

**POLICY:
THE CORPORATION OF THE TOWN OF ATIKOKAN
SANITARY SEWER WORKS POLICY**

**Date: February 13, 2012
By-Law #05/12**

PART I PURPOSE

The intent of this policy is to establish standards, procedures and guidelines for private connections to THE CORPORATION OF THE TOWN OF ATIKOKAN Sanitary Sewer Works System.

For the purpose of this Policy, the Department shall be referred to as the Public Works Department.

PART II CONSTRUCTION OF PUBLIC SERVICE PIPING (MAIN TO PROPERTY LINE)

When a new or upgraded service is required or when a service is to be abandoned:

With the introduction of a single residence onto a pre-serviced lot, the property owner is not responsible to introduce a new service line but may be responsible for pre-established connection fees.

With the introduction of a single residence, duplex or greater onto an un-serviced lot, the property owner will be responsible for all associated costs to introduce a service line from the mainline to the property line including pavement restoration.

With the introduction of a duplex or greater onto a preexisting single residential serviced lot, the existing service line will be decommissioned by "capping" the service line main stop located at the mainline. However, the Public Works Manager may determine at his sole discretion whether an existing sewer service requires replacing. All costs associated with abandonment of a service line, including pavement restoration, will be at the sole expense of the property owner.

The property owner shall be responsible for all associated costs of the new service, upgraded service, or the abandonment of the service (including single residence).

- (a) A sewer service may be constructed only to those properties, which abut directly on streets where water and sewer mains exist, unless site-specific approval is granted by the Public Works Manager. This site-specific approval will require execution of an agreement to define responsibility for cost of main extension, liability, limitations on sewer use, use of right of way, service connection fee or any matter deemed appropriate by the Department.

PART II CONSTRUCTION OF PUBLIC SERVICE PIPING (MAIN TO PROPERTY LINE) (Continued)

- (b) The owner must submit a written request to the Department for a cost estimate for service construction or abandonment along with service details including service size, location of service, and any other details required by the Department. The Department shall supply a cost estimate to the owner within ten (10) working days of receiving the request and all required data.
- (c) The owner or representative of the owner must submit an application for a new service, upgraded service or abandonment of a service to the Department at least six (6) weeks prior to the date that the work is required. A down payment of 50% of the estimated cost shall be made one week prior to installation or abandonment. If asphalt paving, sidewalk, boulevard or curb & gutter restoration is required, a separate invoice will be forwarded to the owner at a later date. The owner must pay the cost for asphalt paving, sidewalk, boulevard, and curb & gutter restoration within thirty days of being invoiced for these works and failure of payment will result in the water service line(s) being turned off with associated turn off/on fees forwarded to the owner.
- (d) Municipal forces shall install all new and upgraded service piping and abandon all service piping unless the Department gives specific approval for this work to be completed by a qualified private contractor.
- (e) If a qualified private contractor is provided with approval, the Municipality will retain the right to forward costs to the owner for connection fees and quality assurance inspection provisions provided by the Municipality. In addition, the owner will be held responsible to ensure their contractor adheres to the Municipal Encumbrance By-law, Ontario Construction regulations, and all safety and traffic regulations.
- (f) Failure of the owner or contractor to comply with municipal inspectors on site during installation will result in the water service(s) remaining shut off until those deficiencies are corrected. Any associated costs to rectify any deficiencies will be paid for by the owner prior to the water being turned on.
- (g) The size of municipal portion of the sewer service line to single, double, triple or four plex units or residences will be 150 mm SDR28 piping. For larger facilities, the size of sewer service lines will be determined by the owner's consulting engineer and approved by the Public Works Manager if found to be acceptable. The Public Works Manager will determine at his sole discretion whether sizing is acceptable.

Specifications

All parts, materials, and construction practices will be in compliance with the CORPORATION OF THE TOWN OF ATIKOKAN Construction Specifications

PART III CONSTRUCTION OF PRIVATE SERVICE PIPING (PROPERTY LINE TO BUILDING)

Specifications

All construction and materials will be in compliance with the CORPORATION OF THE TOWN OF ATIKOKAN Construction Specifications.

All private service lines regardless of size will service its intended use and will not be permitted to be extended to serve another dwelling on or off the property.

With the passing of this Policy, all new installations will include a backflow preventer and an outside cleanout. The backflow preventer will be placed in an area where it does not obstruct access to the service line; the Municipality will not be held responsible for the repair of a backflow preventer when conducting maintenance. The use of backflow preventers and outside cleanouts is highly recommended on all existing service lines. The regular maintenance of the backflow preventer is the responsibility of the property owner to complete.

This Policy does not eliminate or negate any regulation, specification or restriction pertaining to the Building Code and does not circumvent the authority of the Chief Building Official.

Connection to Municipal Portion of Service

- (a) If the Municipal portion of a service is in place (pre-serviced), the owner at his cost shall connect his portion of the service to the Municipality's portion of the service.
- (b) If the private portion of the service is installed before the installation of the Municipal portion of a service, then:
 - (i) the owner shall commence the private portion of a service 300-mm (12") on the Municipal side of the property line.

- (ii) the owner shall be responsible for adequately protecting the open end of his piping to prevent the entry of any foreign material into the pipe.
- (iii) the Chief Building Official will approve the grade and alignment of the sewer service line.
- (iv) the owner, at his cost, shall be responsible to provide an adapter if one is required.
- (v) All municipal property affected by the owner's operation shall be restored to a state as good as or better than what was existing and all materials, debris and litter will be removed from the site.

Specifications

All parts, materials, and construction practices will be in compliance with THE CORPORATION OF THE TOWN OF ATIKOKAN Construction Specifications.

Responsibility for Service Piping on Private Property

- (a) The Municipality shall not be responsible for any service piping problems on private property.
- (b) All additional costs of construction due to development on private property, including the costs of all repairs to Municipal property, shall be borne by the owner on whose property development is occurring.
- (c) When excavating to repair or install private service piping and if any excavation will occur on Municipal Property, the property owner must, prior to construction, obtain a Municipal Encumbrance Permit, and all related costs of restoration are the responsibility of the applicant.
- (d) If a private service line is installed by the Municipality, the Municipality will provide a one year warrantee of workmanship in the event the installation is conducted incorrectly. This warrantee does not include problems resulting from freezing, blockages, yard restoration or connections made at or within the house.

PART IV FROZEN SERVICE & BLOCKED/PLUGGED OR SEWER BACKUPS**Responsibility for Frozen Service Piping**

- (a) The property owner shall employ a contractor to conduct these works and be responsible to thaw frozen service piping except:
 - (i) where the Municipality has recently reconstructed the roadway and the Manager has determined that the backfill is the cause of freezing.
 - (ii) in other exceptional circumstances where the Manager has determined that the Municipality is responsible to thaw the service.
- (b) Where the Public Works Manager, or his designate has determined that the Municipality is responsible for frozen services:
 - (i) the Municipality will not be responsible to reimburse the owner for the cost of hiring a plumber.
- (c) Where the Manager of Public Works or his designate has determined that the property owner is responsible for frozen services, an invoice will be forwarded to the owner for any works conducted to remedy the problem.
- (d) If a service freezes due to a building being vacant or unoccupied (i.e. snowbirds) the owner is responsible for service thawing.
- (e) Upon request from the owner, at the discretion of the Public Works Manager or his designate may initiate thawing operations only when the owner signs the municipal responsibility release form ("waiver").

Responsibility for Blocked/Plugged Service Piping or Sewer Backups

The owner will be responsible for all blockages and sewer backups on their sewer service line from the residence to the sewer mainline unless:

- (a) There is a sewer mainline blockage which results in sewage back up.
- (b) The Municipal portion of the service line between the sewer mainline and property line collapses.

If a sewage backup has resulted from a mainline blockage, the property owner is responsible to install a backflow preventer. If the property owner fails to install a backflow preventer, it will result in the forfeit of any and all Municipal responsibility for future sewer backups.

The Municipality will not be held responsible for sewage backing up into the residence due to the failure of or lack of a backflow preventer. Any costs incurred for clean up, damaged or soiled items, and repairs will be at the owner's expense.

The Municipality will not be held responsible for any root infiltration or resulting sewer blockages into the sewer service line where roots enter the system between the residence to property line and including the adapter joining the municipal service line to private service line. All responsibilities and costs for these instances will be born by the owner solely.

All commercial establishments are required to install grease traps and all industrial establishments are required to install an oil/grease separator prior to their sanitary sewer service line exiting their building. Both establishments are required to regularly clean and maintain their traps/separators. The Municipality holds the right to inspect these devices once the property owner or representative has been provided with a letter of request for such an inspection.

Discharges Into Sanitary Sewers

Solid Waste

The disposal of or discharge of any solids into the municipal sewer system which will not pass a 6.0 mm screen is not permitted. These solids will include but not be limited to rags, towellettes, diapers, paper towels, vegetable or fruit peelings, dental floss, feminine products, condoms, etc.

Innocuous Liquids

No liquids of a nature not requiring sewage treatment, that is, such liquids as cooling water from creameries and cheese factories, air conditioning water from homes, theaters, business establishments and other places, rain water from roof drains, street drains and cistern overflows, sand, gravel or the like shall not be disposed of or discharged into the municipal sanitary sewer.

Milk and Milk Products

Milk products, such as casein, whey, buttermilk, with the exception of ordinary washings from milk products plants shall not be disposed of or discharged into the municipal sewer.

Petroleum Derivatives and Hazardous Substances

Gasoline, benzene, alcohol, crank-case drainings, acids, greases and glycerines shall not be permitted to enter the municipal sewer system. All garages, filling stations or other industries using the above products shall provide suitable traps in their sewer drain to permit collecting of these oils and glycerines and after removal from the trap shall be disposed of in a place where they cannot enter the municipal sewage system or watershed or outlying property.

Offal and Other Animal Wastes

Feathers, bones, grease or other wastes incidental to the raising of, trafficking in, processing of, or cooking of fowl, beef, pork or other livestock or wild game shall not be permitted to enter the municipal sewage system.

Industrial Wastes

In the case of all industries that propose to dispose of or discharge into the Municipal sewer, industrial wastes not already being treated, such waste and the procedure of treating of the wastes shall not be disposed or discharged into the municipal sewage system.

Any quantity of matter capable of obstructing the flow in or interfering with the proper operation of any part of the sewage works and without limiting the generality of the foregoing, any such quantity of the foregoing, any such quantity of ashes, cinders, garbage, sand, straw, mud, shavings, metal, glass, tar, cellulose, animal wastes or other matter that is not dissolved in a liquid at the time of its introduction into the sewage works

PART V MISCELLANEOUS MATTERS

Responsibility for Blocked/Plugged Mainline Piping or Sewer Backups

The Municipality will not be held responsible for or liable for sanitary mainline blockages or backups as a result of grease, rags, and towels or any other materials being flushed into our system which the system is not designed for disposal of.

Authorized Municipal Work on Private Property

Except in cases of an emergency, the Department shall not carry out any work on private property. However, the Department may carry out work on private property in certain circumstances and only when the property owner signs a waiver indemnifying Municipal responsibility.

Damage to Municipal Property

The owner shall be responsible for any damage done by the owner or his agents to Municipal property. The owner will restore any damaged Municipal property to its original condition or better at the owner's expense. Failure to conduct restoration after two weeks of excavation completion will result in Municipal forces completing the work and forwarding all associated costs to the owner for reimbursement. Failure of the owner to pay all monies due to the Municipality will result in the water service being shut off. Turn off and turn on charges will apply.

Investigation of Sewer Services

The property owner must employ a plumber to conduct investigations on their service line. However, in certain situations, at the property owner's request, the Municipality may undertake an investigation, which may require an excavation. If the Manager of Public Works, or his designate determines that the Municipality is responsible for an interruption or failure of the sewer service, the property owner will not be charged. If the Manger of Public Works, or his designate determines the owner is partially or totally responsible, then a portion or all of the cost shall be the responsibility of the owner as calculated by the Manager of Public Works, or his designate.

Proximity of Other Underground Utilities to Waterworks Facilities

No other shallow utilities shall be installed within 1.5 meters of any CORPORATION OF THE TOWN OF ATIKOKAN water valve, hydrant or hydrant valve unless otherwise approved by the Department.

Connections of Other Utility Lines

The connection of other Utility lines such as downspouts, sump pumps, weeping tile, etc. into either private or public sanitary sewer lines is prohibited.

Contraventions and Fines

Every person who contravenes any provision of this By-Law shall upon conviction thereof, forfeit and pay, at the discretion of the convicting magistrate, a penalty (exclusive of costs) not exceeding one thousand dollars (\$1000.00) for each offence.


This policy shall come into force effective at the time of passing.

Dated this 27 day of February, 2012.

CC - CAO
- Treasurer
- Deputy Treasurer
- Clerk
- Deputy Clerk
- PW Committee
- PW Project Manager
- PW Department



Mayor



Clerk