
ENVIRONMENTAL COMPLIANCE APPROVAL

NUMBER A-500-4331235233

Version: 1.0

Issue Date: September 11, 2025

Pursuant to section 20.3 of the *Environmental Protection Act*, Revised Statutes of Ontario (R.S.O.) 1990, c. E. 19 and subject to all other applicable Acts or regulations this Environmental Compliance Approval is issued to:

CORPORATION TOWN OF SMITHS FALLS

PO BOX 695 STN MAIN
SMITHS FALLS ONTARIO
K7A4T6

For the following site:

3514 43 Highway West, Smiths Falls,
on Lots 1 and 2, Concession 5 and 6, Township of DRUMMOND-NORTH
ELMSLEY,
County of Lanark

Upon issuance of the environmental compliance approval, I hereby revoke Approval No(s) A450106, issued on October 5, 1992.

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

a 1.5 hectares Waste Disposal Site (composting) to be used for processing of the following types of waste:

- Solid non-hazardous waste limited to yard waste, clean wood chippings, grass clippings and other green yard waste from the Town of Smith Falls and the Township of North Elmsley.

DEFINITIONS

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

1. "Approval" means this Environmental Compliance Approval and any Schedules to it, including the application and supporting documentation listed in Schedule"1";

"competent person" means an employee who has received training in accordance with Condition 18.0 and is qualified because of knowledge, training and experience, to organize the work and its performance;

"Director" means any Ministry employee pursuant to section 20.3 of Part II.1 of the EPA;

"District Manager" means the District Manager of the local district office of the Ministry in which the Site is geographically located;

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

"finished product" means compost that has completed the pathogen inactivation phase, has been fully cured and is considered stable;

"Ministry" and "MECP" means the Ministry of the Environment, Conservation and Parks;

"Operator" means any person, other than the Owner's employees, authorized by the Owner as having the charge, management or control of any aspect of the site, and includes its successors or assigns;

"Owner" means any person that is responsible for the establishment or operation of the Site being approved by this Approval, and includes CORPORATION TOWN OF SMITHS FALLS, its successors and assigns;

"OWRA" means the *Ontario Water Resources Act*, R.S.O. 1990, c. O-40, as amended from time to time;

"PA" means the *Pesticides Act*, R.S.O. 1990, c. P-11, as amended from time to time;

"Provincial Officer" means any person designated in writing by the Minister as a provincial officer pursuant to section 5 of the OWRA or section 5 of the EPA or section 17 of PA;

"Regulation 347" means Regulation 347, R.R.O. 1990, made under the EPA, as amended from time to time;

"Site" means the entire 1.5 hectare waste disposal site, located at 3514 43 Highway West, Smiths Falls, on Lots 1 and 2, Concession 5 and 6, Township of Drummond/North Elmsley, County of Lanark, approved by this Approval; and

"Standards Document" means the Ministry's document entitled "Ontario Compost Quality Standards" dated July 25, 2012, as amended.

TERMS AND CONDITIONS

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

1. Compliance

1. The Owner shall ensure compliance with all the conditions of this Approval and shall ensure that any person authorized to carry out work on or operate any aspect of the Site is notified of this Approval, and the conditions herein, and shall take all reasonable measures to ensure any such person complies with the same.
2. Any person authorized to carry out work on, or operate any aspect of, the Site shall comply with the conditions of this Approval.

2. In Accordance

1. Except as otherwise provided for in this Approval, the Site shall be operated and maintained in accordance with the applications for Approval dated June 17, 1992 and March 10, 2025, and the supporting documentation listed in Schedule "1".
2. Construction and installation of aspects described in the most recent application dated March 10, 2025 and listed in Schedule "1" must be completed within 5 years of the later of:
 - a. the date this Approval is issued; or
 - b. if there is a hearing or other litigation in respect of the issuance of this Approval, the date that this hearing or litigation is disposed of, including all appeals.
3. This Approval ceases to apply in respect of the aspects of the Site noted above that have not been constructed or installed before the later of the dates identified in Condition 2.2.a.

3. Interpretation

1. Where there is a conflict between a provision of any document, including the application, referred to in this Approval and the conditions of this Approval, the conditions in this Approval shall take precedence.
2. Where there is a conflict between the application and a provision in any documents listed in Schedule "1", the application shall take precedence, unless it is clear that the purpose of the document was to amend the application, and that the Ministry approved the amendment.
3. Where there is a conflict between any two documents listed in Schedule "1", other than the application, the document bearing the most recent date shall take

precedence.

4. The conditions of this Approval are severable. If any condition of this Approval, or the application of any condition 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.

4. Other Legal Obligations

1. The issuance of, and compliance with, this Approval does not:
 - a. relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement; or
 - b. limit in any way the authority of the Ministry to require certain steps be taken or to require the Owner to furnish any further information related to compliance with this Approval.
2. All wastes at the Site shall be managed and disposed in accordance with the EPA and Ontario Regulation 347.
3. The Owner shall ensure that effluent discharges from this Site, including stormwater run-off, are managed in accordance with appropriate Municipal, Provincial and/or Federal legislation, regulations and by-laws.

5. Adverse Effect

1. The Owner shall take steps to minimize and ameliorate any adverse effect on the natural environment or impairment of water quality resulting from the Site, including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.
2. Despite an Owner, Operator or any other person fulfilling any obligations imposed by this Approval, the person remains responsible for any contravention of any other condition of this Approval or any applicable statute, regulation, or other legal requirement resulting from any act or omission that caused the adverse effect to the natural environment or impairment of water quality.

6. Change of Owner

1. The Owner shall notify the Director, in writing, and forward a copy of the notification to the District Manager, within 30 days of the occurrence of any changes in the following information:
 - a. change of Owner or Operator of the Site, or both;
 - b. change of address of the current Owner, or address of the new Owner;
 - c. change of partners where the Owner or Operator is or at any time becomes a partnership, and a copy of the most recent declaration filed under the *Business*

Names Act, 1991 shall be included in the notification to the Director;

- d. any change of name of the corporation where the Operator is or at any time becomes a corporation, and a copy of the most current "Initial Notice or Notice of Change" (form 1 or 2 of Ontario Regulation 182, Chapter C-39, R.R.O. 1990, as amended), filed under the *Corporations Information Act* shall be included in the notification to the Director; and
 - e. change in directors or officers of the corporation where the Owner or Operator is or at any time becomes a corporation, and a copy of the most current "Initial Notice or Notice of Change" as referred to in 9(d), supra.
2. No portion of this Site shall be transferred or encumbered prior to or after closing of the Site unless the Director is notified in advance and sufficient financial assurance is deposited with the Ministry to ensure that these conditions will be carried out. In the event of any change in ownership of the Site, the Owner shall notify the successor of and provide the successor with a copy of this Approval, and the Owner shall provide a copy of the notification to the District Manager and the Director.
3. In the event of any change in ownership of the Site, other than change to a successor municipality, the Owner shall notify the successor of, and provide the successor with a copy of this Approval, and the Owner shall provide a copy of the notification to the District Manager and the Director.

7. Inspections

1. No person shall hinder or obstruct a Provincial Officer from carrying out any and all inspections authorized by the EPA, the OWRA or the PA, of any place to which this Approval relates, and without limiting the foregoing:
- a. to enter upon the premises where the approved works are located, or the location where the records required by the conditions of this Approval are kept;
 - b. to have access to, inspect, and copy any records required to be kept by the conditions of this Approval;
 - c. to inspect the Site, related equipment and appurtenances;
 - d. to inspect the practices, procedures or operations required by the conditions of this Approval; and,
 - e. to sample and monitor for the purposes of assessing compliance with the terms and conditions of this Approval or the EPA, the OWRA or the PA.

8. Information and Record Retention

1. Any information relating to this Approval and contained in Ministry files may be made available to the public in accordance with the provisions of the *Freedom of*

Information and Protection of Privacy Act, R.S.O. 1990, C. F-31.

2. All records and monitoring data required by the conditions of this Approval must be kept on the Owner's premises for a minimum period of two (2) years from the date of their creation.
3. The Owner shall, forthwith upon request of the Director, District Manager, or Provincial Officer (as defined in the EPA), furnish any information requested by such persons with respect to compliance with this Approval, including but not limited to, any records required to be kept under this Approval.
4. In the event the Owner provides the Ministry with information, records, documentation or notification in accordance with this Approval,
 - a. the receipt of this information by the Ministry;
 - b. the acceptance by the Ministry of the information's completeness or accuracy; or
 - c. the failure of the Ministry to prosecute the Owner, or to require the Owner to take any action, under this Approval or any statute or regulation in relation to the information;

shall not be construed as an approval, excuse or justification by the Ministry of any act or omission of the Owner relating to the Information, amounting to non-compliance with this Approval or any statute or regulation.

9. Service Area and Hours of Operations

1. Only waste that is generated in the the Town of Smith Falls and the Township of North Elmsley shall be accepted at the Site.
2. The hours of operation of the Site are as follows:
 - a. Wednesdays from 9:00 a.m. to 3:00 p.m. from May through June, and
 - b. Saturdays from 8:00 a.m. to 4:00 p.m. from May through November.

10. Approved Waste Types

1. The Owner shall ensure that only yard waste, clean wood chippings, grass clippings and other green yard waste is received as feed material for composting.

11. Waste Receiving

1. The Owner shall ensure that:
 - a. the maximum amount of all waste types accepted daily at the Site shall not exceed 30 tonnes; and,
 - b. the maximum amount of all waste types (processed or unprocessed) present on

Site, including waste that has been processed or sorted and is ready for use by an end user, shall not exceed a combined total of 1,450 tonnes at any one time.

2. In the event that waste cannot be removed from the Site, and the total storage capacity as approved in Condition 11.1.b. is reached, the Owner:
 - a. must cease accepting additional waste to ensure the total approved storage capacity does not exceed the maximum amount approved by this Approval;
 - b. submit to the District Manager, a schedule for removing the stored waste, within five (5) days of reaching the storage capacity; and
 - c. remove stored waste in accordance with the schedule required in Condition 11.2.b.

12. Composting Operations

1. The Owner shall ensure the following:
 - a. The Owner shall ensure that the Site including composting operations is operated in accordance with the Standards Document.
 - b. The Site is approved for the processing of feed material into Category AA, as defined by the Standards Document.
2. The Owner shall ensure the following:
 - a. that no individual feed material, additive, bulking agent or inoculant exceeds the metal and organic chemical concentrations, calculated on a dry weight basis, set out in Column 2: Table 3.2 of the Standards Document for the Category AA of compost being produced.
 - b. that incoming waste which is not acceptable as feed material shall not be stored at the Site longer than two (2) days and shall be disposed in accordance with the requirements of Ontario Regulation 347.
3. The Owner shall ensure that:
 - a. yard waste, clean wood chippings, grass clippings and other green yard waste received at the Site shall be incorporated into windrows within four (4) days of receipt; and
 - b. The Owner shall not store yard waste, clean wood chippings, grass clippings and other green yard waste at the Site in enclosed containers, (e.g. plastic garbage bags) and shall promptly empty any enclosed containers in which anaerobic conditions develop.
4. The Owner shall ensure that:
 - a. each windrow is maintained at a minimum temperature of 55 C for at least 15

- (fifteen) cumulative days to ensure proper thermophilic bacteria growth and pathogen inactivation. During this pathogen inactivation phase, the windrow shall be turned at least five times.
- b. For the pathogen inactivation phase to be completed, the following pathogen reduction requirements must be met:
 - i. *E. coli* must not exceed 1000 colony forming units (CFU) or most probable number (MPN)/g total solids (on a dry weight basis), and,
 - ii. *Salmonella* must not exceed 3 MPN /4 g total solids (on a dry weight basis, based on an analysis of the entire 4 g sample). This requirement applies to each individual sample tested. If one sample fails, re-testing is permitted as described in Appendix 1, section A1.1.4 of the Standards Document.
 - c. The Owner shall ensure that the windrows are maintained between 40% - 55% moisture. After the pathogen inactivation phase has been completed, only potable water may be added to maintain proper moisture levels.
 - d. The composting process shall be considered completed after a minimum 21 day curing period (from the day the last portion of feed material went into the windrow) and when at least one of the following maturity criteria have been met:
 - i. the CO₂ production rate is less than or equal to 4 mg of C from CO₂ / g of organic matter (dry weight) per day; or
 - ii. the O₂ consumption rate is less than or equal to 400 mg/kg of organic matter (dry weight) per hour.
5. If the above maturity criteria are not met upon initial sampling, the Owner shall continue the curing phase until such time as they are met.
6. Finished product shall not be released for use until it has been monitored for quality control as follows:
- a. composite samples have been collected in accordance with the methodology and frequency stated in Appendix 1 of the Standards Document;
 - b. samples have been analyzed for the criteria listed in Table 3.1 and Table 3.3 of the Standards Document; and
 - c. all production records have been reviewed to ensure temperature and residency time requirements for the pathogen inactivation phase and compost maturity phase have been met.
 - d. Finished product shall not be released for use as Category AA compost unless it meets all of:

- i. pathogen reduction requirements;
 - ii. maturity requirements;
 - iii. metal concentrations as listed in Table 3.1, Column 2 of the Standards Document; and
 - iv. foreign matter concentrations as listed for Category AA in Table 3.3 of the Standards Document.
- e. The Owner shall keep Category AA compost segregated. The Owner may not blend Category AA with compost not meeting Category AA quality standards. Any finished compost that does not meet Category AA compost shall be deemed as residual waste, and shall be disposed of to a licensed facility as per Design and Operations Report included as Item 6 in Schedule "1".
- f. Finished product may be stored for a maximum of eighteen (18) months after the curing phase is complete.

13. Surface Water and Groundwater Management and Monitoring

1. The Composting Facility and the associated leachate collection/catchment pond shall be designed and developed in accordance with Items 6, 7, and 8 of Schedule "1" of this Approval.
2. No surface discharge to the environment shall be allowed from leachate collection/catchment pond located at the Site. Excess volume from the pond shall be transported by in accordance with Ontario Regulation 347 and disposed of at a Ministry approved wastewater treatment facility.
3. The Owner shall carry out the groundwater and surface monitoring program in accordance with the monitoring plan outlined in Section 7 - Monitoring Plan of the Hydrogeological Assessment dated July 8, which is included as Item 7 in Schedule "1" of this Approval.
4. In addition to the proposed chemical testing parameters for groundwater testing, the Owner shall test groundwater for petroleum hydrocarbon compound (PHC) fractions F1-F4, benzene, toluene, ethylbenzene, and xylene (BTEX), and tannins and lignins.
5. The Owner shall implement contingency plan outlined in Section 8 of the Hydrogeological Assessment dated July 8, which is included as Item 7 in Schedule "1" of this Approval.
6. The Site shall be operated in such a way as to ensure compliance with the following:
 - a. Reasonable Use Guideline B-7 for the protection of the groundwater at the Site; and

- b. Provincial Water Quality Objectives included in the July 1994 publication entitled Water Management Policies, Guidelines, Provincial Water Quality Objectives, as amended from time to time, or limits set by the Regional Director, or the Canadian Water Quality Guidelines published by the Canadian Council of Ministers of the Environment, 1999 for the protection of the surface water at and off the Site.
- 7. A certified Professional Geoscientist or Professional Engineer or Town's employee possessing appropriate hydrogeologic and hydrologic training and experience shall execute or directly supervise the execution of the environmental monitoring and reporting program.
- 8. The Owner shall ensure that all groundwater monitoring wells which form part of the monitoring program are properly capped, locked and protected from damage and maintained in accordance with Regulation 903.
- 9. Any groundwater monitoring well included in the on-going monitoring program that is damaged shall be assessed, repaired, replaced or decommissioned by the Owner such that no regular sampling event is missed.
- 10. The Owner may request to make changes to the environmental monitoring program, trigger mechanism and contingency plan to the District Manager in accordance with the recommendations of the annual report. The Owner shall make clear reference to the proposed changes in a separate letter that shall accompany the annual report.
- 11. Within fourteen (14) days of receiving the written correspondence from the District Manager confirming that the District Manager is in agreement with the proposed changes to the environmental monitoring program, the Owner shall forward a letter identifying the proposed changes and a copy of the correspondences from the District Manager and all other correspondences and responses related to the changes to the monitoring program, to the Director requesting the Approval be amended to approve the proposed changes to the environmental monitoring plan prior to implementation.

14. Signage and Security

- 1. The Site shall be maintained in a secure manner, so that unauthorized persons cannot enter the Site. Security fences and/or berms and/or walls shall be constructed and maintained around the Site as per Design and Operations Report which is included as Item 6 in Schedule "1" of this Approval.
- 2. Entrance to the Site shall be restricted by means of a lockable gate, and the gate shall be locked at all times during the period when the Site is not in use.
- 3. A sign shall be posted in a prominent location at the Site entrance clearly stating:

4.
 - a. the Owner's name;
 - b. the Approval number;
 - c. the hours of operation for receipt and transfer of waste;
 - d. a 24-hour telephone number to call to reach the Owner in the event of an emergency or complaint; and,
 - e. a warning against dumping outside the Site.

15. Nuisance Control, Noise Attenuation and Dust Mitigation

1. The Owner shall operate and maintain the Site in a manner which ensures the health and safety of all persons, and the protection of the environment, through active prevention of any possible environmental adverse effects, including but not be limited to odours, dust, litter, vectors, vermin, rodents, noise and hazard to aircraft.
2. If at any time problems such as odours, dust, litter, noise, vectors, vermin, rodents or other nuisances are generated at the Site, the Owner shall take appropriate, immediate remedial action to eliminate the problem. Appropriate, remedial actions include temporary stoppage of all operations until the problem has been rectified and measures have been undertaken to prevent future occurrences.
3. The turning of composting piles shall be avoided if the prevailing wind is blowing toward the neighbouring residential dwellings.
4. Burning of waste is prohibited at the Site.
5. If odour problems persist beyond two (2) working days, the composting operations shall be suspended until such time as the problem is resolved.

16. Site Inspections and Maintenance

1. On each operating day, the Owner shall ensure that a visual inspection is carried out by a competent person of the storage, processing and loading/unloading areas and the security features of the Site. The inspection shall ensure that all equipment and facilities are in good working order and operated in a manner that will not negatively impact the environment, that waste storage, unloading and loading areas are orderly and that security features are in good working order.
2. On each operating day, the Owner shall ensure a record of daily inspections of the site including composting pad including the following information as a minimum
 - a. time and date of inspection;
 - b. name and title of inspector;
 - c. potential impacts noted;

- d. remedial actions taken; and
 - e. measures to prevent the problem from recurring.
3. On a monthly basis, the Owner shall ensure an inspection of emergency response equipment by a competent person.
 4. Any deficiencies detected during inspections, that might negatively impact the environment, shall be promptly corrected.
 5. The Owner shall develop and implement a preventative maintenance program, in accordance with manufacturer's recommendations, for all on-site equipment associated with the processing and managing of waste. The preventative maintenance program shall be available on Site for inspection by a Provincial Officer upon request. The preventative maintenance program, shall contain detailed standard operating procedures relating to all aspects of the handling and processing of waste at the Site including contingency procedures to be followed in the event of equipment malfunction, a labour disruption, transportation disruption, inability of receiving sites to accept waste or other business disruption to the operation.

17. Emergency and Contingency Planning and Response

1. The Owner shall take immediate measures to clean-up all spills, related discharges and process upsets of wastes which result from the operation of the Site.
2. All spills and upsets, as defined in the EPA, shall be immediately reported to the Ministry's Spills Action Centre at 416- 325-3000 or 1-800-268-6060 and shall be recorded in a written log or an electronic file format, as to the nature of the spill or upset, and the action taken for clean-up, correction and prevention of future occurrences.
3. The Owner shall maintain an Emergency Preparedness and Response Plan for the Site. The Plan shall include, but not necessarily limited to:
 - a. emergency response procedures to be undertaken in the event of a spill or process upset, including specific clean up methods for each individual waste;
 - b. a list of contingency equipment and spill clean up materials, including names and telephone numbers of waste management companies available for emergency response;
 - c. a notification protocol with names and telephone numbers of persons to be contacted, including Owner personnel, the Ministry's Spills Action Centre, the local fire service authority and the local Municipality.
4. The Owner shall retain on Site an Emergency Preparedness and Response Plan in a central location that is available to all staff at all times.

5. The Owner shall ensure that the contingency equipment and materials outlined in the Emergency Preparedness and Response Plan are immediately available on the Site at all times, are in a good state of repair, and are fully operational.
6. The Owner shall ensure that all operating personnel are fully trained in the use of the contingency equipment and materials outlined in the Emergency Preparedness and Response Plan, and in the procedures to be employed in the event of an emergency.
7. The Owner shall ensure that copies of any updates and/or changes to the Emergency Preparedness and Response Plan are immediately forwarded to the District Manager, the local municipality and the local fire service authority.
8. The Owner shall maintain a Fire Safety Plan, in accordance with the Ontario Fire Code. The Fire Safety Plan shall be prepared in consultation with the local fire service authority.
9. The Owner shall retain on Site a copy of the Fire Safety Plan in a central location available to all staff at all times.

18. Training

The Owner shall ensure that:

- a. Site personnel are trained, and receive annual refresher training, on the operation and management of the Site, or area(s) within the Site, in accordance with the specific job requirements of each individual, including but not limited to:
 - i. an outline of the responsibilities of the Site personnel;
 - ii. personnel training protocols;
 - iii. any environmental concerns pertaining to the wastes accepted at the Site;
 - iv. occupational health and safety concerns pertaining to the wastes received;
 - v. proper receiving and recording procedures (including recording procedures of wastes which are refused at the Site);
 - vi. proper storage, handling, sorting and shipping procedures;
 - vii. operation of equipment and procedures to be followed in the event of a process upset or an emergency situation,
 - viii. recording procedures as required under Condition 20 of this Approval;
 - ix. inspection procedures, as required under Condition 16 of this Approval; and,
 - x. procedures for recording and responding to public complaints, as required under Condition 19 of this Approval.

- b. Site personnel who oversee operations at the Site are trained, and receive annual refresher training in:
 - i. relevant waste management legislation, including but not limited to Ontario Regulation 347; and,
 - ii. terms, conditions and operating requirements of this Approval.

19. Complaints

- 1. If at any time, the Owner receives complaints regarding the operation of the Site, the Owner shall respond to these complaints according to the following procedure:
 - a. the Owner shall record each complaint on a formal complaint form entered in a sequentially numbered log book or an electronic file;
 - b. the Owner shall initiate appropriate steps to determine all possible causes of the complaint, proceed to take the necessary actions to eliminate the cause of the complaint and forward a formal reply to the complainant; and,
 - c. the Owner shall notify the District Manager, in writing, within twenty-four (24) hours, notifying him/her of the nature of the complaint and provide a resolution within seven (7) business days of the complaint occurring.

20. Record Keeping

- 1. The Owner shall maintain, in written or electronic format, daily records which shall include the following information:
 - a. date of record;
 - b. types, quantities and source of waste received that day;
 - c. quantities and destination of waste shipped from the Site that day;
 - d. quantities of waste stored on Site at the end of each operating day; and,
 - e. any spills or upsets which occurred that day.
- 2. The Owner shall maintain, in written or electronic format, daily records of the waste accepted at the Composting Facility which shall include the following information:
 - a. date of record;
 - b. types, quantities and source of waste received that day and quantity of bulking material used;
 - c. the amount and type of finished product and/or waste (i.e. processed material that could not meet the requirements of Standards Document) shipped from the Site;

- d. a record of windrow temperature readings;
 - e. composting activities undertaken (e.g. windrow formation, turning, screening etc); and,
 - f. meteorological information including ambient temperature, wind direction and wind speed;
3. The Owner shall keep a record of the inspections required by Condition 16.0 on Site, available for review by a Provincial Officer upon request. The record shall include, as a minimum:
- a. the date and time of the inspections;
 - b. a description of the area(s) inspected;
 - c. the results of the inspection; and,
 - d. the signature of the competent person.
4. The Owner shall keep a record of the preventative maintenance performed as required by Condition 16.5., available for review by a Provincial Officer upon request, which includes as a minimum:
- a. the date and time when the preventative maintenance work was performed;
 - b. the equipment or part of equipment on which work was performed and the type of work performed; and,
 - c. the signature of the competent person.
5. The Owner shall maintain at the Site a written record of employee training required by Condition 18. which includes:
- a. date of training;
 - b. name and signature of person who has been trained; and,
 - c. description of the training provided.

21. Annual Report

1. By May 31st of each year, the Owner shall prepare and submit to the District Manager an annual report covering the previous calendar year. Each report shall include, as a minimum, the following information:
- a. a detailed monthly summary of the type and quantity of all wastes received;
 - b. a detailed monthly summary of the type and quantity of all waste transferred from the Site and the destination;

- c. number of compost windrows and the status of compost processing at the end of the operating year;
- d. amount of unprocessed yard waste, clean wood chippings, grass clippings and other green yard waste, temporarily stored at the Site at the end of the operating year;
- e. amount of compost temporarily stored (unused) at the Site at the end of the operating year;
- f. a summary of complaints received and actions taken in response;
- g. any changes to the emergency response plan, the Design and Operations Report and/or the closure plan that have been approved by the Director since the last annual report;
- h. any environmental and operation problems that could negatively impact the environment, encountered during the operation of the Site and during the facility inspections, and any mitigative actions taken; and,
- i. a statement as to compliance with all Conditions of this Approval and with the inspection and reporting requirements of the Conditions herein.
- j. details on the monitoring program undertaken, outlining monitor locations, analytical parameters sampled, and frequency of sampling;
- k. an analysis and interpretation of the surface water and groundwater chemical quality data, a review of the adequacy of the monitoring program, conclusions of the monitoring data, and recommendations for any changes that may be necessary;
- l. summary of inspections undertaken at the Site; and
- m. a statement as to compliance with all conditions of this Approval and the other relevant Ministry's groundwater and surface water requirements.

22. Design and Operations Report

1. The Owner shall ensure that the Design and Operations Report is retained at the Site and kept up to date through annual revisions.
2. The Design and Operations Report shall describe current Site operations as reflected in the conditions of this Approval, and shall contain at a minimum the information specified for a waste transfer and processing site as described in the most recent version of the Ministry publication "Guide for Applying for an Environmental Compliance Approval" as it applies to this Site, in addition to the relevant items listed in Schedule "1".
3. The Design and Operations Report shall be made available for inspection by Ministry

staff upon request.

4. When applying for an amendment to this Approval, a revised Design and Operations Report incorporating the changes to be made to the Site, shall be included in the submission to the Director.

23. Closure Plan

1. The Owner must submit, for approval by the Director, a written closure plan for the Site six (6) months prior to its closure. This plan must include, as a minimum, a description of the work that will be done to facilitate closure of the Site and a schedule for completion of that work; and
2. Within ten (10) days after closure of the Site, the Owner must notify the Director and District Manager, in writing, that the Site has been closed in accordance with the approved closure plan.

REASONS

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

1. 1. The reason for Conditions 1, 3, 4, 5, and 8.0 is to clarify the legal rights and responsibilities of the Owner under this Approval.
2. The reason for Conditions 2 is to clarify how to interpret this Approval in relation to the application and supporting documentation submitted by the Owner.
3. The reason for Condition 6.1. is to restrict potential transfer or encumbrance of the Site without the approval of the Director. Any transfer of encumbrance can be made only on the basis that it will not endanger compliance with this Approval.
4. The reason for Condition 6.2. and 6.3. is to ensure that subsequent owners of the Site are informed of the terms and conditions of this Approval. This also applies to all supporting documentation listed in Schedule "1".
5. The reason for Condition 7 is to ensure that appropriate Ministry staff have ready access to the Site for inspection of facilities, equipment, practices and operations required by the conditions in this Approval. This condition is supplementary to the powers of entry afforded a Provincial Officer pursuant to the EPA and OWRA.
6. The reason for Condition 8 is to ensure the availability of records and drawings for inspection and information purposes.
7. The reason for Conditions 9 is to specify the approved areas from which waste may be accepted and to specific the hours of Site operation.
8. The reason for Conditions 10 is to ensure that only waste approved under this

Approval is received at the Site.

9. The reason for Conditions 11 is to ensure that the quantities of waste received at the Site are in accordance with that approved under this Approval.
10. The reason for Condition 12 is to ensure that composting operations are done in a manner consistent with the ministry's standards and guidance documents and do not result in a nuisance and that the resulting compost produced does not pose a hazard to the public and/or the environment.
11. The reason for Condition 13 is to ensure monitoring is conducted to ensure that surface water and groundwater will not be adversely affected by the Site operations.
12. The reason for Condition 14 is to minimize the risk of unauthorized entry to the Site and the restrictions placed on the site.
13. The reasons for Conditions 15 is to ensure that the Site is designed, operated, monitored and maintained in accordance with the application and supporting documentation submitted by the Owner, and not in a manner which the Director has not been asked to consider.
14. The reason for Condition 16 and 17.1. is to ensure that the Site is operated in a manner which does not result in a nuisance or a hazard to the health and safety of the environment or people.
15. The reason for Condition 17.2 is to ensure that the Owner notifies the Ministry forthwith of any spills as required in Part X of the EPA so that appropriate spills response can be determined.
16. The reason for Condition 17.3, 17.4 is to ensure that emergency responders and the public have the necessary contact information in the event of an emergency or complaint, and to ensure that all equipment and facilities are maintained in good working order.
17. The reason for Condition 17.5, 17.6 is to ensure that the Owner is prepared and properly equipped to take action in the event of a spill, fire or other operation upset.
18. The reason for Condition 17.7, 17.8 and 17.9 is to ensure that the Owner has prepared a Fire Safety Plan in consultation with the local fire authority and to ensure all fire planning has been considered.
19. The reason for Condition 18 is to ensure that the Site is supervised and operated by properly trained staff thereby minimizing the risk of the operations resulting in a hazard or nuisance to the natural environment or any person.
20. The reason for Condition 19 is to ensure that complaints are properly and quickly resolved and that complaints and follow-up actions have been documented.
21. The reason for Conditions 20 is to ensure that accurate records are maintained to

demonstrate compliance with the conditions in this Approval, the EPA and its regulations.

22. The reason for Condition 21 is to demonstrate that the Site is performing as designed and that impacts on the natural environment are acceptable. Regular monitoring allows for the analysis of trends over time and ensures that there is an early warning of potential problems so that any necessary remedial / contingency actions can be taken in a timely fashion.
23. The reason for Condition 22 is to ensure that the Design and Operations Report for this Site is kept up to date and that the Ministry is reviewing the most current version during amendment to this Approval.
24. The reason for Condition 23 is to ensure that the Site is closed in accordance with Ministry standards and to protect the health and safety of the environment.

APPEAL PROVISIONS

In accordance with Section 139 of the *Environmental Protection Act*, you may by written notice served upon me and the Ontario Land Tribunal within 15 days after receipt of this notice, require a hearing by the Tribunal. Section 142 of the *Environmental Protection Act* provides that the notice requiring the hearing ("the Notice") shall state:

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

Pursuant to subsection 139(3) of the *Environmental Protection Act*, a hearing may not be required with respect to any terms and conditions in this environmental compliance approval, if the terms and conditions are substantially the same as those contained in an approval that is amended or revoked by this environmental compliance approval.

The Notice should also include:

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

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

This Notice must be served upon:

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

and

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

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

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

Dated at Toronto this 11th day of September, 2025

A handwritten signature in black ink, appearing to read 'Mohsen Keyvani', with a long horizontal stroke extending to the right.

Mohsen Keyvani

Director

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

c: Sarah Cooke, CORPORATION TOWN OF SMITHS FALLS

The following schedules are a part of this environmental compliance approval:

SCHEDULE 1

SCHEDULE"1"

This Schedule"1" forms part of this Environmental Compliance Approval

1. Application for a Certificate of Approval for a Waste Disposal Site (Transfer) dated June 17, 1992.
2. "Schedule"A" Site Plan" providing supporting location plans, Plan No. 1, Plan No. 2, and Plan No. 3.
3. "Schedule"B" Operating Plan" providing information on site location, site operating and contingency planning.
4. Letter from the Town of Smith Falls to the Ministry of the Environment dated August 25, 1992 providing plans for the catchment basin.
5. ECA Application, Reference Number: 1000331234 dated , dated March 10, 2025 and signed by Sarah Cook, Water and Wastewater Compliance Coordinator.
6. Design and Operations Report (V2), Smith Falls Compost Site, Provisional Certificate of Approval No.:A450106, BluMetric Environmental Inc., dated September 5, 2025.
7. Hydrogeological Assessment, RLC-HydroG., dated July 8, 2025.
8. Stormwater Management Report, Jp2g Consultants Inc., dated July 9, 2025.