Memorandum to the Council of

Corporation of the Municipality of Temagami

Subject: CLI-ECA O&M Manual – Sanitary Collection System

Memo No: 2025-M-124

Date: May 8, 2025

Attachment: Appendix A - Consolidated O&M Manual for the Temagami Sanitary Collection System

Prepared By: Laala Jahanshahloo – CAO/ Treasurer

Recommendation

BE IT RESOLVED THAT Council receives Memo 2025-M-124 as presented, including Appendix A, which is hereby adopted as forming part of this report;

AND FURTHER BE IT RESOLVED THAT Council approves the Temagami CLI-ECA Sanitary Collection System Operations and Maintenance Manual, as submitted by the Ontario Clean Water Agency (OCWA), in accordance with Environmental Compliance Approval No. 201-W601 issued by the Ministry of the Environment, Conservation and Parks (MECP).

AND FURTHER BE IT RESOLVED THAT Staff be authorized to proceed with remaining compliance steps, including submission to the MECP Director.

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1. Executive Summary

The *Temagami Consolidated Sanitary Collection System Operations and Maintenance (O&M) Manual* has been prepared by the Ontario Clean Water Agency (OCWA) to fulfill the Municipality's regulatory obligations under Environmental Compliance Approval (ECA) No. 201-W601, issued through the Ministry of the Environment, Conservation and Parks (MECP) under the Consolidated Linear Infrastructure (CLI-ECA) framework.

This manual is a mandatory deliverable and serves as the Municipality's authoritative operational reference for its sewage collection system. It covers all essential operations, emergency procedures, and reporting requirements related to the Temagami North and South systems and ensures ongoing compliance, operational consistency, and emergency preparedness.

The purpose of this report is to obtain Council's formal approval of the completed O&M Manual and to authorize Staff to undertake the remaining administrative steps required to finalize the Municipality's compliance under ECA No. 201-W601.

2. Background and Legislative Context

In 2023, the Ministry of the Environment, Conservation and Parks (MECP) issued CLI-ECA No. 201-W601 to the Municipality of Temagami, requiring a complete and current Operations and

Maintenance Manual for the sanitary collection system. The CLI-ECA replaces individual sitespecific approvals with a single compliance framework and is governed by the:

- Environmental Protection Act (EPA)
- Ontario Water Resources Act (OWRA)
- Safe Drinking Water Act (SDWA)
- Canadian Environmental Protection Act (CEPA)
- Fisheries Act (Canada)
- Wastewater Systems Effluent Regulations (WSER)
- Ontario Reg. 208/19

The Municipality retained OCWA as the Operating Authority to develop this manual. The CAO/Treasurer reviewed and provided detailed input to ensure the document addressed compliance gaps and site-specific needs. The finalized manual was submitted on April 17, 2025.

3. Summary of Report Contents

The manual consolidates all regulatory and operational elements for the Temagami sanitary collection system, including:

- Standard Operating Procedures (SOPs) for Cedar Avenue, Spruce Drive, and Temagami
 Shores Sewage Pumping Stations
- **Preventative Maintenance schedules**, calibration and alarm testing documentation
- **Spill contingency planning** and integration of the Significant Drinking Water Threat Assessment (SDWTA)
- Community complaint and emergency response protocols
- Annual performance reporting structure, meeting Schedule D of ECA 201-W601
- Regulatory references to provincial and federal legislation
- **GIS mapping** pending final submission by municipal staff

This manual is also linked to the annual wastewater performance report prepared by OCWA and forms a core compliance document for system audits, inspections, and operator reference.

4. Analysis and Compliance Considerations

The Operations and Maintenance Manual is a legal requirement under Condition 10.1 of Schedule D of ECA 201-W601. It ensures operational consistency, supports emergency readiness, and provides the basis for annual performance evaluations. Its approval and implementation are necessary to maintain full CLI-ECA compliance.

5.Conclusion

Council approval of the Operations and Maintenance Manual is a critical regulatory milestone under the Municipality's CLI-ECA. With this approval, the Municipality can ensure that all sewage collection operations are fully documented, compliant with MECP expectations, and properly supported by standardized procedures and emergency response protocols. This report also provides the authority for Staff to complete the remaining compliance steps, including mapping submission and formal communication with the MECP Director.

OPERATIONS MANUAL

Temagami

Sewage Collection System



Ontario Clean Water Agency Agence Ontarienne Des Eaux

Prepared by the Ontario Clean Water Agency

Date: February 17, 2025





Table of Contents

1. Review Sheet

2. Introduction

- **Regulatory References**
- System Performance and Annual Reporting
- Environmental Compliance Approval(s) (ECA) •

3. Facility Operations

- a) PS1 Cedar Avenue SPS
- b) PS2 Spruce Drive SPS
- c) PS3 Tem Shores Resort SPS
- All Sections (a-c) contain the following documents:
 - Method of Operations
 - **Equipment Operations**
 - Equipment/Asset List
 - Schematic /Drawings •

4. Inspection & Maintenance

All Sections (a-c) contain the following documents:

- Preventative Maintenance •
- b) PS2 Spruce Drive SPS c) PS3 – Tem Shores Resort SPS

a) PS1 – Cedar Avenue SPS

- 1. SOP Linear Systems Preventative Maintenance
- 2. SOP Infrastructure Maintenance, Rehabilitation and Renewal (work these into Maintenance SOP)
- 3. SOP Calibration Frequencies (work these into Maintenance SOP)
- 4. SOP Equipment Calibration & Maintenance
- 5. SOP Maintenance Hole Inspection and Maintenance
- 6. SOP Grinder Pump Replacement
- 7. Form Maintenance Hole Inspection Checklist
- 8. Form General Inspection and Maintenance Checklist
- 9. Form Instrumentation Calibration/Maintenance Report

5. Equipment Failure - Environmental Emergency Procedures (EEP)

- 1. Sewage Pump Failure
- 2. Sewage Pump Inlet Blockage
- 3. Sewage Pump Seal Failure
- 4. Check Valve Failure
- 5. Standby Generator Failure
- 6. Control System Failure

- 1. EEP Force Main Break
- 3. EEP Sewage Overflows and Bypasses
- 4. Ministry's Spill Reporting Requirements
- 5. Environmental Incident Report
- 6. Source Water Protection/Significant Drinking Water Threat Assessment Report
- Contingency Plan CP-01 Spill Response (refer to Drinking Water System FEP Manual) •
- Emergency Contact List (refer to Drinking Water System FEP Manual)

7. Complaints

- **EEP Community Complaints**
- **Community Complaint Form**

6. Spills

- 2. EEP Reporting Spills and Other Discharges

Introduction

Temagami

Sewage Collection System



Ontario Clean Water Agency Agence Ontarienne Des Eaux

Prepared by the Ontario Clean Water Agency

Date: February 17, 2025





Regulatory References

The Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA) process in Ontario is governed by several key laws and regulations:

Environmental Protection Act (EPA)

The Environmental Protection Act (EPA) is the primary legislation governing environmental protection in Ontario. It provides the framework for preventing, reducing, and eliminating pollution to protect the environment and human health.

Key provisions include:

Part II: General Provisions

Section 9: Approval of plant or production process - This section requires approval for any plant or production process that may discharge contaminants into the environment.

Part V: Waste Management

- Section 27: Waste management systems This section outlines the requirements for the establishment and operation of waste management systems, which include sewage works.
- Section 28: Waste management programs This section details the requirements for waste management programs, ensuring they meet environmental standards.
- Section 29: Waste management approvals This section specifies the need for approvals for waste management systems, including sewage works.

Part VI: Spills

- Section 91: Duty to report spills This section mandates the reporting of any spills that may cause adverse effects on the environment.
- Section 92: Duty to clean up spills This section requires the responsible party to clean up any spills to mitigate environmental damage.
- Section 93: Orders regarding spills This section allows for orders to be issued to manage and remediate spills.
- These sections collectively ensure that the CLI ECA process adheres to stringent environmental protection standards, covering the approval, management, and remediation of sewage works and related infrastructure

Ontario Water Resources Act (OWRA)

The Ontario Water Resources Act (OWRA) focuses on the protection and management of Ontario's water resources. Section 53 of the OWRA is particularly relevant to the CLI ECA process as it requires approval for the establishment, alteration, extension, or replacement of sewage works. This ensures that sewage systems are designed and operated in a manner that protects water quality.



Regulatory References

Fisheries Act – Wastewater System Effluent Regulation (WSER)

The Wastewater Systems Effluent Regulations (WSER) were established under the Fisheries Act to protect fish and their habitats from the harmful effects of wastewater effluents. These regulations set national standards for the quality of effluent discharged from wastewater systems, aiming to reduce the levels of deleterious substances that can harm aquatic ecosystems.

Both WSER and CLI ECA aim to protect water quality and aquatic ecosystems. While WSER sets the effluent quality standards, CLI ECA ensures that municipal infrastructure projects comply with these standards and other environmental requirements.

Key aspects of the WSER include:

- **Effluent Quality Standards**: The regulations specify achievable national standards for effluent quality, which are typically met through secondary treatment or equivalent processes.
- **Monitoring and Reporting**: Owners and operators of wastewater systems are required to monitor their effluent quality and report data to ensure compliance with the regulations.
- **Protection of Fish Habitats**: The regulations aim to minimize the impact of wastewater effluents on fish and their habitats, aligning with the broader goals of the Fisheries Act.

Ontario Regulation 208/19

Ontario Regulation 208/19 under the EPA specifies the conditions under which prescribed persons can alter, extend, enlarge, or replace sewage works.

Key points include:

- **Prescribed Persons**: Individuals or entities who can make changes to sewage works under an agreement with a municipality, as defined by the Planning Act or the Development Charges Act.
- **Conditions**: The regulation outlines specific conditions that must be met for these activities, such as ensuring that ownership of the sewage works can be transferred to a municipality or a related entity.

Planning Act and Development Charges Act

These acts are crucial for municipal planning and development:

- **Planning Act**: This act sets out the ground rules for land use planning in Ontario, including the preparation of official plans, zoning bylaws, and the subdivision of land. It ensures that planning processes are fair, open, and efficient3.
- **Development Charges Act**: This act allows municipalities to levy charges on new developments to fund the infrastructure needed to support growth, such as sewage and water systems.



System Performance & Reporting

An annual review of the Operations and Maintenance Plan will be conducted to:

- Ensure the system's performance is meeting the design requirements and needs of the municipality
- Ensure Inspection frequencies and processes are adequate, and being documented as per this manual.
- Ensure Maintenance Activities are being completed, and documented as per this manual.

Annual Reporting Process

In order to facilitate maintenance, CLI ECA 201-W601 requires the submission of an annual performance report. The report should provide the following information annually:

- A summary of all monitoring data required, along with an interpretation of the data and recommendations for need for future modifications to the system.
- A summary of operational issues encountered and the corrective actions taken to resolve them.
- A summary of all calibration, maintenance, and repairs carried out on major structures, equipment, or other mechanisms forming part of the collection system.
- A summary of complaints received during the reporting period, and steps taken to address the complaints.
- A summary of alterations to the system (including those that pose a significant risk to drinking water.
- A summary of collection system overflows and Spills.
- A summary of efforts made to reduce collection system overflows, spills, STP overflows, and/or STP Bypasses.



Legal Instrument Notes

Any associated ECAs are located in OCWA's public drive.



ENVIRONMENTAL COMPLIANCE APPROVAL For a Municipal Sewage Collection System

ECA Number: 201-W601 Issue Number: 1

Pursuant to the *Environmental Protection Act*, R.S.O 1990, c. E. 19 (EPA), and the regulations made thereunder and subject to the limitations thereof, this environmental compliance approval is issued under section 20.3 of Part II.1 of the EPA to:

Temagami, The Corporation of the Municipality of

7 Lakeshore Dr P.O. Box 220 Temagami, ON P0H 2H0

For the following Sewage Works:

Temagami Sewage Collection System

This Environmental Compliance Approval (ECA) includes the following:

Schedule

Description

- Schedule A System Information
- Schedule B Municipal Sewage Collection System Description
- Schedule C List of Notices of Amendment to this ECA: Additional Approved Works
- Schedule D General
- Schedule E Operating Conditions
- Schedule F Residue Management

All prior ECAs, or portions thereof, issued by the Director for Sewage Works described in section 1 of Schedule B are revoked and replaced by this Approval.

DATED at TORONTO this 16th day of May, 2023

Signature

J. Ahmed

Aziz Ahmed, P.Eng. Director, Part II.1, *Environmental Protection Act*

Schedule A: System Information

System Owner	Temagami, The Corporation of the Municipality of
ECA Number	201-W601
System Name	Temagami Sewage Collection System
ECA Issue Date	May 16th, 2023

1.0 ECA Information and Mandatory Review Date

ECA Issue Date	May 16th, 2023
Application for ECA Review Due Date	April 15, 2029

1.1 Pursuant to section 20.12 of the EPA, the Owner shall submit an application for review of the Approval no later than the Application for ECA Review Date indicated above.

2.0 Related Documents

2.1 STPs, Satellite Treatment Facilities, and Pumping Stations connected to the Authorized System that are not part of the Authorized System:

System/Facility Name	Wastewater System Number	Location	ECA Number	Issue Date
Temagami South Lagoon	N/A	22 Jack Guppy Way	3-1567-98-006	N/A
Temagami North Lagoon	120000783	1636- BMMLKY	1636- BMMLKY	April 30, 2020

2.2 Other Documents

Document Title	Version
Design Criteria for Sanitary Sewers, Storm Sewers, and Forcemains for Alterations Authorized under Environmental Compliance Approval	v.1.2 (Jan 23, 2023)

3.0 Asset Management Plan

Document Title	Version
Asset Management Plan	v.1 (2013)

4.0 Pollution Prevention and Control Plan (if applicable)

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Document Title	Version

N/A

5.0 Operating Authority

System	Operating Authority
Temagami Lagoons	Ontario Clean Water Agency

Schedule B: Municipal Sewage Collection System Description

System Owner	Temagami, The Corporation of the Municipality of
ECA Number	201-W601
System Name	Temagami Sewage Collection System
ECA Issue Date	May 16th, 2023

1.0 System Description

1.1 The following is a summary description of the Sewage Works comprising the Municipal Sewage Collection System:

Overview

The Temagami Lagoons consists of works for the collection and transmission of sewage, consisting of 12.1 km of truck sewers, two pumping station (north) and forcemains with discharge into Net Lake (north) and Snake Lake (South)

Sewage Collection System

- 1.2 The Authorized System comprises:
 - 1.2.1 The Sewage Works described and depicted in each document or file identified in column 1 of Table B1.

Table B1: Infrastructure Map	
Column 1 Document or File Name	Column 2 Date
Tem North – Sanitary Lines	Not dated
Tem South – Sanitary Lines	Not dated

- 1.2.2 Sewers, forcemains, pumping stations and other Sewage Works that have been added, modified, replaced, or extended through authorization provided in a Schedule C Notice respecting this Approval, where Completion occurs on or after the date identified in column 2 of Table B1 for each document or file identified in column 1.
- 1.2.3 Sewers, forcemains, pumping stations and other Sewage Works that have been added, modified, replaced, or extended through authorization provided in Schedule D of this Approval, where

Completion occurs on or after the date identified in column 2 of Table B1 for each document or file identified in column 1.

1.2.4 Any Sewage Works described in conditions 1.3, through 1.7 below.

Sewage Pumping Stations

1.3 The following are Sewage pumping stations in the Authorized System:

Cedar Sewage Pump Station No. 1

Asset ID and Name	Cedar Sewage Pump Station No. 1
Site Location	Cedar Avenue
Latitude and Longitude	N/A
Coordinates (optional)	N/A
Description	One Sewage pumping station located beside the Temagami North Water Treatment Plant of Cedar Avenue consisting of three new 5.5 hp sewage pumps
Pumping Station Capacity	N/A
Equipment	3 pumps (2 duty, 1 standby) each rated at 22.2 L/sec @ 10.0 TDH
Emergency Storage	N/A
Equipment: Associated controls and Appurtenances	N/A
Sewage Pumping Station – Collection System Overflow	N/A
Receiving Stations (if applicable)	N/A
Odour Control Units	N/A
Standby Power	N/A
Notes	1636-BMMLKY Discharge to Lagoon #1

Spruce Driave Pumping Station

Asset ID and Name	Spruce Sewage Pump Station No. 2
Site Location	Spruce Drive
Latitude and Longitude	N/A
Coordinates (optional)	N/A
Description	One Sewage pumping station servicing the trailer park and Spruce Drive consisting of two submersible sewage pumps
Pumping Station Capacity	N/A
Equipment	2 pumps (1 duty, 1 standby) each rated at 6.3 L/sec
Emergency Storage	N/A
Equipment: Associated controls and Appurtenances	N/A
Sewage Pumping Station – Collection System Overflow	N/A
Receiving Stations (if applicable)	N/A
Odor Control Units	N/A
Standby Power	N/A
Notes	1636-BMMLKY Discharge to Sewage Collection system flowing to the Cedar Avenue Pump Station

Combined Sewage Pumping Stations

Asset ID and Name	
Site Location	
Latitude and Longitude	
Coordinates (optional)	
Description	
Pumping Station Capacity	
Equipment	N/A
Emergency Storage	
Equipment: Associated	
controls and Appurtenances	
Sewage Pumping Station –	
Collection System Overflow	
Receiving Stations	
(if applicable)	
Odor Control Units	
Standby Power	
Notes	

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Real-Time Control

1.4 The following are identified Real-Time Control Systems in the Authorized System:

Description	
Process Equipment/System	
Elements	
Flow Measurement	N/A
Locations	
Level Measurement	
Locations	
Other Instrumentation and	
Controls	

Combined Sewage Structures

1.5 The following are regulators and combined Sewage storage structures in the Authorized System:

Table B2: Identified Combined Sewer Overflow Regulators			
Column 1	Column 2	Column 3	Column 4
Asset ID/Name	Site Location	Regulator Capacity	Overflow Location
	(Latitude & Longitude)	(m³/s)	(Latitude & Longitude)
	N/A		

Table B3: Identified Combined Sewage Storage Tanks and Storage Structures			
Column 1	Column 2	Column 3	Column 4
Asset ID/Name	Site Location	Regulator Capacity	Overflow Location
	(Latitude & Longitude)	(m³/s)	(Latitude & Longitude)
		N/A	

Collection System Overflow Points

1.6 The following are Collection System Overflow points in the Authorized System:

Table B4:	Identified Combined Sewe	er Overflow Points inc	luding Pumping Stations
Column 1	Column 2	Column 3	Column 4
Asset ID /	Regulator or Combined	Overflow Location	Point of Entry to Receiver
Name	Sewer Storage Asset ID	(Latitude & Longitude)	(Latitude and Longitude)
	I	N/A	

Table B5	Table B5: Identified Sanitary Sewer Overflow Points including Pumping Stations		
Column 1 Asset ID	Column 2 Asset Name	Column 3 Overflow Location (Latitude & Longitude)	Column 4 Point of Entry to Receiver (Latitude and Longitude)
		N/A	

Other Works:

1.7 The following works are part of Authorized System:

Table B6: Other Works			
Column 1 Asset ID /	Column 2 Site Location	Column 3 Component	Column 4 Description
Name	(Latitude & Longitude)	, , , , , , , , , , , , , , , , , , ,	
		N/A	

Schedule C: List of Notices of Amendment to this ECA: Additional Approved Sewage Works

System Owner	Temagami, The Corporation of the Municipality of
ECA Number	201-W601
System Name	Temagami Sewage Collection System
ECA Issue Date	May 16th, 2023

1.0 General

1.1 Table C1 provides a list of all notices of amendment to this Approval that have been issued pursuant to clause 20.3(1) of the EPA that impose terms and conditions in respect of the Authorized System after consideration of an application by the Director (Schedule C Notices).

	Table C1: Schedule C Notices			
Column 1 Issue #	Column 2 Issue Date	Column 3 Description	Column 4 Status	Column 5 DN#
N/A	N/A	N/A	N/A	N/A

	Schedule D: General
System Owner	Temagami, The Corporation of the Municipality of
ECA Number	201-W601
System Name	Temagami Sewage Collection System
ECA Issue Date	May 16th, 2023

1.0 Definitions

1.1 For the purpose of this Approval, the following definitions apply:

"Adverse Effect(s)" has the same meaning as defined in section 1 of the EPA.

"Alteration(s)" includes the following, in respect of the Authorized System, but does not include repairs to the system:

- a) An extension of the system,
- b) A replacement or retirement of part of the system, or
- c) A modification of, addition to, or enlargement of the system.

"Approval" means this Environmental Compliance Approval including any Schedules attached to it.

"Appurtenance(s)" has the same meaning as defined in O. Reg. 525/98 (Approval Exemptions) made under the OWRA.

"Authorized System" means the Sewage Works comprising the Municipal Sewage Collection System authorized under this Approval".

"Average Year" means the long term average of flow based on:

- a) Simulation of at least twenty years of rainfall data;
- b) A year in which the rainfall pattern (e.g., intensity, volume, and frequency) is consistent with the long-term mean of the area;
- c) A year in which the runoff pattern resulting from the rainfall (e.g., rate, volume, and frequency) is consistent with the long-term mean of the area; or
- d) Any combination of a), b) and c).

"**Collection System Overflow(s)**" means a discharge (SSO or CSO) to the environment at designed location(s) from the Authorized System.

"Combined Sewer(s)" means pipes that collect and transmit both sanitary Sewage and other Sewage from residential, commercial, institutional and industrial buildings, and facilities and Stormwater through a single-pipe system, but does not include Nominally Separate Sewers.

"**Completion**" means substantial performance as described in s.2 (1) of the *Construction Act*, R.S.O. 1990, c. C.30.

"Compound of Concern" means a Contaminant that is discharged from the Facility in an amount that is not negligible.

"Contaminant" has the same meaning as defined in section 1 of the EPA.

"CSO" means a combined sewer overflow which is a discharge to the environment at designated location(s) from a Combined Sewer or Partially Separated Sewer as per Table B4 that usually occurs as a result of precipitation when the capacity of the Sewer is exceeded. An intervening time of twelve hours or greater separating a CSO from the last prior CSO at the same location is considered to separate one overflow Event from another.

"CWA" means the Clean Water Act, R.S.O. 2006, c.22.

"Design Criteria" means the design criteria set out in the Ministry's publication "Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under Environmental Compliance Approval", (as amended from time to time).

"Design Guidelines for Sewage Works" means the Ministry document titled "Design Guidelines for Sewage Works", 2008 (as amended from time to time).

"Director" means a person appointed by the Minister pursuant to section 5 of the EPA for the purposes of Part II.1 of EPA (Environmental Compliance Approvals).

"Director Notification Form" means the most recent version of the Ministry form titled Director Notification – Alterations to a Municipal Sewage Collection System, as obtained directly from the Ministry or from the Ministry's website.

"District Manager" means the district manager or a designated representative of the Local Ministry Office.

"Dry Weather Flow(s)" means Sewage flow resulting from both sanitary Sewage, and infiltration and inflows from foundation drains or other drains occurring during periods with an absence of rainfall or snowmelt.

"EAA" means the Environmental Assessment Act, R.S.O. 1990, c. E.18.

"EPA" means the *Environmental Protection Act*, R.S.O. 1990, c.E.19.

"Emergency Situation" means a structural, mechanical, electrical failure, or operational health and safety incident, that causes a temporary reduction in the capacity, function, or performance of any part of the Authorized System or an unforeseen flow condition that may result in:

- a) Danger to the health or safety of any person;
- b) Injury or damage to any property, or serious risk of injury or damage to any property;
- c) Adverse Effect to the Natural Environment; or
- d) Spill.

"**Equipment**" means equipment or processes described in this Approval and any other equipment or process that supports the operation or maintenance of the Authorized System.

"ESC" means erosion and sediment control.

"Event(s)" means an action or occurrence, at any given location within the Authorized System that causes a Collection System Overflow. An Event ends when there is no recurrence of a CSO or SSO in the collection cystem at the same location in the 12-hour period following the last Collection System Overflow.

"**Facility**" means the entire operation located on the property where the Sewage Works or Equipment is located.

"Form A1" means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Equipment Discharging a Contaminant of Concern to the Atmosphere from a Municipal Sewage Collection System, as obtained directly from the Ministry or from the Ministry's website.

"Form CS1" means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Combined Sewers/Partially Separated Sewers/Combined Sewage Storage Tanks and Storage Structures as obtained directly from the Ministry or from the Ministry's website. **"Form SS1"** means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Separate Sewers/Nominally Separate Sewers/Forcemains, as obtained directly from the Ministry or from the Ministry's website.

"Form SS2" means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Components of the Municipal Sewage Collection System, as obtained directly from the Ministry or from the Ministry's website.

"Hauled Sewage" has the same meaning as defined in section 1 of Regulation 347 (General – Waste Management) made under the EPA.

"Licensed Engineering Practitioner" means a person who holds a licence, limited licence, or temporary licence under the *Ontario Professional Engineers Act* R.S.O. 1990, c. P.28.

"Local Ministry Office" means the local office of the Ministry responsible for the geographic area where the Authorized System is located.

"Minister" means the Minister of the Ministry, or such other member of the Executive Council as may be assigned the administration of the EPA and OWRA under the *Executive Council Act*, R.S.O. 1990, c. E.25.

"Ministry" means the Ministry of the Minister and includes all employees or other persons acting on its behalf.

"Municipal Sewage Collection System" means all Sewage Works, located in the geographical area of a municipality that collect and transmit Sewage and are owned, or may be owned pursuant to an agreement with a municipality entered into under the *Planning Act* or *Development Charges Act*, 1997, by:

- a) A municipality, a municipal service board established under the *Municipal Act*, 2001 or a city board established under the *City of Toronto Act*, 2006; or
- b) A corporation established under sections 9, 10, and 11 of the *Municipal Act*, 2001 in accordance with section 203 of that Act or under sections 7 and 8 of the *City of Toronto Act*, 2006 in accordance with sections 148 and 154 of that Act.

"**Natural Environment**" has the same meaning as defined in section 1 of the EPA.

"Nominally Separate Sewer(s)" mean Separate Sewers that also have connections from roof leaders and foundation drains, and are not considered to be Combined Sewers.

"Operating Authority" means, in respect of the Authorized System, the person, entity, or assignee that is given responsibility by the Owner for the operation, management, maintenance or Alteration of the Authorized System or a portion of the Authorized System.

"Owner" for the purposes of this Approval means the Municipality of Temagami, and includes its successors and assigns.

"OWRA" means the Ontario Water Resources Act, R.S.O. 1990, c. O.40.

"O&M Manual" means the operation and maintenance manual prepared and maintained by the Owner under condition 3.2 in Schedule E of this Approval.

"Partially Separated Sewer(s)" means Combined Sewers that have been retrofitted to transmit sanitary Sewage but in which roof leaders or foundation drains still contribute Stormwater inflow to the Partially Separated Sewer.

"Peak Hourly Flow" means the the largest volume of flow to be received during a one-hour period expressed as a volume per unit time. This is also referred to as maximum hourly flow or maximum hour flow.

"**Point of Entry**" has same meaning as in the Wastewater Systems Effluent Regulations (SOR/2012-139) under the *Fisheries Act*, R.S.C 1985, c. F-14.

"Pollution Prevention and Control Plan" or "PPCP" means a plan developed for Combined Sewers in the Authorized System to meet the goals of Procedure F-5-5.

"Prescribed Person" means a person prescribed in O. Reg. 208/19 (Environmental Compliance Approval in Respect of Sewage Works) for the purpose of ss. 20.6 (1) of the EPA, and where the alteration, extension, enlargement, or replacement is carried out under an agreement with the Owner.

"Procedure F-5-1" means the Ministry document titled "F-5-1 Determination of Treatment Requirements for Municipal and Private Sewage Treatment Works" (as amended from time to time).

"Procedure F-5-5" means the Ministry document titled "F-5-5 Determination of Treatment Requirements for Municipal and Private Combined and Partially Separated Sewer System" (as amended from time to time).

"Publication NPC-207" means the Ministry draft technical publication "Impulse Vibration in Residential Buildings", November 1983, supplementing the Model Municipal Noise Control By-Law, Final Report, August 1978, (as amended from time to time).

"Publication NPC-300" means the Ministry publication NPC-300, "Environmental Noise Guideline: Stationary and Transportation Sources – Approval and Planning" August 2013, (as amended from time to time).

"Pumping Station Capacity" means the design Peak Hourly Flow of Sewage which the Sewage pumping station is designed to handle.

"Real-time Control System" means the dynamic operation of the collection system, including Real-Time Physical Control Structures, by responding to continuous field monitoring to maintain and achieve performance and operational objectives, during dry and wet weather conditions.

"Real-time Physical Control Structure" means a structure (e.g., pumps, gates, and weirs) that reacts in real-time based on direction from the Real-Time Control System.

"Regulator Capacity" means the flowrate (m³/s) at which Collection System Overflow begins.

"SAC" means the Ministry's Spills Action Centre.

"SCADA" means a supervisory control and data acquisition system used for process monitoring, control, automation, recording, and/or reporting within the Sewage system.

"Schedule C Notice(s)" means a notice(s) of amendment to this Approval issued pursuant to clause 20.3(1) of the EPA that imposes terms and conditions in respect of the Authorized System after consideration of an application by the Director.

"Separate Sewer(s)" means pipes that collect and transmit sanitary Sewage and other Sewage from residential, commercial, institutional, and industrial buildings.

"Sewage" has the same meaning as defined in section 1 of the OWRA.

"Sewage Works" has the same meaning as defined in section 1 of the OWRA.

"Sewer" has the same meaning as defined in section 1 of O. Reg. 525/98 under the OWRA.

"Significant Drinking Water Threat" has the same meaning as defined in section 2 of the CWA.

"Significant Snowmelt Event(s)" means the melting of snow at a rate which adversely affects the performance and function of the Authorized System and/or the STP(s) identified in Schedule A of this Approval.

"Significant Storm Event(s)" means a minimum of 25 mm of rain in any 24 hours period.

"Source Protection Authority" has the same meaning as defined in section 2 of the CWA.

"Source Protection Plan" means a drinking water source protection plan prepared under the CWA.

"**Spill(s)**" has the same meaning as defined in subsection 91(1) of the EPA.

"SSO" means a sanitary sewer overflow which is a discharge of Sewage from a Separate Sewer or Nominally Separate Sewer to the environment from designated location(s) in the Authorized System as per Table B5.

"Standard Operating Policy for Sewage Works" means the standard operating policy developed by the Ministry to assist in the implementation of Source Protection Plan policies related to Sewage Works and providing minimum design and operational standards and considerations to mitigate risks to sources of drinking water, as amended from time to time.

"**Storm Sewer**" means Sewers that collect and transmit, but not exfiltrate or lose by design, Stormwater resulting from precipitation and snowmelt.

"**Stormwater**" means rainwater runoff, water runoff from roofs, snowmelt, and surface runoff.

"Stormwater Management Facility(ies)" means a Facility for the treatment, retention, infiltration, or control of Stormwater.

"STP" means sewage treatment plant.

"STP Bypass(es)" means diversion of Sewage around one or more treatment processes, excluding preliminary treatment system, within the STP with the diverted Sewage flows being returned to the STP treatment train upstream of the final effluent sampling point(s) and discharged via the approved effluent disposal facilities.

"**STP Overflow(s)**" means a discharge to the environment from the STP at designed location(s) other than the approved effluent disposal facilities or via the effluent disposal facilities downstream of the final effluent sampling point.

"Uncommitted Reserve Hydraulic Capacity" means uncommitted reserve capacity as described in the Ministry document titled "D-5-1 Calculating and Reporting Uncommitted Reserve Capacity at Sewage and Water Treatment Plants" (as amended from time to time).

"Undertaking" has the same meaning as in the EAA.

"Vulnerable Area(s)" has the same meaning as in the CWA.

"Wet Weather Flow(s)" means the flow resulting from the combination of sanitary Sewage and extraneous flows resulting from the inflow and infiltration of groundwater, rainfall or snowmelt, and snow or ice melt that enters the Authorized System.

2.0 General Conditions

2.1 The works comprising the Authorized System shall be constructed, installed, used, operated, maintained, replaced, or retired in accordance with the conditions of this Approval, which includes the following Schedules:

Schedule A – System Information

Schedule B – Municipal Sewage Collection System Description

Schedule C – List of Notices of Amendment to this ECA

Schedule D – General

Schedule E – Operating Conditions

Schedule F – Residue Management

- 2.2 The issuance of this Approval does not negate the requirements of other regulatory bodies, which includes but is not limited to, the Ministry of Northern Development, Mines, Natural Resources and Forestry and the local Conservation Authority.
- 2.3 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. Where there is a conflict between the information in a Schedule C Notice and another section of this Approval, the document bearing the most recent date shall prevail.
- 2.4 The Owner shall ensure that any person authorized to carry out work on or operate any aspect of the Authorized System is provided with a print or electronic copy of this Approval and the conditions herein and shall take all reasonable measures to ensure any such person complies with the same.
- 2.5 The conditions of this Approval are severable. If any condition of this Approval, or the application of any requirement of this Approval to any circumstance, is held invalid or unenforceable, the application of such

condition to other circumstances and the remainder of this Approval shall not be affected thereby.

3.0 Alterations to the Municipal Sewage Collection System

- 3.1 Any Schedule C Notice shall provide authority to alter the Authorized System in accordance with the conditions of this Approval.
- 3.2 All Schedule C Notices issued by the Director for the Municipal Sewage Collection System shall form part of this Approval.
- 3.3 The Owner and a Prescribed Person shall ensure that the documentation required through conditions in this Approval and the documentation required in the Design Criteria are prepared for any Alteration of the Authorized System.
- 3.4 The Owner shall notify the Director within thirty (30) calendar days of the placing into service or Completion of any Alteration of the Authorized System which had been authorized:
 - 3.4.1 Under Schedule D to this Approval where the Alteration results in a change to Sewage Works or Equipment specifically described in Schedule B of this Approval;
 - 3.4.2 Through a Schedule C Notice respecting Sewage Works other than Sewers or forcemains; or
 - 3.4.3 Through another approval that was issued under the EPA prior to the issue date of this Approval.
- 3.5 The notification requirements set out in condition 3.4 do not apply to any Alteration in respect of the Authorized System which:
 - 3.5.1 Is exempt under section 53(6) of the OWRA or by O. Reg. 525/98;
 - 3.5.2 Constitutes maintenance or repair of the Authorized System; or
 - 3.5.3 Is a Sewer or forcemain authorized by condition 4.1 of Schedule D of this Approval.
- 3.6 The Owner shall notify the Director within ninety (90) calendar days of:
 - 3.6.1 The discovery of existing Sewage Works not described or depicted in Schedule B, or
 - 3.6.2 Additional or revised information becoming available for any Sewage Works or Equipment described in Schedule B of this Approval.

- 3.7 The notifications required in condition 3.4 and 3.6 shall be submitted to the Director using the Director Notification Form.
- 3.8 The Owner shall ensure that an ESC plan is prepared, and temporary ESC measures are installed in advance of and maintained during any construction activity on the Authorized System, subject to the following conditions:
 - 3.8.1 Inspections of ESC measures are to be conducted at a frequency specified per the ESC plan, for dry weather periods (active and inactive construction phases), after Significant Storm Events and Significant Snowmelt Events, and after any extreme weather events.
 - 3.8.2 Any deficiencies shall be addressed, and any required maintenance actions(s) shall be undertaken as soon as practicable once they have been identified.
 - 3.8.3 Inspections and maintenance of the temporary ESC measures shall continue until they are no longer required.
 - 3.8.4 The ESC plan, ESC measures and its installation, inspections and maintenance shall have regard to at least one of the following:
 - a) CSA W202 Erosion and Sediment Control Inspection and Monitoring Standard, as amended from time to time;
 - Erosion and Sediment Control Guideline for Urban Construction (2019), as amended from time to time, prepared by the Toronto Region Conservation Authority; or
 - c) CSA W208 Erosion and Sediment Control Installation and Maintenance, as amended from time to time.
- 3.9 The Owner shall ensure that records of inspections required by this Approval during any construction activity, including those required under condition 3.8:
 - 3.9.1 Include the name of the inspector, date of inspection, visual observations, and the remedial measures, if any, undertaken to maintain the temporary ESC measures.
 - 3.9.2 Be retained with records relating to the Alteration that the construction relates to, such as the form required in conditions 4.3.1, 5.4.1, 6.9.1, or 7.6.1 of Schedule D, or the Schedule C Notice.

- 3.9.3 Be retrievable and made available to the Ministry upon request.
- 3.10 The document(s) or file(s) referenced in Table B1 of Schedule B of this Approval shall:
 - 3.10.1 Be retained by the Owner;
 - 3.10.2 Include at a minimum:
 - a) Identification of the type of Sewers in the Municipal Sewage Collection System (e.g., Separate Sewer; Combined Sewer; Partially Separated Sewer; Nominally Separate Sewer) including:
 - i Location of Sewers relative to street names or easements;
 - ii Sewer and/or forcemain diameters;
 - iii Identification of pumping stations and storage structures, including asset IDs;
 - iv Identification of SSO and/or CSO locations, including asset IDs;
 - v Identification of small-bore systems, if any; and
 - vi Identification of any source protection Vulnerable Areas.
 - 3.10.3 Be updated to include:
 - a) Alterations authorized under Schedule D of this Approval or through a Schedule C Notice within twelve (12) months of the Alteration being placed into service.
 - b) Updates to information contained in the document(s) or files(s) not associated with an Alteration within twelve (12) months of becoming aware of the updated information.
- 3.11 An Alteration is not authorized under Schedule D of this Approval for projects that impact Indigenous treaty rights or asserted rights where:
 - 3.11.1 The project is on Crown land or would alter access to Crown land;
 - 3.11.2 The project is in an open or forested area where hunting, trapping or plant gathering occur;

- 3.11.3 The project involves the clearing of forested land unless the clearing has been authorized by relevant municipal, provincial, or federal authorities, where applicable;
- 3.11.4 The project alters access to a water body;
- 3.11.5 The proponent is aware of any concerns from Indigenous communities about the proposed project and these concerns have not been resolved; or
- 3.11.6 Conditions respecting Indigenous consultation in relation to the project were placed in another permit or approval and have not been met.
- 3.12 No less than 60 days prior to construction associated with an Alteration the Director may notify the Owner in writing that a project is not authorized through Schedule D of this Approval where:
 - 3.12.1 Concerns regarding treaty rights or asserted rights have been raised by one or more Indigenous communities that may be impacted by the Alteration; or
 - 3.12.2 The Director believes that it is in the public interest due to site specific, system specific, or project specific considerations.
- 3.13 Where an Alteration is not authorized under condition 3.11 or 3.12 above:
 - 3.13.1 An application respecting the Alteration shall be submitted to the Ministry; and,
 - 3.13.2 The Alteration shall not proceed unless:
 - a) Approval for the Alteration is granted by the Ministry (i.e., a Schedule C Notice); or,
 - b) The Director provides written notice that the Alteration may proceed in accordance with conditions in Schedule D of this Approval.

4.0 Authorizations of Future Alterations for Separate Sewers, Nominally Separate Sewers and Forcemains - Additions, Modifications, Replacements and Extensions

4.1 The Owner or a Prescribed Person may alter the Authorized System by adding, modifying, replacing, or extending a Separate Sewer, Nominally Separate Sewer or forcemain within the Authorized System subject to the following conditions and condition 4.2 below:

- 4.1.1 The design of the addition, modification, replacement, or extension:
 - a) Has been prepared by a Licensed Engineering Practitioner;
 - b) Has been designed only to collect and transmit Sewage and has not been designed to treat Sewage;
 - c) Satisfies the Design Criteria or any municipal criteria that have been established that exceed the minimum requirements set out in the Design Criteria;
 - Is consistent with or otherwise addresses the design objectives contained within the Design Guidelines for Sewage Works; and
 - e) Includes design considerations to protect sources of drinking water, including those set out in the Standard Operating Policy for Sewage Works, and any applicable local Source Protection Plan policies.
- 4.1.2 The addition, modification, replacement, or extension shall be designed so that it will:
 - a) Not cause overflows or backups nor increase surcharging at any maintenance holes or privately owned infrastructure (e.g., service connections to basements) connected to the Authorized System or any Municipal Sewage Collection System connected to it;
 - b) Provide smooth flow transition to existing gravity Sewers; and
 - c) Not increase the generation of sulfides and other odourous compounds in the Municipal Sewage Collection System.
- 4.1.3 The maximum discharge/generation of Sewage by users who will be served by the addition, modification, replacement, or extension will not result in:
 - An exceedance of the Authorized System hydraulic capacity, STP Uncommitted Reserve Hydraulic Capacity, or the downstream Pumping Station Capacity as specified in this Approval;
 - b) Adverse Effects;
 - c) Any increase in Collection System Overflows that is not offset by measures; or

- d) Any increase in the frequency or volume of STP Bypasses or STP Overflows that is not offset by measures.
- 4.1.4 The addition, modification, replacement, or extension is wholly located within the municipal boundary over which the Owner has jurisdiction or there is a written agreement in place with the adjacent municipality respecting the Alteration and resulting Sewage Works.
- 4.1.5 The Owner consents in writing to the addition, modification, replacement, or extension.
- 4.1.6 A Licensed Engineering Practitioner has verified in writing that the addition, modification, replacement, or extension meets the requirements of conditions 4.1.1 a) to d).
- 4.1.7 The Owner has verified in writing that the addition, modification, replacement, or extension has complied with inspection and testing requirements in the Design Criteria.
- 4.1.8 The Owner has verified in writing that the addition, modification, replacement, or extension meets the requirements of conditions 4.1.1 e) and 4.1.2 to 4.1.6.
- 4.2 The Owner or a Prescribed Person is not authorized to undertake an Alteration described above in condition 4.1 where the Alteration relates to the addition, modification, replacement or extension of a Separate Sewer, Nominally Separate Sewer, or forcemain that:
 - 4.2.1 Passes under or through a body of surface water unless trenchless construction methods are used, or the local Conservation Authority has authorized an alternative construction method.
 - 4.2.2 Has a nominal diameter greater than 750 mm for a Separate Sewer or Nominally Separate Sewer.
 - 4.2.3 Has a nominal diameter greater than 350 mm for a forcemain.
 - 4.2.4 Is a Combined Sewer or Partially Separated Sewer.
 - 4.2.5 Connects to another Municipal Sewage Collection System, unless:
 - Prior to construction, the Owner of the Authorized System obtains written consent from the Owner or Owner's delegate of the Municipal Sewage Collection System being connected to; and
 - b) The Owner of the Authorized System retains a copy of the written consent from the Owner or Owner's delegate of the

Municipal Sewage Collection System being connected to as part of the record that is recorded and retained under condition 4.3.

- 4.2.6 Creates a new discharge point to the Natural Environment.
- 4.2.7 Is part of an Undertaking in respect of which:
 - a) A request under s.16(6) of the EAA has been made, namely a request that the Minister make an order under s.16;
 - b) The Minister has made an order under s.16; or
 - c) The Director under that EAA has given notice under s.16.1 (2) that the Minister is considering making an order under s.16.
- 4.3 The consents and verifications required in conditions 4.1 and 4.2, if applicable, shall be:
 - 4.3.1 Recorded on Form SS1 prior to the Separate Sewer, Nominally Separate Sewer or forcemain addition, modification, replacement, or extension being placed into service; and
 - 4.3.2 Retained for a period of at least ten (10) years by the Owner.
- 4.4 For greater certainty, the verification requirements set out in condition 4.3 do not apply to any Alteration in respect of the Authorized System which:
 - 4.4.1 Is exempt under section 53(6) of the OWRA or by O. Reg. 525/98; or
 - 4.4.2 Constitutes maintenance or repair of the Authorized System.

5.0 Authorizations of Future Alterations for Combined Sewers, Partially Separated Sewers and Combined Sewage Storage Tanks and Storage Structures

- 5.1 Subject to conditions 5.2 and 5.3, the Owner or a Prescribed Person may alter the Combined Sewers, Partially Separated Sewers and combined Sewage storage tanks and storage structures in the Authorized System by:
 - 5.1.1 Modifying or replacing Combined Sewers, Partially Separated Sewers, overflow Regulators and/or outfalls if the purpose of the project is to restore the Sewage Works to good condition.
 - 5.1.2 Replacing Combined Sewers with Separate Sewers for Stormwater and sanitary Sewage.

- 5.1.3 Modifying or replacing Combined Sewers, Partially Separated Sewers, overflow regulators, outfalls, or combined Sewage storage tanks, provided that:
 - a) The Alteration is designed in such a manner that will contribute to the ultimate attainment of the capture and treatment for an Average Year of all the Dry Weather Flow plus a minimum of 90% of the volume resulting from Wet Weather Flow that is above Dry Weather Flow;
 - b) The volume control criterion described in 5.1.3 a) is applied:
 - i For a consecutive seven (7) month period commencing within fifteen (15) calendar days of April 1; and
 - ii To the flows collected by the Authorized System immediately above each Collection System Overflow location unless it can be shown through modelling that the criterion is being achieved on a system-wide basis.
 - c) The Alteration is designed in a manner that will not increase CSO volumes above existing levels at each outfall except where the increase is due to the elimination of upstream CSO outfalls as part of the Alteration; and
 - During the remainder of the year following the seven (7) month period described in condition 5.1.3 b) above, at least the same storage and treatment capacity are maintained for treating Wet Weather Flow.
- 5.1.4 Adding oversized pipes provided they are designed to alleviate local / neighbourhood basement flooding and the Alteration satisfies condition 5.1.3 a), b), c), and d).
- 5.2 Any Alteration to the Authorized System authorized under condition 5.1 is subject to the following conditions:
 - 5.2.1 The design of the Alteration shall:
 - a) Be prepared by a Licensed Engineering Practitioner;
 - b) Be designed only to collect and transmit Sewage and shall not be designed to treat Sewage;
 - Satisfy the Design Criteria or any municipal criteria that have been established that exceed the minimum requirements set out in the Design Criteria;
- Be consistent with or otherwise address the design objectives contained within the Design Guidelines for Sewage Works; and
- e) Include design considerations to protect sources of drinking water, including those set out in the Standard Operating Policy for Sewage Works and any applicable local Source Protection Plan policies.
- 5.2.2 The design of the Alteration shall be:
 - a) Undertaken in accordance with a Pollution Prevention and Control Plan; or
 - b) If no Pollution Prevention and Control Plan is available, undertaken in accordance with an interim detailed plan for the local sewershed that:
 - i Describes the location, frequency, and volume of the CSOs, as well as the concentrations and mass pollutant loadings resulting from CSOs from the study area.
 - ii Includes the following minimum information:
 - Location and physical description of CSO outfalls in the Authorized System, Collection System Overflows at pumping stations in Emergency Situations, STP Bypass and STP overflows locations;
 - Location and identification of receiving water bodies, including sensitive receivers, for all Combined Sewer outfalls;
 - Authorized System flow and STP treatment component capacities, present and future expected peak flow rates during dry weather and wet weather;
 - 4. Capacity of all regulators; and
 - 5. Location of cross connections between Sewage and Stormwater infrastructure.
 - iii Is intended to reduce the overall CSO volume, frequency, duration, or by-pass of treatment in the Authorized and/or municipal STP; and

- iv If there is a temporary Storm Sewer connection to a combined system as part of a Combined Sewer separation project, the construction plan includes a timeline to disconnect the Storm Sewer to a separated storm outlet.
- 5.2.3 The Alteration shall not result in:
 - a) An exceedance of hydraulic capacity of the Authorized System, STP Uncommitted Reserve Hydraulic Capacity, or the Pumping Station Capacity as specified in this Approval;
 - b) Adverse Effects;
 - c) Any increase in Collection System Overflows that is not offset by measures elsewhere in the Authorized System; or
 - d) Any increase in the frequency and/or volume of STP Bypasses or STP Overflows that is not offset by measures.
- 5.2.4 Where replacement of pipes to achieve Combined Sewer separation has been authorized under conditions 5.1.2 or 5.1.3, the following conditions apply:
 - a) Stormwater quantity, quality and water balance control shall be provided such that Combined Sewer separation shall not result in an overall increase in pollutants discharged to the Natural Environment;
 - Any new Storm Sewers that result from the Combined Sewer separation can be constructed but not operated until the proposed Stormwater Management Facilities designed to satisfy condition 5.2.4 a) are in operation; and
 - c) Where any temporary structures have been installed to facilitate Combined Sewer separation, the Owner shall ensure that immediately upon Completion of the Combined Sewer separation, the temporary structure connection shall be disconnected and decommissioned.
- 5.2.5 The Alteration shall:
 - a) Not cause overflows or backups nor increase surcharging at any maintenance holes or privately owned infrastructure (e.g., service connections to basements) connected to the Authorized System or any Municipal Sewage Collection System connected to it;

- b) Provide smooth flow transition to existing gravity sewers; and
- c) Not increase the generation of sulfides and other odourous compounds in the Authorized System.
- 5.2.6 The Alteration is wholly located within the municipal boundary over which the Owner has jurisdiction or there is a written agreement in place with the adjacent municipality respecting the Alteration and resulting Sewage Works.
- 5.2.7 The Owner consents in writing to the Alteration authorized under condition 5.1.
- 5.2.8 A Licensed Engineering Practitioner has verified in writing that the Alteration authorized under condition 5.1 meets the design requirements of conditions 5.2.1 a) to d) and to 5.2.2.
- 5.2.9 The Owner has verified in writing that the Alteration authorized under condition 5.1 has complied with inspection and testing requirements in the Design Criteria.
- 5.2.10 The Owner has verified in writing that the Alteration authorized under condition 5.1 meets the requirements of conditions 5.2.1 e) and 5.2.3 to 5.2.8.
- 5.3 The authorization in condition 5.1 does not apply:
 - 5.3.1 To the modification or replacement of a Combined Sewer or Partially Separated Sewer that has a nominal diameter greater than 750 mm.
 - 5.3.2 To the modification or replacement of a Combined Sewer or Partially Separated Sewer that connects to another Municipal Sewage Collection System, unless:
 - a) Prior to construction, the Owner of the Authorized System seeking the connection obtains written consent from the Owner or Owner's delegate of the Municipal Sewage Collection System being connected to; and
 - b) The Owner of the Authorized System retains a copy of the written consent from the Owner or Owner's delegate of the Municipal Sewage Collection System being connected to as part of the record that is recorded and retained under condition 5.4.
 - 5.3.3 Where the Alteration would create a new discharge point to the Natural Environment.

- 5.3.4 Where the Alteration would result in the addition of a new combined Sewage storage tank in the Authorized System.
- 5.4 The consents and verifications required in conditions 5.2.7 to 5.2.10, and 5.3.2 if applicable, shall be:
 - 5.4.1 Recorded on Form CS1, prior to the Combined Sewer or Partially Separated Sewer modification or replacement being placed into service; and
 - 5.4.2 Retained for a period of at least ten (10) years by the Owner.
- 5.5 For greater certainty, the verification requirements set out in condition 5.4 do not apply to any Alteration in respect of the Authorized System which:
 - 5.5.1 Is exempt under section 53(6) of the OWRA or by O. Reg. 525/98; or,
 - 5.5.2 Constitutes maintenance or repair of the Authorized System.

6.0 Authorizations of Future Alterations to Components of the Municipal Sewage Collection System

- 6.1 The Owner or a Prescribed Person may make the following Alterations to the Authorized System subject to conditions 6.4 through 6.7:
 - 6.1.1 Adding, modifying, or replacing the following components of Sewage pumping stations, Separate Sewers, or Nominally Separate Sewers:
 - a) In-line and/or off-line storage to manage peak flow / inflow and infiltration that does not require pumping;
 - b) Off-line storage to manage peak flow / inflow and infiltration that only requires electricity to empty the structure;
 - c) Any associated Equipment for cleaning; and
 - d) All Appurtenances associated with in-line or off-line storage facilities, including odour, and corrosion control.
 - 6.1.2 Modifying existing Sewage pumping stations and odour control units / Facilities, including adding, replacing, or modifying the following components:
 - a) Pumps, including replacement parts, in an existing pumping system;
 - b) Grinders and screens;
 - c) Aeration and/or mixing Equipment;

- d) Chemicals and associated Equipment and tanks (including secondary containment);
- e) Odour and corrosion control structures;
- f) Instrumentation and controls;
- g) Discharge and process piping;
- h) Valves;
- i) Wet-wells; and
- j) Fat, oil, and grease separators (FOGs).
- 6.1.3 Adding new Sewage pumping stations, where they:
 - a) Are designed to transmit a Peak Hourly Flow of no greater than 30 L/s;
 - b) Include emergency stand-by power, Spill containment, and emergency alarms (SCADA, if applicable);
 - Include emergency storage designed to provide at minimum two (2) hours of response time at peak design flow;
 - d) Include odour and corrosion control, as applicable;
 - e) Would serve a new residential development (or new phased residential development), which may include existing residential development that has no Combined or Partially Separated Sewers;
 - f) Are designed to only collect sanitary Sewage and not Stormwater; and
 - g) Do not include an emergency sanitary overflow or piping to a municipal Stormwater management system or a natural receiver to prevent the discharge to the Natural Environment.
- 6.1.4 Adding, modifying, or replacing Equipment associated with Real-time Control Systems, where:
 - a) The Equipment is designed and implemented as part of the Owner's CSO reduction strategy or to optimize use of Sewage Works comprising the Authorized System;
 - b) The Real-Time Control System is designed and integrated with fail-safe procedures such that they are automatically

activated when the requirements of the current mode of operation cannot be met;

- c) Risk management procedures are in place or will be in place prior to use of the Real-time Control System; and
- d) Station alarms to control center are in place or will be in place prior to use of the Real-time Control System.
- 6.1.5 Adding, modifying, replacing, or removing chemical storage tanks (including fuel storage tanks) with Spill containment and associated Equipment.
- 6.1.6 Adding, modifying, replacing, or removing Motor Control Centre (MCC) and/or associated electrical.
- 6.2 The Owner or a Prescribed Person may alter the Authorized System by adding, modifying, replacing, or removing the following components subject to conditions 6.4 through 6.7:
 - 6.2.1 Valves and their associated controls installed for maintenance purposes;
 - 6.2.2 Instrumentation for monitoring and controls, including SCADA systems, and hardware associated with these monitoring devices;
 - 6.2.3 Spill containment works for chemicals used within the Authorized System;
 - 6.2.4 Chemical metering pumps and chemical handling pumps;
 - 6.2.5 Measuring and monitoring devices that are not required by regulation, by a condition in this Approval, or by a condition otherwise imposed by the Ministry;
 - 6.2.6 Process piping within a Sewage pumping station, storage tank, or other structures; and
 - 6.2.7 Valve chambers or maintenance holes.
- 6.3 The Owner or a Prescribed Person may alter the Authorized System by adding, modifying, or replacing the following components subject to conditions 6.4 through 6.7:
 - 6.3.1 Measuring and monitoring devices that are required by regulation, by a condition in this Approval, or by a condition otherwise imposed by the Ministry.

- 6.4 The design of the Alteration shall:
 - 6.4.1 Be prepared by a Licensed Engineering Practitioner, where the Alteration falls within the practice of professional engineering as defined in the *Professional Engineers Act*, R.S.O. 1990;
 - 6.4.2 Be consistent with or otherwise address the design objectives contained within the Design Guidelines for Sewage Works; and
 - 6.4.3 Include design considerations to protect sources of drinking water, such as those included in the Standard Operating Policy for Sewage Works, and any applicable local Source Protection Plan policies.
- 6.5 The Alteration shall:
 - 6.5.1 Not cause overflows or backups nor increase surcharging at any maintenance holes or privately owned infrastructure (e.g., service connections to basements) connected to the Authorized System or any Municipal Sewage Collection System connected to it;
 - 6.5.2 Provide smooth flow transition to existing gravity Sewers;
 - 6.5.3 Not increase the generation of sulfides and other odourous compounds in the Authorized System; and
 - 6.5.4 Be wholly located within the municipal boundary over which the Owner has jurisdiction or there is a written agreement in place with the adjacent municipality respecting the Alteration and resulting Sewage Works.
- 6.6 Any Alteration of the Authorized System made under conditions 6.1, 6.2, or 6.3 shall not result in:
 - 6.6.1 Exceedance of hydraulic capacity (including Uncommitted Reserve Hydraulic Capacity, as applicable) of the downstream:
 - a) Municipal Sewage Collection System; or
 - b) Receiving STPs.
 - 6.6.2 Exceedance of any downstream Pumping Station Capacity as specified in Schedule B of this Approval.
 - 6.6.3 An increase in the capacity of an existing Pumping Station Capacity of greater than 30%.

- 6.6.4 Any increase in Collection System Overflows that is not offset by measures taken elsewhere in the Authorized System.
- 6.6.5 Any increase in the frequency and/or volume of STP Bypasses or STP Overflows that is not offset by measures.
- 6.6.6 Deterioration of the normal operation of municipal STPs and/or the Authorized System.
- 6.6.7 A negative impact on the ability to undertake monitoring necessary for the operation of the Authorized System.
- 6.6.8 Adverse Effects.
- 6.7 The Alteration is subject to the following conditions:
 - 6.7.1 The Owner consents in writing to the Alteration.
 - 6.7.2 The person responsible for the design has verified in writing that the Alteration meets the requirements of conditions 6.4.1 and 6.4.2, as applicable.
 - 6.7.3 The Owner has verified in writing that the Alteration meets the requirements of conditions 6.4.3, 6.7.1, and 6.7.2.
- 6.8 The Owner shall verify in writing that any Alteration of the Authorized System in accordance with conditions 6.1 or 6.2 has met the requirements of the conditions listed in conditions 6.5 and 6.6.
- 6.9 The consents, verifications and documentation required in conditions 6.7 and 6.8 shall be:
 - 6.9.1 Recorded on Form SS2 prior to undertaking the Alteration; and
 - 6.9.2 Retained for a period of at least ten (10) years by the Owner.
- 6.10 For greater certainty, the verification requirements set out in condition 6.9 do not apply to any Alteration in respect of the Authorized System which:
 - 6.10.1 Is exempt under section 53(6) of the OWRA or by O. Reg. 525/98; or
 - 6.10.2 Constitutes maintenance or repair of the Authorized System, including changes to software for an existing SCADA system resulting from Alterations authorized in condition 6.2.
- 6.11 The Owner shall update, within twelve (12) months of the Alteration of the Sewage Works being placed into service, any drawings maintained for the Municipal Sewage Collection System to reflect the Alterations of the Sewage Works, where applicable.

7.0 Authorizations of Future Alterations to Equipment with Emissions to the Air

- 7.1 The Owner and a Prescribed Person may alter the Authorized System by adding, modifying, or replacing the following Equipment in the Municipal Sewage Collection System:
 - 7.1.1 Venting for odour control using solid scavenging or carbon adsorption units;
 - 7.1.2 Venting for odour control by replacing existing biolfiltration or wet air scrubbing systems, including any components, with Equipment of the same or better performance characteristics; and
 - 7.1.3 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline, or biofuel, and that are used for emergency duty only with periodic testing.
- 7.2 Any Alteration of the Municipal Sewage Collection System made under condition 7.1 that may discharge or alter the rate or manner of a discharge of a Compound of Concern to the atmosphere is subject to the following conditions:
 - 7.2.1 The Owner shall, at all times, take all reasonable measures to minimize odorous emissions and odour impacts from all potential sources at the Facility.
 - 7.2.2 The Owner shall ensure that the noise emissions from the Facility comply with the limits set out in Publication NPC-300.
 - 7.2.3 The Owner shall ensure that the vibration emissions from the Facility comply with the limits set out in Publication NPC-207.
- 7.3 The Owner shall not add, modify, or replace Equipment in the Municipal Sewage Collection System as set out in condition 7.1 unless the Equipment performs an activity that is directly related to municipal Sewage collection and transmission.
- 7.4 The emergency generators identified in condition 7.1.3 shall not be used for non-emergency purposes (excluding generator testing) including the generation of electricity for sale or for peak shaving purposes.
- 7.5 The Owner shall verify in writing that any addition, modification, or replacement of Equipment in accordance with condition 7.1 has met the requirements of the conditions listed in conditions 7.2, 7.3, and 7.4.
- 7.6 The verifications and documentation required in condition 7.5 shall be:

- 7.6.1 Recorded on Form A1 prior to the additional, modified or replacement Equipment being placed into service; and
- 7.6.2 Retained for a period of at least ten (10) years by the Owner.
- 7.7 For greater certainty, the verification and documentation requirements set out in condition 7.5 and 7.6 do not apply to any addition, modification, or replacement in respect of the Authorized System which:
 - 7.7.1 Is exempt from the requirements of the EPA, or for Equipment that is exempt from s.9 of the EPA under O. Reg. 524/98; or
 - 7.7.2 Constitutes maintenance or repair of the Authorized System.

8.0 **Previously Approved Sewage Works**

- 8.1 If approval for an Alteration to the Authorized System was issued under the EPA and is revoked by this Approval, the Owner may make the Alteration in accordance with:
 - 8.1.1 The terms of this Approval; or
 - 8.1.2 The terms and conditions of the revoked approval that were applicable as of the date this approval was issued, provided that the Alteration is commenced within five (5) years of the date that the revoked approval was issued.

9.0 Transition

- 9.1 An Alteration of the Authorized System is exempt from the requirements in clause (c) of condition 4.1.1 and clause (c) of condition 5.2.1 where:
 - 9.1.1 Effort to undertake the Alteration, such as tendering or commencement of construction of the Sewage Works associated with the Alteration, begins on or before May 17, 2024.
 - 9.1.2 The design of the Alteration conforms to the Design Guidelines for Sewage Works;
 - 9.1.3 The design of the Alteration was completed on or before the issue date of this Approval or a Class Environmental Assessment was completed for the Alteration and changes to the design result in significant cost increase or significant project delays; and
 - 9.1.4 The Alteration would be otherwise authorized under this Approval.

10.0 System Specific Conditions

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- 10.1 No Alteration described in conditions 4, 5, 6, 7 and 9 of Schedule D may be undertaken until:
 - 10.1.1 An infrastructure map has been prepared that meets the requirements outlined in condition 3.10 of Schedule D in this Approval;
 - 10.1.2 A copy of the infrastructure map has been provided to the Director; and,
 - 10.1.3 The Director has acknowledged receipt of the infrastructure map.
 - 10.2 Despite condition 10.1, the Owner may submit an application respecting the Alteration to the Ministry and proceed with the Alteration where:
 - 10.2.1 Approval for the Alteration is granted by the Ministry (i.e., a Schedule C Notice); or,
 - 10.2.2 The Director provides written notice that the Alteration may proceed in accordance with conditions in Schedule D of this Approval.

Schedule E: Operating Conditions				
System Owner	Temagami, The Corporation of the Municipality of			
ECA Number	201-W601			
System Name	Temagami Sewage Collection System			
ECA Issue Date	May 16th, 2023			

1.0 General Operations

- 1.1 The Owner shall ensure that, at all times, the Sewage Works comprising the Authorized System and the related Equipment and Appurtenances used to achieve compliance with this Approval are properly operated and maintained.
- 1.2 Prescribed Persons and Operating Authorities shall ensure that, at all times, the Sewage Works under their care and control and the related Equipment and Appurtenances used to achieve compliance with this Approval are properly operated and maintained.
- 1.3 In conditions 1.1 and 1.2 "properly operated and maintained" includes effective performance, adequate funding, adequate operator staffing and training, including training in applicable procedures and other requirements of this Approval and the EPA, OWRA, CWA, and regulations, adequate laboratory services, process controls and alarms and the use of process chemicals and other substances used in the Authorized System.

2.0 Duties of Owners and Operating Authorities

- 2.1 The Owner, Prescribed Persons and any Operating Authority shall ensure the following:
 - 2.1.1 At all times that the Sewage Works within the Authorized System are in service the Sewage Works are:
 - a) Operated in accordance with the requirements under the EPA and OWRA, and
 - b) Maintained in a state of good repair.
 - 2.1.2 The Authorized System is operated by persons having the training or expertise for their operating functions that is required by O. Reg. 129/04 (Licensing of Sewage Works Operators) under the OWRA and this Approval.

- 2.1.3 All sampling, testing, monitoring, and reporting requirements under the EPA and this Approval that relate to the Authorized System are complied with.
- 2.1.4 Any person who is operating the Sewage Works within the Authorized System is supervised by an operator-in-charge as described in O. Reg. 129/04 under the OWRA.
- 2.2 For clarity, the requirements outlined in the above conditions 2.1.1 through 2.1.4 for Prescribed Persons and any Operating Authority only apply to Sewage Works within the Authorized System where they are responsible for the operation.
- 2.3 The Owner, Prescribed Persons and Operating Authority shall take all reasonable steps to minimize and ameliorate any Adverse Effect on the Natural Environment or impairment of the quality of water of any waters resulting from the operation of the Authorized System, including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.

3.0 Operations and Maintenance

- 3.1 Inspection
 - 3.1.1 The Owner shall ensure that all Sewage Works within the Authorized System are inspected at the frequency and in accordance with procedures set out in their O&M Manual.
 - 3.1.2 The Owner shall ensure that:
 - a) Any pumping stations, combined Sewage storage tanks, and any Collection System Overflow within the Authorized System as of the date of issuance of this Approval are inspected at least once per calendar year starting the year after the O&M Manual is required to be prepared and implemented as per condition 3.2.1 in Schedule E of this Approval, and more frequently if required by the O&M Manual; and
 - b) Any pumping stations, combined Sewage storage tanks, and any Collection System Overflow established or replaced within the Authorized System after the date of issuance of this Approval are inspected within one year of being placed into service and thereafter once per calendar year and more frequently if required by the O&M Manual.
 - 3.1.3 The inspection of the combined Sewage storage tanks required in condition 3.1.2 shall include physical inspection at the Point of

Entry, including looking for signs of unplanned discharges from Wet Weather Flow and Dry Weather Flow.

- 3.1.4 The Owner shall clean and maintain Sewage Works within the Authorized System to ensure the Sewage Works perform as designed.
- 3.1.5 The Owner shall maintain records of the results of the inspections required in condition 3.1.1, 3.1.2, and 3.1.3, monitoring (if applicable) and any cleaning and maintenance operations undertaken, and shall make available the records for inspection by the Ministry upon request. The records shall include the following:
 - a) Asset ID and name of the Sewage Works;
 - b) Date and results of each inspection, maintenance, or cleaning; and
 - c) Name of person who conducted the inspection, maintenance, or the name of the inspecting official, where applicable.
- 3.2 Operations & Maintenance (O&M) Manual
 - 3.2.1 The Owner shall prepare and implement an operations and maintenance manual for Sewage Works within the Authorized System on or before February 17, 2025, that includes or references, but is not necessarily limited to, the following information:
 - a) Procedures for the routine operation of the Sewage Works;
 - b) Inspection programs, including the frequency of inspection, and the methods or tests employed to detect when maintenance is necessary;
 - c) Maintenance and repair programs, including:
 - i The frequency of maintenance and repair for the Sewage Works.
 - ii Clean out requirements for any storage or overflow tanks, if applicable.
 - d) Operational and maintenance requirements to protect sources of drinking water, such as those included in the Standard Operating Policy for Sewage Works, and any applicable local Source Protection Plan policies;

- e) Procedures for routine physical inspection and checks of controlling systems (e.g., SCADA) to ensure the mechanical integrity of Equipment and its accuracy on the controlling system.
- f) Procedures for preventing odours and odour impacts;
- g) Procedures for calibration of monitoring Equipment (e.g., flow, level, pressure);
- Emergency Response, Spill Reporting and Contingency Plans and Procedures for dealing with Equipment breakdowns, potential Spills and any other abnormal situations, including notification to the SAC, the Medical Officer of Health, and the District Manager, as applicable;
- Procedures for receiving, responding and recording public complaints, including recording any follow-up actions taken; and
- As-built drawings or record drawings of the Sewage Works for Sewage Works constructed on or after January 1, 2010 and where available for Sewage Works constructed before January 1, 2010.
- 3.2.2 The Owner shall review and update the O&M Manual and ensure that operating staff have access, as per O. Reg 129/04 (Licensing of Sewage Works Operators) under the OWRA. Upon request, the Owner shall make the O&M Manual available to Ministry staff.
- 3.2.3 The Owner shall revise the O&M Manual to include procedures necessary for the operation and maintenance of any Sewage Works within the Authorized System that are established, altered, extended, replaced, or enlarged after the date of issuance of this approval prior to placing into service those Sewage Works.
- 3.2.4 For greater certainty, the O&M Manual may be a single document or a collection of documents that, when considered together, apply to all parts of the Authorized System.
- 3.3 Collection System Overflows
 - 3.3.1 Any CSO at a point listed in Table B4 of Schedule B is considered a Class 1 approved discharge type Spill under O.Reg.675/98:
 - a) Where the CSO is as a result of wet weather events when the designed capacity of the Authorized System is exceeded;

- b) Where the CSO is a direct and unavoidable result of a planned repair and/or maintenance procedure, the Owner has notified the Local Ministry Office fifteen at least (15) calendar days prior to the CSO and the Local Ministry Office has provided written consent of the CSO; or
- c) Where the CSO is planned for research or training purposes, the Owner has notified the Local Ministry Office fifteen at least (15) calendar days prior to the CSO and the Local Ministry Office has provided written consent of the CSO.
- 3.3.2 Any SSO at a point listed in Table B5 of Schedule B is considered a Class 1 approved discharge type Spill under O.Reg. 675/98:
 - a) Where the SSO is a direct and unavoidable result of a planned repair or maintenance procedure and the Owner has notified the Local Ministry Office at least fifteen (15) calendar days prior to the SSO and the Director for the purposes of s.4 of O. Reg. 675/98 under the EPA has provided written consent of the SSO; or
 - b) Where the SSO is planned for research or training purposes, the Owner has notified the Local Ministry Office at least fifteen (15) calendar days prior to the SSO and the Director for the purposes of s.4 of O. Reg. 675/98 under the EPA has provided written consent of the SSO.
- 3.3.3 On or before May 17, 2026, the Owner shall establish signage to notify the public, at the nearest publicly accessible point(s) downstream of any CSO outfall location identified in Schedule B, Table B4, and any SSO when the overflow is piped to a specified outlet point. If the nearest publicly accessible point is more than 100m away, then signage shall be established at the CSO or SSO outfall location. The signage shall include the following minimum information:
 - a) Type of Collection System Overflow;
 - b) Identification of potential hazards and limitations of water use, as applicable;
 - c) ECA number and/or asset ID; and
 - d) The Owner's contact information.
- 3.4 Monitoring

- 3.4.1 For a Collection System Overflow that occurs at a designated location, the following conditions apply:
 - a) For CSO storage tanks/facilities listed in Table B3, the Owner shall:
 - i intentionally deleted to preserve numbering.
 - ii On or before November 17, 2023 or within six (6) months of the date of the publication of the Ministry's monitoring guidance, whichever is later, collect a composite sample of the combined Sewage from the CSO tank whenever the tank(s) is(are) in operation. If there is more than one tank, the tank nearest to the discharge point shall be sampled. The composite sample shall consist, at a minimum, of one sample at the beginning of the Event, and one sample at approximately every 8-hours until the end of the Event. The composite sample shall be analyzed, at a minimum, for Biochemical Oxygen Demand (BOD) (or Chemical Oxygen Demand (COD) if agreed upon by the District Manager), total suspended solids, total phosphorus and total Kjeldahl nitrogen. If the CSO continues for more than one day, multiple composite samples are allowed.
 - iii If 3.4.1 a) ii) cannot be achieved, then surrogate sampling may be used to determine the contamination concentrations of the discharge CSO tank overflow, at a minimum, for BOD (or COD), total suspended solids, total phosphorus and total Kjeldahl nitrogen. The methodology in determining, applying, and analyzing surrogate sampling shall be proposed by the Owner and subject to the written approval of the District Manager.
 - b) For CSO regulator structures listed in Table B2, and for any CSO or SSO locations listed under Table B4 or Table B5, the Owner shall:
 - i intentionally deleted to preserve numbering.
 - ii On or before November 17, 2023 or within six (6) months of the date of publication of the Ministry's monitoring guidance, whichever is later, take at least one (1) grab sample, for BOD (or COD, if agreed upon by the District Manager), total suspended solids, total phosphorus, total Kjeldahl nitrogen, and E. Coli, or

- iii On or before August 17, 2023 or within six (6) months of the date of publication of the Ministry's monitoring guidance, whichever is later, use surrogate sampling to determine the Contaminant concentrations of the discharged Collection System Overflow, at a minimum, for BOD (or COD), total suspended solids, total phosphorus, total Kjeldahl nitrogen, and E. Coli. The methodology in determining, applying, and analyzing surrogate sampling shall be proposed by the Owner and subject to the written approval of the District Manager.
- c) The Owner shall use the Event discharged volume and the concentrations as determined in condition 3.4.1 to calculate the loading to the Natural Environment for each parameter.
- 3.4.2 For any Spill of Sewage that does not meet 3.4.1 a) or b):
 - a) Where practicable, take at least one (1) grab sample, for BOD (or COD, if agreed upon by the District Manager), total suspended solids, total phosphorus, total Kjeldahl nitrogen, and E. Coli
 - b) The Owner shall use the discharged volume, where possible, and the concentrations as determined in condition 3.4.2 a) to calculate the loading to the Natural Environment for each parameter.
- 3.4.3 If COD sampling was completed, the equivalent BOD values are required to be included with the data reported to the Ministry.
- 3.4.4 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:
 - 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.
 - b) The Ministry's publication "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater Version 2.0" (January 2016), as amended from time to time.
 - c) The publication "Standard Methods for the Examination of Water and Wastewater", as amended from time to time.

4.0 Reporting

- 4.1 The Owner shall, upon request, make all manuals, plans, records, data, procedures and supporting documentation available to Ministry staff.
- 4.2 Collection System Overflows
 - 4.2.1 If the Collection System Overflow meets the criteria listed in condition 3.3.1 or 3.3.2:
 - a) The Owner shall report the Event as a Class 1 approved discharge type Spill as soon as practicable to the Ministry either by a verbal to SAC or in an electronic format if the Ministry makes a system available;
 - b) The Owner shall report the Event to the local Medical Officer of Health in a manner agreed upon with the local Medical Officer of Health;
 - c) The manner of notification to the Ministry shall be in two (2) stages and include, at a minimum, the following information:
 - i The Asset ID, infrastructure description as detailed in Table B5 in Schedule B, the outfall location, and the Point of Entry (as applicable), and the reason(s) for the Event.
 - ii First stage of reporting:
 - a. The date and time (start) of the Event.
 - iii Second stage of reporting (as soon as practicable and may be reported at same time as first stage):
 - a. The date, duration, and time (start and end) of the Event;
 - b. The estimated or measured volume of the Event, accurate to at least +/- 20% of the volume;
 - i. If the volume of the Event is not readily available at the time of the second stage of reporting, the estimated volume can be provided to the Ministry within seven (7) calendar days of the second stage of reporting;

- c. If any, summary of complaints, observed adverse impacts, any additional sampling obtained, disinfection, and any corrective measures taken;
- d) Upon request of the local office, the Owner shall within fifteen (15) calendar days of the occurrence of any Collection System Overflow, the Owner shall submit a full written report of the occurrence to the District Manager describing the cause and discovery of the Collection System Overflow, clean-up and recovery measures taken, preventative measures to be taken and schedule of implementation, or an alternate report as agreed to in writing by the District Manager.

4.3 Spills

- 4.3.1 If the Collection System Overflow does not meet the criteria listed in condition 3.3.1 or 3.3.2, or is otherwise considered a Spill of Sewage:
 - a) The Owner shall report the Spill to SAC pursuant to O.Reg.675/98 and Part X of the EPA;
 - b) The Owner shall report the Event to the local Medical Officer of Health in a manner agreed upon with the local Medical Officer of Health;
 - c) In addition to the obligations under Part X of the Environmental Protection Act, the Owner shall, within fifteen (15) calendar days of the occurrence of any reportable Spill, submit a full written report of the occurrence to the District Manager describing the cause and discovery of the spill or loss, actual/estimated volume of the Spill, clean-up and recovery measures taken, preventative measures to be taken and schedule of implementation.
- 4.4 If the Owner is unable to determine the volume of a Collection System Overflow for the purpose of reporting, the Owner shall develop procedures that enable estimated or measured volumes to be included in the required reporting for any Collection System Overflow occurring on or after May 17, 2024.
- 4.5 The Owner shall follow the direction of the Ministry and the local Medical Officer of Health regarding any Collection System Overflows.
- 4.6 The Owner shall prepare an annual performance report for the Authorized System that:

- 4.6.1 Is submitted to the Director on or before March 31st of each year and covers the period from January 1st to December 31st of the preceding calendar year.
 - a) For clarity, the first report shall cover the period of January 1st, 2024 to December 31st, 2024 and be submitted to the Director on or before March 31st, 2025.
 - b) For the transitional period of January 1, 2022 to December 31, 2022, annual reporting requirements from previous ECAs pertaining to Spills only, where these occurred in the reporting period, and that have been revoked through issuance of this ECA shall apply.
 - i For the transitional period, condition 4.7.2 does not apply.
- 4.6.2 Is also submitted to the District Manager where a Collection System Overflow or Spill of Sewage has occurred in the reporting period.
- 4.6.3 If applicable, includes a summary of all required monitoring data along with an interpretation of the data and any conclusion drawn from the data evaluation about the need for future modifications to the Authorized System or system operations.
- 4.6.4 Includes a summary of any operating problems encountered and corrective actions taken.
- 4.6.5 Includes a summary of all calibration, maintenance, and repairs carried out on any major structure, Equipment, apparatus, mechanism, or thing forming part of the Municipal Sewage Collection System.
- 4.6.6 Includes a summary of any complaints related to the Sewage Works received during the reporting period and any steps taken to address the complaints.
- 4.6.7 Includes a summary of all Alterations to the Authorized System within the reporting period that are authorized by this Approval including a list of Alterations that pose a Significant Drinking Water Threat.
- 4.6.8 Includes a summary of all Collection System Overflow(s) and Spill(s) of Sewage, including:
 - a) Dates;
 - b) Volumes and durations;

- c) If applicable, loadings for total suspended solids, BOD, total phosphorus, and total Kjeldahl nitrogen, and sampling results for E.coli;
- d) Disinfection, if any; and
- e) Any adverse impact(s) and any corrective actions, if applicable.
- 4.6.9 Includes a summary of efforts made to reduce Collection System Overflows, Spills, STP Overflows, and/or STP Bypasses, including the following items, as applicable:
 - a) A description of projects undertaken and completed in the Authorized System that result in overall overflow reduction or elimination including expenditures and proposed projects to eliminate overflows with estimated budget forecast for the year following that for which the report is submitted.
 - b) Details of the establishment and maintenance of a PPCP, including a summary of project progresses compared to the PPCP's timelines.
 - c) An assessment of the effectiveness of each action taken.
 - d) An assessment of the ability to meet Procedure F-5-1 or Procedure F-5-5 objectives (as applicable) and if able to meet the objectives, an overview of next steps and estimated timelines to meet the objectives.
 - e) Public reporting approach including proactive efforts.
- 4.7 The report described in condition 4.6 shall be:
 - 4.7.1 Made available, on request and without charge, to members of the public who are served by the Authorized System; and
 - 4.7.2 Made available, by June 1st of the same reporting year, to members of the public without charge by publishing the report on the Internet, if the Owner maintains a website on the Internet.

5.0 Record Keeping

- 5.1 The Owner shall retain for a minimum of ten (10) years from the date of their creation:
 - 5.1.1 All records, reports and information required by this Approval and related to or resulting Alterations to the Authorized System, and

- 5.1.2 All records, report and information related to the operation, maintenance and monitoring activities required by this Approval.
- 5.2 The Owner shall update, within twelve (12) months of any Alteration to the Authorized System being placed into service, any drawings maintained for the Municipal Sewage Collection System to reflect the Alteration of the Sewage Works, where applicable.

6.0 Review of this Approval

- 6.1 No later than the date specified in Condition 1 of Schedule A of this Approval, the Owner shall submit to the Director an application to have the Approval reviewed. The application shall, at minimum:
 - 6.1.1 Include an updated description of the Sewage Works within the Authorized System, including any Alterations to the Sewage Works that were made since the Approval was last issued; and
 - 6.1.2 Be submitted in the manner specified by Director and include any other information requested by the Director.

7.0 Source Water Protection

- 7.1 The Owner shall ensure that any Alteration in the Authorized System is designed, constructed, and operated in such a way as to be protective of sources of drinking water in Vulnerable Areas as identified in the Source Protection Plan, if available.
- 7.2 The Owner shall prepare a "Significant Drinking Water Threat Assessment Report for Proposed Alterations" for the Authorized System on or before October 17, 2024 that includes, but is not necessarily limited to:
 - 7.2.1 An outline of the circumstances under which the proposed Alterations could pose a Significant Drinking Water Threat based on the Director's Technical Rules established under the CWA.
 - 7.2.2 An outline of how the Owner assesses the proposed Alterations to identify drinking water threats under the CWA.
 - 7.2.3 For any proposed Alteration a list of components, Equipment, or Sewage Works that are being altered and have been identified as a Significant Drinking Water Threat.
 - 7.2.4 A summary of design considerations and other measures that have been put into place to mitigate risks resulting from construction or operation of the components, Equipment or Sewage Works identified in condition 7.2.3, such as those included in the Standard Operating Policy for Sewage Works.

- 7.3 The Owner shall make any necessary updates to the report required in condition 7.2 at least once every twelve (12) months.
- 7.4 Any components, Equipment or Sewage Works added to the report required in condition 7.2 shall be included in the report for the operational life of the Sewage Works.
- 7.5 Upon request, the Owner shall make a copy of the report required in condition 7.2 available to the Ministry or Source Protection Authority staff.

8.0 Additional Studies

Assessment of Wet Weather Flows Compared to Dry Weather Flows

- 8.1 This condition and the following requirements apply where:
 - a) The Authorized System has no Combined Sewers or Partially Separated Sewers; and
 - b) There has been one or more of: an STP Overflow, STP Bypass, or Collection System Overflow within the ten (10) year period starting January 1, 2012 and ending December 31, 2021.

The following requirements do not apply if:

- a) The Collection System Overflow is a result of emergency overflows at pumping stations during power outage or Equipment failure; and
- b) There has been no STP Overflow or STP Bypass.
- 8.1.1 The Owner shall conduct an assessment of Wet Weather Flows compared to the Dry Weather Flows in the Authorized System and/or to the STP(s) described in Schedule A, as per the following conditions:
 - a) The assessment shall evaluate available data from the ten (10) year period starting January 1, 2012 and ending December 31, 2021.
 - b) The assessment shall be completed and submitted to the Director by April 17, 2025.
 - c) In the event that Wet Weather Flows in the ten (10) year period described above have created STP Bypasses or STP Overflows at the STP(s) specified in Schedule A or Collection System Overflows in an Average Year, then the study shall include:

- i Actions and timelines to meeting the Procedure F-5-1 objectives;
- ii Review of causes of STP Overflow, STP Bypass and/or Collection System Overflow Events, including inflow and infiltration, sewer use, and characteristics of rainfall events, as applicable;
- iii Inspection of the Sewers and bypass structures; and
- iv Identification of any near and/or long-term corrective actions with anticipated timelines.

Assessment of Conformance to Procedure F-5-1 and F-5-5

- 8.2 This condition and the following requirements apply where:
 - a) The Authorized System includes Combined Sewers or Partially Separated Sewers, and
 - b) The Authorized System experienced a Collection System Overflow, an STP Bypass, or STP Overflow within the ten (10) year period starting January 1, 2012 and ending December 31, 2021.
 - 8.2.1 The Owner shall conduct an assessment to demonstrate conformance of the Authorized System to Procedure F-5-1 or Procedure F-5-5, as applicable, in accordance with the following conditions:
 - a) The assessment shall:
 - i Be prepared by a Licensed Engineering Practitioner and be submitted to the Director by April 17, 2025;
 - ii Be performed for each of the years 2012 through to 2021;
 - iii Include the number of Collection System Overflows as a result of storms that are not Significant Storm Events for each year;
 - iv Include the estimated length of Combined Sewers and Separate Sewers within the collection system;
 - v Include the date of the most recent PPCP;
 - vi Include the status of each action items specified in the PPCP, as applicable;

- vii Include a summary of additional action items not specified in a PPCP which have been taken to prevent Collection System Overflows in the ten (10) year period starting January 1, 2012 and ending December 31, 2021; and
- viii Identify timelines for achieving conformance to Procedure F-5-1 or Procedure F-5-5 objectives, as applicable.
- 8.2.2 The Owner shall submit a new or updated PPCP to the Director, no later than February 17, 2028, if:
 - a) No PPCP exists for the Authorized System, or
 - b) The PPCP for the Authorized System is older than ten (10) years as of May 16th, 2023.
- 8.2.3 The PPCP shall include, at minimum:
 - a) Characterization of the Combined Sewer System (CSS) Monitoring, modeling and other appropriate means shall be used to characterize the CSS and the response of the CSS to precipitation events. The characterization shall be based on the ten (10) year period starting January 1, 2012 and ending December 31, 2021 and include the determination of the location, frequency and volume of the CSOs, concentrations and mass pollutants resulting from CSOs, and identification and severity of suspected CSS deficiencies. Records shall be kept for CCS including the following:
 - i Location and physical description of CSO and SSO outfalls in the collection systems, emergency overflows at pumping stations, and bypass locations at STPs;
 - ii Location and identification of receiving water bodies, including sensitive receivers, for all Combined Sewer outfalls;
 - iii Combined Sewer system flow and STP treatment capacities, present and future (20-year timeframe) expected peak flow rates during dry weather and wet weather;
 - iv Capacity of all regulators;
 - v Location of cross connections between sanitary Sewage and Stormwater infrastructure; and

- vi Location and identification of infrastructure in the CSS where monitoring Equipment is installed.
- b) Operational procedures shall be developed including the following:
 - i Combined Sewer maintenance program; and
 - ii Regulator inspection and maintenance programs.
- c) An examination of non-structural and structural CSO control alternatives that may include:
 - i Source control;
 - ii Inflow/Infiltration reduction;
 - iii Operation and maintenance improvements;
 - iv Control structure improvements;
 - v Collection system improvements;
 - vi Storage technologies;
 - vii Treatment technologies; and
 - viii Sewer separation.
- d) An implementation plan with a schedule of all practical measures to eliminate dry weather overflows and minimize wet weather overflows, as well as an overflow percent reduction target.
 - i The implementation plan shall show how the minimum CSO prevention and control requirements and other criteria in Procedure F-5-5 are being achieved.
- 8.2.4 The Owner shall ensure that an updated PPCP for the Authorized System is prepared within ten (10) years of the date that the previous PPCP was finalized.

Sewer Model

- 8.3 The Owner shall prepare a new/updated Sewer model, within three (3) years of May 16th, 2023, if any of the following pertain to the Authorized System:
 - 8.3.1 It includes Combined Sewers;

- 8.3.2 It services a population greater than 10,000; or
- 8.3.3 The Sewer model for the Authorized System was last updated prior to 2012 and 8.3.1 or 8.3.2 apply.

Schedule F: Residue Management		
System Owner	Temagami, The Corporation of the Municipality of	
ECA Number	201-W601	
System Name	Temagami Sewage Collection System	
ECA Issue Date	May 16th, 2023	

1.0 Residue Management System

1.1 Not Applicable:

Facility Operations

Temagami

Sewage Collection System



Ontario Clean Water Agency Agence Ontarienne Des Eaux

Prepared by the Ontario Clean Water Agency

Date: February 17, 2025



Temagami North Collection System Cedar Avenue SPS

Method of Operation





System Overview

The Cedar Avenue Sewage Pumping Station (Number 1) is located on Cedar Avenue, on the backside of the Temagami North Water Treatment Plant.

The sewage pumping station receives all the municipal sewage in Temagami North and pumps it to sewage treatment lagoon #1.

The station is equipped with three dry pumps (2 duty, 1 standby) located in the lower level of the station, each are 5.5 HP dry pumps each rated at 22.2 L/s against a total dynamic head (TDH) of 10 meters. The wet well is accessible via a hatch, found on the exterior of the control building.

The control building on site contains all system controls including: the backup power control system, standby generator with automatic transfer switch, fuel tank, local electrical disconnects, three Allen Bradley pump control panels each high water alarm, integrated Milltronic MultiRangerPlus wet well level indicator control unit.

Other equipment found in the station include: two ultrasonic level detectors with two back-up float switch connected to an alarm system, Data Logger for local process trending, raw wastewater flowmeter measuring flow to the lagoon, raw water auto-sampler, interconnected piping and valves, and appurtenances to allow for the proper operation of the station. Level measuring devices are connected to the Wonderware Outpost system. Trending is reviewed daily via 72 hour review by operating authority operational staff.



1



2

Emergency Power

Emergency power is supplied by a 80 kW diesel generator located in the control building that is tied in to an automatic transfer switch, fueled by a 620L fuel tank. This generator can maintain all aspects of the station's operation during a power outage.

Preventative maintenance functionality testing is performed by operating authority operational staff on a monthly basis, and annual servicing is conducted by a third party, or town employee.



High Flow Events

The Cedar Avenue Station does not include a designed overflow point, but during very high flow events (rainfall, snowmelt, infiltration, etc.). In heavy rain when levels rise faster than pumps can maintain wet well levels, a contractor is called to haul to the Lagoon from the pump station.

However a spill may occur in the collection system. If this happens, the event must be chlorinated, measured and reported to appropriate authorities (the local Health Unit, MOE SAC, and Environment Canada).

A sample should also be collected if possible and tested for the same parameters as an overflow. Refer to the sewage Overflow and Bypass procedure found in Section 6 for corrective actions, notification and reporting instructions.

Spill Sampling Requirements

If possible, samples of the spill are to be collected and tested for parameters identified in the table below and if possible, loadings into the natural environment are to be calculated using the event discharged volume.

SPILL MONITORING IN THE COLLECTION SYSTEM CLI Environmental Compliance Approval (ECA) for the Sewage Collection System				
Parameters	Sample Type	Frequency	Compliance	
BOD ₅	grab	At least one (1) grab sample per event	Collect at least one grab sample representative of the overflow event.	
Total Suspended Solids (TSS)				
Total Phosphorus (TP)				
Total Kjeldahl Nitrogen (TKN)				
E.coli				

Alarms

The station alarms are managed via the PLC at the station. Operators are called out to the station to investigate and address any issues.

- High Level Alarm
- Power Failure
- Hi Hi Level
- Loss of Echo

4



Collection System Operations Manual

Equipment List Cedar SPS

(Workplace Management System Assets)

Asset	Description
0000114163	HEATER UNIT ELECTRIC
0000114165	VALVE GATE 01 SUCTION
0000114167	VALVE GATE 01
0000114169	VALVE GATE 02 SUCTION
0000114171	VALVE GATE 02
0000114173	VALVE GATE 03 SUCTION
0000114175	VALVE GATE 03
0000114177	VALVE GATE RETURN
0000114178	FAN EXHAUST PUMP STATION
0000114333	PANEL CONTROL OUTPOST 5 TEMAGAMI WWTP
0000115954	TANK WET WELL SEWAGE
0000115955	PUMP SUBMERSIBLE 01
0000115956	PUMP SUBMERSIBLE 02
0000115957	PUMP SUBMERSIBLE 03
0000115958	PANEL CONTROL GENERATOR
0000115959	GENERATOR ELECTRIC
0000115960	ENGINE DIESEL CEDAR SPS
0000115961	BATTERY-CHARGER
0000115962	PANEL TRANSFER SWITCH
0000293269	AUTO SAMPLER CEDAR SPS RAW


Collection System Operations Manual

Equipment Manuals

Equipment Manuals are located at the Temagami DWS plant and should be consulted for relevant elements such as:

- 1. Safety measures
- 2. Specifications
- 3. Installation
- 4. Operations
- 5. Electrical Information
- 6. Preventative Maintenance
- 7. Serving and Repair
- 8. Troubleshooting
- 9. Replacement Parts



The Corporation of the Municipality of Temagami

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Temagami North Collection System Spruce SPS

Method of Operation





System Overview

The Spruce Sewage Pumping Station (Number 2) is located on the corner of Spruce Drive and Goward Avenue in Temagami North.

The lift station services the trailer park and Spruce Drive, then directs sewage to the Cedar Sewage Pumping Station via the sewage collection system.

The station is equipped with two submersible sewage pumps (1 duty, 1 standby) located in the wet well, each are rated at 6.3 L/s. The wet well is accessible via a hatch on top of the wet well structure.



The site of the SPS does not have a control building, however there is a control unit housing on site that contains all system controls including: natural gas standby generator with automatic transfer switch, primary power electrical disconnect, the pump control panel each with an overload indicator/alarm, integrated Milltronic MultiRangerPlus wet well level indicator control unit integrated with the alarm system. Other equipment found in the station include: anchorage for portable lifting mechanisms (for raising pumps from the wet well from surface); two ultrasonic level detectors with two back-up float switch connected to the alarm system.

Emergency Power

Emergency power is supplied by a natural gas generator located on site. This generator can maintain all aspects of the station's operation during a power outage.

Preventative maintenance functionality testing is performed by operating authority operational staff on a monthly basis, and annual servicing is conducted by a third party, or town employee.



High Flow Events

The Spruce Drive Station does not include a designed overflow point, but during very high flow events (rainfall, snowmelt, infiltration, etc.). In High flow situations, when the pumps are having a difficult time maintain wet well levels, a contractor is called in to haul from the pump station to the Lagoon

However a spill may occur in the collection system. If this happens, the event must be chlorinated, measured and reported to appropriate authorities (the local Health Unit, MOE SAC, and Environment Canada).

A sample should also be collected if possible and tested for the same parameters as an overflow. Refer to the sewage Overflow and Bypass procedure found in Section 6 for corrective actions, notification and reporting instructions.

Spill Sampling Requirements

If possible, samples of the spill are to be collected and tested for parameters identified in the table below and if possible, loadings into the natural environment are to be calculated using the event discharged volume.

SPILL MONITORING IN THE COLLECTION SYSTEM CLI Environmental Compliance Approval (ECA) for the Sewage Collection System					
Parameters Sample Type Frequency Compliance					
BOD ₅					
Total Suspended Solids (TSS)					
Total Phosphorus (TP)	grab	At least one (1) grab sample per event	At least one (1) grab sample per event	Collect at least one grab sample representative of the overflow event.	
Total Kjeldahl Nitrogen (TKN)					
E.coli					

Alarms

The station alarms are managed via the Milltronics/Alarm dialer on site. Operators are called out to the station to investigate and address any issues.

2

- Loss of Echo
- High Level
- Power Failure 1 hour +
- High High Level



Collection System Operations Manual

Equipment List Spruce SPS

(Workplace Management System Assets)

Asset	Description
0000277340	PANEL ALARM/DIALER
0000277341	PANEL CONTROL GENERATOR
0000277342	ENGINE DIESEL SPRUCE SPS
0000277343	GENERATOR ELECTRIC
0000277344	PANEL TRANSFER SWITCH
0000293295	TRANSMITTER
	PUMP SUBMERSIBLE 01
	PUMP SUBMERSIBLE 02
	TANK WET WELL SEWAGE



Collection System Operations Manual

Equipment Manuals

Equipment Manuals are located at the Temagami DWS plant and should be consulted for relevant elements such as:

- 1. Safety measures
- 2. Specifications
- 3. Installation
- 4. Operations
- 5. Electrical Information
- 6. Preventative Maintenance
- 7. Serving and Repair
- 8. Troubleshooting
- 9. Replacement Parts



Temagami South Collection System

Temagami Shores Resort SPS

Method of Operation





System Overview

The Temagami Shores Resort Sewage Pumping Station is located just off highway 11, part-way down the slope on the north side of the Temagami Shores Resort property.

The sewage pumping station services the Findlayson Point Provincial Park and the Temagami Shores motel and restaurant. It discharges into the sewage collection system and flow to the Temagami South Lagoon.

The station consists of one chamber (15 feet and 3 inches deep, and 93 inches in diameter) It is equipped with two submersible sewage pumps (1 duty, 1 standby) located in the wet well, each are rated at 35.3 L/s against a total dynamic head (TDH) of 61 meters. The wet well is accessible via a hatch on top of the wet well structure.



The site of the SPS does not have a control building, however there is a control unit housing on site that contains all system controls including: the pump control panel each with a high level alarm indicator, integrated Milltronic MultiRangerPlus wet well level indicator control unit integrated with the alarm dialer system. Other equipment found in the station include: one ultrasonic level detectors with two back-up float switch connected to the alarm system. Trending is reviewed weekly by operating authority operational via Temagami South Water Treatment Plant SCADA PC.

Emergency Power

Emergency power is not provided at the site. In a pump failure condition, the wet well would be pumped out manually and disposed of at the lagoon.

1

High Flow Events

The Temagami Shores Resort Station does not include a designed overflow point, but during very high flow events (rainfall, snowmelt, infiltration, etc.), an Industrial Vac Trck would need to be used to haul overflow to the lagoon.

However a spill may occur in the collection system. If this happens, the event must be chlorinated, measured and reported to appropriate authorities (the local Health Unit, MOE SAC, and Environment Canada).

A sample should also be collected if possible and tested for the same parameters as an overflow. Refer to the sewage Overflow and Bypass procedure found in Section 6 for corrective actions, notification and reporting instructions.

Spill Sampling Requirements

If possible, samples of the spill are to be collected and tested for parameters identified in the table below and if possible, loadings into the natural environment are to be calculated using the event discharged volume.

SPILL MONITORING IN THE COLLECTION SYSTEM CLI Environmental Compliance Approval (ECA) for the Sewage Collection System					
Parameters Sample Type Frequency Compliance					
BOD ₅					
Total Suspended Solids (TSS)					
Total Phosphorus (TP)	grab	At least one (1) grab sample per event	At least one (1) grab sample per event	collect at least one grab sample representative of the overflow event.	
Total Kjeldahl Nitrogen (TKN)					
E.coli					

Alarms

The station alarms are managed via the Milltronics/Alarm dialer on site. Operators are called out to the station to investigate and address any issues.

2

- Wet Well High Level
- Float High Level
- Pump control Float High level
- Power Fail
- Pump Overload
- Loss of Echo



Collection System Operations Manual

Equipment List

Temagami Shores Resort SPS

(Workplace Management System Assets)

Asset	Description
	PANEL ALARM/DIALER
	TRANSMITTER
	PUMP SUBMERSIBLE 01
	PUMP SUBMERSIBLE 02
	TANK WET WELL SEWAGE
	PANEL TRANSFER SWITCH



Collection System Operations Manual

Equipment Manuals

Equipment Manuals are located at the Temagami DWS plant and should be consulted for relevant elements such as:

- 1. Safety measures
- 2. Specifications
- 3. Installation
- 4. Operations
- 5. Electrical Information
- 6. Preventative Maintenance
- 7. Serving and Repair
- 8. Troubleshooting
- 9. Replacement Parts

Inspections and Maintenance Temagami

Sewage Collection System



Ontario Clean Water Agency Agence Ontarienne Des Eaux

Prepared by the Ontario Clean Water Agency

Date: February 17, 2025





Rev No.: 1 Issued: April 10, 2025

Cedar Sewage Pumping Stations

Prepared By: J. Galda, SPCM Approved By: B Logan, SOM

Weekly Checks

Pumps

- Listen for any abnormal noise or vibration
- Check pump runtime hours at the SPS
- Check wet well levels at SPS and on daily Outpost/Wonderware Report and review trending

Monthly

Alarms

• Ensure the alarm dialers are functional.

Generators

Preventative maintenance functionality testing is performed by operating authority operational staff on a monthly basis, and annual servicing is conducted by a third party, or town employee.

- Prior to start-up check the oil and coolant levels
- Perform battery check with hydrometer
- Run the generator under load for 25 to 30 minutes
- Activate the transfer switch by throwing the main breaker; observe the transfer switch to ensure proper operation. Monitor the generator for any issues. After the generator has been running for 10 to 15 minutes, record all operating levels and outputs on the Monthly Generator Check List. After 25 to 30 minutes reset the breaker to the "ON" position and wait for the transfer switch to revert back to hydro power. Note any issues with switch performance. Wait for generator to cool and shut down.



Cedar Sewage Pumping Stations

Rev No.: 1 Issued: April 10, 2025

Prepared By: J. Galda, SPCM Approved By: B Logan, SOM

Monthly PMs

PM Description	Work Type	FREQ	FREQUNIT
(TPM) Total Preventative Maintenance & Inspection	PM	1	Monthly
Critical Alarm/Dialer Testing	PM	1	Monthly
Diesel Generator Inspection/Function Test (TPM)	PM	1	Monthly
Building and Grounds Maintenance	PM	1	Monthly
Eyewash Station Inspection	PM	1	Monthly
Fire Protection System Inspection	PM	1	Monthly
Monthly Health and Safety Inspection (Eyewash	PM	1	Monthly
Inspections, First Aid Kits, Emergency Exits, Fire			
Extinguisher)			

Annual PMs

PM Description	Work Type	FREQ	FREQUNIT
Critical Alarm/Dialer Testing	PM	1	Annual
Recorder Datalogger Inspection	PM	1	Annual
Effluent Level Meter Verification	PM	1	Annual
Effluent Flow Meter Verification	PM	1	Annual
Diesel Generator Service (3 rd Party)	PM	1	Annual
Wet Well Cleaning and Inspections (All SPSs)	PM	1	Annual
Level Transmitter Inspection (Annual)	PM	1	Annual
Auto-sampler Inspection (Lagoon Influent)	PM	1	Annual
Eyewash Station Solution Replacement	PM	1	Per Manufacturer's Recommendations
Pump Submersible Inspection/Service (All SPSs)	PM	1	As Needed
Wonderware BTP Inspection/Service	PM	1	As required

Calibrations

Calibration Description	Work Type	FREQ	FREQUNIT
Sewage Flowmeter Verification	CAL	1	Annual
Wet Well Level (Milltronics Multi Ranger)	CAL	1	Annual



Rev No.: 1 Issued: April 10, 2025

Spruce Sewage Pumping Stations

Prepared By: J. Galda, SPCM Approved By: B. Logan, SOM

Weekly Checks

Pumps

- Listen for any abnormal noise or vibration
- Check pump runtime hours at the SPS
- Check wet well levels at SPS and on daily Outpost/Wonderware Report and review trending

Monthly

Alarms

• Ensure the alarm dialers are functional.

Generators

Preventative maintenance functionality testing is performed by operating authority operational staff on a monthly basis, and annual servicing is conducted by a third party, or town employee.

- Prior to start-up check the oil and coolant levels
- Perform battery check with hydrometer
- Run the generator under load for 25 to 30 minutes
- Activate the transfer switch by throwing the main breaker; observe the transfer switch to ensure proper operation. Monitor the generator for any issues. After the generator has been running for 10 to 15 minutes, record all operating levels and outputs on the Monthly Generator Check List. After 25 to 30 minutes reset the breaker to the "ON" position and wait for the transfer switch to revert back to hydro power. Note any issues with switch performance. Wait for generator to cool and shut down.



Spruce Sewage Pumping Stations

Rev No.: 1 Issued: April 10, 2025

Prepared By: J. Galda, SPCM Approved By: B. Logan, SOM

Monthly PMs

PM Description	Work Type	FREQ	FREQUNIT
(TPM) Total Preventative Maintenance & Inspection	PM	1	Monthly
Critical Alarm/Dialer Testing	PM	1	Monthly
Natural Gas Generator Inspection/Function Test	PM	1	Monthly
Building and Grounds Maintenance	PM	1	Monthly

Annual PMs

PM Description	Work Type	FREQ	FREQUNIT
Natural Gas Generator Service (3 rd Party)	PM	1	Annual
Critical Alarm/Dialer Testing	PM	1	Annual
Level Control Test	PM	1	Annual
Wet Well Cleaning and Inspections (All SPSs)	PM	1	As required
Pump Submersible Inspection/Service (All SPSs)	PM	1	As required

Calibrations

Calibration Description	Work Type	FREQ	FREQUNIT
Sewage Flowmeter Verification	CAL	1	Annual
Wet Well Level (Milltronics Multi Ranger)	CAL	1	Annual



Temagami Shores Resort Sewage Pumping Stations Rev No.: 1 Issued: April 10, 2025

Prepared By: J. Galda, SPCM Approved By: B. Logan, SOM

Weekly Checks

Pumps

- Listen for any abnormal noise or vibration
- Check pump runtime hours at the SPS
- Check wet well levels at SPS and on daily Outpost/Wonderware Report and review trending

Monthly

Alarms

• Ensure the alarm dialers are functional.

Generators

Preventative maintenance functionality testing is performed by operating authority operational staff on a monthly basis, and annual servicing is conducted by a third party, or town employee.

- Prior to start-up check the oil and coolant levels
- Perform battery check with hydrometer
- Run the generator under load for 25 to 30 minutes
- Activate the transfer switch by throwing the main breaker; observe the transfer switch to ensure proper operation. Monitor the generator for any issues. After the generator has been running for 10 to 15 minutes, record all operating levels and outputs on the Monthly Generator Check List. After 25 to 30 minutes reset the breaker to the "ON" position and wait for the transfer switch to revert back to hydro power. Note any issues with switch performance. Wait for generator to cool and shut down.



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Monthly PMs

PM Description	Work Type	FREQ	FREQUNIT
(TPM) Total Preventative Maintenance & Inspection	PM	1	Monthly
Building/Ground Maintenance	PM	1	Monthly

Annual PMs

PM Description	Work	FREQ	FREQUNIT
	Туре		
Critical Alarm/Dialer Testing	PM	1	Annual
Level Transmitter Inspection/Function	PM	1	Annual
Pump Submersible Inspection/Service (All SPSs)	PM	1	As Needed
Wet Well Cleanout	PM	1	As Needed

Calibrations

Calibration Description	Work Type	FREQ	FREQUNIT
Sewage Flowmeter Verification (Lagoon)	CAL	1	Annual
Wet Well Level (Milltronics Multi Ranger)	CAL	1	Annual



Rev No.: 1 Issued: February 17, 2025

Linear Asset Inspection and Maintenance

Prepared By: J. Galda, SPCM Approved By: B. Logan, SOM

Regular inspection and maintenance are crucial to ensuring the efficient and reliable operation of a sewer system. These tasks help prevent blockages, overflows, and structural failures, protecting public health and the environment.

The Municipality of Temagami conducts the following inspection and maintenance activities in order to maintain the linear sanitary sewer systems.

Inspection Tasks			
Task	Frequency		
Visual Inspection:	Annually		
Inspect manholes and access points for structural integrity and blockages.			
• Check for signs of infiltration, such as water entering the system during dry weather.			
Look for evidence of rodent activity or other pests.			
CCTV Camera Inspection:	Annually		
• Use closed-circuit television (CCTV) cameras to inspect the interior of sewer pipes.			
Identify cracks, root intrusions, corrosion, and debris.			
Smoke Testing:	As required		
Introduce non-toxic smoke into the sewer system to identify leaks & broken pipes.			
Flow Monitoring:	As required		
• Install flow meters to measure the volume and velocity of sewage flow, identifying areas of			
reduced capacity or blockages.			
Hydraulic Analysis:	As required		
• Perform hydraulic modeling to evaluate the capacity and performance of the sewer system			
under various conditions.			
Maintenance Tasks			
Task	Frequency		
Cleaning:	Annually		
Regularly clean sewer lines using high-pressure water jetting or mechanical rodding to removi	2		
debris and prevent blockages.			
Clean manholes and access points to remove silt, grease, and other deposits.			
Root Control:	Annually		
Mechanically remove roots using cutting tools or water jetting.			
Preventive Maintenance:	Annually		
• Establish a regular schedule for inspecting and maintaining sewer system components to			
prevent failures and extend the life of the infrastructure.			
Prioritize rehabilitation activities based on the condition and criticality of assets.			
Repair and Rehabilitation:	As Required		
• Repair cracks, holes, and other defects in sewer pipes using trenchless technologies such as			
cured-in-place pipe (CIPP) lining, pipe bursting, or slip lining			
Replace Residential/Commercial Grinder Pumps (see image below)			
Replace severely damaged sections of pipe through installation of new pipe segments.			
Infiltration and Inflow (I&I) Reduction:	As Required		
 Identity and seal sources of infiltration and inflow, such as cracked pipes, defective manholes, 			
and unauthorized connections.			
 Replace or rehabilitate defective sewer pipes/manholes to reduce I&I. 			



Rev No.: 1 Issued: February 17, 2025

Linear Asset Inspection and Maintenance

Prepared By: J. Galda, SPCM Approved By: B. Logan, SOM

Grinder Pumps

Each residence or commercial building connected to the collection system is fitted with at least one Grinder Pump (as see below). The grinder pump is a submersible pump that collects wastewater from a building, grinds up the solids, and pumps it to the sewer collection system through small-diameter pipes.





Infrastructure Maintenance, Rehabilitation & Renewal

Purpose

To describe OCWA's infrastructure maintenance, rehabilitation and renewal program for the Municipality of Temagami's Sewage Collection System.

Definitions

Infrastructure – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware, software and supporting services, such as transport or communication

Rehabilitation – the process of repairing or refurbishing an infrastructure element.

Renewal – the process of replacing the infrastructure elements with new elements.

Work Management System

OCWA, under contract with the Owner, maintains a computerized Work Management System (WMS) to manage maintenance, rehabilitation and renewal of infrastructure for which it is operationally responsible. The major components of the WMS consist of planned maintenance, unplanned maintenance, rehabilitation, renewal and program monitoring and reporting. Any maintenance activities conducted by the town that cannot be documented using a maintenance management system can be documented using the **Inspection and Maintenance Checklist** and **O&M Maintenance Hole Inspection Checklist** provided in this manual.

Planned Maintenance

Routine planned maintenance activities include:

- Inspect, adjust and calibrate process control equipment to ensure proper operation of wastewater systems, pumps, chemical feeders, and all other equipment installed at the facilities
- Inspect sewage pumping stations and wet wells
- Perform routine maintenance duties to equipment including checking machinery and electrical equipment when required.
- Maintain an inventory of all equipment
- Maintain accurate records of work conducted, activities, and achievements.

Temagami

Prepared By: J. Galda, SPCM Approved By: B. Logan, SOM

Planned maintenance activities are scheduled in the WMS that allows the user to:

- Enter detailed asset information;
- Generate and process work orders;
- Access maintenance and inspection procedures;
- Plan preventive maintenance and inspection work;
- Plan, schedule and document all asset related tasks and activities; and
- Access maintenance records and asset histories.

Planned maintenance activities are communicated to the person responsible for completing the task through the issuance of WMS work orders. Work orders are automatically generated on a daily, weekly, monthly, quarterly and annual schedule as determined based on manufacturer's recommendations and site specific operational and maintenance needs and are assigned directly to the appropriate operations personnel. This schedule is set up by the Senior Operator. Work orders are completed and electronically entered into WMS by the person responsible for completing the task. Records of these activities are maintained by the Ontario Clean Water Agency.

The Superuser maintains the inventory of equipment in WMS and ensures that appropriate maintenance plans are in place. Maintenance plans are developed according to the manufacturer's instructions, regulatory requirements, industry standards, and/or client service requirements. Equipment Operation and Maintenance (O&M) manuals are accessible to operations personnel at the locations specified in OP-05 Document and Records Control.

Unplanned Maintenance

Unplanned maintenance is conducted as required. All unplanned maintenance activities are authorized by the Operations Management. Unplanned maintenance activities are recorded in the facility's logbook and as corrective/emergency work order and are entered into WMS by the person responsible for completing the unplanned maintenance activity.

Rehabilitation and Renewal

Rehabilitation and renewal activities including capital upgrades (major infrastructure maintenance) are determined at least once every calendar year in consultation with Operations Management and the Owner. A list of required replacement or desired new equipment is compiled and prioritized by Operations Management in conjunction with operations personnel and is presented to the Owner for review and comment. All major expenditures require the approval of the Owner. In addition to the short-term facility needs (i.e. current year), the Capital and Major Maintenance Recommendations Report also provides a long-term (i.e. rolling 5-year) list of major maintenance recommendations.



Program Monitoring and Reporting

Maintenance needs for the facility are determined through review of manufacturer's instructions, regulatory requirements, industry standards, and/or client service requirements and are communicated by means of work orders. Additionally, Operations Management and operations personnel conduct a review of the wastewater system's infrastructure to assess its adequacy for the operation and maintenance of the system.

To assist in monitoring the effectiveness of the program Operations Management (or designate) are provided monthly summary reports which are automatically generated and emailed from WMS.

OCWA's infrastructure maintenance, rehabilitation and renewal program is initially communicated to the Owner through the operating agreement. OCWA's program is communicated to the Owner on an on-going basis through quarterly reports and at a minimum once every calendar year through submission of the capital letter and the results of the Management Review.

Revision History

Date	Revision #	Reason for Revision
February 17, 2025	0	Issued for the CLI ECA

Rev No.: 0

Temagami

Calibration Frequencies

In order to monitor the completion of calibrations the Instrumentation Technicians create work orders in OCWA's internal workplace management system. They contain the calibration frequency and procedures.

The calibration frequency of instrumentation equipment is determined by the manufacturers specifications located in the appropriate equipment manuals. Most calibrations will fall within a monthly, quarterly, semi-annual or annual schedule. O. Reg. 170/03 Schedule 6-1.1 outlines requirements for frequency of sampling which can also be applied to calibration frequencies. It states the following:

Monthly Calibrations

The instrumentation technician must ensure that monthly calibrations are performed no earlier than **20** days, and no more than **40** days, after the calibration in the previous month.

Quarterly Calibrations

The instrumentation technician must ensure that quarterly (every three months) calibrations are performed no earlier than **60** days, and no more than **120** days, after the calibration in the previous quarter (three month period).

Semi-Annual Calibrations

The instrumentation technician must ensure that semi-annual (every six months) calibrations are performed no earlier than **150** days, and no more than **210** days, after the calibration in the previous half year (six month period).

Annual Calibrations

The instrumentation technician must ensure that annual (every twelve months) calibrations are performed not more than **30** days before or after the calibration in the previous year (12 month period).

Record Keeping

Hardcopies of the calibration reports are filed at the Haileybury Water Treatment Plant and electronic copies are filed on-line in the shared drive. Details of the calibration are also recorded in the workplace management system.

Revision History

Date	Revision #	Reason for Revision
February 17, 2025	0	Issued for the CLI ECA



Equipment Calibration and Maintenance

Purpose

To describe the procedure for the calibration and/or verification and maintenance of measurement and recording equipment used in the Municipality of Temagami Sewage Collection System.

Procedure

All measurement and recording equipment calibration and maintenance activities must be performed by appropriately trained and qualified personnel or by a qualified third-party calibration service provider.

The Instrumentation Technicians and/or Electronics Technician establishes and maintains a list of measurement and recording devices and associated calibration and/or verification schedules using the automated Work Management System (WMS). When a new device is installed, it is added to the WMS system by a SuperUser. The new device is tagged with a unique identification number and the maintenance schedule is set up. Work orders are then automatically generated as per the schedule.

Details regarding the results of the calibration and/or verification are recorded within each individual work order generated by the WMS, and in the facility logbook.

Calibration and maintenance activities are carried out in accordance with procedures specified in the manufacturer's manual, instructions specified in WMS or OCWA's calibration procedures.

Standards, reagents and/or chemicals that may be utilized during calibration and/or verification and/or maintenance activities are verified before use to ensure they are not expired. Any expired standards, reagents and/or chemicals are appropriately disposed of and are replaced with new standards, reagents and/or chemicals as applicable.

Any measurement device which does not meet its specified performance requirements during calibration and/or verification must be removed from service (if practical) until repaired, replaced or successfully calibrated. The failure must be reported to Operations Management and ORO, as soon as possible so that immediate measures can be taken to ensure that drinking water quality has not been compromised by the malfunctioning device.

	STANDARD OPERATING PROCEDURE (SOP)	Rev No.: 0 Issued: February 17, 2025
MUNICIPAL MUNICIPAL MUNICIPAL	Temagami	Prepared By: J. Galda, SPCM Approved By: B. Logan, SOM

Any actions taken as a result of the failure are recorded in the facility logbook and Instrumentation Calibration/Maintenance form. Operations Management or the PCT ensures that any notifications required by applicable legislation are completed and documented within the specified time period.

Calibration/verification and maintenance records and maintenance/equipment manuals are maintained as follows. Hardcopies of the calibration reports are filed at the Haileybury Water Treatment Plant and electronic copies are filed on-line in the shared drive. Details of the calibration are also recorded in the WMS.

Revision History

Date	Revision #	Reason for Revision
February 17, 2025	0	Issued for the CLI ECA



Maintenance Hole Inspection and Maintenance Rev No.: 0 Issued: February 17, 2025

Prepared By: J. Galda, SPCM Approved By: B. Logan, SOM

Maintenance Hole Inspection and Maintenance Procedure

1. **Objective:** The purpose of this procedure is to use the location maps provided and systematically inspect and maintain sanitary sewage system Maintenance Holes to ensure proper functionality, prevent blockages, and address any structural concerns.

2. Safety Considerations:

- A sanitary sewer is generally considered a confined space. A confined space is defined by specific characteristics, including limited entry and exit points, insufficient natural ventilation, and the potential for atmospheric hazards. Sewers typically exhibit these traits as they are enclosed spaces designed for the conveyance of sewage.
- When working in sewers, it's crucial to follow proper safety protocols, including conducting a thorough assessment of potential hazards, ensuring proper ventilation, and implementing confined space entry procedures.
- The confined nature of sewers can pose risks such as low oxygen levels, the presence of toxic gases, or the potential for engulfment due to sewage flow. Therefore, workers entering sewers should be trained in confined space entry procedures and use appropriate safety equipment to mitigate potential hazards.
- Prioritize safety by using appropriate personal protective equipment (PPE) and implementing traffic control measures if the Maintenance Hole is located in a public area.
- o Secure the work area to prevent accidents and unauthorized access.

3. Inspection Procedure:

Initial Assessment:

- Begin with a visual assessment of the Maintenance Hole surroundings for any signs of erosion or damage.
- Check for potential obstructions, such as vegetation or debris, around the Maintenance Hole entrance.

Access Inspection:

- Examine the Maintenance Hole cover for proper seating and securement.
- Inspect the cover for any signs of damage, corrosion, or missing bolts.
- Ensure that the access ladder or steps are in good condition and securely anchored.
- Inspect mounting brackets that mount the ladder to Maintenance Hole wall to ensure they are securely fastened.
- Ladder rungs may need periodic cleaning to keep them free of bioslime or other debris that would other make the rung slippery.

Internal Inspection:

- Carefully remove the Maintenance Hole cover using appropriate tools.
- Inspect the interior for accumulated sediment, debris, or pollutants.
- Check for signs of structural damage, including cracks, corrosion, or deterioration of concrete surfaces.
- Inspect any lights, fans, or electrical equipment for condition.
- Make sure ventilation piping/ducting is unobstructed.



Rev No.: 0 Issued: February 17, 2025

Maintenance Hole Inspection and Maintenance

Prepared By: J. Galda, SPCM Approved By: B. Logan, SOM

Channel and Inflow/Outflow Inspection:

- Examine the channel leading to and from the Maintenance Hole for blockages, sediment buildup, or any signs of erosion.
- Check for the presence of trash racks or grates and ensure they are in good condition.
- Verify that inflow and outflow pipes are free from obstructions.

Measurement of Water Levels:

- Measure the water levels within the Maintenance Hole to assess the system's hydraulic performance.
- Document water levels and compare them to the design specifications.

Cleaning and Maintenance:

- Remove accumulated sediment, debris, or pollutants using appropriate tools and equipment.
- Clean and clear any blockages in pipes, channels, or other components.
- Use a high-pressure washer if necessary for thorough cleaning.

Structural Integrity Assessment:

- Perform a detailed inspection of the Maintenance Hole structure, including walls, base, and invert.
- Address any identified issues related to cracks, corrosion, or other structural concerns.
- If repairs are needed, schedule them promptly and follow the appropriate maintenance protocols.

Record Keeping:

- Document all inspection findings, including photographs and measurements.
- Record any maintenance or repairs performed during the inspection.
- Maintain a log of inspection dates and any recommended follow-up actions.

Follow-Up:

- Schedule regular follow-up inspections based on the system's maintenance schedule or in response to specific conditions.
- Implement any corrective actions identified during the inspection process.

By following this procedure, you ensure the ongoing functionality and integrity of sewage system Maintenance Holes while promoting the effective management of sanitary influent collection.

4. Related Documents

O&M Maintenance Hole Inspection Checklist

5. Revision History

Date	Revision #	Reason for Revision	Revision By
February 17, 2025	0	SOP Issued	

	TEMAGAMI		
	Environmental Emergency Procedure		
NUNICA	Prepared By: J.Galda, SPCM	Revision No.: 0	
	Reviewed By: I. Bruneau, PCT	Issued: February 17, 2025	
	Approved By: B. Logan, SOM		

GRINDER PUMP REPLACEMENT

PURPOSE

This procedure outlines steps for replacing a failed residential/commercial grinder pump feeding the Temagami Sewage Collection System.

GRINDER PUMP

Each residence or commercial building connected to the collection system is fitted with at least one Grinder Pump (as see below). The grinder pump is a submersible pump that collects wastewater from a building, grinds up the solids, and pumps it to the sewer collection system through small-diameter pipes.





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	Environmental Emergency Procedure		
NUNICIA	Prepared By: J.Galda, SPCM	Revision No.: 0	
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enagami	Approved By: B. Logan, SOM		

PROCEDURE:

- 1. Access the Shop: Go to the Temagami Public Works Shop and enter the grinder room. Inside, you'll find a red toolbox and a grey garbage can for placing any pumps removed from residences to prevent exposure to sewage/contamination. Bleach and towels are also in the garbage can.
- 2. **Shut Off Power**: Before removing a pump, ensure the pump and alarm breakers are turned off in the grey panel. If the panel is locked, a key will be provided. If the alarm is sounding, press the button underneath to silence it.
- 3. Turn Off Main Valve: Make sure the main valve is turned off to prevent back pressure from the street.
- 4. **Disconnect the Pump**: Slowly disconnect the union connecting the pump to the discharge pipe using pipe wrenches to reduce pressure.
- 5. **Release Pressure**: Once the pressure is released, fully disconnect the union.
- 6. **Unplug and Loosen Pump**: Unplug the electrical line. Use the 3/8 ratchet from the toolbox to turn the nut in the center of the pump, loosening its grip on the tank.
- 7. Lift Out the Pump: Use the rope from the toolbox, which has ends designed to hook onto the pump, to lift it out of the well (especially useful for outside chambers).
- 8. **Remove Discharge Pipe**: Once the pump is out, remove the discharge pipe from the pump.
- 9. Install New Pump: Apply pipe sealing to the threads of the new pump and attach the discharge pipe.
- 10. Reverse Procedure: Follow the steps in reverse to install the new pump.
- 11. **Restore Power**: After installation, ensure the main valve is open and turn the power back on in the panel for the alarm and pump. The pump should start immediately if the level is correct.
- 12. Need Help?: If you have any questions, please call the Public Works Superintendent at 1-705-358-1870.

REVISION HISTORY

Date	Revision #	Reason for Revision
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Temagami Sewage Collection System Maintenance Hole Inspection Checklist

Revised: February 17, 2025

Inspector Name				
Inspection Date/Tim	e			
Inspection Type	🗆 Informal 🗆 Reg	ular (Spring/Fall)		
Manhole Location				
Condition	🗆 Dry 🗆 Wet	🗆 Standing Water 🛛 🗆 Fr	ozen	
Maintenance Hole C	haracteristics			
Location	Material	Cover	Barrel	Effluent/Influent
🗆 Roadway	Brick	□ 22″	□ 48″	H of Influentes
🗆 Gutter	Block	□ 24″	□ 60″	# of influents:
Paved Alley	Concrete	□ 30″	Other	
Unpaved Alley	🗆 Lined	□ 36″	Material	Direction of Effluent:
Easement	Other	🗆 Other		
🗆 Other				
Maintenance Hole C	onditions			
Cover	Frame	Cone	Barrel Wall	Rungs
Serviceable	Serviceable	Serviceable	Serviceable	Serviceable
🗆 Loose/Fit	🗆 Loose/Fit	Cracked/Broken	Cracked/Broken	🗆 Unsafe
Below Grade	Displaced	Corroded	Corroded	Missing Rungs
Damaged	Missing Grout	Misaligned	Misaligned	Corroded
Sealed	🗆 Raise	Infiltration	Infiltration	No Rungs
Holes (#)	🗆 Lower	Roots at Joints	Roots at joints	
Bench	Channel	Flow	Surcharge	Issues
Serviceable	Serviceable	🗆 Damp	□ None	🗆 Grease
Cracked/Broken	Obstructed	Trickle	Minor	🗆 Debris
Bad Base Joint	Bad Joints	Moderate	Needs Follow-Up	Silt/Sediment
	Roots at Connection	🗆 High		Infiltration
	Hydraulics			🗆 Other

Inspection Frequency: A = Annual S = Seasonal I=Informal (Heavy Rainfall Event)

Summary/Inspection Comments	
Follow-up Maintenance/Dates any maintenance must be completed by:	
Item	Due Date

Inspected by:

2025-M-124



Temagami

Inspection and Maintenance Checklist

Sanitary Collection Systems

Revised: February 17, 2025

Employee Name			
Work Order #			
Reason for Inspection/Maintenance	🗆 Heavy Rain	Planned	□ Other
Related Asset ID(s)			
Date			
Site Location			

Inspections

Inspection Items	Checked? Yes/No	Maintenance Needed? Yes/No	Inspection Frequency	Comments		
Major Flow Routes/Ditches						
Debris/Sediment Accumulation						
Erosion						
Accessibility						
Outlet						
Trash/Debris						
Sediment Accumulation						
Erosion						
Blockages						
Miscellaneous						
Complaints from Residents						
Trash Removal Necessary						
Rodent Habitats/Burrows/Invasive Species						
Condition of Vegetation						
Other:						
Other:						
Other:						
Summary/Inspection Comments						

Note: Document all sediment measurements and water level measurements in the Summary/Inspection Comments section. Maintaining this information will drive potential changes in maintenance frequencies in order to reduce accumulation and standing water.

Corrective Maintenance

(Based on the results of an inspection)

Work Item	Task Completed (X – completed)	Comments

Preventative Maintenance

(Document complete by indicating the date of completion of the work item in the table)

Work Item	Task Completed (X – completed)	Comments

Maintenance Summary	
Asset Description	Description of Work Completed

Work Completed by:

Worker Signature

Title

Date

Facility					
Org No.	No Work Order No				
Instrument					
OCWA ID	Serial No.				
Start Date	S	tart Time	Total Ho	ours	
Type of Work Order:					
Scheduled Maintenance	Corrective Work O	order 🗌 Verify Ca	alibration 🗌 Other	r	
Quarterly (every 3 months)	🗌 Semi-annual (e	very 6 months)	Annual		
Instrument Type:					
Chlorine Turbidity]FlowpHTe	mp. 🗌 DO 🗌 Pr	essure 🗌 Level 📃	Recorder 🗌 Other	
Calibration: See back of page for calibration data				oft	
Input/Standard	Actual Value	Notes	Actual Value	Notes	
* record the % accuracy for flow m	neters		I	l de la constante de la consta	
Material Used:	Dent	N1-	Deseri		
Quantity	tity Part No.		Description		
Overall Calibration/Verifi	cation Result 🗌 I	PASS 🗌 FAIL			
Comments:					
Name:		Signature:			
Calibration:

langet (Chan dand	As Found		As Left	
input/standard	Actual Value	Notes	Actual Value	Notes

Equipment Failure

Temagami

Sewage Collection System

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Ontario Clean Water Agency Agence Ontarienne Des Eaux

Prepared by the Ontario Clean Water Agency

Date: February 17, 2025



	TEMAGAMI SEWAGE COLLECTION SYSTEM		
	Environmental Emergency Procedure		
NUNICIAL	Prepared By: J.Galda, SPCM	Revision No.: 0	
	Reviewed By: I. Bruneau, PCT	Issued: February 17, 2025	
	Approved By: B. Logan, SOM		

SEWAGE PUMP FAILURE

PURPOSE

This procedure outlines steps for dealing with a sewage pump failure in the Temagami Sewage Collection System.

PROCEDURE:

1. Check the incoming power. Check for burnt fuse (ensure spare fuses are always available), circuit breakers, switches, wiring connections, etc.

Possible failure problems include:

- 1) Control system problems
- 2) Pipe blockage problems
- 3) Electrical problem (panel and or component)
- 4) Breaker problem (try resetting)
- 5) Mechanical problem impeller (off or not turning)
- 2. Try to reset pump.
- 3. If only one pump failed, switch to standby pump. If standby pump fails, call for help.
- 4. With the assistance of other staff, attempt to repair defective pump and return the station to service. Perform a tailgate meeting to ensure all the hazards and risks are assessed.

IMPORTANT: Follow proper Lock Out/Tag Out procedure found on OCWA's intranet: <u>https://ocwa365.sharepoint.com/sites/RES/HSSRC/SitePages/Default-Home.aspx</u>

IMPORTANT: Confined space entry procedures must be followed if work is being done in the wet wells. The Confine Space procedures and entry permits for the Temagami Sewage Collection System are located in The Confined Space binder at the Temagami South Water Treatment Plant or in the Cluster Confined Space Trailer.





Environmental Emergency Procedure

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5. If you cannot determine the reason for the failure, notify the ORO and Operations Management

For assistance, consider contacting:

- Contacting an Electronic Technician or Instrumentation Technician
- Licensed Electrician
- A vacuum truck may also be required if pump operation does not resume.

If there is a sewage spill, follow the Spill Response Contingency Plan and Reporting of Spills Procedure.

Set up traffic cones and signs as needed.

6. Record incident in the plant logbook and work order with your findings and solutions.

NOTE : In high flows, repair as fast as possible or get a spare pump or use 1 or 2 vacuum truck(s) if needed

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Environmental Emergency Procedure

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SEWAGE PUMP INLET BLOCKAGE

PURPOSE

This procedure outlines steps for dealing with a sewage pump inlet blockage.

PROCEDURE:

- 1. Determine which pump is unserviceable (look at the pumps flow output).
- 2. If available, start-up the standby raw sewage pump.
- 3. Shutdown and isolate the pump with the blockage.

IMPORTANT: Follow proper Lock Out/Tag Out procedure found on OCWA's intranet: <u>https://ocwa365.sharepoint.com/sites/RES/HSSRC/SitePages/Default-Home.aspx</u>

- 4. Notify the ORO or Operations Management of the problem.
- 5. Assemble a team of at least two (2) operators to pull the pump.
- 6. Ensure proper Personal Protective Equipment (PPE) is worn at all times. Perform a tailgate meeting to ensure all the hazards and risks are assessed.
- 7. If entering a wet well, refer and follow the appropriate **Confined Space Procedure.** (the Confined Space Binder is available at the Temagami South Water Treatment Plant or in the Temiskaming Shores Cluster Confined Space Trailer. Complete a confined space entry permit.
- 8. Remove **unserviceable** pump from well.
- 9. Remove blockage from impeller and re-install pump.
- 10. Stop stand-by pump and test the repaired pump for proper operation. Monitor the well level to ensure proper pump operation before leaving.
- 11. If you are unable to repair the pump, remove pump and use spare pump, if available. Notify ORO or Operations Management of the situation.
- 12. Record incident in plant's electronic log book and work order with your findings and solutions.

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Environmental Emergency Procedure

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SEWAGE PUMP – SEAL FAILURE

PURPOSE

This procedure outlines steps for dealing with a sewage pump seal failure.

PROCEDURE:

- If there is a noticeable increase in pump hours that is <u>not</u> associated with increased flow conditions and there is some unusual noise, water leaking or spraying from the seal, then switch over to a standby or second pump if available. If not available, notify the ORO or Operations Management to make arrangements for another pump.
- 2. Assemble a team of at least two (2) operators to pull the pump.
- 3. Ensure proper Personal Protective Equipment (PPE) is worn at all times. Perform a tailgate meeting it applicable to ensure all the hazards and risks are assessed.
- 4. If entering a wet well, refer and follow the appropriate **Confined Space Procedure.** (the Confined Space Program Binder is available at the Temagami South Water Treatment Plant or the Temiskaming Shores Cluster Confined Space Trailer. Complete a confined space entry permit.
- 5. Pull the pump and replace seal.

IMPORTANT: Follow proper Lock Out/Tag Out procedure found on OCWA's intranet: <u>https://ocwa365.sharepoint.com/sites/RES/HSSRC/SitePages/Default-Home.aspx</u>

- 6. If you could not get the defective pump operational, contact the ORO or Operations Management for further instructions.
- 7. Record details of the repair in the facility's electronic log book, WMS Work Order, or complete a Generic Inspection and Maintenance form.

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Environmental Emergency Procedure

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Approved by. B. Logan, SOM	

SEWAGE PUMP - CHECK VALVE FAILURE

PURPOSE

This procedure outlines steps for dealing with a sewage pump check valve failure.

PROCEDURE:

- 1. Switch over to use standby or second pump if available. If not available, notify the ORO/Team Lead or Operations Manager to make arrangements for another pump.
- 2. Ensure proper Personal Protective Equipment (PPE) is worn at all times. Perform a tailgate meeting to ensure all the hazards and risks are assessed.
- 3. If entering a wet well, refer and follow the appropriate **Confined Space Procedure.** (the Confined Space Program Binder is available at the Temagami South Water Treatment Plant or the Cluster Confined Space Trailer. Complete a confined space entry permit.
- 4. Once second pump is in use, back flush failed pump using head pressure from force main to try to unplug valve.
- 5. Close the isolation valves and repair or remove the defective check valve if repairs cannot be made.

IMPORTANT: Follow proper Lock Out/Tag Out procedure found on OCWA's intranet: <u>https://ocwa365.sharepoint.com/sites/RES/HSSRC/SitePages/Default-Home.aspx</u>

- 6. If unit cannot be repaired, Team Lead or Operations Manager must be notified to replace with new one.
- 7. Record details in the facility's log book and work order.



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CONSIDERATIONS:

- 1. Back pressure in system when isolation valves are open. Back pressure in the system when the isolation valves are reopened.
- 2. Back flushing may unplug flapper type valve.
- 3. <u>When opening cover of check valve be careful</u>. The isolation valve may not have closed fully and may not be sealing properly. If not sealing properly the valve will not hold the flow and the station could flood. Also the other check valve may be defective and may allow flow back thru that could result in flooding the station. <u>Do not remove all of the bolts on the check valve cover until you have loosened it and confirmed the flow is being held back.</u>
- 4. If any of the valve mounting bolts are missing, due to being corroded away, install new stainless steel bolts.
- 5. The entire valve flapper and internal parts could be missing if the valve has been installed for a long time.
- 6. The valve might just need greasing so that it will move freely.

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Environmental Emergency Procedure

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STANDBY GENERATOR FAILURE

PURPOSE

This procedure outlines steps for dealing with a complete loss of power at the Temagami Pumping Stations.

- 1. Try to determine the reason for the failure by assessing the following:
 - the battery for proper charge with a voltmeter.
 - feel the genset for heat; this may indicate the block heater was operational before the power failed. Extreme heat may indicate the genset had been operating and failed. (diesel engines may not start if they are cool).
 - try cleaning the battery terminals with a wire brush.
 - fuel level.
 - inspection the transfer arm to determine whether it transferred from hydro to genset power.
 - the connections.
 - refer to the manual for further directions.
- 2. If all seems in order, try starting the generator manually.
- 3. If the generator cannot be repaired and will not start on manual, notify Operations Management or ORO.

NOTE: DO NOT GO BEYOND THE SCOPE OF YOUR TRAINING. Contact a qualified person to investigate and resolve the issue.

- 4. Contact the approved generator servicing vendor for assistance, as per the system's Essential Supplies and Services List.
- 5. If the generator cannot be repaired in a reasonable length of time, notify the Operations Manager and a portable generator may be available to be brought on site.

<u>NOTE</u>: A qualified electrician is required to connect the portable genset.





Environmental Emergency Procedure

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- 6. If main power is off, call Ontario for estimated duration of power outage. (1-888-664-9376 (24 hours) or 1-800-434-1235 or 1-888-835-9444).
- 7. If the station is overflowing, verbally report the event to the local Health Unit. The Ministry's Spill's Action Center (SAC) and provide a written report to Environment Canada. Refer to *Bypass and Overflow procedures* in Section 8 for further instructions. Complete an Environmental Incident Report as required in the procedure.
- 8. Record incident in the facility log book and work order.

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Environmental Emergency Procedure

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CONTROL SYSTEM FAILURE

PURPOSE

This procedure outlines steps for dealing with a control system failure.

PROCEDURE:

- 1. Conduct an inspection of the system to determine the cause.
- 2. If caused by a power failure, contact Hydro to determine the duration (1-888-664-9376 (24 hours) or 1-800-434-1235 or 1-888-835-9444).
- 3. If you cannot determine the reason for the failure, notify Operations Management or ORO. Contact the Electronics Technician or Instrumentation Technician to assess and repair the system.
- 4. If the PLC cannot not be repaired or replaced in a reasonable amount of time, the station will overflow through an emergency overflow.
- 5. Monitor the station to ensure there is no blockage or back-up.
- 6. Once the issue is resolved check the operations of the station to proper operation.
- 7. Record details in the facility logbook and create a work order to capture the incident.

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Emergency Response *Temagami*

Sewage Collection System

Ontario Clean Water Agency Agence Ontarienne Des Eaux

Prepared by the Ontario Clean Water Agency

Date: February 17, 2025





Environmental Emergency Procedures

Prepared By: J. Galda, SPCM	Revision No.: 0
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Approved By: B. Logan, SOM	

FORCE MAIN BREAK

PURPOSE

This procedure outlines steps for dealing with a broken force main in the collection system.

Note: If municipal operators respond to the event, they must notify OCWA's Operations Management or designate. If applicable, OCWA staff will report the incident to appropriate authorities and work in conjunction with municipal operators to repair the break.

PROCEDURE:

- 1. Ensure proper Personal Protective Equipment (PPE) is worn at all times.
- Investigate the break and take immediate steps to mitigate the impact of the release with priority to protection of staff, public safety and the environment. Refer to CP-01 Spill Response for additional information. CP-01 is located in the Temagami South Drinking Water System Facility Emergency Plan Binder (FEP) or on the public drive: <u>\\ocwfile\public\NEO Sewage</u>.
- 3. Shut down sewage pumps feeding force main immediately.
- 4. Notify the public works foreman/superintendent, town operators and/or designate.
- 5. Install sewer plug ahead of sewer break.
- 6. Verbally notify the Ministry's Spills Action Center (SAC) and the local Health Unit (MOH) of raw sewage spill and complete an Environmental Incident Report form located at the end of this section. Refer to emergency procedure for Reporting Spills and Other Discharges.

Information to provide to MOE SAC includes:

- Your name, telephone number and position
- Location of the discharge
- Date and time the discharge was discovered and, if known, when it occurred
- Duration of the discharge
- Nature of the discharge
- Where the discharge went (e.g. receiving waters)
- Approximate volume
- Names and telephone numbers of everyone who was contacted to respond to the discharge (e.g. fire department, police department or other public authority)
- Cause of the discharge and actions taken to control the discharge
- Description of any adverse effects that occurred or may occur

Contario Clean Water Agency Agence Ontarienne Des Eaux The Corporation of the Municipality of Temagami



TEMAGAMI SEWAGE COLLECTION SYSTEM Environmental Emergency Procedures

Prepared By: J. Galda, SPCM	Revision No.: 0
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Approved By: B. Logan, SOM	

- 7. If the spill will negatively impact a receiving water that is frequented by fish, a written report (*Environmental Incident Report*) must be immediately provided to Environment Canada at 1-819-420-7382 (fax) or <u>Ec.FA.LP-On.ec@canada.ca</u> (email).
- 8. Monitor and follow any directions provided by the MOE or MOH. Once the first section (*Start of Incident*) of the *Environmental Incident* form is completed, fax (1-800-268-6061) or email (MOE.SAC.moe@ontario.ca) to SAC.
- 9. Set up portable pump and pump spilled sewage into the nearest manhole below the break or haul to lagoon with vacuum truck until the line is repaired and normal operations is resumed.
- 10. If upstream Pump Station overflows chlorinate and collect samples as per the sampling schedule.
- 11. Contact ON 1 Call for line locates (800 400-2255).
- 12. Arrange for the municipality public works resources or a contractor to dig.
- 13. Check maps for depth, size and location of pipes.
- 14. Install barricades, signs and have a flagman if needed.
- 15. Dig and repair.
- 16. After main is repaired, open valve slowly and inspect for leaks before back filling.
- 17. Fix roadway.
- 18. Leave barricades around site until safe for traffic.
- 19. Log essential details and actions taken in the plant's electronic log book.
- 20. Email the completed *Environmental Incident Report* to MOE SAC, Environment Canada and OCWA's Temiskaming Shores Process and Compliance Technician.





Environmental Emergency Procedures

Prepared By: J. Galda, SPCM	Revision No.: 0
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Considerations:

- 1. Slope hole dug 2 to 1 preferably or bench if near asphalt or as not to obstruct the traffic.
- 2. After the hole is dug, bring in a load of sand for good footing.
- 3. Probe every 2 inches when searching for the pipe.
- 4. Cut length of pipe 1 inch shorter than cut.

Revision #

0

5. Need a second trash pump to pump sewage from dug up hole unless using a vacuum truck to haul sewage.

Possible Tools Needed:

Map, Detector, round and square shovels, Pry bar, crow bar, measuring tape, pick tool chest with assortment of tools, pipes of right size, clamps, hand saw, hack saw, lots of rope, adjustable wrench, 2 pipe wrench, ladder, hammer, drill, bits, extension cords, skill saw, mud pump, hoses, clamps, rags, generator, gas, funnel, probing rod, trouble light, flashlights, halogen light, bristle broom, plywood, nails, skill saw studs, bucket.

Safety Equipment:

Barricades, cones, lights, helmets, rubber gloves, rubber boots, coveralls, rain suit, safety glasses or goggles, reflective vest, spare socks, spare mitts, coats, toque, spare boots.

REVISION HISTORY

Date February 17, 2025 Reason for Revision
Issued procedure





Temagami Wastewater Systems

REPORTING SPILLS AND OTHER DISCHARGES

Reviewed by: I. Bruneau, PCT	Approved by: J.Galda, SPC Manager

Key Points

- <u>All spills</u> (as defined in the EPA) are reportable regardless of whether or not they cause or are likely to cause an adverse effect. **When in doubt, report it out!**
- The pollution prevention provisions of the Fisheries Act prohibit the deposit of any deleterious substances in water frequented by fish unless authorized to do so under regulations. Fish habitat is defined as basically anywhere fish live, spawn, migrate, etc. Assume that any spill and other discharge that directly or indirectly impacts surface water (or has the potential to impact surface water) will need to be reported.
- Verbal notifications must be made forthwith (i.e., as soon as reasonably possible).
- Record details of the spill/discharge and of notifications made to MECP Spills Action Centre (SAC) in the **facility electronic log book**. Ensure documentation is available for inspection by regulators.

1.0 Purpose

The purpose of this procedure is to outline applicable reporting requirements for spills and other discharges under provincial and federal legislation.

2.0 Scope

This procedure applies to reportable spills and discharges that occur in relation to the to the water and wastewater facilities in the Temiskaming Shores Cluster.

If this is a wastewater facility and the event is a bypass and/or overflow, please refer to site specific procedures for overflows and bypasses in each system's Facility Emergency (FEP) Binder

There are specific spill exemptions under the EPA. Refer to O. Reg. 675/98 Classification and Exemption of Spills and Reporting of Discharges. Additionally, a drinking water system's **Municipal Drinking Water Licence (MDWL)** outlines allowable environmental discharges. Refer to Schedule C of the facility MDWL.



Temagami Wastewater Systems

REPORTING SPILLS AND OTHER DISCHARGES

Reviewed by: I. Bruneau, PCI Approved by: J.Gaida, SPC Manager
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3.0 Applicable Legislation and Standards

- Environmental Protection Act (EPA) s. 14(1) & 15(1), Part X (Spills)
- EPA O. Reg. 675/98 Classification and Exemption of Spills and Reporting of Discharges
- Canadian Environmental Protection Act (CEPA) Environmental Emergency (E2) Regulations, 2019
- Ontario Water Resources Act (OWRA) s.30(1) & 30(2)
- Fisheries Act s. 36(3) (Deposit of deleterious substance), s. 38(5) (Duty to notify), s. 38(7) (Report)
- Technical Standards and Safety Act (TSSA) O. Reg. 213/01 Fuel Oil, O. Reg. 217/01 Liquid Fuels, Liquid Fuels Handling Code and Fuel Oil Code
- Safe Drinking Water Act (SDWA), Part V

4.0 Definitions

Deleterious Substance – Substances that degrade or alter the quality of water so that it is harmful to fish or fish habitat or to the use of fish by people (Fisheries Act)

Environmental Emergency – an uncontrolled, unplanned or accidental release, of a regulated substance (that meets or exceeds the threshold concentrations set out in the regulations) into the environment if it:

- Has or may have an immediate or long-term harmful effect on the environment;
- Constitutes or may constitute a danger, to the environment on which human life depends; or
- Constitutes or may constitute a danger in Canada to human life or health. (E2 Regs., 2019, CEPA)

Fish Habitat – spawning grounds and nursery, rearing, food supply and migration areas on which fish depend directly or indirectly in order to carry out their life processes (Fisheries Act)

Pollutant – any solid, liquid, gas, odour or combination of any of them resulting directly or indirectly from human activities that cause or may cause an adverse effect and includes any substance from which a pollutant is derived (EPA)

Spill – A discharge of a pollutant into the natural environment from or out of a structure, vehicle or other container which is abnormal in quality or quantity in light of all circumstances of the discharge (EPA)

Unauthorized Deposit – a deposit of any deleterious substance in water frequented by fish that is not authorized under regulations (Fisheries Act)



Temagami Wastewater Systems

REPORTING SPILLS AND OTHER DISCHARGES

Reviewed by: I. Bruneau, PCT	Approved by: J.Galda, SPC Manager
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5.0 Safety Considerations

- In the event of a spill/discharge, take immediate precautions to mitigate the impact of the release with priority to protection of staff, public safety and the environment.
- Follow necessary OCWA safety procedures/precautions including the use of PPE appropriate for the specific hazards involved.

6.0 Procedure

6.1 Reporting Spills/Discharges (under the EPA and OWRA)

- As soon as reasonably possible after you discover/witness a spill and/or discharge, notify the MECP Spills Action Centre (SAC) by speaking with a person at **1-800-268-6060**. Use the **Environmental Incident Report** to document dates, times and notification information.
- Provide the following (mandatory) details to SAC:
 - ☑ Your name, telephone number and position;
 - ☑ Location of the discharge;
 - Date and time when the discharge was discovered and if known when it occurred;
 - ☑ Duration of the discharge and whether it is continuing;
 - ☑ Names and telephone numbers of everyone who was contacted to respond to the discharge (e.g., fire department, police department or any other public authority);
 - ☑ What was discharged, how much, and any known hazards associated with the pollutant;
 - ☑ Location of the source of the pollutant;
 - Relevant information regarding the cause of the discharge, or if the cause is unknown, then a description of the steps that are being taken or will be taken to determine the cause; and
 - Description of any adverse effects that occurred or may occur (e.g., personal or public safety or health threats, potential impacts to well or water intakes, impacts to private property offsite from the spill location, impacts to fish and wildlife habitat or flood plain areas, other environmental impacts).



Temagami Wastewater Systems

REPORTING SPILLS AND OTHER DISCHARGES

Reviewed by: I. Bruneau, PCT	Approved by: J.Galda, SPC Manager

- If relevant, other reportable details that must be provided to SAC include:
 - Description of any conditions that aggravated or mitigated the adverse effects;
 - ☑ If the discharge of the pollutant is to other properties, whether the owners or occupants of the properties affected by the discharge will provide access to a person who is required under the EPA or by an order to take steps to prevent, eliminate or ameliorate any adverse effects that are caused or may be caused by the discharge;
 - Any other pollutants that were or may be discharged into the natural environment as a result of the circumstances that gave rise to the notification and any adverse effects that resulted or may result from the discharge of such pollutants (e.g., a chemical reaction between a spilled pollutant and other stored materials or creating an unsafe environment for workers who are in care and control of hazardous, materials or processes); and
 - Any actions that were taken or will be taken to prevent, eliminate or improve any adverse effects and if the discharge is a spill, any actions taken to satisfy the person's duty under section 93 of the EPA and the name and telephone number of every person responsible for carrying out these actions. Where one person is coordinating the action of others, only the name of the coordinator is required. As well, any circumstances, including weather or traffic conditions that may interfere with these actions.
- If you become aware of missing information or the initial information changed significantly, call SAC again and provide the information as soon as possible.
- Notify also:
 - ☑ Medical Officer of Health/Public Health Unit (MOH),
 - ☑ PCT, Operations Management, Safety, Process and Compliance (SPC) Manager;
 - ☑ Regional Hub Manager and VP Operations (as appropriate);
 - ☑ Municipality in which the spill/discharge occurred;
 - ☑ Owner of the spilled pollutant (if not the person who was required to report);
 - ☑ The person in control of the pollutant prior to the spill (if not the person who was required to report);
 - ☑ Make any other immediate notifications as requested by SAC: the Owner, local MECP District Office, etc.



Temagami Wastewater Systems

REPORTING SPILLS AND OTHER DISCHARGES

Reviewed by: I. Bruneau, PCT	Approved by: J.Galda, SPC Manager
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Written Requirements:

- ☑ Provide a written report within 10 or 15 days of the occurrence of any reportable spill to the District Manager depending on the requirements in the system's ECA (contact your PCT or SPC Manager for specific reporting requirements). Ensure the report contains the information provided to MECP SAC as specified above (cause and discovery of the spill or loss, clean-up and recovery measures taken, preventative measures to be taken and schedule of implementation). cc: Regional Hub Manager, Senior Operations Manager, SPC Manager, PCT and the Owner/Client.
- ☑ Include the details of all spills in the Annual Performance Report (if required by the ECA).
- For all spills or other discharges:
 - ☑ Complete an **Environmental Incident Report** and email it to the assigned OCWA Process and Compliance Technician for the Temiskaming Shores Cluster.
 - ☑ Complete entry(ies) in the **facility's electronic log book** to detail the event, including both the response and the recovery from the spill/discharge.

6.2 Reporting Unauthorized Deposits (under the Fisheries Act)

Note: Unauthorized deposits can occur at drinking water systems as well as wastewater facilities.

- If a spill/discharge/deposit that directly impacts surface water has occurred (or there is a serious and imminent danger of such an occurrence), notify without delay MECP SAC. A call to SAC satisfies both the provincial and federal immediate verbal notification requirements. Follow the same procedure as 6.1.
- Provide a written report as soon as feasible after the unauthorized deposit (or after learning of the danger of the deposit) to EC (by email or fax refer to the Emergency Contact List in the FEP binder). cc Regional Hub Manager, Senior Operations Manager, SPC Manager, PCT and the Owner/Client. Indicate in the subject line of the e-mail/fax cover page that it contains a written report for an unauthorized deposit required by subsection 38(7) of the Fisheries Act. The written report submitted to the MECP under 6.1 above (or the Environment Incident Report, if no written report required under the facility's approval) can be sent to EC to fulfill this requirement.



Temagami Wastewater Systems

REPORTING SPILLS AND OTHER DISCHARGES

Reviewed by: I. Bruneau, PCT	Approved by: J.Galda, SPC Manager
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6.3 Reporting Petroleum Product Spills (under the TSSA)

- Any spill of a petroleum product (e.g., fuel oil, gasoline, diesel) that is:
 - Greater than (>) 100L at sites restricted from public access
 - Greater than (>) 25L at sites with public access must be reported without delay to MECP SAC. SAC will inform the TSSA Fuel Safety Program of the occurrence. Follow the same procedure as 6.1.
- Spills of lesser quantities need not be reported <u>unless</u> the spill could:
 - Create a hazard to public health or safety,
 - Contaminate any fresh water source or waterway,
 - Interfere with the rights of any person, or
 - Allow entry of product into a sewer system or underground stream or drainage system.

NOTE: All confirmed <u>leaks</u> must be reported regardless of quantity released.

7.0 Related Documents

- Facility Log Book
- Environmental Incident Report form
- Facility's Approvals or Licenses (ECA)
- Emergency Contacts List
- CP-01 Spill Response

8.0 Revision History

Date	Revision #	Reason for Revision
February 17, 2025	0	Procedure Issued



TEMAGAMI WASTEWATER SYSTEMS

Environmental Emergency Procedure

Reviewed & Updated By: J. Galda, PCT

Revision No.: 0

Approved By: B. Logan, SOM

Issued: February 17, 2025

Sewage Overflows and Bypasses

1.0 Purpose

To describe notification and corrective action procedures in the event of a sewage bypass or overflow.

2.0 Scope

Applies to bypass and overflow events that occur at wastewater systems in the Municipality of Temagami.

3.0 Responsibility

Operators **Operations Supervisor** Process & Compliance Technician (PCT) Senior Operations Manager

4.0 Definitions

- Means diversion around one or more unit processes within the sewage treatment plant with Bypass: the diverted flows being returned to the plant upstream of the final effluent sampling point.
- Overflow: Means a discharge to the environment from the Works at a location other than the approved effluent disposal facilities or via the effluent disposal facilities downstream of the final effluent sampling point (eg. sewage pumping stations)
- Spill: A discharge of a pollutant into the natural environment from or out of a structure, vehicle or other container which is abnormal in quality or quantity in light of all circumstances of the discharge.
- Is an action or occurrence, at a given location within the Works that causes a Bypass or Event Overflow. An Event ends when there is no recurrence of Bypass or Overflow in the 12-hour period following the last Bypass or Overflow. Overflows and Bypasses are separate Events even when they occur concurrently.

A reportable discharge event:

A discharge must be reported if it is likely to cause any of the following adverse effects:

- Impairment of the quality of the natural environment for any use that can be made of it;
- Injury or damage to property or to plant or animal life;
- Harm or material discomfort to any person;
- Adverse effects on the health of any person;
- Impairment of the safety of any person;
- The rendering of any property or plant or animal life unfit for use by humans;
- The loss of enjoyment of normal use of property or,
- Interference with the normal conduct of business.



TEMAGAMI WASTEWATER SYSTEMS

Environmental Emergency Procedure

Reviewed & Updated By: J. Galda, PCT

Revision No.: 0

Approved By: B. Logan, SOM

5.0 Procedure

A high flow alarm will notify an operator of a spill, overflow or bypass event at a particular facility. The responding operator will:

- 1. Ensure all proper safety protocols are followed and appropriate Personal Protective Equipment (PPE) is worn when attending the facility.
- 2. Investigate and verify that a spill, overflow or bypass is taking place and determine the cause (eg. heavy rains or mechanical pump failure). A high flow incident caused by a natural weather event would be classified as an overflow or bypass whereas a mechanical failure would be classified as a spill. Depending on your findings you may need to call the appropriate help at this time, example: Millwright, Electrician, Instrumentation Technician or Manager.
- 3. Take immediate steps to mitigate the impact of the release with priority to protection of staff, public safety and the environment.
- 4. To report an Overflow or Bypass, refer to the Reporting Spills and Other Discharges for information.
- 5. Determine how the flow volumes will be calculated upon the event's termination. This may be through the use of a flow meter, pump hours or visual estimation depending on what is available. Write findings in the log book. This information will be used by the operator who terminates the event in his flow calculation.
- 6. Disinfect the overflowing material with chlorine pucks, chlorine gas or sodium hypochlorite depending on how the site is equipped. Upon the start of a by-pass event, operators shall verify that the puck bucket is lowered and tied up in the lift station to ensure chlorination of raw sewage, and ensure an adequate amount of chlorinating pucks are in each bucket.
- 7. Collect samples as per the system's approval or sampling schedule which are located in the systems Operations Manuals. Chain of Custody forms are located in the Sampling Binder located at the Temagami South Water Treatment Plant or on the public drive at: \\ocwfile\public\NEO Sewage.

Samples must be analyzed by an accredited laboratory (Testmark Laboratories in Kirkland Lake)

8. For a sewage spill, contain and clean the spill if possible. An outside service (vacuum truck) can be called to help clean up a spill. Refer to the Emergency Contact List in section 2 of the Facility Emergency Plan (FEP) binder for information.



TEMAGAMI WASTEWATER SYSTEMS

Environmental Emergency Procedure

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Revision No.: 0

Approved By: B. Logan, SOM

Issued: February 17, 2025

- 9. When the release is terminated, resume normal operations. Ensure that all hazards are safely removed from the site.
- 10. Log essential details in the plant log book.
- 11. Call SAC and complete the "termination section" of the Environmental Incident Report. Fax or email the completed report to SAC, Environment Canada and OCWA's Temiskaming Shores Process and Compliance Technician. Details of the Environmental Incident Report are entered in a summary spreadsheet.

6.0 Related Documents

CP-01 Spill Response Emergency Contact List Environmental Incident Report Facility Logbook Incident Summary

7.0 Revision History

Date	Revision #	Reason for Revision
February 17, 2025	0	Procedure issued

MOE Spill Reporting Requirements

(As detailed in MOE Guideline G-1 (1994), MOE Spills Response Program (1988), Spill Reporting Guide related to the (Ontario) Environmental Protection Act (EPA) and Ontario Regulation 675/98, Classification and Exemptions of Spills)

Ontario Regulation 675/98 was filed on December 17, 1998. The regulation classifies eleven types of spills, circumstances, industry type or activities, and exempts these, under specified conditions, from all or part of Part X of the EPA duties and responsibilities. All eleven classes of

spills created by O. Reg. 675/98 remove the duty to notify MOE for police officers and all other public service employees.

DEFINITIONS:

A Spill: A discharge of a pollutant into the natural environment from or out of a structure, vehicle or other container which is abnormal in quality or quantity in light of all the circumstances of the discharge.

A Reportable Spill:

In addition to those discharges reportable to the MOE due to requirements specified in a Certificate of Approval, <u>a discharge must</u> <u>also be reported if it causes or is likely to cause, any of the following</u> <u>adverse effects</u>:

- impairment of the quality of the natural environment for any use that can be made of it;
- injury or damage to property or to plant or animal life;
- harm or material discomfort to any person;
- adverse effects on the health of any person;
- impairment of the safety of any person;
- the rendering of any property or plant or animal life unfit for use by humans;
- the loss of enjoyment of normal use of property; or,
- interference with the normal conduct of business.

All such spills must be reported immediately to SAC (or the local MOE office) and the municipality.



REPORTING EXEMPTIONS APPLICABLE TO OCWA: Exempt from all of Part X of the EPA - reporting and cleanup requirements

etc.:

- CLASS I: Ministry approved air emissions which do not contravene any of the conditions of approval (i.e. Certificate of Approval).
- Discharges to water or land, which the ministry has approved, provided such discharges do not contravene any of the conditions of approvals (C of A), licenses or permits.
- CLASS II: Discharge of water from reservoirs formed by dams where the discharge is caused by natural events, and potable water from water mains.
- CLASS III: Spills of combustion products from a fire of materials in quantity not greater than normally found in residential properties of ten or fewer households.

Exempt from Part X of the EPA - reporting requirements only:

- CLASS IV: Planned "spills" -- pre-authorized and unavoidable discharges involving planned maintenance procedures to water or waste systems, or pre-authorized discharges for research or training purposes on the condition that a ministry director is notified in advance at least 15 days prior to the release or spill and consents to the discharge and that the discharge is monitored and a report must be filed with MOE within 5 days of the spill.
- Refrigerants a spill of substances to which O. Reg. 189/94 applies on the condition that no adverse effect to take place at location of discharge and records are kept.
- Spills of less than 100 L of vehicular operating fuels, lubricants and coolants from a motor vehicle if the liquids have not entered and are not likely to enter any surface water or well are exempted from the requirement to notify MOE on the condition that notification under the *Highway Traffic Act*, if required, is made.
- Water discharges from broken municipal water mains where there is no personal injury and no damage to buildings.
- Sewer bypass overflows through approved bypass systems if the bypass was caused by precipitation or runoff.
- Transportation of Dangerous Goods spilled goods or materials, otherwise regulated by the federal TDG Act and Regs and the



parallel provincial act and regs, at a quantity below the minimum reportable as stipulated by the federal transportation rules. Exempted from the requirement to notify the MOE and the municipality if the spill does not enter and is not likely to enter directly or indirectly water or a watercourse; if the spill does not cause adverse effects; arrangements for remediation is made immediately and records are kept.

INFORMATION TO PROVIDE SAC AND THE MUNICIPALITY:

- Your name and the name of the facility
- What has been discharged
- Approximate volume
- Point of discharge
- Where the discharge went
- Time of the discharge and its duration
- Actions taken to control the discharge
- Whether MOE or other external assistance is required

SPECIAL CIRCUMSTANCES:

When in doubt...call in your discharge to the local MOE office.

Technically it may not be a reportable spill... however, it may raise concerns among people who observed or learned of the discharge -- call it in to the MOE as a courtesy. Clarify that it is a courtesy call not a reportable spill.

While you may know you are exempt from reporting certain discharges, any public authority or municipal employee that has knowledge of a discharge which they believe may not have been reported is required to notify the MOE immediately, unless the incident is exempt from the notification requirements. Municipal employees may not be fully aware of our exemptions. Therefore, a facility should be prepared for inquiries from the public and/or the MOE following any discharge. The log should contain the essential information on the discharge:

✓ What ...✓ When ...



- ✓ How much ...
- ✓ Where ...
- \checkmark Who was involved in the clean-up; and,
- ✓ A statement of the rationale for reporting / not reporting the discharge.

MOE ENFORCEMENT CONSIDERATIONS:

As specified by the MOE, in the June 16, 1995 revision of Guideline F-2, Compliance Guideline - "Informed Judgment":

...staff of the Investigations and Enforcement Branch shall consider the following where practicable, in order to reach an informed judgment as to whether enforcement action is appropriate:

- (a) the seriousness of the violation itself, including whether the violation poses a significant risk to, or will have an adverse effect on human, plant or animal life, property, or the environment;
- (b) the seriousness of the violation in the context of the Ministry's overall regulatory scheme, including whether the pollution emitted as a result of the violation is a serious obstacle to achieving the Ministry's air quality and water quality objectives;
- (c) whether the violation appears to have been deliberate;
- (d) whether the violation appears to have been the result of negligence;
- (e) whether the violation has been repeated or is ongoing;
- (f) whether the offender has demonstrated, and continues to demonstrate, a negative attitude towards the compliance with environmental legislation;
- (g) whether the offender has concealed pertinent information;
- (h) whether the offender has disregarded warnings issued by the Ministry;
- (i) the offender's compliance record;

- (j) the deterrent effect of enforcement action on similar or other operations;
- (k) whether enforcement action is necessary to maintain the integrity of the regulatory process; and
- (1) whether failure to pursue enforcement action would tend to bring the law into disrepute.

There is no minimum number of items to justify recommending prosecution.

System:		0	rg#:	Mir	nistr	y Works #	:		
Location:					Re	Receiver:			
Start of Event:	1	Date: Time							
Emergency Overfl	ow	Details/Cause of Event:							
□ Planned Overflow									
□ Spill									
Level of Treatment		 Secondary or Partial Treatment Conduct Operation Condu							
Chlorination	Yes	D No	Sa	mple Colle	cted as	per	ECA	□ Yes	□ No
Corrective & Prevent	ative	Actions:							
Complaints or Adver	se Imp	oacts:							
Verbal Notifications	\$								
MOH called	Date:		Tin	ne:	Co	onta	ct:		
SAC called	Date:		Tin	ne:	Co	onta	ct:		
Additional call	Date:		Tin	ne:	Co	onta	ct:		
SAC Event #			On	erator Rer	orting F	=ver	nt.		
At the beginning of the event email or fax: SAC, MOH, Environment Canada and PCT									
Termination:	Date:				Time:			Duratior):
Volume (m ³)	Mete	red Yes 🗆	Furt	her Actions	s Reauir	red:			
	Estim	nated Yes 🗆							
Verbal Notifications	Verbal Notifications								
MOH called	10H called Date: Time: Contact:								
SAC called		Date: Ti		Time	ne: (Contact:		
Additional call		Date: Time:			:	Contact:			
Operator Reporting Termination:									
At the end of the event email or fax complete report to: SAC, MOH, Environment Canada & PCT									
Spills Action Center (SAC) Tel: 800 268-6060 Eml: MOE SAC mod@optorio.co. Eav: 800 268 6064									
Spills Action Center (SAC) To Ministry of Health (MOH) To To To Environment Canada (EC) 80 (C) (C)		el: 705 647-4305 (NL)		Eml: (obtain from Health Inspector)		Fax: 0	05 647-5779 (NL)		
		Tel: 705 567-9355 (KL) Tel: 705 544-2221 (EN) 800 668-6767 (Customer Service)				Fax: 7	05 567-5476 (KL)		
						Fax: 7	Fax: 705 544-8698 (EN)		
				Eml: Ec.F	<u>A-LP-On</u>	.ec@	ecanada.ca	E Fax: 8	19 420-7380
				Eml: EED	<u>UNIOnCa</u>	all@	<u>ec.gc.ca</u>	Fax: 8	19 420-7382

* Emailing the report: ensure to copy the PCT. Faxing the report: keep confirmation reports and send to PCT with final report.

Revision History

Revision Date	Revision No.	Revision History
March 15, 2023	0	Form TS-EIR-02C issued under the CLI ECA
February 8, 2024	1	Added level of treatment section

ONTARIO MINISTRY OF THE ENVIRONMENT

SPILLS ACTION CENTRE

1 - 800 - 268 - 6060 (TOLL-FREE, PROVINCE-WIDE, 24/7)

> **416 - 325 - 3000** (TORONTO AREA)

Spills Reporting

Annex II

Ontario Regulation 675/98 - Classification and Exemption of Spills - Summary

Class of spill	Nature or type of discharge, and circumstances or activity where Part X-related exemptions apply	Exemptions	Conditions that must be met for exemption to apply
I	<u>Approved discharge;</u> authorized by and in accordance with a C of A, a provisional C of A., order, license, etc.	Exempted from all of Part X of the EPA** including reporting and cleanup.	 ⇒ must have been in compliance with all orders or other requirements made under Ministry legislation; and ⇒ the spill does not contravene any other part of the EPA and other legislation including municipal by-laws.
II	<u>Discharge of water;</u> water from reservoirs formed by dams where the discharge is caused by natural events, and potable water from water mains.	Exempted from all of Part X of the EPA** including reporting and cleanup.	\Rightarrow none
III	<u>Household fires;</u> combustion products from a fire of materials in quantity not greater than normally found in residential properties of 10 or fewer households.	Exempted from all of Part X of the EPA** including reporting and cleanup.	⇒ none
IV	<u>Planned spills;</u> pre-authorized and unavoidable discharges involving planned maintenance procedures to water or waste systems, or pre- authorized discharges for research or training purposes.	Exempted from all reporting requirements of Part X of the EPA**.	 ⇒ application for Miistry consent is made at least 15 days prior to the release or spill, and ⇒ adverse effects must be monitored and a report must be filed with the Ministry within 5 days of the spill. With regard to obtaining prior Ministry consent: ◊ Ministry is required to give consent if potential risks and adverse effects are deemed acceptable, and ◊ Ministry may stipulate additional conditions.
V	<u>Refrigerants;</u> a spill of less that 100 Kg of a substances to which O. Reg.189/94 applies.	Exempted from all reporting requirements of Part X of the EPA**.	 ⇒ no adverse effect to take place at location of discharge, ⇒ keep records. ***

Spills Reporting

Class of spill	Nature or type of discharge, and circumstances or activity where Part X-related exemptions apply	Exemptions	Conditions that must be met for exemption to apply
VI	<u>Motor Vehicles</u> ; spills of 100 litres or less of fluid, other than fluids transported as cargo, from fuel or other operating systems of motor vehicles.	Exempted from the requirement to notify the Ministry and from having to provide additional information to the Ministry. Police and other public servants need not notify the Ministry. The duty to notify the municipality in which the spill occurs as well as the owner and the person in control of the pollutant spilled remains.	 ⇒ the spill does not enter and is not likely to enter directly or indirectly water or a watercourse, ⇒ the spill does not cause and is not likely to cause any adverse effects other than those that are readily remediated through cleanup and restoration of surfaces prepared for vehicular traffic or adjacent paved, gravelled or sodded areas, and ⇒ arrangements for remediation are made immediately.
VII	<u>Electrical utilities;</u> spills of 100 litres or less of mineral oil, excluding PCB liquid, from transformers or capacitors owned by municipal or provincial utilities.	Exempted from the requirement to notify the Ministry. Also exempted from having to provide additional information to the Ministry. Police and other public servants need not notify the Ministry. The duty to notify the municipality, the owner and the person in control of the pollutant spilled, as applicable, remains.	 ⇒ the spill does not enter and is not likely to enter directly or indirectly water or a watercourse, ⇒ the spill does not cause and is not likely to cause any adverse effects other than those that are readily remediated through cleanup and restoration of paved, gravelled or sodded surfaces, ⇒ arrangements for remediation are made immediately, and ⇒ keep records. ***
VIII	<u>Petroleum sector;</u> gasoline or associated product spills at a bulk plant, marina, and private or retail outlet of 100 litres or less in areas restricted from public access, and 25 litres or less in areas with public access.	Exempted from the requirement to notify the Ministry and the municipality in which the spill occurs. Also exempted from having to provide additional information to the Ministry. Police and other public servants need not notify the Ministry. The duty to notify the owner and the person in control of the pollutant spilled, as applicable, remains.	 ⇒ the spill does not enter and is not likely to enter directly or indirectly water or a watercourse, ⇒ the spill does not cause and is not likely to cause any adverse effects other than those that are readily remediated through cleanup and restoration of paved, gravelled or sodded surfaces, ⇒ arrangements for remediation are made immediately, and ⇒ keep records. ***
IX	Transportation of dangerous goods: spilled goods or materials, otherwise regulated by the federal TDG Act and Regulations and the parallel provincial act and regulations, at a quantity below the minimum reportable as stipulated by the federal transportation rules.	Exempted from the requirement to notify the Ministry and the municipality in which the spill occurs. Also exempted from having to provide additional information to the Ministry. Police and other public servants need not notify the Ministry. The duty to notify the owner and the person in control of the pollutant spilled, as applicable, remains.	 ⇒ the spill does not enter and is not likely to enter directly or indirectly water or a watercourse, ⇒ the spill does not cause and is not likely to cause any adverse effects other than those that are readily remediated through cleanup and restoration of paved, gravelled or sodded surfaces, ⇒ arrangements for remediation are made immediately, and ⇒ keep records. ***

Spills Reporting

Class of spill	Nature or type of discharge, and circumstances or activity where Part X-related exemptions apply	Exemptions	Conditions that must be met for exemption to apply
x	<u>Contingency plans</u> ; accidental spills of materials below reportable quantities as specified in a contingency plan that meets CSA or other acceptable standards. (As of September 1, 2008 all Contingency plans must meet the requirements of the Ministry's Spill Prevention Spill Contingency Regulation).	Exempted from the requirement to notify the Ministry and the municipality in which the spill occurs. Also exempted from having to provide additional information to the Ministry. Police and other public servants need not notify the Ministry. The duty to notify the owner and the person in control of the pollutant spilled, as applicable, remains.	 ⇒ the contingency plan is in effect before the spill, ⇒ the spill involves a material, and its associated quantity less than the reportable quantity, specified in the plan, ⇒ the spill is not entering or likely to enter any waters (surface or groundwater) ⇒ the plan describes the spill as not likely to cause any adverse effects based on experience, ⇒ the spill was not deliberate on the part of the owner or person in control, ⇒ any concerns of the Ministry regarding the plan have been withdrawn by the Ministry before the spill, ⇒ the plan will result in preventing adverse effects other than those that are readily remediated through cleanup and restoration of paved, gravelled or sodded surfaces, ⇒ arrangements for remediation are made immediately, and ⇒ keep records. ***
XI	<u>One-window reporting;</u> spills reportable to more than one provincial or federal agency.	Exempted from the requirement to notify the Ministry immediately, but the Ministry retains the right to request information. Police and other public servants need not notify the Ministry. The duty to notify the municipality in which the spill occurs as well as the owner and the person in control of the pollutant spilled remains.	 ⇒ the spill meets all conditions of the memorandum of understanding that exists between the Ministry and another agency with respect to resolving duplicate reporting of spills, and ⇒ keep records. ***

Note: * The summary cannot reflect all details of O. Reg. 675/98. The reader is urged to review O. Reg. 675/98 in detail

** The term EPA in this summary refers to the *Environmental Protection Act*, R.S.O. 1990, c. E. 19.

*** Details of records to be prepared and kept for two years (5 years in the case of Class X spills as of September, 2008) as specified in s. 12 of O. Reg. 675/98 and include: date, time, location and duration of the release; identity and quantity of the pollutant; circumstances of the spill; containment and clean-up efforts utilized; disposal and re-use method used within compliance of s. 96 of the EP; and specifics of any adverse effect observed. Records for Class 5 spills, refrigerants, need only include: date, time, location and duration of the release; identity and quantity of the pollutant; and the circumstances of the spill. Spills not captured by O. Reg. 675/98 must be reported to the Ministry, to the municipality in which it occurred, and to others (s. 92 of the EPA).



Temagami Sewage Collection System Operations Manual

Source Water Protection

Operations & Maintenance

Refer to contingency plan **CP-01 Spill Response** for guidance on response to potential events that could impact local waterways. (*Can be found in the Wastewater system's FEP Binder*)

System Alteration

Refer to Temagami's **Significant Drinking Water Threat Assessment Report for Proposed Alterations** for procedures related to proposed system alterations.


Significant Drinking Water Threat Assessment Report for Proposed Alterations Municipal Sewage Collection And Stormwater Systems

Municipality of Temagami

PREPARED BY

Ontario Clean Water Agency 2085 Hurontario Street, Suite 500 Mississauga, ON L5A 4G1



Revision History

Rev. No.	Date	Prepared by:	Approved by:	Revision Description
1	10-09-2024	Jeremy Galda	Eric Neilson	Initial Creation of SDWTA

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OCWA Signatures

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Safety, Process, and Compliance Manager

Document reviewed by:

Eric Neilson Regional Manager – Northeastern Ontario

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Appendix A: Source Protection Information Atlas Appendix B: Significant Drinking Water Threat Tracking Appendix C: Municipal By-Laws – Sanitary/Storm Sewers

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1 Municipality Overview

Municipal Overview			
Municipality Name	Municipality of Temagami		
Municipality Tier (Upper/Lower)	Single		
Population (2021 Census)	860		
Municipal Drinking Water Source	Net Lake (Temagami North); Lake Temagami (Temagami South)		
Local Conservation Authority	Not Applicable		
Local Public Health Unit	Temiskaming Health Unit		
Source Protection Area(s)	Not Applicable		
Sewage CLI-ECA Number	201-W601		
Stormwater CLI-ECA Number	Not Applicable		
Proposed Servicing Alterations (Capital Works)	Not Applicable		
Proposed Servicing Alterations (Privately Funded and Designed)	Not Applicable		



2 Annual Document Review and Update

• CLI-ECA #201-W601 (Sewage) Schedule E 7.3-7.4

- 7.3 The Owner shall make any necessary updates to the report required in condition 7.2 at least once every twelve (12) months.
- 7.4 Any components, Equipment or Sewage Works added to the report required in condition 7.2 shall be included in the report for the operational life of the Sewage Works.

3 Governance

As of October 2024, The Municipality of Temagami is a single tier municipality located in a geographic area within Ontario not governed by a local Conservation Authority. Under Clean Water Act, 2006, S.O. 2006, c. 22; c. 22, s. 55 (1) (c), local by-laws are to be used in the absence of higher tier governance. (1) The council of a municipality or a board of health that is responsible for the enforcement of this Part may pass by-laws, a planning board that is responsible for the enforcement of this Part may pass resolutions, a source protection authority that is responsible for the enforcement of this Part may pass resolutions, a source protection authority may pass resolutions, a source protection authority that is responsible for the enforcement of the enforcement of this Part and is not a conservation authority may pass resolutions, a source protection authority that is responsible for the enforcement of the enforcement of this Part and is not a conservation authority may pass resolutions, a source protection authority may make regulations and the Minister may make regulations, applicable in the area in which the municipality, board of health, planning board, source protection authority or the Province of Ontario, respectively, has jurisdiction for the enforcement of this Part,

- (a) Prescribing classes of risk management plans and classes of risk assessments;
- (b) Establishing and governing an inspection program for the purpose of enforcing this Part;
- (c) providing for applications under sections 58, 59 and 60 and requiring the applications to be accompanied by such plans, specifications, documents and other information as is set out in the by-law, resolution or regulation;

Details of applicable local by-laws are included in Appendix C.



4 Procedures for the Review of Proposed Alterations

4.1 Significant Threats

Upon receipt of proposed alteration, the Municipality is required to verify if proposed work is located within any vulnerable drinking water areas prior to authorization to proceed.

If a proposed alteration is found to be located within vulnerable area(s), additional measures/precautions as per applicable guidance documents are to be implemented within executed project documents; inspected throughout construction; and monitored during life cycle of asset(s).

Step	Description	Status
1	Consult the MECP Source Protection Information Atlas to determine if the proposed works are within any Source Protection Zone.	N/A
	Note: If not applicable, no further assessment is required to identify and manage significant threats.	
2	Consult applicable Source Protection Plan	N/A
3	Consult the Source Protection Standard Operating Policy to identify required mitigation measures and complete Appendix B: Significant Drinking Water Threat Assessment Tracking below.	N/A
3	Review Design Guidelines for Sewage Works	N/A
4	Review Applicable Provincial Acts	N/A
5	Review Local Municipal By-Laws (Appendix B)	N/A

As of October 2024, The Municipality of Temagami is a single tier municipality located in a geographic area within Ontario not designated with Source Protection Areas as documented in Appendix A.

Maintenance activities on municipal infrastructure within these areas will be performed in accordance with industry standards and regulations.

4.2 Other Threats

The following should be observed in planning/executing work within a collection system:

- Review Design Guidelines for Sewage Works
- Review local municipal by-laws (Appendix C)
- Limit when work can be completed (seasonally)
- Implement stringent soil erosion control measures
- Limit the storage of materials (including fuel and chemicals, etc.)



APPENDIX A

Source Protection Information Atlas

Source Protection Information Atlas



Image 1: Extended Region including closest source protection areas: Mattagami S.P.A and the North Bay-Mattawa S.P.A.

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APPENDIX B

Significant Drinking Water Threat Assessment Tracking

Project Name	Significant Drinking	Source Protection	Mitigation	Date of
	Water Threat	Policy	Measures	Alteration
N/A	N/A	N/A	N/A	N/A

Note: As of October 2024, The Municipality of Temagami is a single tier municipality located in a geographic area within Ontario not designated with Source Protection Areas as documented in Appendix A.

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APPENDIX C

Municipal By-Laws

Sanitary/Storm Sewer By-Laws

Municipal By-Law Number	By-Law Date	Description of By-Law
07-728	09/26/2007	Site Plan Control Area
19-1475 08/22/2019		Enforcement of Property Standards

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THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 07-728

Being a By-law to designate a Site Plan Control Area for The Municipality of Temagami.

WHEREAS the Municipality of Temagami has deemed it desirable to promote development that limits impacts on adjacent uses, and to create attractive development;

AND WHEREAS the Planning Act Section 41 (2) states, Where in an official plan an area is shown or described as a proposed site plan control area, the council of the local municipality in which the proposed area is situated may, by by-law, designate the whole or any part of such area as a site plan control area;

AND WHEREAS the Planning Act Section 41 (3) states, A by-law passed under subsection (2) may designate a site plan control area by reference to one or more land use designations contained in a by-law passed under section 34.

AND WHEREAS The Official Plan Section 9.11 states, The entire area covered by this Plan is hereby designated as a proposed site plan control area;

AND WHEREAS the Municipality passed Zoning By-law 06-650 under Section 34 of the Planning Act on February 23, 2006.

NOW THEREFORE the Corporation of the Municipality of Temagami hereby enacts as follows:

That By-law 07-697 is hereby repealed.

1. Definitions:

1.1. **Development** - For the purpose of this By-law "development" shall have the same meaning as set out in Section 41(1) of the Planning act, R.S.O. 1990, c.P. 13 as follows:

"development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers as defined in subsection 164 (4) of the Municipal Act, 2001 or subsection 3 (1) of the City of Toronto Act, 2006, as the case may be, or of sites for the location of three or more mobile homes as defined in subsection 46 (1) of the Planning Act or of sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46 (1) of the Planning Act. R.S.O. 1990, c. P.13, s. 41 (1); 1994, c. 4, s. 14; 2002, c. 17, Sched. B, s. 14 (1); 2006, c. 32, Sched. C, s. 47 (8).

1.2. **Buildings or Structures** – for the purpose of this By-law "buildings or structures" shall have the same meaning as set out in the Building Code Act 2006 Section 1.-(1) as follows:

"building" means,

(a) a <u>structure occupying an area greater than ten square metres</u> consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto

- (b) a structure occupying an area of ten square metres or less that contains plumbing, including the plumbing appurtenant thereto,
- (c) plumbing not located in a structure,
- (c.1) <u>a sewage system</u>; or
- (d) structures designated in the building code;
- 1.3 Sewage System For the purpose of this By-law "sewage system" shall have the same meaning as set out in Building Code 2006 Section 1.4.1.2. as follows:

Sewage system means,

- (a) a chemical toilet, an incinerating toilet, a recirculating toilet, a selfcontained portable toilet and all forms of privy including a portable privy, an earth pit privy, a privy vault and a composting toilet system,
- (b) a greywater system,
- (c) a cesspool,
- (d) a leaching bed system, or
- (e) a system that requires or uses a holding tank for the retention of hauled sewage at the site where it is produced before its collection by a hauled sewage system,

Where these,

- (f) have a design capacity of 10,000 litres per day or less,
- (g) have, in total, a design capacity of 10,000 litres per day or less, where more than one of these are located on a lot or parcel of land, and
- (h) are located wholly within the boundaries of the lot or parcel of land on which is located the building or buildings they serve.
- 1.4. For the purpose of this By-law an "alteration or addition that would substantially change the size or usability thereof" shall be defined as: an alteration or addition _occupying an area greater than ten square metres.
- 2. All lands and all development within the corporate limits of the Municipality of Temagami (the "municipality") are hereby designated as a Site Plan Control Area.
- 3. Not withstanding paragraph 2 above, the following classes of development shall be exempted from site plan control:
 - (a) Any temporary building or structure as defined in the Zoning By-law,
 - (b) Wayside pits,
 - (c) Low density residential (RL) development containing less than three dwelling units except for dwelling units and accessory structures in the Lake Temagami, Marten River, Matabitchuan and Backcountry Neighbourhoods and rural and remote residential development in the Urban Neighbourhood,
 - (d) Any building or structure on land owned or leased by the Municipality,
 - (e) All Residential Mobile Home (RMH) land in the Temagami North Trailer Park.
- 4. Notwithstanding Paragraph 2 above, no development may be undertaken without the approval of plans and drawings required under subsection (4) or (5) of Section 41 of the Planning Act, R.S.O. 1990, c.P.13 where:
 - (a) Site plan control is imposed as a condition of rezoning by Council,
 - (b) Site plan control is imposed as a condition of approval by the Committee of Adjustment.
- 5. Notwithstanding Paragraph 2 above, the following forms of development will not require a Site Plan Control Agreement:
 - (a) A building or structure that is less than 10 sq. m. without plumbing, unless it is within the 15m Shoreline Activity Area (SAA).
 - (b) Any structure that is less than 5.4 cu.m. in the Shoreline Activity Area (SAA).
 - (c) Installation of a new or replacement of an existing Privy, greywater system, or cesspool, unless it is within the 15m Shoreline Activity Area (SAA).
- 6. The Planning Co-ordinator of the Municipality of Temagami or his or her designate(s) is

hereby delegated to exercise Council's powers and authority under Section 41 of the Planning Act, to approve plans and drawings, to impose conditions and to require site plan control agreements, where appropriate, for:

- (a) Waterfront properties
- (b) All residential zones (except RL in which the development consists of fewer than three units)
- (c) Contractors' yards
- (d) Home industries
- (e) Sleep cabins
- (f) Minor Revisions to any approved site plan or site plan agreement, which do not involve additional building area or other new works on the site.
- 7. Notwithstanding the above, the Planning Co-ordinator at his or her discretion, may refer site plan control applications to Council.
- 8. If the Planning Co-ordinator and/or designate(s) does not execute a regular site plan control agreement within ten (10) days of receipt of a "complete application," the site plan control agreement may be referred to Council at its next regular meeting.
- 9. The Committee of Adjustment is hereby delegated the committee of Council to exercise Council's powers and authority under Section 41 of the Planning Act, to approve plans and drawings, to impose conditions, and to require site plan control agreements for minor variances and for new lots created through consent.
- 10. Council will retain the powers and authority under Section 41 of the Planning Act, with the assistance of the Planning Advisory Committee, to approve plans and drawings, to impose conditions and to require site plan control agreements for all other designated lands including but not limited to:
 - (a) Lake access points
 - (b) Lands designated for aggregate operations,
 - (c) Development that will substantially alter the use or size of structures, or change the use of the subject lands,
 - (d) All lands designated as commercial or industrial
 - (e) Any development in the SMA surrounding Lake Temagami
 - (f) Parks (P) and Open Spaces (OS) Zones
 - (g) Private development on Crown Land tenure in the IMA and SMA zones
 - (h) Development on non-conforming and non-complying lots
- 11. After approval of an application by the Planning Co-ordinator or Council, the Mayor and Clerk are hereby authorized to sign any site plan agreement and any documents which may be required to implement the conditions of approval.
- 12. All site plan agreements shall be registered on title and shall be subject to fees as described in the Tariff of Fee Schedule for Planning Related Matters.
- 13. As stated in section 67 of the Planning Act, R.S.O. 1990, c.P.13

Penalty

<u>67. (1)</u> Every person who contravenes section 41, section 46, subsection 49 (4) or section 52 or who contravenes a by-law passed under section 34 or 38 or an order made under section 47 and, if the person is a corporation, every director or officer of the corporation who knowingly concurs in the contravention, is guilty of an offence and on conviction is liable,

- (a) on a first conviction to a fine of not more than \$25,000; and
- (b) on a subsequent conviction to a fine of not more than \$10,000 for each day or parts thereof upon which the contravention has continued after the day on which the person was first convicted. 1994, c. 2, s. 48.

Corporation

(2) Where a corporation is convicted under subsection (1), the maximum penalty that may be imposed is,

- (a) on a first conviction a fine of not more than \$50,000; and
- (b) on a subsequent conviction a fine of not more than \$25,000 for each day or part thereof upon which the contravention has continued after the day on which the corporation was first convicted,

and not as provided in subsection (1).

Order of prohibition

(3) Where a conviction is entered under subsection (1), in addition to any other remedy or any penalty provided by law, the court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted. R.S.O. 1990, c. P.13, s. 67 (2, 3).

Proceeds of Fines

67.1 If an offence has been committed under section 41, 52 or 67 or under a by-law passed under section 34 or 38, and a proceeding in respect of the offence is undertaken by the municipality or planning board and a conviction has been entered, the proceeds of any fine in relation to the offence shall be paid to the treasurer of the municipality or secretary-treasurer of the planning board and section 2 of the Administration of Justice Act and section 4 of the Fines and Forfeitures Act do not apply in respect of the fine. 1996, c. 4, s. 34; 1997, c. 24, s. 226 (8).

READ A FIRST TIME ON THE 12TH DAY OF JULY, 2007.

READ A THIRD TIME AND FINALLY PASSED ON THIS _ 26th DAY OF Sept. 2007

Ike Laba, Mayor

Brian Koski, CAO/Clerk

1

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 19-1475

Being a by-law for the Enforcement of Property Standards

WHEREAS under Subsection 15.1-(3) of the Building Code Act, S.O. 1992, c.23 as amended, a by-law may be passed by the Council of Municipality prescribing the standards for the maintenance and occupancy of property within the Municipality provided the official plan for the municipality includes provisions relating to property conditions;

AND WHEREAS the Official Plan for the Municipality of Temagami includes provisions relating to property conditions;

AND WHEREAS the Council of the Municipality of Temagami is desirous of passing a by-law under Subsection 15.1-(3) of the Building Code Act, S.O. 1992, c.23 as amended;

AND WHEREAS Subsection 15.6-(1) of the Building Code Act, S.O. 1992, c.23 as amended requires that a by-law passed under Subsection 15.1-(3) of the Building Code Act, S.O. 1992, c.23 as amended shall provide for the establishment of a Property Standards Committee;

AND WHEREAS the Council of the Municipality of Temagami intends to enact a Property Standards By-law for the purpose of maintaining public health and safety, property value and to maintain or improve the appearance of the various neighbourhoods in the Municipality of Temagami.

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts the following:

PART I

1. DEFINITIONS IN THIS BYLAW:

Accessory Building: means a subordinate building or structure on the same lot as the main building, or a part of the main building and devoted exclusively to a use that is naturally and normally incidental, subordinate, and exclusively devoted to the principal use of the main building on the lot;

Apartment Building: means a building containing more than four dwelling units with individual access from an internal corridor system;

Approved: means acceptance by the Property Standards Officer;

Balcony: means an external balustrade platform and includes both upper and lower surfaces of the platform;

Basement: means that space of a building that is partly below grade, which has half or more of its height, measured from floor to ceiling above average exterior finished grade;

Boarded Building: means a vacant, a partially vacant building, or an abandoned building or structure in which some or all of the windows, doors or other openings have been covered for by affixing wood or metal over them so as to prevent the entrance of elements or unauthorized persons;

Cellar: means that space of a building that is partly or entirely below grade, which has more than half of its height, measured from floor to ceiling below the average exterior finished grade;

Certificate of Compliance: means a written opinion of property compliance with the standards contained in this by-law issued under Section 15.5 (1) of the Building Code Act 1992, S.O. 1992, c.23, as amended;

Child of Tender Years: means a person who is or, in the absence of evidence to the contrary, appears to be under the age of twelve years;

Compost: means a mixture of decaying organic matter used or intended to be used as fertilizer;

Council: means the Council of the Municipality of Temagami;

Demolish: means the doing of anything to effect the removal of a building or structure or part thereof;

Dwelling: means a building or structure or part of a building or structure, occupied or capable of being occupied, in whole or in part, for the purpose of human habitation;

Dwelling Unit: means a room or a suite of rooms operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and supporting general living conditions usually including cooking, eating, sleeping and sanitary facilities;

Fence: means any structure, except a structural part of a building, used wholly or partially to screen from view, to enclose or divide a yard or other land, to mark or substantially mark the boundary between adjoining land, and includes, privacy screens, retaining walls, any hedge or grouping of shrubs, or other combination of fencing components which form a continuous barrier for the same purposes;

Fire Code: means the regulations made under section 12 of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended;

First Storey: means that part of a building having floor area closest to grade with a ceiling height of more than 1.8 metres (6 ft.) above grade;

Guard: means a protective barrier installed around openings in floor areas or on the open sides of a stairway, a landing, a balcony, a mezzanine, a gallery, a raised walkway and other locations as required to prevent accidental falls from one level to another, such barriers may or may not have openings through them;

Habitable Room: means a room commonly used for living purposes, including a bedroom and kitchen, but does not include any space in a dwelling used as a lobby, hallway, closet, or bathroom, or any room having a floor space of less than 4.5 m2

Health Hazard: means a condition of a premise, a substance, thing, plant or animal other than man, or a solid, liquid, gas or combination or any of them, that has or that is likely to have an adverse effect on the health of any person and includes but is not limited to accumulations of water that is infected with mosquito larva implicated in the transfer of the West Nile Virus;

Means of Egress: means a continuous, unobstructed path of travel provided by a doorway, hallway, corridor, exterior passage way, balcony, lobby, stair, ramp, or other exit facility used for the escape of persons of persons from any point within a building, a floor area of refuge usually located outside the building;

Multiple Dwelling: means a building containing three or more dwelling units;

Municipality: means the Corporation of the Municipality of Temagami;

Non-Habitable Room: means any room in a dwelling or dwelling unit other than a habitable room and includes a bathroom, a toilet room, laundry, pantry, lobby, corridor, stairway, closet, boiler room or other space for service and maintenance of the dwelling for public use, and for access to and vertical travel between storeys, and basement or part thereof which does not comply with the standards of fitness for occupancy set out in this bylaw;

Non-Residential Property: means a building or structure or part of a building or structure not occupied in whole or in part for the purpose of human habitation, and includes the lands and premises appurtenant and all outbuildings, fences or erections thereon or therein;

Persons: means an individual, firm, corporation, association or partnership.

Residential Property: means any property that is used or designed for use as a domestic establishment in which one or more persons usually sleep and prepare and serve meals and includes any lands or buildings that are appurtenant to such establishment and all stairways, walkways, parking spaces and fences associated with the dwelling or its yard;

Standards: means the standards of physical condition and of occupancy prescribed for the property by this by-law;

Toilet Room: means a room containing a water closet and a wash basin;

Yards: means the land other than publicly owned land around or appurtenant to the whole or any part of a residential or non-residential property and used or capable of being used in connection with the property;

Ontario Building Code: means the regulations made under section 34 of the Building Code Act, S.O. 1992, c.23, as amended;

Ontario Electrical Safety Code: means the regulations made under section 111 of the Power Corporation Act, R.S.O. 1990, c. P. 18, as amended;

Residential Property: means a property that is used or designed for use as a dwelling unit;

Rooming House: means a residential building in which lodging is provided with or without meals, for hire or gain, where the occupants, in addition to their private accommodations, may or may not have access to a common washroom, kitchen or laundry facilities;

Standards: means the standards of physical condition and occupancy of property set out in this by-law.

2. PROHIBITION

- 2.1 No person shall use or occupy, or permit the use or occupancy of any property that does not conform to the standards set out in this by-law.
- 2.2 The owner of any property which does not conform to the standards in this by-law shall repair and maintain the property to conform to the standards or the property shall be cleared of all buildings, structures, debris or refuse and left in a graded and leveled condition.

3. ADMINISTRATION

- 3.1 Property Standards Committee
 - (a) Council shall appoint at large, by a Resolution of Council, three (3) citizens to the Property Standards Committee for a term of office concurrent with Council.
 - (b) Each member of the Property Standards Committee shall receive an honorarium of \$50.00 per half day for attendance at Property Standards Committee meetings for the Municipality of Temagami
 - (c) Every person who intends to appeal an Order made under subsection 15.2(2) of the Building Code Act, S.O. 1992, c.23, shall submit a notice of appeal in the manner and within the time frame as prescribed in subsection 15.3(1) of the Building Code Act, S.O.1992, c.23. All notices of appeal shall be accompanied by a non-refundable payment of \$150.

3.2 Property Standards Officer

- (a) The Council may from time to time appoint officers to carry out the administrative functions of this by-law including the enforcement thereof.
- (b) Any building or plumbing inspector, fire prevention officer, arborist or by-law enforcement officer of the Municipality is hereby authorized and directed to act from time to time as an assistant to the officer.

By-law 19-1475 - Property Standards By-law.

(c) Every person who intends to appeal an Order made under subsection 15.2(2) of the Building Code Act, S.O. 1992, c.23, shall submit a notice of appeal in the manner and within the time frame as prescribed in subsection 15.3(1) of the Building Code Act, S.O. 1992, c.23. All notices of appeal shall be accompanied by a non-refundable of \$150.

PART II

GENERAL STANDARDS FOR ALL PROPERTY

4. SCOPE

4.1 This by-law shall apply to all property in the Municipality.

4.2 The imperial measurements in this by-law are given for reference only.

5. GENERAL CONDITIONS

5.1 Every tenant, occupant or lessee of a residential property shall maintain the property or part thereof and the land which they occupy or control, in a clean, sanitary and safe condition and shall dispose of garbage and debris on a regular basis, in accordance with municipal by-laws.

5.2 Every tenant, occupant or lessee of a residential property shall maintain every floor, wall, ceiling and fixture, under their control, including hallways, entrances, laundry rooms, utility rooms and other common areas in a clean, sanitary and safe condition.

5.3 Accumulations or storage of garbage, refuse, appliances or furniture in a means of egress shall not be permitted.

6. LAND

All exterior property areas, including vacant land, shall be maintained in a clean and reasonable condition so as to prevent fire, accidents or health hazard, and more particularly:

- 6.1 No wrecked, dismantled, inoperative, discarded, unused or unlicensed vehicles, trailers, machinery or objects or parts thereof shall be placed, stored or left on land, but this does not apply where such articles are required and used for business purposes permitted under the Municipality's land use by-laws and where such articles are placed, stored or left in a manner which avoids an unsafe or unsightly condition deleterious to the neighbouring environment.
- 6.2 Any part of a yard that is low lying or has been excavated so that it accumulates water, shall be drained, filled and graded so that water drains to a storm sewer or ditch.
- 6.3 Every hard surfaced walkway, driveway, parking area or laneway shall be evenly graded and maintained free of potholes or uneven sections.

- 6.4 Dilapidated, collapsed or unfinished structures and all accumulations of material, wood, debris or other objects that create an unsafe or unsightly condition, deleterious to the neighbouring environment, shall be removed.
- 6.5 All grassed and landscaped areas abutting buildings or structures or on vacant lots in developed residential areas shall be cut and maintained in a reasonable condition in relation to the neighbouring environment and brush, undergrowth and noxious weeds as defined by the Weed Control Act; shall be controlled in accordance with the Act.
- 6.6 All exterior property areas, including vacant land, shall be maintained to prevent accumulations of dust or dirt from spreading to neighbouring properties.
- 6.7 Prevent instability or erosion of soil;
- 6.8 Prevent surface water run-off from entering basements or cellars;
- 6.9 All land shall be kept free of garbage and refuse;

7. LANDSCAPING

Whenever landscaping, parking area, walkways, steps, hedges, trees, fences, curbs, or similar changes to property have been required by the Municipality as a condition of development or redevelopment, such works shall be undertaken and maintained so as to ensure continuous compliance with the Municipal requirements.

8. PARKING AREAS, WALK AND DRIVEWAYS

8.1 All areas used for vehicular traffic and parking shall have a surface covering of asphalt, concrete or compacted stone or gravel and shall be kept in good repair free of dirt and litter.

8.2 (2)Steps, walks, driveways, parking spaces and other similar areas shall be maintained so as to afford safe passage under normal use and weather conditions day or night.

9. FENCES

9.1 All fences shall be erected and maintained so that they:

- (a) Do not cause or create an unsightly appearance;
- (b) Are structurally sound; and
- (c) Are in a condition free of safety hazards and in a state of good repair.

9.2 For the purpose of this section, the term "good state of repair" means that:

(a) The fence is completely built, standing in a vertical position, and is securely anchored;(b) The fence is free of components that are broken, rusted, rotted, or otherwise in disrepair; and

(c) Any stained or painted surface of the fence are maintained free of peeling paint or stain.

9.3 Fences shall not be used as a support for any structure, object or thing, which is capable of or is causing force to be exerted against or upon the fence.

10. TREES

10.1 All trees on a property shall be maintained in a manner that will eliminate a condition which is a source of danger.

10.2 Where the dangerous condition cannot be eliminated by maintenance practices, the tree shall be removed.

11. SNOW REMOVAL

The following subsections apply to all private property containing multiple occupancy residential buildings, and all areas of commercial, industrial and institutional property that the general public has access to:

11.1 All walkways and access routes to and from buildings shall be kept free from ice and snow and hazards at all times.

11.2 All exterior parking areas, including laneways, shall be kept free from accumulations of ice and snow at all times.

12. COMPOST

The occupant of a residential property may provide for a compost heap in accordance with the health regulations, provided that the compost pile is no larger than one square metre and 1.8 metres in height and is enclosed on all sides by concrete block or lumber or in a forty-five gallon container, a metal frame building with a concrete floor or a commercial plastic enclosed container designed for composting.

13. PEST PREVENTION

All dwelling units and the exterior portions of buildings shall be kept free of garbage and refuse at all times so as to prevent the infestation of pests such as rodents, vermin, insects and birds, and methods used for exterminating rodents, vermin, and insects shall be in accordance with the provisions of the Pesticides Act, R.S.O. 1990, c. P-11, as amended, and all regulations passed pursuant there to.

14. GARBAGE DISPOSAL

14.1 Every building, dwelling and dwelling unit shall be provided with a sufficient number of suitable receptacles to contain all garbage, refuse and ashes that may accumulate on the property between the regularly designated collection days. Such receptacles shall be constructed of watertight material, provided with a tight-fitting cover and shall be maintained in a clean and odour free condition at all times.

14.2 All garbage, refuse and ashes shall be promptly placed in a suitable container and made available for removal in accordance with the municipal garbage collection by-law where applicable.

14.3 Garbage storage areas shall be screened from public view.

15. SEWAGE DISPOSAL

15.1 Roof drainage shall not be discharged onto sidewalks, stairs or adjacent property.

15.2When a sanitary sewer is installed on a street or road, all sewage from the abutting property shall be discharged into the sanitary sewer.

15.3When a sanitary sewer has not been installed on a street or road, all sewage from each abutting property shall be discharged into private sewage disposal systems on the subject property and each such system shall be approved by and maintained in accordance with the Ontario Building Code.

16. ACCESSORY BUILDINGS

Accessory buildings shall be kept:

16.1 Protected by paint, preservative or other weather-resistant material;

16.2 In a structurally sound condition and plumb, unless specifically designed to be other than vertical;

16.3 In good repair and free of accident hazards; and

16.4 So as not to present an unsightly appearance.

17. SIGNS

Exterior signs on any land, building or structure that are unused or not cared for or discarded shall be removed from the property or shall be stored within a building on the property.

18. OCCUPANCY STANDARDS

18.1 Non-habitable space shall not be used for human habitation.

18.2 No portion of a dwelling unit shall be used for human habitation unless:

- (a) The floors, walls and ceilings and openings in the exterior walls or roof are watertight, free from dampness and reasonably free from drafts at all times:
- (b) every habitable room, except a kitchen, contains one or more windows or skylights that:
 - (i) Open directly to the outside air, and
 - (ii) Have a total light transmitting openable ventilating area of not less than that required by the Ontario Building Code;
- (c) all windows and skylights are:
 - (i) Glazed or fitted with an approved substitute;
 - (ii) Provided with hardware and locking devices;
 - (iii)Maintained in good repair; and
 - (iv)If required for ventilating purposes, capable of being easily opened and closed at all times; and
- (d) a heating system is provided which is capable of maintaining adequate and suitable heat;

18.3 Every habitable room shall have a minimum ceiling height in accordance with the Ontario Building Code.

18.4 Buildings used or to be used for human habitation shall be insulated to minimize heat loss, air infiltration and moisture condensation on the interior surfaces of walls, ceilings and floors as required by the Ontario Building Code.

18.5 Anything employed in providing water or any energy source serving light, heat, refrigeration or cooking facilities in a dwelling unit occupied by a tenant shall not be disconnected, except for such reasonable period of time as may be required for the purpose of repairing, replacing or altering such service or utility.

18.6 Where there is fuel burning equipment in any occupied dwelling unit not occupied by the owner and the owner is required by the lease or agreement providing for the occupancy to provide fuel, an adequate supply of fuel, in a convenient and safe location, shall be available at all times for the equipment.

18.7 Each kitchen in a dwelling unit shall be:

- (a) equipped with a refrigerator and stove in good repair and in good working condition;
- (b) provided with cupboards having a capacity of not less than four cubic feet multiplied by the total number of persons occupying the unit; and
- (c) all counter-tops, drawers and cupboards shall be maintained in good condition;

18.8 Interior and exterior barrier-free access facilities for persons with disabilities where installed or required by the Ontario Building Code or as a condition of development or redevelopment shall be maintained in a good state of repair, operational suitable and available for use by persons with disabilities.

18.9 Every occupant of a dwelling unit shall maintain the dwelling unit and all supplied facilities and equipment therein in a clean and sanitary condition and shall co-operate with the landlord in complying with the requirements of this by-law.

18.10 The number of occupants, residing on a permanent basis in an individual dwelling unit, shall not exceed one person every nine square metres (97 sq. ft.) of habitable floor area. For the purpose of computing habitable floor area, any area with minimum ceiling height less than 2.1 metres (7 ft.) shall not be considered.

18.11 No room shall be used for sleeping purposes unless it has a minimum width of two metres (6.6 ft.) and floor area of at least seven square metres (75 sq. ft.). A room used for sleeping purposes by two or more persons shall have a floor area of at least four square metres (43 sq. ft.) per person.

18.12 Any basement, or portion thereof, used as a dwelling unit shall conform to the following requirements:

(a) Each habitable room shall comply with all requirements set out in this By-law;

(b) Floors and walls shall be constructed so as to be damp proof and impervious to water leakage;

(c) Each habitable room shall be separated from service rooms by a suitable fire separation and approved under the Ontario Building Code; and

(d) Access to each habitable room shall be gained without passage through a service room.

19. FOUNDATIONS AND FOUNDATION WALLS

The foundations and the foundation walls of every building or structure or part of a building or structure shall be structurally sound and maintained in that condition so that all masonry cracks are grouted, walls, joists, beams or other exposed wood members are waterproofed, and so that there is adequate subsoil drains at footing levels and that jacking, underpinning or shoring is done where necessary.

20. EXTERIOR WALLS

20.1 The exterior walls of every building or structure or part of a building or structure must be structurally sound, weather proof and free of loose and unsecured objects and materials. Improperly secured objects and materials shall be either removed, repaired or replaced.

20.2 All brick and stonework, cornices, entablatures, belt courses, parapet walls, corbels, terracotta trim, wall facings and similar decorative features shall be maintained in good repair and safe condition with proper anchorage.

20.3 The exterior wall of every building and structure shall be properly painted or otherwise treated.

20.4 The cladding on the exterior walls of all buildings or structures shall consist of masonry stucco, wood, finished plywood, metal or other similar materials that are of equivalent strength, durability and fire resistance.

21. ROOFS

21.1 The roof of every building or structure shall be structurally sound, weatherproof and free of loose or unsecured objects and materials and excessive accumulations of ice and snow. Improperly secured objects and materials shall be either removed, repaired or replaced.

21.2 All roof flashing, gutters, valleys, eaves troughs and downpipes shall be secured, free of rust and maintained in a serviceable condition.

21.3 All soffit and fascia components of a building shall be secured and maintained in good repair and properly painted or otherwise treated.

22. EXTERIOR DOORS, WINDOWS AND EXTERIOR TRIM

22.1 The exterior doors, windows and exterior trim of every building or structure or part of a building or structure, shall be maintained in a good state of repair, properly fitted to prevent the entrance of the elements and painted or otherwise treated to provide protection against decay and rust.

22.2 The owner shall provide and install a safety device on any window with a movable sash, and on any balcony door, so as to ensure that a child of tender years will be unable to open such windows or doors to a width greater than four (4) inches (10 centimetres).

22.3 Every window in a leased dwelling unit that is located above the first storey of a multiple dwelling shall be equipped with an approved safety device that would prevent any part of the window from opening greater than would permit the passage of a 100 mm diameter (3.9 inches) sphere. Such safety device shall not prevent the window from being fully opened during an emergency situation by an adult without the use of tools.

23. EXTERIOR STAIRS, PORCHES AND GUARDRAILS

23.1 All exterior stairs, stairways, porches, awnings, canopies, fire escapes and other related structures shall be structurally sound, properly painted or otherwise treated, and free of loose and unsecured objects and materials.

23.2 Where there is a difference in elevation between adjacent levels of 24 inches or more, a guard shall be installed and maintained in accordance with the Ontario Building Code.

24. UNFINISHED BUILDINGS OR STRUCTURES

All buildings or structures, or parts thereof that are unfinished shall be finished in an acceptable manner within a reasonable amount of time and, where applicable, in accordance with all relevant legislation.

25. BOARDED BUILDINGS

25.1 Where the exterior doors, windows, trim or other opening of vacant buildings, partially vacant buildings, or abandoned buildings or structures are broken, improperly fitted or otherwise in disrepair the Municipality may order the property owner to board of the building or structure as an interim security repair measure so as to prevent the entrance of elements, or unauthorized persons, or the infestation of pests.

25.2 The boarding as ordered under subsection (1) shall comply with the following requirements:

- (a) All boards used in the boarding shall be installed from the exterior and properly fitted to the size of the opening of the building or structure within the frames in a watertight manner.
- (b) All boards shall be painted or otherwise treated so that the colour blends with the exterior of the building.
- (c) Doors, windows and other openings at the basement, ground floor and first floor level of the building or structure shall be securely boarded up with a solid piece of plywood or metal plate at least 11 millimetres thick.
- (d) Doors, windows and other openings above the first floor level of the building or structure shall be securely boarded up with a solid piece of plywood or metal plate at least 8 millimetres thick.
- (e) All plywood used for the boarding must be secured with nails and screws at least 50 millimetres in length, and spaced not more than 150 millimetres on center.

26. INTERIOR HALLWAYS, STAIRWELLS, AND FLOORS

The interior stairs, stairways, stairwells, hallways, landings and floors of every part of a building or structure shall be in a safe and clean and sanitary condition, shall be properly painted or otherwise treated, and;

26.1 excessively worn, broken, warped or loose boards, floors and floor coverings must be replaced or repaired in a good workmanlike manner;

26.2 handrails must be securely installed and maintained around any open area;

26.3 all interior doors, doorframes and required hardware must be provided and maintained in good condition and properly functioning and closing.

27. INTERIOR CEILINGS AND WALLS

27.1 The interior ceilings and walls of every building and structure shall be maintained in a safe and sound condition and in a good state of repair, free of loose plaster.

27.2 All paint, or other wall covering, which is stained or deteriorated shall be repained and repaired, missing or loose ceiling or wall tiles shall be repaired or replaced.

27.3 Repairs made to interior walls and ceilings shall be completed in a workmanlike manner and each repair shall be finished to match the existing wall or ceiling.

28. LIGHTING

28.1 Lighting fixtures shall be installed and maintained in all areas inside and outside every building or structure or part thereof so that work, use or occupation normally carried out in such areas can be undertaken safely.

28.2 All fixtures and all connections thereto shall be kept in a safe working condition.

28.3 Exterior lighting fixtures shall be installed and maintained so as to prevent the light source from shining directly into a dwelling unit.

29. HEATING, HEATING SYSTEMS, CHIMNEYS AND VENTS

29.1 Every dwelling and building containing a residential dwelling unit or units shall be provided with suitable heating facilities capable of maintaining an indoor temperature of 21 degrees Celsius (70° F.) in the occupied dwelling units. The heating system shall be maintained in good working condition so as to be capable of safely heating the individual dwelling unit to the required standard.

29.2 All fuel burning appliances, equipment and accessories in a dwelling shall be installed and maintained to the standards provided by the Energy Act, as amended or other applicable legislation.

29.3 Where a heating system or part thereof that requires solid or liquid fuel to operate, a place or receptacle, for such fuel shall be provided and maintained in a safe condition and in a convenient location so as to be free from fire or accident hazard.

29.4 Every chimney, smoke pipe, vent, flue or similar apparatus serving a heating device or system shall be installed and maintained so as to prevent the escape of smoke or gases into the building, clear of obstructions, free from open joints, free from broken and loose masonry and in good repair, securely anchored and plumb.

29.5 Every dwelling shall be so constructed or otherwise separated to prevent the passage of smoke, fumes and gases from that part of the dwelling which is not used, designed or intended to be used for human habitation into other parts of the dwelling used for habitation. Such separations shall conform to the Ontario Building Code.

29.6 All fuel burning appliances, equipment and accessories in a dwelling shall be properly vented to the outside air by means of a smoke-pipe, vent pipe, chimney flue or other approved method.

29.7 Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good repair so as to prevent escape of smoke, fumes or gases from entering a dwelling unit.

29.8 Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good condition so as to prevent the heating of adjacent combustible material or structural members to unsafe temperatures.

29.9 Any duct work that is part of a heating and/or ventilating system shall be kept in a clean and sanitary condition free of dust, mold, mildews, or any other health hazard.

29.10 Every habitable room in a dwelling unit, including kitchens, bathrooms or toilet rooms, shall have openings for ventilation providing an unobstructed free flow of air of at least 0.28 square metres (3 sq. ft.), or an approved system of mechanical ventilation such that provide hourly air exchanges.

29.11 All system of mechanical ventilation shall be maintained in good working order.

29.12 All enclosed areas including basements, cellars, crawl spaces and attic or roof spaces shall be adequately ventilated.

30. ELECTRICAL SYSTEMS

30.1 All buildings, where required by the Ontario Building Code or the Ontario Electrical Safety Code, shall be connected to an electrical supply system and shall be wired to receive electricity.

30.2 The capacity of the connection to the building and system of circuits and electrical outlets distributing the electrical supply within the building shall be adequate for the use and intended use and shall be maintained in good working order, free from fire and accident hazards, and in compliance with the Ontario Hydro Electrical Safety Code.

30.3 The electrical wiring, fixtures, switches, receptacles and appliances located or used in dwellings, dwelling units and accessory buildings shall be installed and maintained in good working order so as not to cause fire or electrical shock hazards. All electrical services shall conform to the regulations established by the Power Corporations Act, as amended.

30.4 Every habitable room in a dwelling shall have at least one electrical duplex outlet for each11.1 square metres (120 sq. ft.) of floor space and for each additional 9.3 square metres (100 sq. ft.) of floor area, a second duplex outlet shall be provided. Extension cords shall not be used on a permanent basis.

30.5 Every bathroom, toilet room, kitchen, laundry room, furnace room, basement, cellar and non-habitable work or storage room shall be provided with a permanent light fixture.

30.6 Lighting fixtures and appliances installed throughout a dwelling unit, including hallways, stairways, corridors, passage ways, garages and basements, shall provide sufficient illumination so as to avoid health or accident hazards in normal use.

31. DRAINAGE AND PLUMBING SYSTEMS

31.1 Drainage and plumbing systems on the property shall be provided, installed and maintained in good working order and shall be:

(a) In compliance with the requirements of the Ontario Building Code, the Ontario Water Resources Act, R.S.O. 1990, c.O.40, as amended, and their respective Regulations, as amended from time to time; and

(b) Free from leaks, defective or dripping taps and other defects.

31.2 Water run-off from roof surfaces shall discharge into an eaves trough or gutter and thence to a downpipe, discharging into a storm sewer and all leaves troughs and drainpipes shall be maintained:

(a) watertight and free from leaks; and

(b) In working order and free from health hazards.

31.3 Eaves troughs, gutters, downpipes and storm sewer connections are not required when the roof is designed to prevent water run-off causing deterioration to the building or creating a nuisance to persons on or adjacent to the property.

32. TOILET AND BATHROOM FACILITIES

32.1 Every dwelling unit, except as provided in subsection 45(2), shall contain plumbing fixtures consisting of at least:

- (a) A water closet;
- (b) A sink; and
- (c) a bathtub or shower.

32.2 In a rooming house there shall be a water closet, sink and bathtub or shower for every eight persons or portion thereof and the facilities shall be located on the same storey as, or on the next storey up or down from the storey on which the room or dwelling unit is located.

32.3 Every commercial, institutional and industrial building shall contain plumbing fixtures in accordance with the appropriate Provincial legislation.

32.4 All bathrooms and toilet rooms shall be located within and be accessible from within the building which it serves.

32.5 All bathrooms and toilet rooms shall be fully enclosed and have a door capable of being locked so as to provide privacy for the occupant.

32.6 Where practical a wash basin shall be located in the same room as the water closet.

33. HOT AND COLD RUNNING WATER

Every dwelling unit shall be connected to and supplied with hot and cold running water of adequate water pressure and the hot water shall be at least 43 degrees Celsius measured at the tap with the water running for at least 30 seconds.

34. SECURITY

34.1 Doors which allow access to or egress from a dwelling unit shall be equipped with a lock that:

(a) complies with the Ontario Building Code and Fire Code; and

(b) is maintained in good repair and in an operative condition.

34.2 Exterior security locking and release shall be maintained in good repair and operative condition in compliance with the requirements of the Ontario Building Code.

35. EGRESS

35.1 Every dwelling and each dwelling unit contained therein shall have a safe, continuous and unobstructed passage from the interior of the dwelling and the dwelling unit to the outside at street or grade level.

35.2 Each dwelling containing more than one dwelling unit shall have at least two (2) exits, both of which may be common or the one of which may be common and the other may be an exterior stair of fire escape. Access to the stairs or the fire escape shall be from corridors through doors at floor level, except access from a dwelling unit may be through a vertically mounted casement window having an unobstructed opening of not less than 1,067 mm by 559 mm, (42 inches x 22 inches) with a sill height of not more than 914 mm (36 inches) above the inside floor. A single exit is permitted from a dwelling unit where the path of egress is through an exterior door located at or near ground level and access to such exit is not through a room not under the immediate control of the occupants of the dwelling unit.

36. NATURAL LIGHT

Every habitable room except a kitchen, bathroom or toilet room shall have a window or windows, skylights or translucent panels facing directly or indirectly to an outside space and admits as much natural light equal to not less than ten percent of the floor area for living and dining rooms and five percent of the floor area for bedrooms and other finished rooms.

37. TELEPHONE WIRING

All internal wiring for telephone use within a dwelling unit shall be maintained in good working order.

38. FIRE ESCAPES, ALARMS AND DETECTORS

38.1 A listed fire alarm and detection system, approved by the Canadian Standards Association or Underwriters' Laboratories of Canada, shall be provided by the owners of buildings of residential occupancies where sleeping accommodations are provided for more than ten (10) persons, except that such system need not be provided where a public corridor or exit serves not more than four (4) dwelling units or individual leased sleeping rooms.

38.2 Every dwelling unit in a building shall have listed smoke alarm, approved by the Canadian Standards Association or Underwriters' Laboratories of Canada or detectors of the single station alarm type, audible within bedrooms when intervening doors are closed, shall be installed by the occupant between bedrooms or the sleeping area and the remainder of the dwelling unit, such as in a hallway or corridor serving such bedrooms or sleeping area. The smoke, fire and carbon monoxide detectors shall be:

(a) Equipped with visual or audio indication that they are in operating condition;

(b) Mounted on the ceiling or on a wall between 152.4 and 304.8 mm (6 to 12 inches) below the ceiling.

38.3 Buildings using a fire escape as a secondary means of egress shall have the escape in good condition, free from obstructions and easily reached a window opening or door.

38.4 Every residential unit which contains an appliance or heating device which uses or burns wood, propane, natural gas or stove oil shall install carbon monoxide detectors as approved by the Canadian Standards Association or Underwriters' Laboratories of Canada outside all sleep quarters.

39. EXCEPTIONS

In rural areas where services are not available, cottages or hunt cabins shall be exempt from the service requirement for kitchen, bathroom facilities, plumbing, electrical and heating systems

40. PENALTY

An owner who fails to comply with an order that is final and binding under this by-law is guilty of an offence under of Section 36(1) of the Building Code Act, S.O. 1992, c.23, and is liable to a penalty or penalties as set out in section 36 of that Act.

41. VALIDITY

If a court of competent jurisdiction declares any provision, or any part of a provision, of this Bylaw to be invalid, or to be of no force and effect, it is the intention of the Council in enacting this by-law, that each and every other provision of this By-law authorized by law, be applied and enforced in accordance with its terms to the extent possible according to law.

42. TRANSITIONAL RULES

After the date of passing of this by-law, By-law 06-683, as amended, applies only to properties in respect of which an Order has been issued prior to the date of passing of this by-law, and then only to such properties until such time as the work required by such Order has been completed or any enforcement proceedings in respect of such Order, including demolition and repair by the Municipality, have been concluded.

43. REPEAL

Except for the purpose as set out in section 41 of this By-law, By-law 06-683 is hereby repealed

43.1 That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

43.2 That By-law No. 06-683 is hereby repealed.

Taken as read a first time this 22th day of August, 2019.

Taken as read a second and third time and finally passed this 22th day of August, 2019.

Mayor

Clerk

	Temagami		
	SEWAGE H	PUMPING STATIONS	
NUNICIPAL	Environmental Emergency Procedure		
	Prepared By: I. Bruneau, PCT	Revision No.: 0	
	Reviewed By: J. Galda, SPCM	Issued: February 17, 2025	
Tendesentr	Approved By: B. Logan, SOM		

COMMUNITY COMPLAINTS

PURPOSE

The Community Complaint Procedure was developed to assist the operational employees of the Ontario Clean Water Agency and the Municipality of Temagami to coordinate the use of resources to ensure complaints are responded to, investigated and resolved in a reasonable and timely manner.

PROCEDURE:

- 1. Community complaints are dealt with as soon as reasonable possible. The operator responsible for investigating/resolving the complaint may seek the assistance of other staff or Municipal employees.
- 2. If the complaint indicates a security threat to normal operations of the facility, a threat to the environment and or a threat to the public's health, then notify Operations Management immediately. You may need to refer to contingency plan CP-7 Security Breach depending on the nature of the complaint. CP-7 is located in the lagoon's Facility Plan Emergency Binder (FEP) and on the public drive <u>\ocwfile\public\NEO Sewage</u>.

<u>Note</u>: Operators should always wear proper personal protective equipment (PPE) when investigating a complaint.

- 3. The operator responding to the complaint should do the following:
 - i Assess the situation and if safe to do so, conduct an investigation to determine the source of the complaint.
 - ii Mitigate any issues if possible that pertain to the complaint.
 - iii Reassure the complainant that the situation is being investigated and they will be advised of any findings.
 - iv Notify Operations Management of any abnormal findings. They may also provide additional instructions.





Temagami SEWAGE PUMPING STATIONS

Environmental Emergency Procedure

Prepared By: I. Bruneau, PCT	Revision No.: 0
Reviewed By: J. Galda, SPCM	Issued: February 17, 2025
Approved By: B. Logan, SOM	

- Record details of the complaint on a Community Complaint Form. A hard copy of the Community Complaint Form is attached and located in the DWQMS Filing Cabinet. An electronic copy if located on the public drive <u>"\\ocwfile\public\NEO DWQMS".</u>
- 4. Details to be recorded are:
 - Name of the person with the complaint
 - Full address and contact information
 - Date of the complaint
 - Time of the complaint
 - Nature of the complaint (describe)
 - Any actions taken
- 5. A copy of the completed form must be provided to the Temiskaming Shores Process and Compliance Technician (PCT) who is responsible for entering the details of the complaint into the region's summary tracker.
- 5. Also record details and actions taken in the Facility Log Book.

REVISION HISTORY

Date	Revision #	Reason for Revision
February 17, 2025	0	Issued procedure





Northeastern Region Community Complaint Form

Reviewed by: SPC Manager

Approved by: Regional Hub Manager

GENERAL INFORMATION

Facility Name:		Facility ORG #:
Date: Time:		WO#:
Name of Resident:		Phone #:
Address of Resident:		

NATURE OF CALL

SERVICE	QUALITY	ENVIRONMENTAL	OTHER
WATER ON	TASTE		DIRECTED CALL TO OWNER
WATER OFF			DISCONNECT AS REQUESTED BY OWNER
SEWER PLUGGED			WATER TAKING/PTTW COMPLAINT
FROZEN WATER		WIND DIRECTION:	

DESCRIPTION

ACTIONS TAKEN/FOLLOW-UP DISCUSSIONS

WAS THE SOURCE OF THE PROBLEM IDENTIFIED?

Operator Name: _____ Operator Signature _____

Note: Email a copy of the completed form to your PCT