



THE CORPORATION OF THE  
CITY OF CRANBROOK

POLICY NO. 60-106

**POLICY & PROCEDURES MANUAL**

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**TITLE:** Sanitary Sewer Connection Maintenance and Responsibility

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**DEPARTMENT:** Public Works Services

**FUNCTION:** Utilities Section - Sanitary Sewer Service Line Operation

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**POLICY STATEMENT**

The intent of this policy is to set guidelines and establish responsibilities for maintenance of Sanitary Sewer connections between private properties and in the Sanitary Sewer main.

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**POLICY APPROVAL**

APPROVED BY COUNCIL

Resolution No. 70-17

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CITY ADMINISTRATOR

AMENDS

Resolution No. 066-05

RESCINDS Policy No. N/A

RESCINDED by Policy No. N/A

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DEFINITIONS

Stoppage	-	material blocking the flow of sewer
Service Line	-	sewer line to an individual property
Sewer main	-	sewer line transporting sewage from multiple properties
Structural defect		collapsed or separated pipe that restricts the flow of sewer
Sag		low area in the pipeline grade that permits solids to impede normal flow
Break		pipe that has collapsed structurally

GUIDELINES/PROCEDURE RESPONSIBILITIES

AREA OF RESPONSIBILITY

1. If a stoppage occurs in the sewer service line between the building and the property line, the property owner is fully responsible for all activities and costs associated with any repairs.
2. If a stoppage occurs in a sewer service line between the property line and the sewer main, unless there is a structural defect in the service line, then the property owner will be responsible for clearing of the stoppage and all related costs.
3. If a stoppage occurs in a sewer service line between the property line and the sewer main, and a structural defect has been determined to be the cause, then City crews will repair the defective main and the City will be responsible for all costs related to the repair of the sewer line.

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GUIDELINES/PROCEDURE RESPONSIBILITIESPROCEDURE

1. If a blockage complaint is received from a property owner, the property owner must advise if the problem is with slow or restricted drainage, or if water is gushing into the building from the service line. If the problem is with slow or restricted drainage, the property owner will be advised to have a plumber or appropriate service person ensure there is no blockage in the sewer service line to the property.
2. If water is gushing into the building from the sewer line or if a service person determines the sewer service line is not blocked and the blockage is in the sewer main, the City must be advised. City crews will first check the upstream and downstream manholes from the blockage to make a visual observation as to whether or not flows are normal. If a blockage in the sewer main is suspected, flushing and/or rodding will commence to remove the blockage, as soon as equipment and staff are available.
3. If a property owner or his agent determines a blockage is caused by a structural defect in the service line on the roadside of the property line, the City must be advised. The City will require written permission from the property owner or authorized representative to enter onto private property to investigate further and/or conduct a camera check of the sewer service. If it is determined that the blockage is not caused by a structural defect in the sewer service line on the City side of the property line, the property owner will be responsible for total costs incurred with a \$200.00 minimum charge of sewer camera work.
4. If a structural defect exists on the City side of the sewer service line, the City will arrange for appropriate remedial action.
5. City works crews are not authorized to determine or acknowledge fault and must provide written documentation of all communication and activities to the Director of Public Works in the form of a report.
6. The Director of Public Works will ensure all relevant correspondence and activity reports relating to the appropriate property are filed.
7. The Director of Public Works will ensure that all pertinent modifications and changes are updated on the relevant as-built drawings and service cards maintained by the City.