



Township of Algonquin Highlands
Building Department
 1123 North Shore Road
 Algonquin Highlands, Ontario
 KOM 1J1
 705-489-2379



WSP Canada Inc.
Septic Re-Inspection Project Team
 126 Don Hillock Drive, Suite 2
 Aurora, Ontario
 L4G 0G9
 1-289-984-0432 or toll-free at 1-800-263-7419 (in Canada only)

OWNER NAME
ADDRESS LINE 1
ADDRESS LINE 2
POSTAL CODE

April 20, 2018

Re: Township of Algonquin Highlands Septic Re-Inspection Program

INSPECTION PROPERTY ADDRESS
INSPECTION PROPERTY ROLL NUMBER

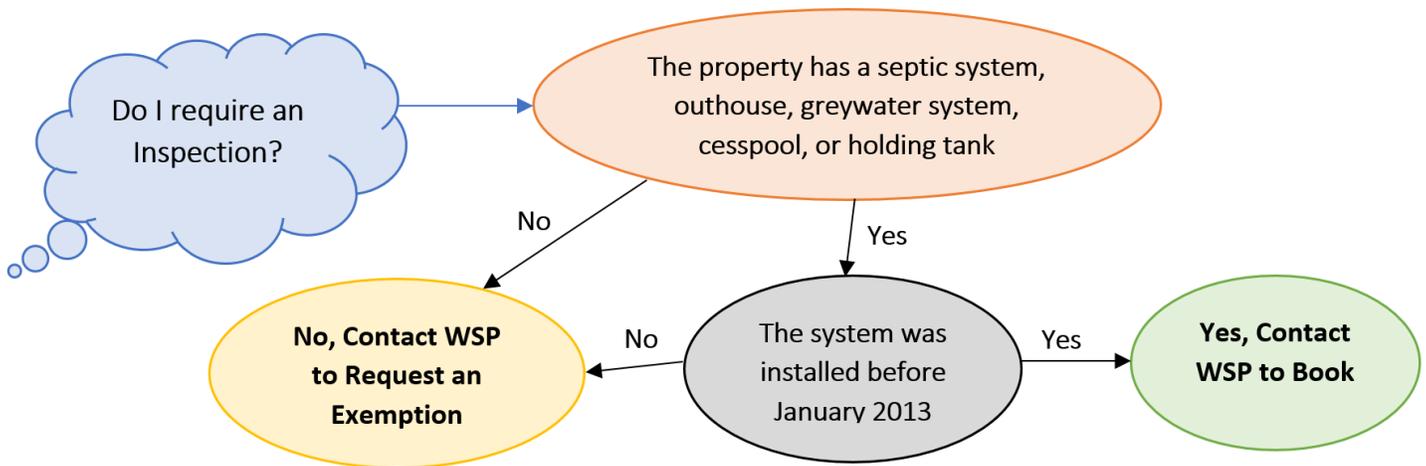
Septic Inspection Notification Letter and Information Package

Dear Property Owner,

In accordance with the Township of Algonquin Highlands (the “Township”) By-Law 2018-35, this letter is intended to notify you that the above noted property is scheduled to have a septic re-inspection completed during the 2018 inspection period (approximately May - September, 2018). The program is being administered by WSP Canada Inc. (“WSP”) on behalf of the Township.

The purpose of the Septic Re-Inspection Program is to inspect existing (Class 1 - Class 5) on-site septic systems, as defined by the Ontario Building Code (OBC), in order to identify maintenance concerns as outlined under Section 8.9 of the OBC. Please note that this includes septic systems, advanced treatment systems, out-houses, composting toilets, incinerating toilets, greywater systems, cesspools and holding tanks. Participation in the program is mandatory in accordance with By-Law 2018-35. For further information please refer to the Quick Reference Guide, attached. A Septic Questionnaire, has also been provided to aid in the inspection process, which should be submitted to the inspector at the start of the inspection.

Q: How do I know that my property requires an inspection?



*WSP is required to confirm with the Township if your system is less than 5 years old, or if the property is un-serviced.

Q: How do I schedule my inspection?

Contact WSP by June 1, 2018, to arrange an inspection date and time window of your preference. Inspections can be completed throughout the week (Monday through Friday) and select Saturday or Sunday appointments between 8:30 am to 6:30 pm. Inspections will be scheduled on a first come, first serve basis. Please note that inspections will be grouped in morning (8:30 am – 1:00 pm) and afternoon (12:00 pm – 6:00 pm) time blocks. Specific inspection times cannot be provided. If specialized access is required (i.e. boat access only, ATV access only, etc.) then WSP must be notified while booking the inspection.

To book your preferred inspection date, please contact the WSP Scheduling Assistant by email, telephone, mail, or fax with the following contact information:

	Telephone: 1-289-984-0432 – Project Direct Number (International and Canada) 1-800-263-7419 – Toll-Free (Canada only)	
	E-mail: ah.info@wsp.com	
	Mail: WSP Canada Inc. 126 Don Hillock Drive, Suite 2, Aurora, ON L4G 6P1 Attention: Algonquin Septic Re-Inspection Team	
	Fax: 905-727-0463	
	Office Hours: Monday – Friday (8:30 am – 4:30 pm)	

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

- Municipal address (or, if unavailable, 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(s) (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;
- The type of septic system and estimated installation date (if known) and,
- Any property access details to be disclosed to WSP.

Q: Do I need to be present at the inspection?



It is required that WSP meet with either the Owner (or a representative of the Owner over the age of 18) at the inspection time and location to review the results of the inspection report, otherwise it will be incomplete and require another visit. If two visits are required at the property, two (2) inspection fees will be charged.



Q: What happens if I do not schedule an inspection?

If you do not successfully schedule an inspection date with WSP by June 1, 2018, WSP will assign an inspection date and time window for your property. A Mandatory Inspection Letter will be issued by the end of June 2018, to notify you of your assigned inspection. If the Owner or representative is unavailable to attend their inspection on the assigned date, the Owner must contact WSP to reschedule their inspection. Cancellation Policy: Cancellation of appointments must be made directly with WSP, at minimum, forty-eight (48) hours in advance of the inspection date to avoid having an incomplete inspection. Additional fees will apply for all incomplete inspections.



Due to safety regulations – you are required to prepare your property for the inspection:



If your property is serviced by a Class 4 (septic tank and leaching bed/weeping tile) system, the following is required:

- The Owner must unearth the lid(s) of the septic tank and provide sufficient clearance to remove the lid(s) if they are buried prior to the inspector’s arrival. Due to the possible presence of buried utilities, WSP cannot dig up the tank lid(s) for you on-site.
- Please note that most septic/pre-treatment tanks have two lids. Both lids are to be uncovered for the inspection.
- If the lid(s) are underneath a deck, the Owner shall make the lid(s) accessible via an access hatch.
- If the tank lid(s) are not standard size (≥ 35 lbs, or approximately 18” x 18” in size) and/or are not outfitted with a weight bearing handle, it is the responsibility of the owner to remove the lid at the time of the inspection.

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



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



It is recommended that the Owner provide WSP any specific instructions on locating the property, and any specific access requirements at the time of scheduling the inspection. If your property has restricted access (i.e. boat access only, etc.) you may be required to schedule during a specific time-block allocated to your lake or region. Co-ordination of Owners with neighbouring properties is encouraged for scheduling purposes.

Q: 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. WSP will not be evaluating compliance to current (OBC, 2012) design/ installation specifications. Please note that if you have an advanced treatment unit, the WSP Inspector is not authorized to open the unit and as such, the inspection of these systems will be limited to pre-treatment and pumping tank(s), if present, and the leaching bed. (See “Quick Reference Guide”).

Q: 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.

- 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 credentials:
- A valid BCIN number for the inspection, installation or design of on-site sewage systems (Part 8 and General Legal Process);
- A license, certificate of practice or temporary licence under the Architects Act; or,
- A license, or a temporary license under the Professional Engineers Act.
- These credentials must be valid during the inspection time window (May-September 2018).
- The inspection has been completed since 2013, or within five (5) years of your target inspection year (2018).
- The approved WSP form and the provincially standardized Certification form has been completed by the Third Party and submitted to WSP.



Q: What are the fees associated with the inspection process?

There are three (3) possible fees incurred for the Septic Re-Inspection Program, as follows:

**(1) Inspection Fee
(\$179.11)**

**(2) Third Party Inspection
Review Fee (\$127.20)**

**(3) Extra Inspection Fee
(\$179.11 per visit)**

1) The Owner will be invoiced an inspection fee in the amount of \$179.11, directly by the Township of Algonquin Highlands after the inspection is completed and the report is mailed to the Owner. The Township will also be sent a copy of the Inspection Report.

2) The Owner will be invoiced a Third Party inspection review fee in the amount of \$127.20 in order to review and transcribe the report, and to confirm the validity of the Third Party Reviewer. This invoice will be sent directly by the Township of Algonquin Highlands after the review is complete and the report is mailed to the Owner and Township.

3) If your inspection could not be completed because of (but not limited to) the following reasons:

- The Owner or representative was not present during scheduled/assigned time block;
- The septic tank lid(s) were not exposed;
- Oversized tank lid(s) were not removed, or adequate access was not provided;
- Insufficient clearance distances 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 \$179.11 will be invoiced.

Inquiries regarding the inspection fee should be directed to the Township of Algonquin Highlands, Building Division at (705)-489-2379 for Stanhope, or (705)-766-2211 for Dorset.

Q: Where can I find more information?

Details about the inspection process are provided in the attached “Quick Reference Guide.” WSP will be hosting an information session on May 20th, 2018, and a leaflet with information on the location and time is also attached.

If you have any questions regarding the scheduling or inspection process, please do not hesitate to contact me. Thank you in advance for your cooperation.

Sincerely,

WSP Canada Inc.

Kathryn Stasiuk, EIT | Project Coordinator

ah.info@wsp.com | www.wsp.com

(289) 984-0432

Attachments: *Septic Questionnaire, Quick Reference Guide, Septic Re-Inspection Program Information Session Announcement*