



Septic System Program Delivery

Inspection, Approval and Re-inspections



An option for delivery through your local Conservation Authorities

Conservation Authorities An Option for Delivery

Since January 1998, municipalities have been responsible for the delivery of private septic system inspection, approval and re-inspection. The challenge is to provide an effective program that suits their municipality and the needs of their residents.

Conservation Authorities are inter-municipal environmental protection agencies accountable to the public and the municipalities through appointed membership. Locally, Conservation Authorities have provided Part 8 Septic review services to Eastern Ontario municipalities since 1995. We offer a professional, experienced delivery option by administering all or part of *Ontario Building Code* (OBC) Part 8 services on behalf of partnering municipalities and look to successfully support municipal interests.

Municipal interests include:

- Ensure mandatory obligations to oversee Part 8 of the *Ontario Building Code* are met.
- Qualified staff for consistent delivery that ensures systems are properly designed, installed and maintained.
- Seamless transfer of information of hard copy and electronic approvals to Building Officials to improve communications and expedite turnaround times.
- Provide knowledgeable, experienced service and resources to municipal residents.
- Ensure quick turnaround times and cost-effective, economical delivery.
- Safeguard groundwater (wells) and surface water resources.
- Protect homeowner health, system investment and property values.



Our experienced staff bring many extra benefits to your municipality.

Fast, Cost-effective, Professional, Experienced One-Window Service

Talk to any contractor or homeowner and they are looking for fast, cost-effective, professional service — we offer just that. Septic system services delivered by your local Conservation Authorities provide:

- Fast turnaround and processing of approvals.
- Fair pricing based on a cost-recovery, not-for-profit basis.
- Experienced staff with local knowledge of environmental and business features.
- Consolidated and consistent delivery that minimizes municipal exposure to risk and liability.
- Efficient delivery through one site visit with integrated reviews (one-window approach) for additional regulatory reviews or requirements such as applications circulated to the *Conservation Authorities Act*, under Section 28 and issues related to septic systems under the *Ontario Planning Act*.
- Strong emphasis on education through in-person and online access to information and resources for property owners.

Value-Added Features

Our experienced staff bring many extra benefits to your municipality, including:

- Full or partial services tailored to suit your municipal needs.
- Access to an industry leading inspection protocol developed and tested by Conservation Authorities for 25 years.
- Solid working relationships with municipal staff, including building officials.
- Proven relationships with septic professionals (installers, haulers and designers).
- Established relationships with provincial (particularly MMAH) and federal staff.
- An emphasis on public information and education (public information sessions, webpage support, printed materials, training courses for real estate professionals and other interest groups).

Our Conservation Authority partnership provides valuable access to a network of skilled conservation professionals, including:

- Inspectors who are also trained as Provincial Offences Officers under Section 28 of the *Conservation Authorities Act*.
- Senior staff and inspectors are professional engineers or technicians, and all are certified Part 8 OBC Onsite Sewage System Inspectors.
- A Chief Building Official under the *Ontario Building Code*.
- Qualified environmental staff including hydrologist, engineers, biologists, ecologists, etc.
- Environmental technicians providing stewardship services and grant programs that support property owners/landowner activities.



- Founding and active members of the Ontario Onsite Wastewater Association – bringing professionalism to the world of onsite treatment and representation for provincial industry management issues.
- Principal contacts with the Ontario Rural Wastewater Centre (ORWC) – including Ottawa’s ORWC Demonstration Facility to promote alternative onsite technologies.
- Staff who deliver ORWC Part 8 training courses including advanced design and evaluation of treatment system classes for those preparing for provincial examinations, and a “septic 101” course for real estate agents.
- Important link to Part 8 Sub-Committee of the Golden Triangle Building Official Association.

Our Service

Full-Service Septic Approvals

We are currently doing this work in neighbouring communities.

Conservation Authorities review, approve and inspect new and replacement septic system permits on behalf of the City of Ottawa and the Tay Valley Township under Part 8 of the *Ontario Building Code*. Staff also respond to violations and complaints. We work closely with our municipal staff to ensure the service suits municipal needs and local interests.

Septic System Re-inspection

Conservation authorities currently administer both voluntary and mandatory septic system re-inspection programs on behalf of Central Frontenac, North Frontenac, Rideau Lakes and Tay Valley Townships. The program looks to protect environmental and human health by ensuring systems are working properly and not leaching contaminants into ground or surface water.

Exceptional Turn-Around Times

On-site sewage systems are an integral part of rural homes, businesses and industry. We understand that home construction and repair is a deadline-focused business and we strive to provide exceptional response times to the applicant to help meet the needs of the property owner. Our service provides quicker turnaround times than OBC minimum requirements – with at many inspections being at least 50% faster than the OBC minimum requirements.

| Ontario Building Code Minimum Requirement | Turn-around Time | Our Target |
|--|-----------------------------|-----------------------|
| New Sewage System Permits | 10 days | 5 days |
| Clay Seal Inspection | 5 days | 48 hours |
| Scarification Inspection | 5 days | 48 hours |
| Installation Inspection | 5 days | 48 hours |
| Final Grading Inspection | 5 days | 48 hours |

Full-Service Septic Approvals

(approximately 750 permits annually)

- City of Ottawa (since 1995)
- Tay Valley Township (since 2004)

Re-inspection Services

(approximately 700 re-inspections annually)

- Central Frontenac (since 2010)
- North Frontenac Township (since 2005)
- Rideau Lakes Township (since 2007)
- Tay Valley Township (since 2005)



Meeting All Building Code Requirements

Our inspection protocol meets all Building Code requirements. The following inspections are carried out by Conservation Authority inspectors:

1. Initial Site Inspection
2. Scarification Inspection or Clay Seal Inspection
3. Installation Inspection
4. Final Grading Conservation Authority delivery

Over the last 25 years, staff have used their experience and technical knowledge to develop an industry leading inspection program. These inspections help ensure compliance with the Building Code and support the construction of a well-functioning system that is designed and built to provide reliable treatment over many years.

Exceptional Service, Fair Price

Our septic system delivery program operates 100% on user fees. There are no costs to participating municipalities. The program not-for-profit, cost-recovery basis. Services and their costs have been refined over the years to represent their true value and savings are passed on to the end-user – your municipal residents.

Services and Fees

| Fee Category | Conservation Authority Delivery | *KFL&A Delivery |
|---|---------------------------------|-----------------|
| Permit - Class 2 | \$410 | \$950 |
| Permit - Class 3 | \$410 | \$950 |
| Permit - Class 4 | \$840 | \$950 |
| Permit - Class 5 | \$840 | \$950 |
| Additional Inspections | \$180 | \$250 |
| Alteration – Tank only | \$350 | \$750 |
| Renewal/Cancellation – Renewal | \$150 | \$150 |
| Renovation/Change of Use (Pt 10/11) – Permit renovation/additions to buildings | \$290 | \$500 |
| Renovation/Change of Use (Pt 10/11) – Permit add pool/shed/garage | \$290 | \$250 |
| Written Response – File Search | \$150 | \$150 |
| Written Response – Planning comment (Minor Variance or Zoning By-Law) | \$220 | \$450 |
| Written Response – Planning comment (Minor Variance or Zoning By-Law with Pt 10/11) | \$220 + \$275 = \$495 | \$700 |
| Written Response – Planning comment (Minor Variance or Zoning By-Law with Pt 10/11) | \$220 + \$725 = \$945 | \$1,150 |
| Written Response – Severance (1st application) | \$330 | \$500 |
| Written Response – Severance (add. Application) | \$150 | \$500 |

*2020 fees

Work Plan

Conservation Authority staff work with the partnering municipal to develop a service model and work plan that suits local needs. Services include:

- Customer Service and Accessibility
- Information Management
- Process for Standard Permits
- Renovation Permits
- Complaints
- Plan Review and Input(Part 8 OBC)
- Education/Homeowner Awareness and Public Relations
- Service Standards
- Septic Re-Inspection Program



Our Team

Terry K. Davidson, P.Eng., RVCA Director of Engineering and Regulations

Terry K. Davidson graduated in Engineering Science from the University of Guelph in 1987. As Director of Regulations at Rideau Valley Conservation Authority (RVCA), Terry's responsibilities include Chief Building Official for Part 8 for the City of Ottawa and Tay Valley Township, Risk Management Official for Part IV of the *Clean Water Act* in the Rideau Valley, Director for Section 28, *Conservation Authorities Act* in the RVCA jurisdiction, and Manager of Water & Erosion Control Structures in the Rideau Valley watershed. Prior to joining the Conservation Authority, he was employed with OMAFRA in South Western Ontario. He came to the RVCA in 1989 as Manager of the Clean-Up Rural Beaches Program (CURB), a clean water program run in association with the Ontario Ministry of the Environment. Terry assumed management of the septic approvals program in 1995 within the City of Ottawa. He has been active in providing advice to the Province with respect to the transfer of the septic approvals function to the *Ontario Building Code* as well as on Code compliance issues related to site servicing. He has also served as the Ottawa Manager of the Ontario Rural Wastewater Centre, an industry learning and training centre set up in co-operation with the University of Guelph at the RVCA's Baxter Conservation Area. Terry was instrumental in forming the Ontario Onsite Wastewater Association and was the inaugural President. Terry was a key author and technical advisor for the development of Septic Smart I & II that provides provincial-wide information on the function, care and maintenance of septic systems for landowners.

Eric Kohlsmith, Upper Watershed Regulations Inspector

Eric Kohlsmith graduated from Sault College as a Fish and Wildlife Technician in 2006. Eric was introduced to sewage system care and maintenance through the Conservation Authorities Re-inspection program in 2005. Since 2007, Eric has been a Part 8 Building Official working in Tay Valley Township in Eastern Ontario. Over the last 13 years, Eric has also administered sewage system re-inspections programs in five local municipalities. Eric is a valued instructor with the Ontario Rural Wastewater Centre. He delivers course to related to onsite sewage systems to installers and members of the general public. In 2017, Eric was a member of the Technical Advisory Committee for the

proposed code changes for Part 8. Eric is a proud member of the OBOA Golden Triangle Chapter Part 8 Committee. Eric has developed the Ontario Onsite Wastewater Association (OOWA) regional meeting template and be part of the initial organizing committee looking to drive professionalism and learning within the onsite wastewater community.

Summary – Advantages of Program Delivery through Conservation Authorities

Accountability

Conservation Authorities are inter-municipal environmental protection and advisory agencies, accountable to the public and member municipalities through their municipally appointed members.

Competent, Qualified and Responsive

Conservation Authorities employ qualified professional engineers, technologists, and planners and invest in required training and professional development. Personnel are designated provincial offenses officers and have professional accreditations. Conservation Authorities are committed to providing responsive, knowledgeable and courteous customer service.

Integration

Able to integrate sewage system reviews with other regulatory reviews or requirements such as applications circulated to the *Conservation Authorities Act* and under the Ontario *Planning Act*. We also have in-house knowledge of other environmental legislation.

Value

Conservation Authorities have a proven track record of providing quality service at a reasonable cost to the user. Cost recovery represents good value to the landowner/applicant paying for the service/application review and to the municipality.

Consistency

Consistent application of standards within and between geographical areas (a level playing field) is important to contractors, landowners and municipalities.

Low Risk

The liabilities and risks associated with the delivery of a septic program are assumed by the Conservation Authorities and protected by employing competent and qualified staff.



Contact Us:

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