

ENVIRONMENTAL COMPLIANCE APPROVAL

NUMBER 6991-CZDKGS
Issue Date: February 8, 2024

Koinonia Christian Fellowship Inc.
850 Sawmill Rd
Bloomingdale, Ontario
N0B 1K0

Site Location: Koinonia Christian Fellowship
850 Sawmill Rd
Township of Woolwich, Regional Municipality of
Waterloo, Ontario
N0B 1K0

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:

the usage and operation of existing subsurface sewage disposal Works for the treatment of sanitary sewage and subsurface disposal of treated effluent from a church and school complex at the above site location, rated at a Maximum Daily Flow of **9,000 litres per day**, consisting of the following:

Septic Tanks

- one (1) existing two-compartment 9,450 litre septic tank (Septic Tank #1), located immediately southwest of the main building near the intersection of Sawmill Road and St Charles Street West, complete with an OBC approved effluent filter, discharging by gravity to an existing septic tank as described below;
- one (1) existing two-compartment 6,890 litre septic tank (Septic Tank #2), located at the parking area near the front entrance from Sawmill Road, and an effluent pump, discharging via a forcemain to an existing septic tank as described below;
- one (1) existing two-compartment 22,700 litre septic tank (Septic Tank #3), located along the main building near the east end of the front entrance parking area, complete with an OBC approved effluent filter, and two (2) alternating effluent pumps, discharging via a forcemain to an existing intermittent sand filter as described below;

Intermittent Sand Filter

Q_{MAX} = 9,000 litres per day

- one (1) existing intermittent sand filter, located immediately north of the playground, having an area of 7.6 metres by 12.2 metres, complete with twelve (12) 11.9 metre long laterals split into four (4) cells of three (3) laterals each discharging by gravity to an existing pump chamber as described below;

Pump Chamber

- one (1) existing 750 millimetre diameter pump chamber, located immediately north of the intermittent sand filter, equipped with two (2) alternating submersible pumps, liquid level control and a high level alarm, discharging via a forcemain to an existing shallow buried trench disposal bed as described below;

Shallow Buried Trench Disposal Bed

Q_{MAX} = 9,000 litres per day

- one (1) existing shallow buried trench disposal bed, located immediately north of the pump chamber, consisting of 120 metres of distribution pipe runs split into four (4) cells each with two (1) 15.0 metre long laterals and a total of four (4) inspection chambers;

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

all in accordance with the submitted supporting documents listed in **Schedule A**.

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

1. "Annual Average Effluent Concentration" is the mean of all Single Sample Results of the concentration of a contaminant in the final effluent sampled or measured during a calendar year;
2. "Approval" means this entire document and any schedules attached to it, and the application;
3. "CBOD₅" means five day carbonaceous (nitrification inhibited) biochemical oxygen demand measured in an unfiltered sample;
4. "Director" means a person appointed by the Minister pursuant to Section 5 of the EPA for the purposes of Part II.I of the EPA;
5. "District Manager" means the District Manager of the Guelph District Office;
6. "EPA" means the Environmental Protection Act, R.S.O. 1990, c.E.19, as amended;
7. "Grab Sample" or "Grab" means an individual sample of at least 1000 millilitres collected in an appropriate container at a randomly selected time over a period of time not exceeding 15 minutes;
8. "Maximum Daily Flow" means the largest volume of flow to be received during a one-day period for

which the Works is designed to handle;

9. "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;
10. "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;
11. "Owner" means Koinonia Christian Fellowship Inc. and its successors and assignees;
12. "OWRA" means the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40, as amended;
13. "Single Sample Result" means the test result of a parameter in the effluent discharged on any day, as measured by a probe, analyzer or in a composite or grab sample, as required;
14. "Works" means the approved sewage works.

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. 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 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;

- d. change of name of the corporation and a copy of the most current information filed under the *Corporations Informations Act* , R.S.O. 1990, c. C39 shall be included in the notification.

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 of this Approval.

3. RECORD DRAWINGS

1. A set of record drawings of the Works shall be kept up to date through revisions undertaken from time to time and a copy shall be readily accessible for reference at the Works.

4. EFFLUENT OBJECTIVES

1. The Owner shall design and undertake everything practicable to operate the Works in accordance with the final effluent parameters design objectives listed in the Effluent Objectives Table included in **Schedule B**.
2. For the purposes of subsection 1, the annual average concentrations of CBOD₅ and TSS named in Column 1 of Effluent Objectives Table listed in **Schedule B** should be compared to the corresponding concentration set out in Column 3 of Effluent Objectives Table listed in **Schedule B**.

5. EFFLUENT LIMITS

1. The Owner shall design, construct, operate and maintain the Works such that the concentrations of the materials named as effluent parameters listed in the Effluent Limits Table in **Schedule B** are not exceeded in the effluent from the Works.
2. For the purposes of determining compliance with and enforcing subsection 1, the annual average concentrations of CBOD₅ & TSS named in Column 1 of the Effluent Limits Table listed in **Schedule B** shall not exceed the corresponding maximum concentration set out in Column 3 of the Effluent Limits Table listed in **Schedule B**.
3. In the event that the effluent limit listed in the Effluent Limits Table in **Schedule B** for any parameter is exceeded, the Owner shall:
 - a. report to the District Manager orally **as soon as possible**, and in writing within **seven (7)**

days of non-compliance.

- b. apply for an amendment to this Approval for installation of a new OBC Level IV treatment unit to be connected to the shallow buried trench, in accordance with the requirements and timeline specified by the District Manager.

6. OPERATIONS AND MAINTENANCE

1. The Owner shall ensure that, at all times, the Works and the related equipment and appurtenances used to achieve compliance with this Approval are properly operated and maintained. Proper operation and maintenance shall include effective performance, adequate funding, adequate staffing and training, including training in all procedures and other requirements of this Approval and the OWRA and regulations, adequate laboratory facilities, process controls and alarms and the use of process chemicals and other substances used in the Works.
2. The Owner shall prepare an operations manual within **six (6) months** of the issuance of the Approval, that includes, but not necessarily limited to, the following information:
 - a. operating procedures for routine operation of all the Works;
 - b. inspection programs, including frequency of inspection, for all the Works and the methods or tests employed to detect when maintenance is necessary;
 - c. repair and maintenance programs, including the frequency of repair and maintenance for all the Works; copies of maintenance contracts for any routine inspections and pump-outs should be included for all the tanks and treatment units;
 - d. procedures for the inspection and calibration of monitoring equipment;
 - e. a spill prevention control and countermeasures plan, consisting of contingency plans and procedures for dealing with equipment breakdowns, potential spills and any other abnormal situations, including notification of the Spills Action Centre (SAC) and District Manager; and
 - f. procedures for receiving, responding and recording public complaints, including recording any follow-up actions taken.
3. The Owner shall maintain an up to date operations manual and make the manual readily accessible for reference at the Works for the operational life of the Works. Upon request, the Owner shall make the manual available to Ministry staff.
4. The Owner shall, upon completion of construction, prepare and make available for inspection by Ministry staff, a maintenance agreement with the manufacturer for the intermittent sand filter or its authorized agent. The maintenance agreement must be retained at the site and kept current for

the operational life of the Works.

5. The Owner shall ensure that all septic tanks are pumped out every 3-5 years or when the tank is 1/3 full of solids and the effluent filters are cleaned out at minimum once a year or more often if required.
6. The Owner shall ensure that grass-cutting is maintained regularly over the subsurface disposal bed(s), and that adequate steps are taken to ensure that the area of the underground Works is protected from vehicle traffic.
7. The Owner shall visually inspect the general area where Works are located for break-out once every month during the operating season.
8. In the event a break-out is observed from a subsurface disposal bed, the Owner shall do the following:
 - a. sewage discharge to that subsurface disposal system shall be discontinued;
 - b. the incident shall be **immediately** reported verbally to the Spills Action Centre (SAC) at (416) 325-3000 or 1-800-268-6060;
 - c. submit a written report to the District Manager within **one (1) week** of the break-out;
 - d. access to the break-out area shall be restricted until remedial actions are complete;
 - e. during the time remedial actions are taking place the sewage generated at the site shall not be allowed to discharge to the environment; and
 - f. sewage generated at the site shall be safely collected and disposed of through a licensed waste hauler to an approved sewage disposal site.
9. The Owner shall employ for the overall operation of the Works a person who possesses the level of training and experience sufficient to allow safe and environmentally sound operation of the Works.
10. 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 operations and maintenance activities required by this Approval.

7. MONITORING AND RECORDING

The Owner shall, upon commencement of operation of the Works, carry out the following monitoring program:

1. All samples and measurements taken for the purpose of this Approval are to be taken at a time

and in a location characteristic of the quality and quantity of the effluent stream over the time period being monitored.

2. Samples shall be collected at the sampling point(s), at the sampling frequencies and using the sample type specified for each parameter listed in the Effluent Monitoring Table included in **Schedule B**.
3. The measurement frequencies specified in **Schedule B** in respect to any parameter may, after **twenty-four (24) months** of monitoring in accordance with this condition, be modified by the Director in writing.
4. The Owner shall ensure that the flow of treated effluent discharged into the subsurface disposal bed does not exceed **9,000 litres per day**.
5. The Owner shall employ measurement devices to accurately measure quantity of effluent being discharged to the subsurface disposal bed, including but not limited to water/wastewater flow meters, event counters, running time clocks, or electronically controlled dosing, and shall record the daily volume of effluent being discharged to the subsurface disposal bed.
6. The Owner shall perform calculations of the monthly average flow within **five (5) business days** following the end of the previous month based on measurements in accordance with subsection 5.
7. In the event that the monthly average flow exceeds **6,300 litres per day** for two (2) months within any consecutive six (6)-month period, the Owner shall:
 - a. report the exceedance to the District Manager orally **as soon as possible**, and in writing within **seven (7) days** of the discovery of the exceedance; and
 - b. apply for an amendment to this Approval for the expansion or replacement of the onsite sewage treatment and disposal system supported by a full hydrogeological assessment and other materials deemed necessary, as directed by the District Manager.
8. The methods and protocols for sampling, analysis and recording shall conform, in order of precedence, to the methods and protocols specified in the following documents and all analysis shall be conducted by a laboratory accredited to the ISO/IEC:17025 standard or as directed by the District Manager:
 - a. the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only), as amended from time to time by more recently published editions;
 - b. the Ministry's publication "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater Version 2.0" (January 2016), PIBS 2724e02, as

amended; and

- c. the publication "Standard Methods for the Examination of Water and Wastewater" (21st edition), as amended from time to time by more recently published editions.
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 monitoring activities required by this Approval.

8. REPORTING

1. 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.
2. The Owner shall, upon request, make all manuals, plans, records, data, procedures and supporting documentation available to Ministry staff.
3. The Owner shall prepare performance reports on a calendar year basis and submit to the District Manager in an electronic format by **March 31** of the calendar year following the period being reported upon. The first such report shall cover the first annual period following the issuance of this Approval and subsequent reports shall cover successive annual periods following thereafter. The reports shall contain, but shall not be limited to, the following information:
 - a. a summary and description of efforts made and results achieved in meeting the effluent objectives specified in Condition 4;
 - b. a summary and interpretation of all monitoring data and a comparison to the effluent limits specified in Condition 5 including an overview of the success and adequacy of the Works, and a contingency plan in the event of non-compliance with the effluent limits.
 - c. a review and assessment of the performance of the Works, including all treatment units and subsurface disposal bed;
 - d. a description of any operating problems encountered and corrective actions taken at all Works located at the property;
 - e. a record of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of all Works located at the property including but not limited to: records of maintenance inspections for the treatment system, records of septic tank effluent filters cleaning, records of septic tank pump-outs, records of sludge pump-outs accumulated from the treatment system, records of visual inspections of all

subsurface disposal systems;

- f. a summary of any effluent quality assurance or control measures undertaken in the reporting period;
- g. a summary and interpretation of all daily flow data and results achieved in not exceeding the Maximum Daily Flow (9,000 litres per day as described in subsection 4 of Condition 7) and the flow threshold (6,300 litres per day as described in subsection 7 of Condition 7) discharged into the subsurface disposal system;
- h. a summary of any complaints received during the reporting period and any steps taken to address the complaints;
- i. a summary of all spill or abnormal discharge events;
- j. any other information the District Manager requires from time to time.

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 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.
3. Condition 3 regarding record drawings is included to ensure that record drawings of the Works "as constructed" are updated and maintained for future references.
4. Condition 4 is imposed to establish non-enforceable effluent quality objectives which the Owner is obligated to use best efforts to strive towards on an ongoing basis. These objectives are to be used as a mechanism to trigger corrective action proactively and voluntarily before environmental impairment occurs.
5. Condition 5 is imposed to ensure that the effluent discharged from the Works to the groundwater meets the Ministry's effluent quality requirements thus minimizing environmental impact on the receiver.
6. Condition 6 is included to require that the Works be properly operated, maintained, and equipped such that the environment is protected. As well, the inclusion of an operations manual, maintenance

agreement with the manufacturer for the treatment process/technology and a complete set of "as constructed" drawings governing all significant areas of operation, maintenance and repair is prepared, implemented and kept up-to-date by the owner and made available to the Ministry. Such information is an integral part of the operation of the Works. Its compilation and use should assist the Owner in staff training, in proper plant operation and in identifying and planning for contingencies during possible abnormal conditions. The manual will also act as a benchmark for Ministry staff when reviewing the Owner's operation of the Works.

7. Condition 7 is included to enable the Owner to evaluate and demonstrate the performance of the Works, on a continual basis, so that the Works are properly operated and maintained at a level which is consistent with the design objectives specified in the Approval and that the Works does not cause any impairment to the receiving watercourse.
8. Condition 8 is included to provide a performance record for future references, to ensure that the Ministry is made aware of problems as they arise, and to provide a compliance record for all the terms and conditions outlined in this Approval, so that the Ministry can work with the Owner in resolving any problems in a timely manner.

Schedule A

1. Environmental Compliance Approval Application for Municipal and Private Sewage Works submitted by Koinonia Christian Fellowship Inc., dated February 9, 2023 and received on February 17, 2023, including the design report, final plans, specifications and all other supporting documentation.

Schedule B

Effluent Objectives Table

Final Effluent Parameter	Averaging Calculator	Concentration Objective (milligrams per litre)
CBOD5	Annual Average Effluent Concentration	10
Total Suspended Solids	Annual Average Effluent Concentration	10

Effluent Limits Table

Final Effluent Parameter	Averaging Calculator	Concentration Limit (milligrams per litre)
CBOD5	Annual Average Effluent Concentration	20
Total Suspended Solids	Annual Average Effluent Concentration	20

Effluent Monitoring Table

- Samples collected from the pump chamber downstream of the intermittent sand filter

Parameters	Sample Type	Minimum Frequency
CBOD5	Grab	Monthly*
Total Suspended Solids	Grab	Monthly*

Note* Sampling frequency may be modified after twenty-four (24) months of monitoring per subsection 3 of Condition 7.

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

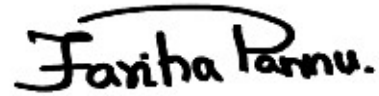
The Director appointed for the purposes of
Part II.1 of the *Environmental Protection Act*
Ministry of the Environment,
Conservation and Parks
135 St. Clair Avenue West, 1st Floor
Toronto, Ontario
M4V 1P5

*** 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**

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 8th day of February, 2024

A handwritten signature in black ink that reads "Fariha Pannu." The signature is written in a cursive style with a large, sweeping initial 'F'.

Fariha Pannu, P.Eng.

Director

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

SW/

c: District Manager, MECP Guelph District Office
Morgan Crane, P.Eng., MTE Consultants Inc.