10. "Licensed Installer" means a person who is registered under the Building Code to construct, install, repair, service, clean or empty on-site sewage systems;
11. "Works" means the sewage works described in the Owner's application and this Approval.

*You are hereby notified that this environmental compliance approval is issued to you subject to the terms and conditions outlined below:*

## **TERMS AND CONDITIONS**

### **1. GENERAL PROVISIONS**

1. The Owner shall ensure that any person authorized to carry out work on or operate any aspect of the Works is notified of this Approval and the terms and conditions herein and shall take all reasonable measures to ensure any such person complies with the same.
2. The Owner shall design, construct, operate and maintain the Works in accordance with the conditions of this Approval.
3. Where there is a conflict between a provision of any document referred to in this Approval and the

conditions of this Approval, the conditions in this Approval shall take precedence.

## 2. EXPIRY OF APPROVAL

1. This Approval will cease to apply to those parts of the Works which have not been constructed within **five (5) years** of the issuance date of this Approval.

## 3. CHANGE OF OWNER

1. The Owner shall notify the District Manager and the Director, in writing, of any of the following changes within **thirty (30) days** of the change occurring:
  - a. change of address of the Owner;
  - b. change of Owner, including address of new owner;
  - c. change of partners where the Owner is or at any time becomes a partnership, and a copy of the most recent declaration filed under the *Business Names Act*, R.S.O. 1990, c. B17 shall be included in the notification to the District Manager;
  - d. change of name of the corporation where the Owner is or at any time becomes a corporation, and a copy of the most current information filed under the *Corporations Information Act*, R.S.O. 1990, c. C 39 shall be included in the notification to the District Manager;
2. In the event of any change in ownership of the Works, other than a change to a successor municipality, the Owner shall notify in writing the succeeding owner of the existence of this Approval, and a copy of such notice shall be forwarded to the District Manager and the Director.
3. The Owner shall ensure that all communications made pursuant to this condition refer to the number at the top of this environmental compliance approval.

## 4. CONSTRUCTION

1. The Owner shall ensure that the construction of the Works is supervised by a Licensed Installer or a Licensed Engineering Practitioner.
2. The Owner shall ensure that the Works are constructed such that minimum horizontal clearance distances as specified in the OBC are satisfied.
3. Upon construction of the Works, the Owner shall prepare a statement, certified by a Licensed Installer or a Licensed Engineering Practitioner that the Works are constructed in accordance with this Approval, and upon request, shall make the written statement available for inspection by Ministry staff and staff of the local municipality.

4. Upon construction of the Works, as-built drawing(s) showing the works “as constructed” shall be prepared by the Licensed Installer or Licensed Engineering Practitioner. The drawing(s) shall be kept up to date through revisions undertaken from time to time and a copy shall be retained at the Works for the operational life of the Works.

## 5. OPERATIONS, MAINTENANCE AND RECORDING

1. The Owner shall ensure that at all times, the Works and related equipment and appurtenances which are installed or used to achieve compliance with this Approval are properly operated and maintained.
2. The Owner shall ensure that only domestic wastewater is directed to the approved sewage holding tank.
3. The Owner shall make all necessary investigations, take all necessary steps and obtain all necessary approvals so as to ensure that the physical structure, siting and operations of the sewage Works do not constitute a safety or health hazard to the general public.
4. The Owner shall maintain and service the Works in such a manner that leaks and spills are prevented, and shall use best efforts to immediately identify and clean up all spills.
5. The Owner shall ensure that during the operating season, the holding tank is inspected on a weekly (once every week) basis.
6. The Owner shall have a valid agreement with a hauler who is in possession of an appropriate waste management system approval at all times during the operation of Works, and shall keep a copy of the valid agreement at the site.
7. In the event a leak or a spill is observed from any component of the holding tank, the Owner shall do the following:
  - a. immediately discontinue the discharge of sewage to the holding tank;
  - b. verbally report the incident forthwith to the Spills Action Centre (SAC) at (416) 325-3000 or 1-800-268-6060;
  - c. immediately verbally report the incident to the District Manager, followed by within **seven (7) days** of the leak, the spill or break-out, submit a written report to the District Manager;
  - d. ensure that during the time remedial actions are taking place the sewage generated at the site shall not be allowed to discharge to a surface water body or to the environment; and
  - e. ensure sewage generated at the site is safely collected and disposed off through a licensed

waste hauler to an approved waste disposal site.

8. The Owner shall maintain a logbook and keep the logbook at the site and make it available for inspection by the Ministry staff. The logbook shall include the following:
  - a. the results of Operation and Maintenance activities specified in the above sub-clauses;
  - b. the date, time and volume of the sewage pump out from the holding tank;
  - c. observances (including location) of any leaks and/or spills at or around any component of the Works, including recommendations for remedial action and the actions taken to mitigate the situation.
9. The Owner shall retain for a minimum of **five (5) years** from the date of their creation, all records and information related to or resulting from the Operation and Maintenance activities required by this Approval.

## 6. REPORTING

1. **One (1) week** prior to the start up of the operation of the Works, the Owner shall notify the District Manager (in writing) of the pending start up date of the Works.
2. In addition to the obligations under Part X of the EPA and O. Reg. 675/98 (Classification and Exemption of Spills and Reporting of Discharges) made under the EPA, the Owner shall, within **fifteen (15) days** of the occurrence of any reportable spill as provided in Part X of the EPA and O. Reg. 675/98, submit a full written report of the occurrence to the District Manager describing the cause and discovery of the spill, clean-up and recovery measures taken, preventative measures to be taken and a schedule of implementation.

## 7. DECOMMISSIONING OF UN-USED SEWAGE WORKS

1. The Owner shall properly abandon any portion of un-used existing sewage Works, as directed below, and upon completion of decommissioning report in writing to the District Manager:
  - a. any sewage pipes leading from building structures to unused sewage Works components shall be disconnected and capped;
  - b. any unused septic tanks, holding tanks and pump chambers shall be completely emptied of its content by a licensed hauler and either be removed, crushed and backfilled, or be filled with granular material;
  - c. if the area of the existing leaching bed is going to be used for the purposes of construction of a replacement bed or other structure, all distribution pipes and surrounding material must be removed by a licensed hauler and disposed off site at an approved waste disposal site; otherwise the existing leaching bed may be abandoned in place after disconnecting,

if there are no other plans to use the area for other purposes.

*The reasons for the imposition of these terms and conditions are as follows:*

1. Condition 1 is imposed to ensure that the Works are built and operated in the manner in which they were described for review and upon which approval was granted. This condition is also included to emphasize the precedence of Conditions in the Approval and the practice that the Approval is based on the most current document, if several conflicting documents are submitted for review. The condition also advises the Owners their responsibility to notify any person they authorized to carry out work pursuant to this Approval the existence of this Approval.
2. Condition 2 is included to ensure that, when the Works are constructed, the Works will meet the standards that apply at the time of construction to ensure the ongoing protection of the environment.
3. Condition 3 is included to ensure that the Ministry records are kept accurate and current with respect to the approved works and to ensure that subsequent owners of the Works are made aware of the Approval and continue to operate the Works in compliance with it.
4. Condition 4 is included to ensure that the Works are constructed, and may be operated and maintained such that the environment is protected and deterioration, loss, injury or damage to any person or property is prevented.
5. Condition 5 is included to require that the Works be properly operated, maintained, and equipped such that the environment is protected.
6. Condition 6 is included to ensure that the Ministry records are complete.
7. Condition 7 is included to ensure that any components of un-used Works are properly decommissioned.

## Schedule A

1. Application for Environmental Compliance Approval submitted by Raymond James Sullivan, received at the Ministry on October 27, 2022 for the proposed Class 5 holding tank, including design report, final plans and specifications.

In accordance with Section 139 of the *Environmental Protection Act*, you may by written notice served upon me, the Ontario Land Tribunal and in accordance with Section 47 of the *Environmental Bill of Rights*, 1993, the Minister of the Environment, Conservation and Parks, within 15 days after receipt of this notice, require a hearing by the Tribunal. The Minister of the Environment, Conservation and Parks will place notice of your appeal on the Environmental Registry. Section 142 of the *Environmental Protection Act* provides that the notice requiring the hearing ("the Hearing") shall state:

- a. The portions of the environmental compliance approval or each term or condition in the environmental compliance approval in respect of which the hearing is required, and;
- b. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

The Notice should also include:

1. The name of the appellant;
2. The address of the appellant;
3. The environmental compliance approval number;
4. The date of the environmental compliance approval;
5. The name of the Director, and;
6. The municipality or municipalities within which the project is to be engaged in.

And the Notice should be signed and dated by the appellant.

This Notice must be served upon:

Registrar\*  
Ontario Land Tribunal  
655 Bay Street, Suite 1500  
Toronto, Ontario  
M5G 1E5  
OLT.Registrar@ontario.ca

and

The Minister of the Environment,  
Conservation and Parks  
777 Bay Street, 5th Floor  
Toronto, Ontario  
M7A 2J3

and

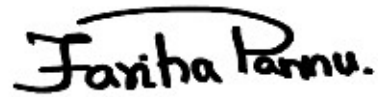
The Director appointed for the purposes of  
Part II.1 of the *Environmental Protection Act*  
Ministry of the Environment,  
Conservation and Parks  
135 St. Clair Avenue West, 1st Floor  
Toronto, Ontario  
M4V 1P5

\* Further information on the Ontario Land Tribunal's requirements for an appeal can be obtained directly from the Tribunal at: Tel: (416) 212-6349 or 1 (866) 448-2248, or [www.olt.gov.on.ca](http://www.olt.gov.on.ca)

This instrument is subject to Section 38 of the *Environmental Bill of Rights*, 1993, that allows residents of Ontario to seek leave to appeal the decision on this instrument. Residents of Ontario may seek leave to appeal within 15 days from the date this decision is placed on the Environmental Registry. By accessing the Environmental Registry at <https://ero.ontario.ca/>, you can determine when the leave to appeal period ends.

The above noted activity is approved under s.20.3 of Part II.1 of the *Environmental Protection Act*.

DATED AT TORONTO this 14th day of March, 2023



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Fariha Pannu, P.Eng.

Director

appointed for the purposes of Part II.1 of the  
*Environmental Protection Act*

MS/

c: District Manager, MECP Guelph District Office  
John Duffy, Van Harten Surveying Inc.