



Township of Minden Hills
 Building Department
 7 Milne St.
 Minden, Ontario
 K0M 2K0 705-286-1260



WSP Canada Inc.
 Septic Re-Inspection Project Team
 126 Don Hillock Drive, Suite 2
 Aurora, Ontario
 L4G 0G9 289-984-0448

«OwnerName»
 «Address»
 «City», «Province»
 «PostalCode» «Country»

May 20, 2021

Re: Township of Minden Hills Septic Re-Inspection Program
 «LOCATION»
 «TOWN_ARN»
 Septic Inspection Notification Letter and Information Package

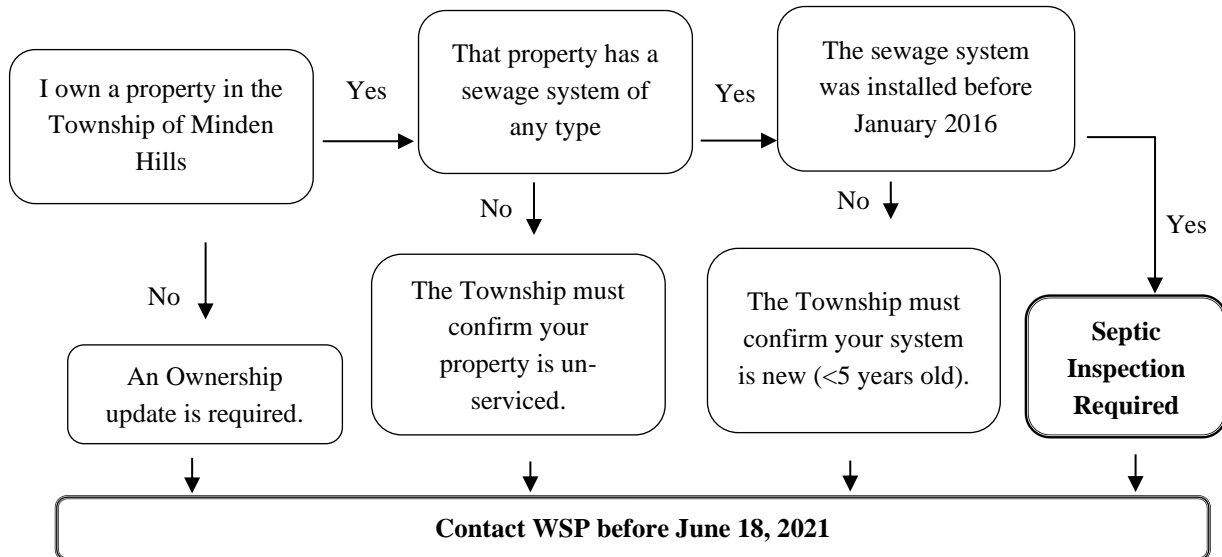
You are receiving this letter because you own a property in the Township of Minden Hills 2021 Septic Re-Inspection Zone. To avoid any unnecessary fees, please read this letter carefully and contact WSP.

Dear Property Owner,

The Township of Minden Hills 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 of Minden Hills (the Township) and will be starting inspections in 2021. In accordance with the Township of Minden Hills By-Law 20-14, this letter is intended to notify you that the above noted property is scheduled to have a septic re-inspection completed during the 2021 inspection period (generally from May until September 2021).

The purpose of the Septic Re-Inspection Program is to inspect existing on-site sewage systems, (all systems, including leaching beds, outhouses, greywater systems, composting toilets, cesspools, holding tanks, etc.) to identify maintenance concerns as outlined in the Ontario Building Code (OBC). Participation in the program is mandatory in accordance with the By-Law. For further information please refer to the Quick Reference Guide, attached.

To determine your next steps, please review the flow chart below:



If your tank is made of metal (septic tank, pump tank or holding tank) it will require replacement.
Apply to the Township for a replacement permit prior to June 18, 2021 and notify WSP to avoid the inspection.

Contact WSP by June 18, 2021, to select your preferred inspection date and time window. Inspections will be booked throughout the week (Monday through Friday) with some weekends available, between 8:00 am to 5:00 pm. Appointments will be scheduled on a first-come, first-served basis. Inspections will be booked in the morning block (8:00 am – 1:00 pm) or afternoon block (12:00 pm – 5:00 pm); exact times will not be provided. A minimum of 48 hours’ notice for cancellations is required to avoid the inspection being considered incomplete; additional fees will apply for all incomplete inspections.

To book your preferred inspection date, please contact the Septic Re-Inspection Project Team with the following contact information:

Project Direct Online Form:
(scan with camera of smartphone)



Project Direct Email Address:
mh.info@wsp.com

Project Direct Number:
289-984-0448

When you contact WSP to book your inspection, please have the following information available:

- Municipal address (and/or tax roll number) of your property to be inspected;
- A preferred inspection date, a backup inspection date and preferred time block (i.e. morning or afternoon);
- Name of the Owner or representative (over the age of 18) that will be present for the inspection and a contact number that can be used on the day of the inspection for that person;
- The type of septic system and estimated installation date (if known) and,
- Any property access details to be disclosed to WSP such as boat or ATV access only.

What happens if I do not schedule an inspection?

If you do not successfully schedule an inspection date with WSP by June 18, 2021, WSP will assign an inspection date and time window for your property. A Mandatory Inspection Letter will be issued in June 2021, to notify you of your assigned inspection date and time window. An Extra Inspection Fee will apply if you are not present at the assigned time.

Do I need to be present at the inspection?

Yes, you are required to be present for the inspection. WSP must meet with either the Owner or a representative of the Owner over the age of 18 at the inspection time. If no one is on-site during the time window of the inspection, WSP will have to return at another time and charge an Extra Inspection Fee.

How has COVID-19 affected the septic re-inspection program?

Owners receiving this letter are part of the 2021 inspection zone and are expected to contact WSP to book an inspection. If an appointment has been booked with WSP and you are no longer able to complete the appointment, 48 hours notice to WSP is required to avoid any additional charges. If you feel unwell, do not attend the inspection and notify WSP if the inspection is required to be re-booked. If the Provincial or Municipal government COVID-19 restrictions are altered and an inspection appointment can no longer take place, WSP will make every effort to contact Owners in a timely manner about re-booking or cancelling.

COVID-19 restrictions such as those related to physical distancing, face coverings, sanitization, proper cough and sneeze etiquette and limiting contact with other people is to be followed by all who are present during the inspection.

If specialized directions or access is required (i.e. boat access only, ATV access only, etc.) then WSP must be notified before the inspection:

The Owner shall provide WSP any specific instructions on locating the property, and any specific access requirements. If your property has restricted access (i.e. boat access only, canoe, ATV, etc.) you will be required to schedule during a specific time-block allocated to your lake or region.

Due to safety regulations – you must uncover ALL tank lids before the inspection:

If your property is serviced by a septic tank or holding tank system, the following is required:

1. The Owner must unearth all the lid(s) of the septic/holding tank (and pump tank if present) and provide sufficient clearance to remove the lid(s).
2. Please note that almost all septic tanks have two lids. Both lids are to be uncovered for the inspection.
3. If the lid(s) are underneath a deck or another structure, the Owner shall make the lid(s) accessible via an access hatch and/or by clearing the obstructions prior to WSP arrival.
4. If the tank lid(s) are greater than standard size (35 lbs, or approximately 18’’ x 18’’ in size), need specialized tools to open and/or are not outfitted with a weight bearing handle, it is the responsibility of the Owner to remove the lid(s).

For further information about all other classes of systems see the Quick Reference Guide.

What will the inspector be looking for?

The Inspector will be looking for signs of maintenance/operational issues (Code Contraventions of Section 8.9 of the Ontario Building Code) as well as separation distance of system components to surface water features and water supplies. 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.

Is WSP the only company that can complete the inspection?

The Owner of the property may choose to retain an alternative septic inspector (or a “Third Party”) to complete the septic system inspection under this program. Third Party inspections will be reviewed by WSP and accepted by the Township if the conditions below are adhered to.

1. The inspection is completed by a person who is qualified as per Sentence 1.10.1.3.(3) of Division C of the Ontario Building Code, stipulating that they possess one of the following summarized credentials:
 - A valid BCIN number for the inspection, installation or design of on-site sewage systems;
 - A license, certificate of practice or temporary licence under the Architects Act; or,
 - A license, or a temporary license under the Professional Engineers Act.
2. These credentials must be valid at the time of the inspection.
3. The inspection was completed in the last 5 years (between 2016 and 2021).
4. The approved WSP form and the provincially standardized Certification form (if applicable) has been completed by the qualified individual and submitted to WSP.

What are the fees associated with the inspection process?

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.

Further details about the inspection program are provided in the attached Quick Reference Guide.

If you have any questions regarding the scheduling or inspection process, please do not hesitate to contact the Septic Re-Inspection Project Team. Thank you in advance for your cooperation.

Sincerely,



WSP Canada Inc.

Paisley McDowell, EIT | Septic Re-Inspection Project Manager

mh.info@wsp.com | (289) 984-0448

Attachments: Septic Questionnaire, Quick Reference Guide