



TOWNSHIP OF  
ASHFIELD-COLBORNE-WAWANOSH

82133 Council Line, R.R. #5  
Goderich, Ontario N7A 3Y2

PHONE: 519-524-4669

FAX: 519-524-1951

E-MAIL: [cbo@acwtownship.ca](mailto:cbo@acwtownship.ca)

## Council Report

STAFF: Brett Pollock, CBO

DATE: February 2, 2023

SUBJECT: Sewage System Maintenance and Inspection Program - Update

### Recommendation

THAT Council proceed with the initiation of a Township administered sewage system maintenance and inspection program and that the estimated cost of \$130,000 for the initial setup be brought back for approval in the 2023 Budget.

### Background

On September 6, 2022 Council received a report looking to measure Council's interest in establishing a sewage system maintenance inspection program. The response was supportive, and Council directed staff to proceed with investigating the implementation of a Sewage System Maintenance and Inspection Program.

### Comment

Since the September 2022, staff reached out to BM Ross, Township of Huron-Kinloss, and Township of Tiny to gain background information on the implementation and operation of their respective sewage system inspection programs. The engineering firm of BM Ross and Associates, administers and operates the Township of Huron-Kinloss Community Septic Inspection Program. Staff were fortunate enough to attend a demonstration on the administrative aspect of Huron-Kinloss's program and attend an on-site inspection.

A major takeaway from this background research is that every established program operates differently, due to unique challenges of each community the program serves. Staff have gained valuable background information and are prepared to face the challenges accompanied with implementing a sewage system inspection program in the Township.

At the request of staff, BM Ross and Associates has provided a letter for Councils consideration outlining what a program would cost and as well as what they could offer if the Township wished to use their professional services. The letter is included for your review.

After an internal review of the proposed costs and fee structure, it is staff's opinion that the program should be administered in-house. The costing structure of the proposal does not allow Council to set the fee structure for our residents. It is staff opinion based on the background research conducted that an in-house inspection program could see cost-savings in the long-term. Staff are seeking 2023 Budget approval to begin the set-up and implementation of a Township administered sewage system maintenance and inspection program at a cost of \$130,000. The cost of which will be transferred from the Building Department Reserve. These costs would be incurred to prepare the program to begin on-site sewage system inspection in 2024 and include the following items:

- Staff time
- Purchasing of equipment
- Software Programming
- Summer Student

- Education and training
- Promotional and Educational material
- Community outreach
- Potential hiring of a part time inspector to conduct inspections

If Council approves this report and the included recommendation, staff will begin to work on the set-up and implementation of the program. Council can expect to see the following items for information, guidance, or approval in the 2023 calendar year to prepare for the program to officially launch in 2024.

- Progress reports
- Staff presentations on the implementation of the program
- Draft promotional and educational materials
- Draft sewage system maintenance inspection program by-law including fee structure recommendation
- Draft septic replacement and repair loan policy
- Amended consolidated fees by-law to eliminate septic permit fees and addition of septic inspection fee

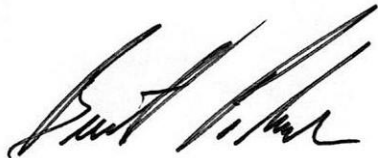
### Others Consulted

Kaitlin Bos, Deputy Clerk

Joy Lindsay, Building Inspector

Ellen McManus, Treasurer

Respectfully submitted,



---

Brett Pollock  
Chief Building Official

Approved by:



---

Mark Becker  
Chief Administrative Officer