

CITY OF WELLAND

POLICY

Policy Title: Broadway Avenue Sanitary Sewer Drainage Area Basement Flooding Prevention Program	
Date of Approval: March 25, 2008	Policy Number: SER-014-0007
Lead Role: Mgr., Engineering Services	Support Role: Building Department
Cross Reference:	Next Review Date:
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Policy Statement:

The City of Welland is offering a Grant Program to residents in the Broadway Avenue Sanitary Drainage Area. A total of 155 homes identified to be vulnerable to basement flooding due to possible sanitary sewer backups can benefit from this program. The grant provides funding for carrying out measures on private properties to protect homes from basement flooding and to reduce inflow and infiltration into sanitary sewers from sources on private property. A funding allocation to a maximum of \$3,000 is available for each home to assist the residents with the recommended improvements. The work completed will be between the homeowner and their contractor. The homeowner will be responsible for the on-going operation and maintenance of the devices.

In addition to improvements on private property, this program also includes inspection and repair of sanitary sewer laterals on both City and private property. Allowing inspection of the sanitary sewer lateral on private property and agreeing to allow necessary repairs to the sanitary lateral is a pre-requisite to obtain the grant for other improvements. Inspection of the sanitary sewer lateral will be completed by City staff or a contractor engaged directly by the City. Necessary repairs for the sanitary laterals will be completed by a contractor engaged directly by the City. Inspection and repairs to the sanitary lateral will be at no cost to the residents. Repairs to the sanitary lateral will not result in any reduction in the grant amount for other improvements.

Please read these Policies and Procedures including the Application Form carefully before making a formal application. It is imperative every homeowner seeking funding under the program understands the extent and requirements of the program thoroughly.

Please note: existing foundation drains/weeping tiles which are plugged or blocked may be a contributing factor to basement flooding, unrelated to sewage backup. If plugged drains/tiles are discovered upon excavation for disconnection, homeowner will be responsible to decide if repairs or new drains/tiles are necessary and will be responsible for the cost of such work.

Eligible Works:

Only the works listed below and those considered at the discretion of the City's Engineering Department are ELIGIBLE for submission for a Grant request.

Broadway Avenue Sanitary Sewer Drainage Area Basement Flooding Prevention Program
SER-014-0007

- 1) Installation of a suitably sized "normally open" backwater Valve (with clear cover and conforming to the Ontario Building Code (OBC)) inside the home to prevent sewage flows from backing up into the basement. One approved backwater valve for installation in a mainline sewer or building drain is manufactured by Mainline Backflow Products Inc. This particular company is based in Edmonton and can be contacted at toll free 1-877-734-8691. This company also has good information on their website at <http://www.backwatervalve.com/#>. The product is distributed locally by most plumbing supply companies.
- 2) Installation of a sump basin together with sump pump*, discharge piping*, electrical connections* (including Electrical Permit and Inspections, if necessary), and battery back-up power*. (*MATERIALS MUST BE CSA APPROVED)
- 3) Disconnection of pipe connections from the foundation drain / weeping tile to the sanitary drainage system which aggravates basement flooding. (Program pre-requisite)
- 4) Disconnection of downspouts to prevent direct or indirect discharge to the sanitary sewer, if so connected. (Program pre-requisite)
- 5) Sewer lateral / weeping tile connection tracing by camera or other means.
- 6) Installation of a clean-out if required. (Note: One should be present in each household).
- 7) Associated excavation, saw cutting, backfilling, and basement concrete floor re-instatement necessary for the installation of the program elements. Program will not include replacing interior finishes such as drywall, paint and finish flooring nor will it include exterior restoration such as landscaping, flowerbeds, seeding, sodding, trees, porches, decks, driveways, sidewalks, concrete, or asphalt re- instatement.

City sketch SK-08 shows typical sump pump installation. Mainline Products pages 1-5 show a typical backwater valve installation and provides information on advantages of the backwater valve, installation of the valve, testing of the valve and valve maintenance.

Grant Allocation:

The maximum funding allocation of up to \$3,000 is to assist homeowners with the installation of backwater valves and other specified equipment and work that are required for a proper installation. This includes a sump pump with battery backup and disconnection of the foundation drains from the sanitary drainage system. The upset value of \$3,000 is based on such programs in other municipalities in the Region and comparison with the Sewage Water Alleviation Program (SWAP) that is currently being offered all over the City of Welland to homeowners who have experienced basement flooding. Homes that already have benefited from grants offered through the SWAP program will not be eligible to benefit from any additional grants under this program. Any homes that already have benefited from grants under the SWAP program will, however, be eligible to benefit from sanitary lateral inspection and lateral repairs under this program.

Broadway Avenue Sanitary Sewer Drainage Area Basement Flooding Prevention Program
SER-014-0007

Procedures:

- 1) Obtain an application package at the Engineering Counter which is located at the second floor.
- 2) Contact Engineering Department - Special Projects Engineer, who is the Coordinator for this program, at (905) 735-1700 Ext. 2138. The project coordinator will discuss the program with you and arrange for an inspection of the sanitary sewer lateral to your house by City staff or a contractor engaged by the City.
- 3) Once the lateral inspection is completed, the Project Coordinator will contact you again to let you know about the results and the suggested repairs. Agreeing to allow necessary repairs to the sewer lateral on private property is a pre-requisite to getting the grant amount for other works. Timing of the sewer lateral repairs will depend on the nature of other works that will need to be completed under the grant program and will thus be determined once all the necessary inspections are completed.
- 4) After the sanitary sewer lateral is inspected and an agreement is made to carry out the suggested repairs at an appropriate time as determined by City staff, the Application Form must be completed and submitted. At that point, the Project Co-Coordinator will arrange a satisfactory time with you to view your property for a pre-work site inspection, if necessary.
- 5) At the pre-work site inspection, City representatives will review the general installation with you and given the characteristics of your home and property will advise you of what work is eligible for funding under this Program. There may be a video inspection provided by the City. This information will be indicated on the Application Form, and a copy will be left in your possession. The form will list the eligible works for the Contractor's use to help itemize costs.
- 6) You will then need to obtain and submit two (2) written quotations for the eligible works from two (2) Contractors you are prepared to hire. It is your responsibility to find suitable Contractors as is usual with any work on private property. Only works identified in the pre-work inspection will be eligible, the Contractor must not quote on restoration items not covered in the program. Two (2) completed quotes from two (2) different Contractors MUST be submitted to the Project Co-Coordinator for review.
- 7) The Project Co-Coordinator will then discuss the options available with you, e.g. to have the work done by a Contractor (lowest quotation submitted), or by yourself, or by a Contractor and yourself working together. If you intend on working with a Contractor to reduce costs, the Contractor must price the complete job as if you are employed by the Contractor. The program will only provide funds based on the lowest quotation submitted. If you prefer the Contractor with the higher quotation, you will be required to fund the difference.
- 8) Once you and the Project Co-Coordinator have established the most acceptable approach and costs, permission will be given to proceed with the eligible works, but only after the appropriate Plumbing Permit has been issued. The Contractor hired to complete the work will be responsible for obtaining and paying for the required Plumbing Permit. Cost of obtaining the Plumbing Permit will be a part of the quotation provided by the Contractor.

Broadway Avenue Sanitary Sewer Drainage Area Basement Flooding Prevention Program
SER-014-0007

- 9) The Municipality will not supervise or be responsible for the work other than to inspect the plumbing and related works to ensure that they are installed in accordance with the Building Code. You will oversee the work as is usual when private residence work is carried out, and are ultimately responsible for its satisfactory completion. The Project Co-Coordinator and Building/Plumbing Inspectors will be available for consultation on technical concerns; however remember you will be hiring the Contractor who will be working for you as owner of the property and the building.
- 10) **REQUIRED INSPECTIONS** - Pre-work, backwater valve, weeping tile disconnection, sump pump connection, and a final inspection of all the works completed. It is your or your Contractor's responsibility to schedule the required inspections with the City well in advance of the intention to backfill or cover the works completed.
- 11) To conform to City By-laws, a Master Plumber licensed by the City of Welland is required to take responsibility for the installation of a backwater valve, unless the work is actually performed by the homeowner. A Master Plumber can serve as the prime Contractor for the work and can sub-contract other works such as excavation and sump pump installation, or an excavation/other type of Contractor can serve as the prime Contractor and can subcontract the backwater valve work to a Master Plumber.
- 12) Once all of the Program work has been done and you are content that your Contractor has completed everything to your satisfaction, you must submit the completed Application Form along with all other relevant documentation (original quotations, bills and invoices) to the Project Co-Coordinator. Please note that you **MUST** sign the release portion of the Application Form before your Grant will be processed, so please ensure you read it carefully in advance of proceeding with the program.
- 13) This information will be reviewed to ensure that only costs associated with the eligible works are funded. A Grant will then be issued to you in the form of payment for all costs deemed eligible to a maximum of \$3,000 per home. All efforts will be made to evaluate these forms and issue cheques in a timely manner. You will then pay the Contractor by signing over the cheque. The cheque will be made out to both you and the Contractor.
- 14) If the cost of work exceeds the maximum allotted funding of \$3,000, you will be responsible to fund the amount in excess of \$3,000.

BACKWATER VALVE MAINTENANCE AND INSPECTION: You, as owner, are responsible for preventative maintenance including regular inspection to ensure proper operation and maintenance for the backwater valve and sump pump. Please refer to manufacturer's recommendations. Regular inspection of the backwater valve is facilitated with a clear cover.

Terms and Conditions:

Allowing inspection of the sanitary sewer lateral on private property and allowing necessary repairs to the lateral at an appropriate time are pre-requisites for obtaining the grant for other works under the program.

Broadway Avenue Sanitary Sewer Drainage Area Basement Flooding Prevention Program
SER-014-0007

A Grant shall not exceed \$3,000 per house. A Grant will only be awarded for the amount outlined on the Application Form submitted and the documentation such as bills for Contractor's work, labour and materials used to complete the eligible works. Two (2) Contractor quotations will form the basis of evaluation even if the work is to be carried out by the Homeowner.

Both the disconnection of foundation drains with sump discharge to surface (if required) AND the installation of backwater valve MUST be completed before the Grant is released. The Application does not necessarily have to cover both works since one or the other items may have been previously installed, or may not be required.

Downspouts must also be disconnected from below ground discharge as appropriate to the individual situation.

THE WORK WILL PROVIDE A DEGREE OF PROTECTION TO THE HOMEOWNER, HOWEVER THERE ARE NO GUARANTEES THAT BASEMENT FLOODING WILL NEVER OCCUR. HOMEOWNERS SHOULD REFRAIN FROM USING WATER AND PLUMBING FIXTURES DURING SEVERE RAINSTORMS SINCE THESE FLOWS MAY NOT BE ABLE TO ENTER THE SANITARY SEWER AND MAY BACK UP IN THE BASEMENT THROUGH FLOOR DRAIN, SHOWER AND OTHER LOW ELEVATION OPENINGS. THE MAINLINE FULLPORT BACKWATER VALVE IS AVAILABLE WITH A CLEAR COVER WHICH MAY BE USED TO INSPECT SEWER DRAIN PERFORMANCE DURING SUCH RAINSTORMS.

Summary of Process:

- Obtain an application package
- Preliminary contact with the Project Coordinator
- CCTV inspection of the sanitary lateral by City staff or a Contractor
- Sign agreement to allow the Contractor to carry out the necessary repairs to the sanitary lateral at an appropriate time determined by City staff
- Application submitted for the grant program
- Pre-work inspection with City
- Review Application/inspection report
- Contact prospective Contractors
- Obtain and submit two (2) quotations on eligible works
- Select approach and agree on cost
- Receive permission to proceed under Program
- Obtain Plumbing Permit (to be obtained by plumbing contractor)
- Begin work
- Schedule inspections with City (Building Department)
- Complete work
- Submit documentation for Grant processing
- Grant awarded to Homeowner
- Payment to Contractor by Homeowner
- Maintain equipment (responsibility of Homeowner)

Broadway Avenue Sanitary Sewer Drainage Area Basement Flooding Prevention Program
SER-014-0007

Contacts:

For further information, please contact any one of the following people at City Hall during regular business hours (8:30 am - 4:30 pm) at 905-735-1700:

- Project Coordinator - Extension 2138
- Building/Plumbing Inspectors - Extension 2251 or 2257 (for inspections 24-48 hours notice is required)

Work Completed Prior to Program:

In some cases Homeowners may have completed the installation of an approved backwater valve or other work prior to implementation of this Program. Any such work will not be considered under this program. The City's SWAP program is available and retroactive to July 31, 2004 which could be explored to receive funding on previous works in such cases.

Documentation must be supplied by the Homeowner and sufficient inspections performed to satisfy the City that the required work has been completed satisfactorily and reasonable costs were incurred. Homeowners will be asked to complete a SWAP application form, and the process will proceed as closely as is possible in accordance with procedures established for work that has not already been completed. If a required sump pump has not been installed or if the weeping tile has not been disconnected from the sanitary draining piping, such work must be done and inspected to qualify for any funding under the SWAP Program.

This program could not be combined with the SWAP program under any circumstances. Residents can choose to take advantage of either this program and complete the necessary works or take advantage of the SWAP program for works already completed as the SWAP program is retroactive to July 31, 2004