



Village of St. Pierre-Jolys

Sewer Policy 2019-2

Resolution #2019-106

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## Schedule "A"– Utility Charges

<b>1. Permit Application Fee (Section 1.2)</b>	<b>\$25.00</b>
<b>2. Utility Contractor Licence Fee (Section 1.1 e)</b>	<b>\$100.00</b>
<b>3. Utility Contractor Retainer Fee (Section 1.2 d)</b>	<b>\$500.00</b>
<b>4. Connection Charges</b> <b>    Sewer (Section 1.10 c)</b>	<b>\$350.00</b>
<b>5. Capital Lot Contribution Fee(Section 1.10 c)</b>	<b>\$4500.00</b>
<b>6. Fines (Section 1.10)</b>	
<b>Connection without permit (Section 1.10 d)</b>	<b>\$500.00</b>
<b>Closing up line before inspection (Section 1.10 f)</b>	<b>\$500.00</b>
<b>Delay penalty (1.21.2)</b>	<b>\$50.00</b>
<b>1. Sewer Disconnections (Section 1.12/1.13)</b> <b>    with inspection before closing up</b>	<b>\$500.00</b>
<b>2. Inspections to be done after regular working</b> <b>    Hours including wknds/holidays (Section 1.11)</b>	<b>\$75.00/hr. (min 3 hrs)</b>
<b>    Re-inspection during regular working hours (Section ___)</b>	<b>\$75.00/hr</b>



### 1.1 Licensing of sewer contractors

- a) All sewer contractors wishing to perform work on the Village infrastructure will require a municipal license.
- b) The license application will request the following information:
  - i. Minimum \$2 million liability insurance, including the Village of St. Pierre-Jolys additional insured. Amount subject to change depending on size of project;
  - ii. Contractors must be in good standing with Worker's Compensation Board (WCB) and be compliant with all Workplace Health and Safety regulations;
  - iii. Copy of WCB report showing contractor's good standing must be submitted;
  - iv. Contractors are to provide trade references, if required by the Village.
- c) Once all required information is provided and accepted by the Village by the Village, a license to work on the Village's sewer infrastructure will be provided.
- d) The license expires on December 31 of every year and must be renewed by the contractor at the Village office and will be subject to an interview process between the contractor and the Utility committee to provide the contractor with updates on policy and standards.
- e) License fee is set at \$100 per annum.
- f) If the license is expired, the contractor shall not be permitted to operate in the municipality until here news his license.

### 1.2 Permits and access

- a) Sewer contractors will be required to obtain permits Schedule "C" from the Village of St. Pierre-Jolys for a fee of \$25.
- b) All permitted work undertaken by contractors must be inspected by Village Public Works personnel.
- c) A retainer fee of \$500 will be required by contractor to insure these inspections are done. Contractor will get his money back once inspection is done and no issues arise from the inspection. Retainer fees are required for new installations only.
- d) The municipality will be issuing permits for:
  - i. Inspections of the sewer
  - ii. Cuts involving sod, gravel, asphalt, chip seal, concrete with replacement to original condition with 1 year warranty for settlement.
  - iii. Installation of new infrastructure within new development

### 1.3 Material Standards for underground utility works

The Village has adopted Section 8.8 of the "Ten States Standards", Separation Distances from contamination sources

Sewer connection lines (from main to the house) shall be solid wall PVC sewer pipe or approved equal.

**All connections shall be done using Denso tape over hardware.**

Bolts and fasteners and T-Bar clamps shall be stainless steel.

Low pressure sewer fittings shall be brass.

Sewer service connections in new development shall be installed with use of a tee in sewer main rather than bolts on saddle.

Trenches – Sewer mains shall not be in the same trench as per the "Ten States Standards Section 8.8. Separation Distances from Contamination Sources." <http://10statesstandards.com/>

Fire Hydrants – shall only be allowed to be installed on a minimum of 6-inch lines.

Low Pressure Sewer systems – Main sewer lines shall be engineered and sizes are determined as such. As a guideline however, gravity sewer mains not less than 200 mm (8 inches).

## **1.4 Testing of Services**

### **1.4.1 Sewer lines:**

- Shall be inspected with cameras.
- A copy of the video of the camera inspection shall be provided to the municipality that shows measurements on video tape.
- A proper sized mandrill shall be pulled through each sewer line to ensure trueness, with allowable dip to be determined by an engineer/utility consultant.
- If a holding tank is to be connected to Village low pressure system, chopper and grinder pumps shall not be allowed.

### **1.5 New developments – sewer**

- 1) All underground services regarding sewer shall be approved by the Village
- 2) All drawings for sewer main sizing and grades/slope will be provided by the developer for approval by the Village
- 3) Inspections of new developments will be required to confirm that standards of the development agreement have been met.
- 4) The Village will require as-built drawings on completed and inspected works prior to commencement of the 1 year warranty period.
- 5) Sewer mainlines and/or an extension thereof shall be approved by the province.

### **1.6 Methods for sewer installation**

- a) All sewer mains must have a minimum bury of 2.44 meters.
- b) All sewer must be bedded and covered with fill sand (approximately 6 inches of sand on top of pipe with no stones of any size) with a maximum 2 inch compacted sand on virgin soil under the sewer line.
- c) All road crossings will be bored, cored or augured. If this method is not possible, open cut may be used and backfilled with 6 feet of sand and compacted granular fill, approved by the Village.

### **1.7 Hiring of contactors for various utility works**

- 1) For routine sewer breaks, the Village retains the right to hire the licensed contractor of choice based on availability, due to the urgency of the situation. No tendering will be undertaken.
- 2) Service line connection – When mainlines already exists in front of the property, upon the payment of the connection fee, the Village will allow job to proceed under Village supervision.
- 3) Capital extension – When mainlines do not exist in an area, upon the payment of the connection fee and negotiated agreement between the customer and the Village, the Village will oversee the job.
- 4) Refer to tendering policy for the tendering process.

### **1.8 Discrepancy or doubts on standards**

In the event of any discrepancy or doubts on standards, the Village should seek the following website for information. <http://10statesstandards.com/>

### **1.9 Excavated soil from utility projects**

The ownership of the excavated soil from various utility projects is confirmed as follows:

- Sewer break repair project – The contactor will be deemed to be the owner of the removed fill (water-filled soupy fill) from all sewer break repairs, who in return will use dry fill that may or may not have come from a previous project. The contactor undertaking the repair is responsible in the maintenance of the repair area for one calendar year, unless detailed in the estimate/scope of work.

- Sewer main line extension or new connection project – The Village (utility) is deemed to be the owner of the removed fill by default from all sewer extension projects. The Public Works Foreman will have the authority to decide whether the fill is required by the Village or to have it given to the contractor. The contractor undertaking the repair is responsible in the maintenance of the repair area for one calendar year, unless detailed in the estimate/scope of work.

#### **1.10 Connection Procedure**

- a) A contractor must first obtain sewer connection permit in writing before making any connection
- b) No person shall connect to the Village sewer lines without first getting a permit
- c) Connection permit fee is \$350 for each connection and Capital Lot Contribution Fee of \$4500 if applicable.
- d) Any person who connects to village sewer lines without first getting a permit from the Village will be fined \$500.
- e) After filing a connection permit, the contractor must contact the Village office and Public Works employee to setup the connection. A Public Works employee must be onsite to inspect and sign the sewer connection application.
- f) If contractor doesn't contact the Public Works employee, he/she will be fined to the amount of \$500.
- g) Only people that have a valid license from the Village are allowed to make connections to the municipal sewer line system.
- h) Contractor shall leave the area in its original state once connection or repair works are completed. (must replace either concrete or asphalt with 1 year warranty on settlement)

#### **1.11 Inspection of Connections**

All sewer connections to the sewage system within the street right-of-way or on private property shall be inspected and approved by the Village before backfilling.

The contractor must notify the Village in the morning for inspections required in the afternoon or in the afternoon of the previous day for inspections required in the morning. For inspections after regular working hours including weekend and holidays, an additional fee will be \$75.00 per hour for a minimum of 3 hours.

The following conditions will apply to inspections:

- 1) No sewer connection constructed to the common sewer shall be backfilled until it has been inspected and deemed satisfactory to the Village.
- 2) Every deficiency noted shall be remedied by the contractor and thereafter be re-inspected before backfilling may be commenced.
- 3) Where repairs to a sewer connection have required excavation or where an existing sewer connection is required to be cut off and abandoned, no backfilling of the excavation shall be commenced until it has been inspected and deemed satisfactory to the Village.

#### **1.12 Sewer Disconnections**

An owner or agent when taking out a permit to demolish or move a building shall first have the sewer blocked as per Section 1.13 or shall make a deposit as listed in Schedule "A" if the connection is to be re-used as outlined in Section 1.15. If such connection is not re-used within 18 months it shall be blocked by the owner. The deposit shall be returned to the owner when

the sewer connection is subsequently re-used or disconnected by the owner to the satisfaction of the Village.

If the owner fails to comply with this requirement, the Village shall have the right to undertake the work and the cost shall be deducted from the deposit or added to the taxes and collected in the same manner as ordinary municipal taxes if the deposit does not cover the total cost.

**1.13 Abandoned Sewer Connection to be Blocked**

When a sewer connection is abandoned, the owner or his agent shall effectively block the connection to the satisfaction of the Village at a point within three (3) feet of the common sewer or specified by the Village.

**1.14 Damage of Sewers**

No person shall damage a sewer or accessory or appurtenance thereto or any equipment used in conjunction therewith.

**1.15 Re-use of Sewer Connections**

No person shall re-use an existing sewer connection until he has completed an Application for Sewer Connection and paid the appropriate fee.

Sewer connections shall not be re-used unless the owner, at his own expense, can demonstrate to the satisfaction of the Village that the sewer connection is structurally sound and conforms in all respects to the requirements of a new connection.

**1.16 Town may make Sewer Connections and Repairs and Charge to Taxes**

If a person, having been duly required to connect any premise with a common sewer or to make any repairs, reconstruction or replacement thereof or in connection therewith, neglects or refuses so to do, the Village may make such connection or do such repairs, reconstruction or replacement. The cost thereof when certified by the Village, if not paid, shall be added to the taxes on the said property and collected as other municipal taxes of the Town.

**1.17 Paying sewer connection fees**

Sewer connection fees shall be paid when the developer applies for a building permit.

**1.18 Service Line Repairs**

All issues of sewer line and sewer service are to be reported to the Village immediately. The Village Public Works Foreman will attend to the matter and determine that best course of action to remedy the matter.

So as not to confuse a breakage with a blockage in a sewer line, property owners are encouraged to familiarize themselves with the protocol set out below.

See drawing as to who's responsibility broken or plugged lines belong to.

In the event that a property owner's sewer line backs up, the property owner must first contact the Village to report the back up. The Public Works Foreman will then determine if the main sewer line is flowing.

If, in the opinion of the Public Works Foreman, the main sewer line is clear, the property owner will be provided the following two options:

Option 1: The property owner may contact who they wish, to come and clear their line and the property owner will be responsible for any cost.

Option 2: If the property owner believes that there is a frozen line, collapsed line or a breakage, they can provide authorization, in writing, for the Public Works Foreman to contact a plumbing service with suitable equipment to assess the situation, which may involve taking pictures of the sewer line with the camera.

The camera is the most accurate way to determine the location of and the issue.

In the event that the property owner chooses Option 2, and the breakage, frozen line or collapsed line is determined to be on their property, the property owner will be responsible for all costs. If the breakage, frozen line or collapsed line is determined to be on the Village property then the Village will be responsible for all costs.

If the line is found to be clogged from the home to the main line, for any reason, the property owner will be responsible for all costs of cleaning the line. The property owner will be responsible in repairing any sewer service lines (clogs, frozen lines, roots, broken lines) from the home to the main line.

## **1.19 Control of Discharge to Sewers**

### **Restricted Materials Entering System**

No person shall discharge or cause to be discharged into any sewer in the Village any wastewater which has characteristics as follows:

- 1) B.O.D. concentration greater than 300 mg/L, S.S.  
Concentration greater than 350 mg/L, or grease  
Concentration greater than 150 mg/L as determined on a 24 hour proportioned basis.
- 2) Temperature greater than 65 degrees Celsius.
- 3) pH lower than 5.5 or greater than 9.0
  
- 4) Metals concentration greater than
  - i. 50.0 mg/L for aluminum
  - ii. 2.0 mg/L for cadmium
  - iii. 15.0 mg/L for chromium (total)
  - iv. 5.0 mg/L for chromium (hexavalent)
  - v. 5.0 mg/L for copper
  - vi. 2.0 mg/L for lead
  - vii. 0.1 mg/L for mercury
  - viii. 5.0 mg/L for nickel
  - ix. 5.0 mg/L for zinc
- 5) Total sulphide greater than 10.0 mg/L.
- 6) Free cyanide greater than 2.0 mg/L or total cyanide greater than 10.0 mg/L.
- 7) Containing any solids which will not pass a 6.0 mm screen.
- 8) Any viscid liquid.
- 9) Containing gasoline, benzene, naphtha, fuel oil or flammable or explosive liquid, solid or gas.
- 10) Any garbage other than properly shredded garbage from a garbage disposal unit operated by motor or motors having a combined rating not greater than 0.40 KW.
- 11) Containing toxic, carcinogenic or poisonous substances or substances which combined with other waste may cause toxic, flammable, explosive or poisonous substances to be liberated.



- 12) Containing any noxious or malodorous substances capable of creating a public nuisance.
- 13) Containing atomic or radio-active materials except as may be permitted under the Atomic Energy Control Act (Canada).
- 14) Containing substances which may interfere with the operation of the sewer system, treatment and disposal processes operated by the Town.
- 15) Any dangerous or hazardous waste.
- 16) Any material or substance prohibited by the Village.

## **1.20 Grease and Sand Traps**

- 1) Grease traps acceptable to the Village shall be installed by the owner in all waste pipes from kitchen sinks or dishwashers in hotels, restaurants and institutional buildings except where, in the opinion of the Village they are not necessary.
- 2) A grease and sand trap shall be provided by the owner on the waste outlet from all mechanical service garages, motor vehicle wash floors or similar establishments and industrial discharges except where in the opinion of the Village they are not necessary.
- 3) Such traps shall be in accordance with the following specifications:
  - i. a trap shall be so designed that it will not become air bound;
  - ii. a trap shall be so located as to be readily accessible for cleaning;
  - iii. a grease trap shall be of sufficient capacity to intercept all grease, gasoline or oil likely to flow into it under peak flow conditions;
  - iv. the grit trap for motor vehicle wash floors shall have a capacity sufficient to retain sand or grit during any 10 hour period but in no case shall it be less than 1.2 meters long, 0.75 meters wide and 0.6 meters deep measured from the floor of the trap to the invert of the overflow.
  - v. Every grease and sand trap shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature and shall be of substantial construction, water tight and equipped with easily removable covers which when bolted in place shall be gas tight and water tight.
- 4) All grease and sand traps shall be maintained by the owner, at the owner's expense, in continuously efficient operation at all times. The owner of any such trap is required to maintain records for the preceding twelve (12) month period. The Village shall have the right to enter upon the premises at any time to inspect the operation of grease and sand traps.

## **1.21 Enforcement – Penalties and Appeals**

### **1.21.1 Costs**

Where any person discharges any liquid, solid or gaseous matter into the sewage system, which, in the opinion of the Village, interferes with the operation of the sewage system and results in damages, and upon failure of such person to remedy the condition, the Village may undertake such remedial work as deemed necessary and may charge the cost of the work and/or damages to such person. Where there is a default in payment, the Village may recover such costs as otherwise provided for by the policy.

### **1.21.2 Offenses and Penalties**

Any person who:

- 1) Hinders or interrupts, or causes or procures to be hindered or interrupted the Village or its servants, agents, contractors, workmen or any of them, in the exercise of the powers and authorities granted herein as to the sewage system or any part thereof; or
- 2) destroys, damages or interferes with the operation of any part of the sewage system or introduces into the sewage system anything or matter that causes, or is likely to cause, damage thereto; or
- 3) contravenes or disobeys, or refuses or neglects to obey any provision of this policy for which no other penalty is herein provided;

is guilty of an offense and is liable on summary conviction to a fine not exceeding \$50.00 for each day that the infraction occurs or in the case of an individual to imprisonment for a term not exceeding 30days or to both such a fine and such imprisonment; and is also liable to an action at law, at the suit of the Village to make good any damage done by such person.

### **1.21.3 Appeals**

Any person who is aggrieved by the requirements of this policy may file an appeal with the Village office, subject to the payment of the appropriate fee as listed in Schedule "A" which appeal shall be heard by Village Council whose decision on the matter shall be final and binding.