



**Environment and Climate**  
Environmental Approvals Branch  
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File No.: 6145.00

September 15, 2023

Normand Rheault  
Stephenfield Lake Resort Inc.  
34084 Road 37W  
Stephenfield MB R0G 2R0  
[normrheault@hotmail.com](mailto:normrheault@hotmail.com)

Dear Normand Rheault:

**Re: Environment Act Licence No. 3413**

Please find enclosed Environment Act Licence No. 3413 in response to your proposal dated March 26, 2023, and subsequent information provided in the July 18, 2023, drawings and accompanying documentation and August 16, 2023, notice of alteration request. You wish to construct a wastewater collection and disposal system located on the lands owned by the Stephenfield Lake Resort Inc., in parts of NE 26-6-7 WPM excepting the southerly 400 feet of the westerly 300 feet and excepting Plans 30308 and 49013 in the Rural Municipality of Dufferin, and with discharge of effluent from septic tanks to engineered disposal fields.

Stephenfield Lake Resort Inc. must follow all licence requirements and federal, provincial, and municipal regulations and by-laws. The licensee must get approval from the director per The Environment Act to alter the development.

Anyone affected by this decision may appeal, in writing, to the Minister of Environment and Climate at [minec@leg.gov.mb.ca](mailto:minec@leg.gov.mb.ca) by October 15, 2023. The licence is available on the public registry at <https://www.gov.mb.ca/sd/eal/registries/index.html>.

If you have any questions regarding this approval, please contact Kim Kmet, Acting Regional Supervisor, Environmental Compliance and Enforcement Branch, at [EnvCEPortage@gov.mb.ca](mailto:EnvCEPortage@gov.mb.ca) or 204-641-4091.

Sincerely,

Original Signed By  
Agnes Wittmann  
Director  
The Environment Act

c. Kim Kmet

# LICENCE

File No.: 6145.00

Licence No. / Licence n°: 3413

Issue Date / Date de délivrance : September 15, 2023

Revised : \_\_\_\_\_

In accordance with The Environment Act (C.C.S.M. c. E125)/  
Conformément à la Loi sur l'environnement (C.P.L.M. c. E125)

Pursuant to Sections 11(1) and 14(2) / Conformément au Paragraphe 11(1) et 14(2)

THIS LICENCE IS ISSUED TO: / CETTE LICENCE EST DONNÉE À:

**STEPHENFIELD LAKE RESORT INC.; "the Licensee"**

for the alteration and continued operation of the development being a wastewater collection and disposal field system located on the lands owned by the Stephenfield Lake Resort Inc., in parts of NE 26-6-7 WPM excepting the southerly 400 feet of the westerly 300 feet and excepting Plans 30308 and 49013, in the Rural Municipality of Dufferin, as shown in Schedule A attached to this licence, with discharge of effluent from septic tanks to engineered disposal fields, in accordance with the proposal filed under The Environment Act on March 26, 2023, and subsequent information provided in the July 18, 2023, drawings and accompanying documentation and August 16, 2023, notice of alteration request and subject to the following specifications, limits, terms, and conditions:

## **DEFINITIONS**

In this licence,

**"accredited laboratory"** means an analytical facility accredited by the Standards Council of Canada (SCC), or accredited by another accrediting agency recognized by Manitoba Environment and Climate to be equivalent to the SCC, or be able to demonstrate, upon request, that it has the quality assurance/quality control (QA/QC) procedures in place equivalent to accreditation based on the international standard ISO/IEC 17025, or otherwise approved by the director;

**"affected area"** means a geographical area, excluding the property of the development;

**"approved"** means approved by the director or assigned environment officer in writing;

**"bioassay"** means a method of determining toxic effects of industrial wastes and other wastewaters by using viable organisms;

**"dangerous good"** means a product, substance or organism as defined in The Dangerous Goods Handling and Transportation Act, or any amendments thereto;

**"day" or "daily"** means any 24-hour period;

**"director"** means an employee so designated pursuant to The Environment Act;

**"disposal field"** means a system of wastewater effluent chambers with pressure distribution pipes placed on a mounded layer of sand filter media and covered with top soil for the treatment and disposal of wastewater effluent;

**"effluent"** means treated wastewater flowing or pumped out of the wastewater disposal system;

**"effluent filter"** means a device installed at the outlet of, or immediately after, a septic tank to assist in the removal of solids;

**"environment officer"** means an employee so designated pursuant to The Environment Act;

**"fecal coliform"** means aerobic and facultative, Gram-negative, non-spore-forming, rod-shaped bacteria capable of growth at 44.5 °C, and associated with fecal matter of warm-blooded animals;

**"influent"** means water, wastewater, or other liquid flowing into the wastewater disposal system;

**"odour nuisance"** means a continuous or repeated odour, smell, or aroma, in an affected area, which is offensive, obnoxious, troublesome, annoying, unpleasant, or disagreeable to a person:

- (a) residing in an affected area;
  - (b) working in an affected area; or
  - (c) present at a location in an affected area which is normally open to members of the public;
- if the odour, smell, or aroma
- (d) is the subject of at least 5 written complaints, received by the director in a form satisfactory to the director and within a 90-day period, from 5 different persons falling within clauses (a), (b), or (c), who do not live in the same household; or
  - (e) is the subject of at least one written complaint, received by the director in a form satisfactory to the director, from a person falling within clauses (a), (b), or (c) and the director is of the opinion that if the odour, smell, or aroma had occurred in a more densely populated area there would have been at least 5 written complaints received within a 90-day period, from 5 different persons who do not live in the same household;

**"operator"** means a person certified to operate the wastewater collection system and the disposal field system employed by the licensee to manage the functional day-to-day operation of the wastewater collection system and the disposal field system within the constraints of this licence;

**"piezometer"** means an instrument for measuring pressure head in a conduit, tank, or soil;

**"pollutant"** means a pollutant as defined in The Environment Act;

**"record drawings"** means engineering drawings complete with all dimensions which indicate all features of the wastewater disposal system as it has actually been built;

**"SDS"** means safety data sheets;

**"septage"** means the sludge produced in individual on-site wastewater disposal systems such as septic tanks;

**"septic tank"** means a settling tank in which settled sludge is in immediate contact with the wastewater flowing through the tank and the organic solids are decomposed by anaerobic bacterial action;

**"sewage"** means household and commercial wastewater that contains human waste;

**"sludge"** means accumulated solid material containing large amounts of entrained water, which has separated from wastewater during processing;

**"sludge solids"** means solids in sludge;

**"Standard Methods for the Examination of Water and Wastewater"** means the most recent edition of Standard Methods for the Examination of Water and Wastewater published jointly by the American Public Health Association, the American Waterworks Association, and the Water Environment Federation;

**"wastewater"** means the spent or used water of a community or industry which contains dissolved and suspended matter;

**"wastewater collection system"** means the sewer and pumping system, including the receiving and septic tanks, used for the collection and conveyance of commercial wastewater;

**"wastewater effluent"** means wastewater after it has undergone at least one form of physical, chemical, or biological treatment;

**"WHMIS"** means Workplace Hazardous Materials Information System.

## **GENERAL TERMS AND CONDITIONS**

### **Retain Copy of licence**

1. The licensee shall at all times maintain a copy of this licence at the development or at the premises from which the development's operations are managed.

### **Operating Requirements**

2. The licensee shall operate the development in such a manner that:
  - a) all wastewater generated at the camp is directed toward the development or other approved sewage treatment facilities;
  - b) only wastewater as defined in this licence is discharged into the development;

- c) septage and sludge solids from the septic tanks and settling tanks of the development are disposed at a wastewater treatment facility operated under the authority of a licence issued under The Environment Act;
- d) fats, grease, and oils collected in associated interceptors are disposed of at a wastewater treatment facility operated under the authority of a licence issued under The Environment Act or by other means approved by the director;
- e) solids collected in associated effluent filters are disposed of at a waste disposal ground operating under the authority of a permit or a licence issued under The Environment Act or by other means approved by the director;
- f) septage, sludge solids, solids, and fats, oils, and grease are transported in containers in such a manner to prevent loss of solids to the satisfaction of an environment officer; and
- g) no wastewater from sources outside of the resort shall be accepted by the licensee to the development.

### **Future Sampling**

- 3. In addition to any of the limits, terms and conditions specified in this licence, the licensee shall, upon the request of the director:
  - a) sample, monitor, analyze, and/or investigate specific areas of concern regarding any segment, component, or aspect of pollutant storage, containment, treatment, handling, disposal, or emission systems, for such pollutants or ambient quality, aquatic toxicity, leachate characteristics, and discharge or emission rates, for such duration and at such frequencies as may be specified;
  - b) determine the environmental impact associated with the release of any pollutant(s) from the development;
  - c) conduct specific investigations in response to the data gathered during environmental monitoring programs; or
  - d) provide the director, within such time as may be specified, with such reports, drawings, specifications, analytical data, descriptions of sampling and analytical procedures being used, bioassay data, flow rate measurements, and such other information as may from time to time be requested.
- 4. The licensee shall, unless otherwise specified in this licence:
  - a) carry out all preservations and analyses on liquid samples in accordance with the methods prescribed in the most current edition of Standard Methods for the Examination of Water and Wastewater or in accordance with equivalent preservation and analytical methodologies approved by the director;
  - b) carry out all sampling of, and preservation and analyses on, soil, compost, and air samples in accordance with methodologies approved by the director;
  - c) have all analytical determinations undertaken by an accredited laboratory; and
  - d) report the results to the director, in writing and in an electronic format acceptable to the director, within 60 days of the samples being taken.

### **Reporting Format**

5. The licensee shall submit all information required to be provided to the director or environment officer under this licence, in written and electronic format, in such form (including number of copies) and of such content as may be required by the director or environment officer, and each submission shall be clearly labeled with the licence Number and Client File Number associated with this licence.

### **Equipment Breakdown**

6. The licensee shall, in the case of physical or mechanical equipment breakdown or process upset where such breakdown or process upset results or may result in the release of a pollutant in an amount or concentration, or at a level or rate of release, that causes or may cause a significant adverse effect, immediately report the event by calling the 24-hour environmental accident reporting line at 204-944-4888 (toll-free 1-855-944-4888). The report shall indicate the nature of the event, the time and estimated duration of the event, and the reason for the event.
7. The licensee shall, following the reporting of an event pursuant to Clause 6,
  - a) identify the repairs required to the mechanical equipment;
  - b) undertake all repairs to minimize unauthorized discharges of a pollutant;
  - c) complete the repairs in accordance with any written instructions of the director; and
  - d) submit a report to the director about the causes of breakdown and measures taken, within one week of the repairs being done.

### **Safety and Security**

8. The licensee shall continually maintain an up-to-date inventory of any process and cleaning chemicals used and/or stored on-site that would be captured by any applicable federal/provincial WHMIS regulations and protocols, and make this information and applicable SDS sheets available to an environment officer upon request.
9. The licensee shall prepare, within 90 days of the date of issuance of this licence, and maintain an emergency response contingency plan in accordance with the Canadian Centre for Occupational Health and Safety "Emergency Response Planning Guide" or other emergency planning guidelines acceptable to the director.

### **Environmental Coordinator**

10. The licensee shall designate an employee, within 60 days of the date of issuance of this licence, as the licensee's Environmental Coordinator, whose job description will include assisting the licensee in complying with the limits, terms, and conditions in this licence and assisting Senior Management of the licensee to manage environmental issues at the development. The name of the Environmental Coordinator shall be submitted in writing to the director within 14 days of appointment and any subsequent appointment.

### **Certification**

11. The licensee shall obtain and maintain classification of the development pursuant to Manitoba's Water and Wastewater Facility Operators Regulation or any future amendment thereof and maintain compliance with all requirements of the regulation including, but not limited to, the preparation and maintenance of a Table of Organization, Emergency Response Plan, and Standard Operating Procedures.
12. The licensee shall carry out the operation of the development with individuals properly certified to do so pursuant to Manitoba's Water and Wastewater Facility Operators Regulation or any future amendment thereof.

### **SPECIFICATIONS, LIMITS, TERMS AND CONDITIONS**

#### **Respecting Approvals and Permits**

13. The licensee shall obtain all necessary federal, provincial, and/or municipal licences, authorizations, permits, and/or approvals for construction and operation of the development.

#### **Respecting the Operation of the Development**

14. The licensee shall not direct pollutants into any surface drainage route leading off the property of the development or into the local groundwater.

#### **Respecting Chemical Storage and Spill Containment**

15. The licensee shall comply with all the applicable requirements of:
  - a) Manitoba's Storage and Handling of Petroleum Products and Allied Products Regulation or any future amendment thereof;
  - b) The Dangerous Goods Handling and Transportation Act, and regulations issued thereunder, respecting the handling, transport, storage, and disposal of any dangerous goods brought onto or generated at the development; and
  - c) the Office of the Fire Commissioner – Province of Manitoba.
16. The licensee shall provide containment for all vessels containing chemicals in each area of the development where the chemicals are stored, loaded, transferred, used, or otherwise handled, in compliance with the National Fire Code of Canada (2010), or any future amendment thereof, such that any product leakage or spillage and any contaminated liquid generated is contained within the development and contamination of groundwater and surface water is prevented.

#### **Respecting Air Emissions**

17. The licensee shall not cause or permit an odour nuisance to be created as a result of the construction, operation, or alteration of the development, and shall take such steps as the director may require to eliminate or mitigate an odour nuisance.

### **Respecting Wastewater Collection and Disposal Field System Installation**

18. The wastewater collection and disposal field system shall be installed by a certified installer in accordance with the approved design and installation plans provided in the proposal and in the notice of alteration request documents received on August 16, 2023.

### **Respecting Wastewater Collection and Disposal Field System Operation**

19. The licensee shall operate and maintain the development in such a manner that:
- a) the wastewater collection and disposal field system is operated by a certified operator;
  - b) this operator shall develop an emergency plan addressing action required with items such as pump failure, excessive volume requiring effluent being hauled to Carman by a licensed sewage hauler, monitoring of system RV site tanks for required pump out; and
  - c) sewage discharged from the haul tank into the receiving tank shall be controlled by means of a pressure transducer or another method acceptable to the director.
20. The licensee shall, to the satisfaction of the assigned environment officer, ensure appropriate ongoing maintenance of the on-site wastewater management system, including, but not limited to:
- a) the following routine maintenance activities:
    - i) regular mowing of mounds;
    - ii) conducting site observation for prairie dogs, and taking repulsive measures if present;
    - iii) maintaining records;
    - iv) checking switching valves for proper operation;
    - v) checking access risers and access hatches to verify they are water-tight and secure;
    - vi) cleaning filters as per manufacturers' recommendations and immediately upon alarm notification; and
    - vii) assessing groundwater in monitoring wells in the first week of June every year and during heavy rainfall events.
  - b) at the end of the RV season:
    - i) flushing pressure distribution lateral pipes;
    - ii) checking the residual pressure head (squirt height);
    - iii) confirming RV site tanks, primary tanks, and pump manhole at 50% full;
    - iv) pulling pumps where pump manhole could experience freezing temperatures;
    - v) draining switching valves;
    - vi) draining or blowing out all pipes; and
    - vii) confirm all tank access risers and hatches are in place and secure.
  - c) every two years, starting in the fall of 2025:
    - i) conducting scum and sludge measurements.

### **Respecting Compliance**

21. The licensee shall submit a notice of alteration and obtain director's approval for proposed changes to the development as licensed prior to implementing any changes.

## **MONITORING AND REPORTING**

### **Respecting Monitoring Records**

22. The licensee shall monitor, and make the records of such monitoring available to the director as may be requested, the wastewater management process for the following parameters:
- a) daily occupancy of the development;
  - b) daily volume of wastewater discharged into the receiving tank;
  - c) daily volume of wastewater discharged into each wastewater effluent disposal field;
  - d) groundwater elevations; and
  - e) other process parameters approved or required by the director.

### **Respecting Required Operation and Maintenance Plan**

23. The licensee shall, within three months of the date of this licence, submit to the director for approval an operation and maintenance plan relating to the engineered wastewater collection and disposal field system that includes, but is not limited to:
- a) the make and model numbers of all major system components, including, but not limited to, pumps and controls, effluent filters, switching valves, control panel, etc.;
  - b) the frequency for pumping and hauling of the septic tanks and pump tank;
  - c) the frequency and procedures for inspecting and cleaning the effluent filters;
  - d) the frequency and procedures for cleaning, flushing, and testing the pressure distribution lateral pipes;
  - e) the procedures for testing, adjusting, operating, and maintaining the pumps and pump control systems;
  - f) the frequency and procedures for measuring scum and sludge levels in the septic and pump tanks;
  - g) the installation and maintenance procedures for piezometers to be installed around the engineered wastewater disposal field system to monitor groundwater elevations in the soils underlying the field; and
  - h) who will monitor, interpret, and report the groundwater elevations.

### **Respecting Operation and Maintenance Plan Implementation**

24. The licensee shall implement the operation and maintenance plan approved pursuant to Clause 23 of this licence.

### **Respecting Required Inspections**

25. The licensee shall arrange with the designated environment officer a mutually acceptable time and date for any required inspections between the 15th day of May and the 15th day of October of any year, unless otherwise approved by the environment officer.

### **Respecting Closure and Post-Closure**

26. Within one year prior to imminent closure of the development, the licensee shall submit, for the approval of the director, a formal detailed closure and post-closure plan for the development.

27. The licensee shall implement and maintain the approved closure and post-closure plan identified in Clause 26 of this licence.

### **Respecting Record Drawings**

28. The licensee shall:
- a) prepare "record drawings" for the development and shall label the drawings "Record Drawings"; and
  - b) provide to the director, within one year from the date of this Environment Act licence, two electronic copies of the "record drawings".

### **REVIEW AND REVOCATION**

- A. If, in the opinion of the director, the licensee has exceeded or is exceeding or has or is failing to meet the specifications, limits, terms, or conditions set out in this licence, the director may, temporarily or permanently, revoke this licence.
- B. If, in the opinion of the director, new evidence warrants a change in the specifications, limits, terms, or conditions of this licence, the director may require the filing of a new proposal pursuant to Section 11 of The Environment Act or request the filing of a notice of alteration.

Original Signed By  
Agnes Wittmann  
Director  
The Environment Act

