



THE CORPORATION OF THE  
CITY OF CRANBROOK

POLICY NO. 60-106

POLICY & PROCEDURES MANUAL

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

**DEPARTMENT:** Public Works

**POLICY STATEMENT**

To establish priorities, guidelines and responsibilities for maintenance of the Sanitary Sewer connections between private properties and the Sanitary Sewer main.

It is recognized that due to financial resources and budgetary constraints regular inspections of Sanitary Sewer Connections is not possible. The City will rely upon reports of observed defects by members of the public and City staff.

The City of Cranbrook recognizes that it is not possible to maintain all Sanitary Sewer Connections in perfect condition, but the objective is to ensure responsible management of public safety by ensuring all Sanitary Sewer Connections are maintained within the limits of assigned resources.

**POLICY APPROVAL**

APPROVED BY COUNCIL

Resolution No. 330-21

Procedure Created November 8, 2021

  
MAYOR

Amendment Date	Section Amended or Description of Amendment	Resolution Number
November 8, 2021	Procedure created, update for new Sanitary Sewer Source Control Bylaw No. 4064, 2021	330-21
March 6, 2017	Clean up policy wording in several sections	70-17
February 21, 2005	Policy created	066-05

RESCINDS Policy No. \_\_\_\_\_

RESCINDED by Policy No. \_\_\_\_\_



## PROCEDURE

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

**DEPARTMENT:** Public Works

### 1. POLICY STATEMENT

- 1.1 To establish priorities, guidelines and responsibilities for maintenance of the Sanitary Sewer connections between private properties and the Sanitary Sewer main.
- 1.2 It is recognized that due to financial resources and budgetary constraints regular inspections of Sanitary Sewer Connections is not possible. The City will rely upon reports of observed defects by members of the public and City staff.
- 1.3 The City of Cranbrook recognizes that it is not possible to maintain all Sanitary Sewer Connections in perfect condition, but the objective is to ensure responsible management of public safety by ensuring all Sanitary Sewer Connections are maintained within the limits of assigned resources.

### Procedure Approval

Approval Date: November 8, 2021

  
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Chief Administrative Officer

<u>Amendment Date</u>	<u>Section Amended or Description of Amendment</u>	<u>Resolution Number</u>
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## **2. DEFINITIONS**

Appurtenance	means the various accessories on the sewer system including, but not limited to, manholes and cleanouts.
Business Day	means Monday to Friday, excluding weekends and statutory holidays.
City Property	means property that is determined as City responsibility and that is located on the City's side of the property line.
Sag	means a low area in the pipeline grade that permits solids to impede normal flows.
Sanitary Sewer Main	means a sanitary sewer main line or pipe, including manholes and other appurtenances (other than a Service Connection and excluding any building sewer service) which carries sewage to the wastewater treatment system.
Sanitary Sewer Rates Bylaw	means "Sanitary Sewer Rates Bylaw No. 3945, 2018" as amended or as replaced from time to time both before and after the effective date of this policy.
Sanitary Sewer Service	means the section of sewer piping on private property from the property line to the building or structure it serves which is intended to receive only sewage.
Service Connection	means the City owned sewer pipe extending from the sewer main to the property line of the property being serviced or above to be serviced.
Structural Defect	means a collapsed, broken, or separated pipe that restricts the flow of the sewer. Also includes defects caused by: <ul style="list-style-type: none"> <li>• Sagging of the sanitary sewer service</li> <li>• A crumbling or broken manhole enabling infiltration; and</li> <li>• An improperly adjusted manhole lid enabling surface runoff inflow.</li> </ul>

## **3. AREA OF RESPONSIBILITY**

- 3.1 The property owner is responsible for maintaining adequate sewage flow to and through the Sanitary Sewer Service and Service Connection (from the building up to the Sanitary Sewer Main).
- 3.2 The property owner is responsible for the removal of roots from trees or bushes that interfere with the Sanitary Sewer Service and Service Connection. If the tree is located on private property, it is the responsibility of the property owner and the owner of the property on which the tree is located, to manage and pay for any repairs or tree removal. If the roots

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originate from a tree on City Property, the City will be responsible for resolving the issue by continually maintaining the roots, repairing the line and/or removing the tree.

- 3.3 If, during the investigation into the cause of a blockage, it is indicated that there is a Structural Defect on City Property, the City will be responsible for all costs associated with the repair of the Service Connection and Sanitary Sewer Main, and remediation of damages to the City Property. Remediation of damages on private property will not be completed by City.
- 3.4 If, during the investigation into the cause of a blockage, it is indicated that there is no Structural Defect on City Property, the property owner will be responsible for all costs associated with the repair of the Sanitary Sewer and Service Connection and remediation of damages to private property.

#### **4. MAINTENANCE GUIDELINES**

- 4.1 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 and/or wastewater is gushing into the building from the Sanitary Sewer Service.
- (a) 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 Sanitary Sewer Service and Service Connection.
  - (b) If water and/or wastewater is gushing into the building from the Sanitary Sewer Service, or if a service person determines the Sanitary Sewer Service and/or Service Connection is not blocked and the blockage is in the Sanitary 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 Sanitary Sewer Main is suspected, flushing and/or rodding will commence to remove the blockage, within one (1) Business Day. The City requests that property owners limit their use of the Sanitary Sewer while the maintenance is being completed.
- 4.2 If a property owner or their agent determines a blockage is caused by a Structural Defect in the Service Connection 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 Service Connection.
- (a) If it is determined that the blockage is not caused by a Structural Defect in the Service Connection on the City's side of the property line, the property owner will be responsible for the sewer camera fee in the City's Sanitary Sewer Rates Bylaw, and all labour (regular or overtime costs) and equipment charges associated with the clearing of the Service Connection to be able to complete the camera work. The minimum fee for sewer camera work is provided in the City's Sanitary Sewer Rates Bylaw.

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- (b) If it is determined that the Structural Defect exists on the City's side of the Service Connection, the City will arrange for appropriate remedial action. The City will be responsible for total costs incurred for the completion of the sewer camera work and repair of the Service Connection and/or Sanitary Sewer Main. Remediation of damages on private property will not be completed by the City.
- 4.3 If through public reports, or through observations during the course of other duties, City personnel become aware of sanitary sewer system problems, they must be reported to the Utilities Manager (or designate) who will arrange for inspection of the sanitary sewer works and assign any required remedial action.
- 4.4 City works crews are not authorized to determine or acknowledge fault and must provide written documentation of all communication and activities to the Utilities Manager (or designate).

**5. PROCEDURE RESPONSIBILITIES**

<b><u>Action By:</u></b>	<b><u>Action:</u></b>
Director of Public Works	Responsible for overall sanitary sewer connections maintenance and repairs.
Utilities Manager	<p>Arrange for inspection of the sanitary sewer works and assigns any remedial action required.</p> <p>Manages correspondence and activity reports relating to the appropriate property/location, and ensures they are properly filed.</p>
Utilities Foreman / Utility Operator	<p>Must provide written documentation of all communication and activities to the Utilities Manager, including copies of all camera work.</p> <p>Schedule maintenance of the sanitary system and all required repairs.</p>

**6. REVIEW REQUIREMENTS**

- 6.1 This procedure, and any forms, and checklists implemented under this procedure, will be reviewed every three (3) years.