

Excess Soil Registry

Training Session: Residential Development Site Depot (RDSD) Filing Deep Dive





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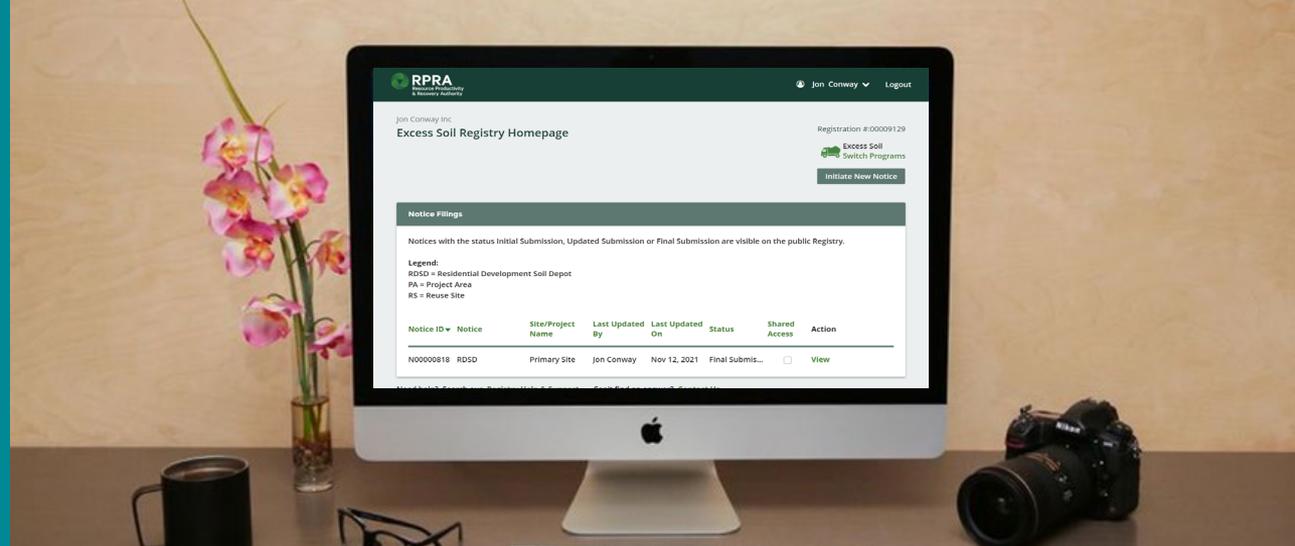
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Expectation Setting

These sessions are intended to give stakeholders a view of how the Excess Soil Registry allows industry users to initiate, update and finalize Excess Soil Filings in compliance with Ontario Regulation 406/19.

Each session has a set process to demonstrate and covers the more complex areas of the Registry.

They are designed to showcase the technical features of the Registry as they exist today, but will not go into the regulatory / legal requirements of the Regulation itself, its interpretation or enforcement.



Transforming the way Excess Soil information is gathered and shared

How

We will provide a brief overview of the training topics in a presentation format and then present demonstration of those features in the Excess Soil Registry.

Next Steps

Refer to the training materials available at <https://rpra.ca/excess-soil-registry/training-materials/>

Further questions should be directed to RPRAs: registry@rpra.ca

RDSD Filing Training

- Create a Filing
- Shared Access
- Making an Initial Submission
- Updating an Existing Submission
- Making a Final Submission
- Downloading PDFs: Summary & Invoices



Excess Soil Registry Overview

The Excess Soil Registry provides an easy-to-use solution where regulated parties can meet their notice filing requirements under the [On-Site and Excess Soil Management Regulation](#).

The Excess Soil Registry will also be used by the Ministry of Environment, Conservation and Parks to support its compliance and policy efforts, and provides access to the public to view information provided in submitted notice filings.

How the Registry supports policy objectives

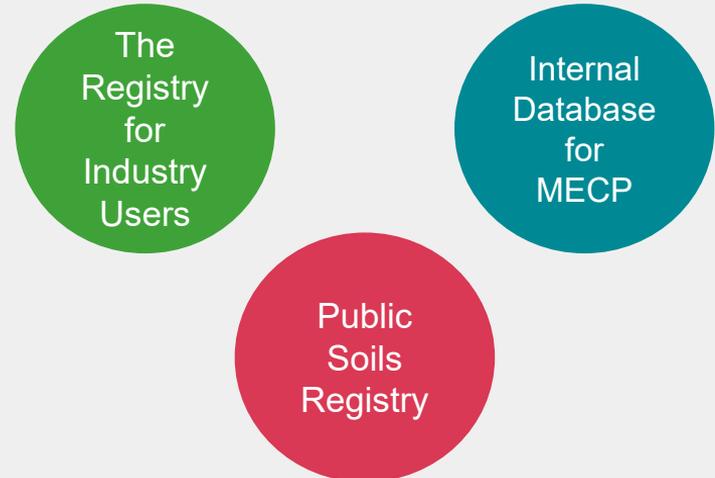
-  Increases transparency and accountability for those responsible for Excess Soil with a reporting platform
-  Enables notice filing for larger Excess Soil movements, larger Reuse Site soil placements and opening and closures of Residential Development Soil Depots
-  Provides Ministry access to information contained in filings
-  Provides Public access to information contained in filings

How the Registry supports the Excess Soil industry

-  Minimizes administrative burden of filing requirements
-  Enables efficient and accurate reporting

For more information visit: <https://rpra.ca/excess-soil-registry/>

Excess Soil Registry



Let's start with the Registry Portal



Registry Portal

The Registry Portal allows industry users to complete and view their Excess Soil Notice Filings

Users:

- Industry Users (Owners, Operators, Project Leaders, Authorized Persons, Transporters and more...)

Use Cases:

- Initiating, completing, and submitting and finalizing Excess Soil Notice Filings

What Users See:

- Filings your company has initiated
- Filings your company has been provided notice access to

How to Access:

registry.rpra.ca



Public Portal

The Public Portal provides the general public read-only access to Notice Filings

Users:

- General public and anyone with an interest in Filing data

Use Cases:

- Viewing Initial, Updated, and Final submissions
- Downloading PDF summaries & declarations

What Users See:

- All Filings in initial, updated, and finalized status, and related PDFs

How to Access:

excessoilnotices.rpra.ca



Ministry Portal

The Ministry Portal provides ministry users in-depth access to Notice Filing and Registry data.

Users:

- District Office Employees
- Compliance Office Employees
- Investigation & Enforcement Branch Employees
- Policy Branch

Use Cases:

- Search for all Filings and related data
- Access and view all Filing data
- View key metrics and charts
- Generate Reports/Dashboards

What Users See:

- All Filings, regardless of status, with the exception of fees and payment information

Types of Filings

Select notice filing type

Select the type of notice filing you would like to submit. For more information about notice filing requirements, visit our [Excess Soil webpage](#).

Residential Development Soil Depot Notice

Reuse Site Notice

Project Area Notice

< Back Cancel Next >



Residential Development Soil Depot



Reuse



Project Area

Residential Development Soil Depot

An RDSD is a soil bank storage site that is temporarily operated for the purpose of managing Excess Soil that will ultimately be transported to a reuse site.

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Reuse Site

A Reuse Site is a site at which Excess Soil is used for an identifiable beneficial purpose (and does not include a waste disposal site).

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S

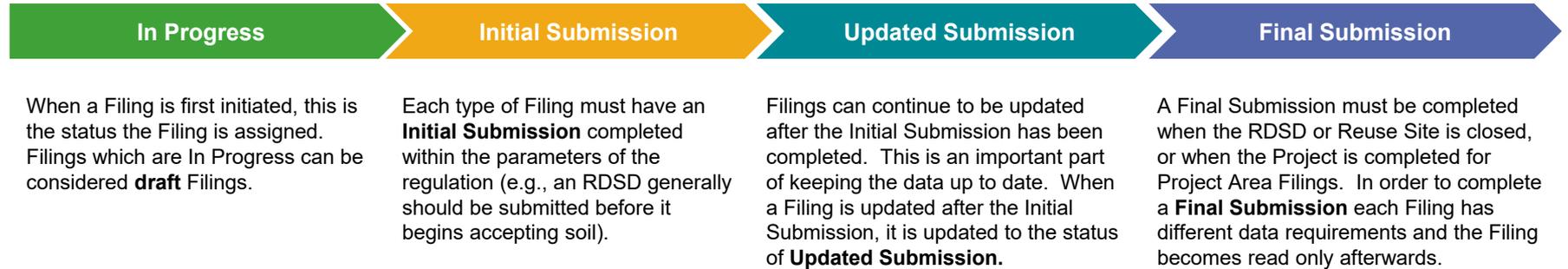
Project Area

The Project Area refers to a single property or adjoining properties on which a project is carried out. That project being any that involves the excavation of soil for any form of development, or site alteration, construction or removal of liquid soil or sediment from a surface water body.

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A

The Lifecycle of a Filing

Filings are expected to open for a long time, most will be open for months, if not years. Below is a summary of the statuses that each Filing moves through:



Important Facts about each Filing Status

- ✗ All data must be provided
- ✗ Available on Public Registry
- ✓ Available on Ministry Portal
- ✓ Filing may be updated
- ✗ Declaration required
- ✗ Fee Payment required

- ✓ All data must be provided
- ✓ Available on Public Registry
- ✓ Available on Ministry Portal
- ✓ Filing may be updated
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- ✓ All data must be provided
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- ✓ Available on Ministry Portal
- ✗ Filing may be updated
- ✓ Declaration required
- ✓ Fee Payment may be required*

*Fees are dependent on the excess soil volume entered during the Submission process

Introduction to Filing Contacts

Below is a list of the types of contacts that may be identified within an RDSD Filing, and their role.

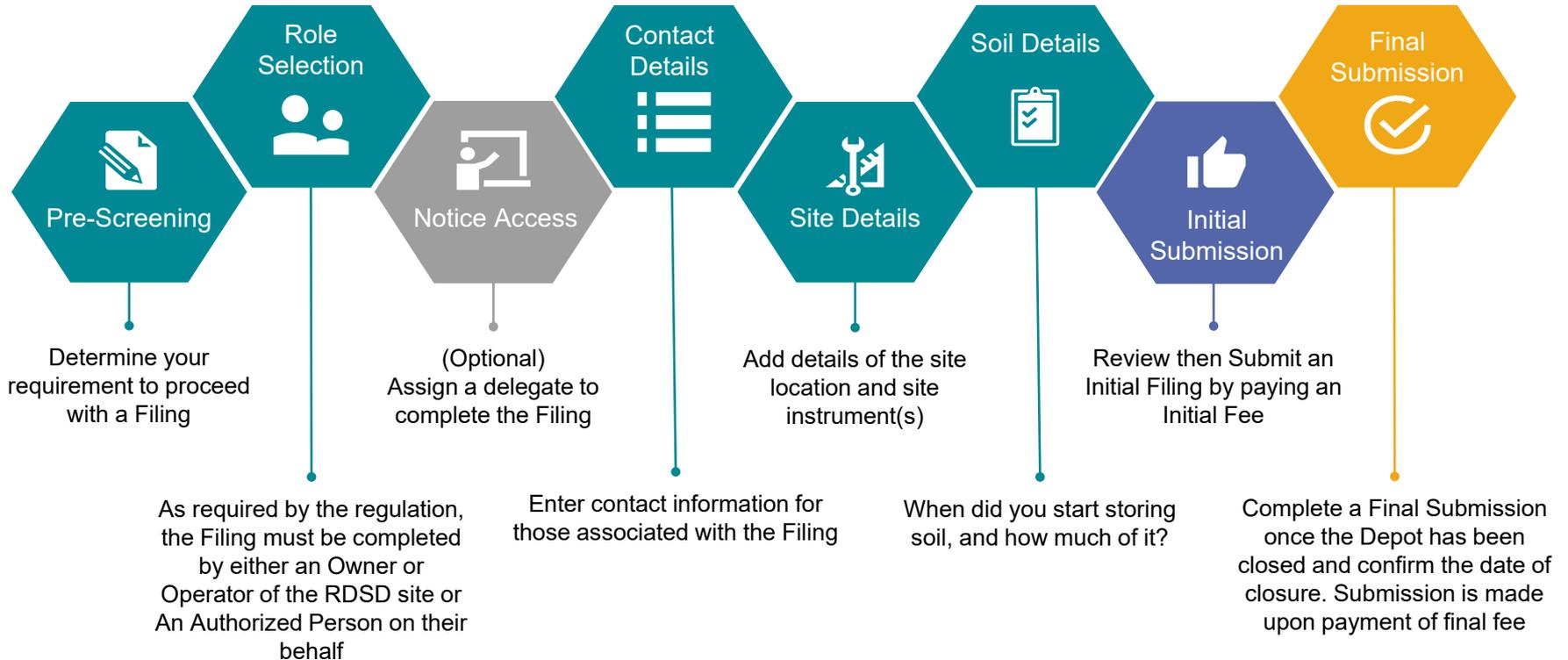
Contact Type	Description	Can Initiate	Contact Details
Owner	The owner of the Filing site	Yes	Required
Operator	The person having charge, management, or control of a site.	Yes	Required
Authorized Person	A person authorized by the owner or operator to file the notice on their behalf.	Yes	Not Required*
Site Contact	An Authorized Person on site who can be contacted.	No	Required

*The details of an Authorized Person are not required, nor can they be entered during the course of the notice filing.

RDSD Filing Overview



Here is an overview of the user's journey through an RDSD Filing Submission.



RDSD Filing Details



Each section of a Filing is specially designed to capture all of the requirements for the On-Site and Excess Soil Management regulation. The user will not be able to proceed to making a submission until all of the required information has been captured. Each chevron below represents a section of the Filing which must be completed:



For a given Filing, there is an ability to share access with another company, enabling that company to complete sections of the Filing.

Sharing access to the Filing allows another Account (i.e., company) to complete:

- Contact Details
- Site Details
- Soil Details

RDSD Filings should be initiated by the **Owner** or **Operator** of the site or an **Authorized Person**.

This step makes it easy for the user initiating the Filing to self-identify and select the role that they play.

Optionally, users can add additional **Owner(s)** or **Operator(s)**.

It is mandatory to identify where the RDSD is located. To make sure that the most accurate information is provided, locations can be provided as:

- Municipal Address
- Legal Land Description

We require geographic coordinates to make sure that it's clear where to go when an inspection needs to be done for a given site.

Each Site uses a variety of instruments and they need to identify each one, including other key data, as part of the Filing.

Residential Soil Depots are only allowed to store up to 10,000 m³ on site. As part of the Filing, the following key data points are required:

- When did you start storing soil?
- Amount of soil as of Jan 1, 2022
- Maximum amount of Excess Soil

After completing all of the required information in the Filing, users are presented with a Review screen which allows them to see everything they've entered and validate the accuracy before they move on to complete their Initial Filing Submission and submit their payment.

RDSD Filing Demonstration Scenario

Swell Developers and **Residential Inc** own purchased adjacent properties. **Swell Developers** have asked **Residential Inc.** if they can store Excess Soil from their own development project on land owned by **Residential Inc.**, – as that project is not anticipated to commence until late 2022.

Residential Inc. has agreed to the terms but has several conditions. Namely, that **Residential Inc.** will manage and operate the site, and they have authorized a representative from **Steven Associates** to complete all notices on their behalf. **Steven Associates** will also ensure that they have all permits (instrument details) from the respective issuing authorities, and will provide Notice Access to a representative from **Swell Developers** so that they have visibility into the filing.

Effective today, **Swell Developers** will start moving soil from their properties. However, before **Residential Inc.** can receive soil, **Steven Associates** must create an account and initiate an RDSD filing.

Contacts Associated with the RDSD Site:



Residential Inc.

Sharon Scott
Owner, Operator



Steven Associates

Kevin Quartz
Authorized Person,
Site Contact



Swell Developers

Jenny Tuel
Contact Person

Demo Time!



Next Steps/Training Sessions Overview

#	Session	Topics	Duration	Link
1	Intro to Excess Soil Nov 25th, 2021	<ul style="list-style-type: none"> • Excess Soil Program introduction/overview • Creating a Registry account • Managing user access • Program enrolment • Dashboard • Delegation/shared access overview • Public Experience Portal 	1.5 hours	Link to recording Link to presentation materials
2	Project Area Filing Nov 30th, 2021	<ul style="list-style-type: none"> • Project Area Filing Overview • Create a Filing & update an existing Filing • Assigning and revoking Shared Access • Making an Initial Submission • Making a Final Submission • Downloading summary PDFs & invoice PDFs related to your filing • Receiving a confirmation email after a submission 	1.5 hours	Link to recording Link to presentation materials
3	Reuse Filing Dec 2nd, 2021	<ul style="list-style-type: none"> • Reuse Filing Overview • Create a Filing & update an existing Filing • Assigning & revoking Shared Access • Making an Initial Submission • Making a Final Submission • Downloading summary PDFs & invoice PDFs related to your filing • Receiving a confirmation email after a submission 	1.5 hours	Link to recording Link to presentation materials

Contact Us

Website: www.rpra.ca/excess-soil-registry/

Email: registry@rpra.ca

Thank You

