



**Township of Minden Hills
Building Department**
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WSP Canada Inc.
Septic Re-Inspection Project Team
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«OwnerName»
«MailingAddress»
«City», «Prov»
«PostalCode» «Country»

May 20, 2021

Subject: Township of Minden Hills Septic Re-Inspection Program: Introduction Letter

Dear Resident:

The Township of Minden Hills (the Township) has implemented a mandatory Septic Re-Inspection Program for its residents. WSP Canada Inc. (WSP) is administrating the Septic Re-Inspection Program on behalf of the Township and will be starting inspections in 2021. Residents are being contacted at this time to provide an introduction to the program, and to invite residents to Virtual Public Information Sessions (detailed further below). If you are receiving this letter, your property is **not** within the 2021 inspection zone and you will be contacted in your designated year with further information.

The Septic Re-Inspection Program is a mandatory program that has been initiated by the Township to help preserve and protect surface water and groundwater quality. The program will include inspections of all properties within the Township serviced by one or more on-site sewage system in accordance with the Ontario Building Code (OBC, O. Reg. 332/12). All existing on-site sewage systems regulated by the OBC will be inspected to identify operation and maintenance concerns as outlined in Part 8.9 in order to identify issues that could pose a possible risk to human and environmental health.

WSP has developed the Septic Re-Inspection Program based on the re-inspection guidelines provided by the Ministry of Municipal Affairs and Housing and in conjunction with the requests of the Township. Class 1, 2, 3, 4, and 5 sewage systems, as defined by the OBC, must be inspected under the Program. Listed below are the various classes of sewage systems that require an inspection:

- Class 1: Chemical/Composting Toilet, Portable Privy, Earth Pit Privy, Pail Privy, Privy Vault, Outhouse
- Class 2: Greywater System
- Class 3: Cesspool
- Class 4: Septic Tank and Leaching Bed System (including those with advanced treatment systems)
- Class 5: Holding Tank

Please note that if you do not have a septic system on your property, or have had a newly installed system inspected by the Township within five (5) years of your target inspection year, it is your responsibility to notify WSP of this information in order to remove your property from the list of inspection properties. WSP will confirm this information with the Township.

Approximately 1,000 inspections will be completed per year and have been subdivided into five (5) main inspection zones (A through E). Each property owner will receive an information package in the spring of their inspection year to detail how and when to contact WSP to arrange for a preferred inspection date and time. The information package will also include an overview of what to expect during the inspection process and a questionnaire about your septic system that you are recommended to fill out and provide to WSP at the time of the inspection. Each inspection will take approximately 45 minutes to complete and it is mandatory that the property owner, or a representative over the age of 18, be present during the inspection. It will also be required for the property owner to ensure that all septic

tank(s) and pump tank lid(s) are exposed prior to the arrival of the Inspector. Certificate letters will be provided to those properties that do not require remedial action(s). Properties that have deficiencies will receive a remedial action letter outlining the deficiencies and documenting the required actions and timelines for corrective measures.

There are four (4) possible fees incurred for the Septic Re-Inspection Program, as follows:

1. The Owner will be invoiced an inspection fee in the amount of \$220 after the inspection is completed by WSP.
2. The Owner will be invoiced a Third Party inspection review fee in the amount of \$150 after the review is complete. This fee is in lieu of the inspection fee if an Owner chooses to have the inspection completed by a qualified person that is not WSP.
3. The Owner will be invoiced an extra inspection fee of \$220 if WSP attempts to complete your inspection at the scheduled time and your inspection could not be completed because of (but not limited to) the following reasons:
 - The Owner or representative was not present during the scheduled/assigned time block;
 - Any of the septic tank or pump tank lid(s) were not exposed;
 - Oversized/specialized tank lid(s) were not removed, or adequate access was not provided;
 - Insufficient clearance distances for WSP to remove lid; or,
 - WSP was not made aware of specialized access restrictions such as boat access only, etc.WSP will notify the Township that your inspection is outstanding/incomplete and a supplemental inspection visit will be required. For each supplemental inspection, an additional fee of \$220 will be invoiced.
4. The Owner will be invoiced an inspection fee in the amount of \$220 after completion of a post remedial inspection by WSP. This inspection is required if deficiencies were noted during the inspection. If deficiencies remain outstanding an additional fee of \$220 will be invoiced for each supplemental inspection.

All costs include HST and will be invoiced to Owners directly by the Township. Interest charges at the rate of 1.25% per month shall be due and payable on the above fees on the first day of default and monthly thereafter at the same rate. In addition, any collection costs incurred by the Township shall also bear interest and be due and payable in the same manner, with interest at the same rate. After the set due date, any and all outstanding fees, accumulated interest and collection costs will be added to the tax roll for the property and collected in the same manner as municipal taxes. Collection of the accounts will be subject to legislatively prescribed collection procedures (including but not limited to, a collection agency). Inquiries regarding the inspection fee should be directed to the Township of Minden Hills, Building/Bylaw/Planning at (705) 286-1260.

Septic Re-Inspection Program Information Sessions

In order to provide additional information and to answer questions, WSP and the Township are pleased to invite you to our virtual **Septic Re-Inspection Program Information Sessions**:

Thursday June 3, 2021 at 7:00 to 9:00 pm and Saturday June 5, 2021 at 1:00 to 3:00 pm

To join the session from your computer, tablet, or smartphone, go to <https://global.gotomeeting.com/join/190811421>. To dial into the meeting from a phone, call 647-497-9373 and use access code:190-811-421. When entering on the phone option, follow the instructions and select # when asked for an audio code. You must enter *6 to mute and/or unmute yourself; however, all participants are asked to stay muted during the presentation and only speak during the question and answer period. Please note that if you call into the meeting with the phone number, you will not be able to see the presentation. This session is designed to introduce you to the WSP project team, provide further information regarding the purpose of the inspections, the scheduling of inspections and provide an overview of the inspection process itself. Attendance of this session is encouraged; however, it is not mandatory. There is a maximum of 250 attendees for each session; if you are unable to access the first session, please plan to attend the second. The information from the sessions will be made available for viewing afterwards.

As the program progresses, should you have any questions please feel free to contact the WSP Septic Re-Inspection Program Team at 289-984-0448 or by e-mail at mh.info@wsp.com.

On behalf of WSP, we look forward to working with you to ensure a safe, healthy environment for years to come.