

THE CORPORATION OF THE TOWN OF PERTH

BY-LAW NO. 4824

A By-law to adopt the Sump Pump and Roof Drain Disconnection Program Policy

Recitals:

1. The Council of the Town of Perth has reviewed Report 2019-COW-9.8, and concurs with the staff recommendation to establish a Sump Pump and Roof Drain Disconnection Program Policy.
2. The Council of the Corporation of the Town of Perth deems it advisable to pass this By-law.

Accordingly, the Council of The Corporation of the Town of Perth enacts as follows:


1. AUTHORIZATION

- 1.1 That the Sump Pump and Roof Drain Disconnection Program Policy, attached as Schedule "A" and forming part of the By-law, is hereby approved.


2. EFFECTIVE DATE:

- 2.1. This By-law shall come into force and effect on the date it is passed by Council.

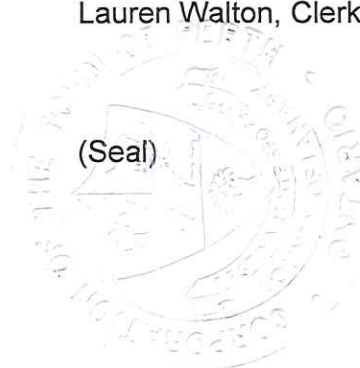
Read a first, second and third time and finally passed this 24 day of September, 2019.



John Fenik, Mayor



Lauren Walton, Clerk



Town of Perth			
Sump Pump and Roof Drain Disconnection Program Policy		Effective:	September 24, 2019
		Replaces:	By-law No. 20xx-xxxx
Issued by:	Director of Environmental Services	Approval:	By-law No. 20xx-xxxx
Applicable Policy and Legislation	Sewer Use By-law Ontario Building Code <i>Ontario Municipal Act</i>		

To be a sustainable Community that respects both its Heritage and Natural Environment, while enabling a balanced lifestyle by means of a vibrant economy.

1. PURPOSE

To remove non-sewage forms of water being discharged into the municipal sanitary sewer system for treatment including but not limited to non-contact cooling water, sump pump discharges, foundation drains, and roof drainage.

2. SCOPE

This Policy will include residential living units in areas formerly known as Carsonview and Scottsdale subdivisions.

3. RESPONSIBILITY

It is the responsibility of the Director of Environmental Services to ensure compliance with this Policy.

4. DEFINITIONS

- 4.1. **“Council”** shall mean the individuals elected to sit on Town Council, the role of which is to develop and evaluate the policies and programs of the municipality.
- 4.2. **“Town”** shall mean The Corporation of the Town of Perth.
- 4.3. **“Treasurer”** shall mean the individual who is responsible for handling all of the financial affairs of the municipality.
- 4.4. **“Sump Pump”** shall mean any mechanical, electrical, or water-powered device used to elevate static water to be deposited into a piping network or onto the ground
- 4.5. **“Roof Drain”** shall mean any network that conveys water from a rooftop to the ground or into conveyance piping
- 4.6. **“Inflow”** shall mean any direct connection that conveys water or sewage directly into a piping network being either approved or unapproved.
- 4.7. **“Reimbursement”** shall mean financial compensation made to a homeowner from the municipality for works completed to the satisfaction of the homeowner.

5. INTENT OF POLICY

This Policy is established to remove non-sewage water from the sanitary sewer system to:

- 1. Protect treatment capacity at the Perth Wastewater Treatment Facility;
- 2. Reduce capital and operating costs for conveying rainwater or groundwater; and,
- 3. To recharge natural groundwater levels.

This Policy will also conform to the Municipal Sewer Use By-law.

6. FUNDING

The financial basis of this Policy is limited to two (2) catchment areas and the timing

limitation of the Small Communities Fund specifically awarded to the municipality for this project. If the program expands beyond December 2020, the funding will be borne by the municipality entirely without federal or provincial contribution.

The funding model is to compensate property owners to either 50% or the maximum financial limit of actual costs for labour and materials required to segregate non-sewage water from the Sanitary Sewer System. The funding limitations shall conform to the following:

Item	Maximum % of Eligible Costs	Maximum Assistance
Capping of Foundation Drain	100%	\$1500
Redirection of Sump Pump Discharge	100%	\$5000
Rain barrel/gutter solutions	100%	\$200
Maximum Assistance Available per home		\$6700

All financial submissions shall be made with prior approval by the municipality, on the supplied template for expenditures, and include copies of paid invoices.

7. POLICY REQUIREMENTS

- 7.1. All modifications to the existing piping/plumbing require an existing assessment by the municipality to verify applicability of the proposed works.
- 7.2. All piping and building modifications shall conform to the Ontario Building Code and corresponding inspections to verify workmanship.
- 7.3. The Treasurer of the Town is responsible for ensuring that sufficient information related to compensation to contractors or property owners for work completed to meet legislative guidelines and Generally Accepted Accounting Principles for Municipalities.
- 7.4. All proposed works shall not adversely affect existing municipal infrastructure, public lands and networks, or other private property.

8. SEVERABILITY

If a court or tribunal of competent jurisdiction declares any portion of this Policy to be illegal or unenforceable, that portion of this Policy will be considered to be severed from the balance of the Policy, which will continue to operate in full force.

9. REVIEW PERIOD

This Policy shall be reviewed at the completion of the program.



Sump Pump and Roof Drain Program Application

What is the Sump Pump and Roof Drain Plumbing Program?

The Sump Pump and Roof Drain Preventative Program is a financial assistance program approved by Municipal Council on September 24, 2019 to provide financial assistance for eligible works on the home to reduce the amount of storm or groundwater that the home introduces into the sanitary sewer system.

Is the program for me?

Check the eligibility criteria on the next page of the document.

What types of work are included?

There are three main items that are included in this program:

1. Capping of a foundation drain connection to the sanitary sewer lateral
2. Redirecting a sump pump discharge away from the sanitary sewer
3. Rain Barrel or other gutter drain solutions possible on your property

Check out the back of this page for more details on these items and the available rebates.

How does it work?

In summary, the program works like this:

1. *You enroll in the program by submitting the Program Application Form. The Program Manager will contact you and set up an appointment to visit your home and give you more details.*
2. *Obtain quotes from qualified and licensed contractors for the eligible work, select a contractor, and complete the works. All work requires appropriate plumbing and building permits as per the Ontario Building Code.*
3. *Schedule a follow-up visit by the Program Manager immediately following payment to the contractor.*
4. *Following a favourable inspection by the Program Manager and a complete submission package, the Program Manager will then arrange to have the reimbursement made to the building owner.*

The Program Manager will provide you with the finer details on the first visit to your home.

Where do I get more information?

For more detailed information on the Program, take a look at the Program Guide. or call Perth Town Hall at **(613) 267-3311 ext 2234**.

By Mail:	By Email:
Sump Pump and Roof Drain Program Corporation of the Town of Perth 80 Gore St East Perth K7H 1H9	utilities@perth.ca

What are the Eligibility Criteria?

Eligibility is based on the following criteria:

- The home must be located within the Town of Perth, within the area identified by the subsidy program:
 - Carsonview Subdivision (Morgan, Tysick, Hughes, Jessie and South)
 - Scottsdale Subdivision (Robert, Drummond, Scott, and Ridgeview)
- The home is a single family detached, semi-detached, row house, duplex or triplex.
- The applicant is the owner of the home.
- Work must be completed by qualified contractors using appropriate Building Permits, and inspected by a Town of Perth representative.
- Contractor(s) must use materials or fittings approved by the Ontario Building Code.
- Each owner shall acquire necessary Permit(s) for the completion of the eligible work. Fees will be waived.
- At the completion of the program, to be eligible for any rebates, the home's downspouts and foundation drainage must be fully compliant with Town Bylaw 4824, which states that:
 - no storm run-off,
 - water derived from the drainage of lands or roofs,
 - water used for cooling purposes,
 - or footing tile drainage is to be directed to the sanitary sewers.
- Invoice(s) must be originals and show a detailed breakdown of all charges to indicate:
 - those items that qualify for rebate and those that do not,
 - total amount paid,
 - and clearly marked PAID IN FULL by the contractor(s).
- Work must be completed in the calendar year for which the application was made.
- Funding for eligible work is subject to available budget, first come, first served.
- Any single home is eligible for program enrolment once.

What are the details about the Financial Assistance amounts?

Item	Maximum % of Eligible Costs	Maximum Assistance
Capping of Foundation Drain	100%	\$1500
Redirection of Sump Pump Discharge	100%	\$5000
Rain barrel/gutter solutions	100%	\$200
Maximum Assistance Available per home		\$6700

NOTES:

1. Each element of the program has prescribed items that are considered eligible (i.e. ALL costs associated with the work may not be covered). In general terms, costs that are ineligible are those generally associated with repairs or improvements that fail to support the intent of program fundamentals. The % of the eligible costs refers to the percentage of cost of the work that will be eligible for financial assistance.
2. The maximum assistance is the maximum dollar value that will be eligible for financial assistance for the specific item and for the home in total

Notice of Collection of Personal Information under the Municipal Freedom of Information and Protection Act (MFIPPA) Personal Information on this application is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, and will be used by the Corporation of the Town of Perth as part of the administration and assessment of the Sump Pump and Roof Drain Preventative Program.

SUMP PUMP ROOF DRAIN PROGRAM APPLICATION FORM

Application Form – to be submitted and approved before starting eligible work			
Applicant Information (Owner of Building)			
Name:			
Mailing Address: <small>Address, Town, Postal Code</small>			
Telephone #:		Email:	
Tick one box for preferred method of communication. Mail: <input type="checkbox"/> Email: <input type="checkbox"/> Telephone: <input type="checkbox"/>			
State details:			
Building Details (on which eligible work will be done)			
Building Address:			Unit #:
Perth Billing Account Info	Account #:		No. of Units in Building:
	Account Holder's Name:		
If you are applying to this Program for another building, indicate the address:		To your knowledge, has this address previously experienced a sewage backup?	Yes / No <small>Circle One</small>
Eligible Works (types of work eligible for financial assistance*)			
1. Capping of foundation drain connection		2 Disconnection of existing sump pump from sanitary sewer	
3. Roof Drain Solution(s)			
<small>* See Program Guide for more details on eligible works and eligible costs.</small>			
Authorization			
I am the Owner of the above Building and Property and have the authority to execute this Application. I have read, understood and agreed to the attached Terms and Conditions.			
Authorized Signature:			Date:

For Office Use Only				File No.								
Attempted Communications Log				Initial Findings Summary								
Date	Mail	Email	Tel	Existing Conditions (Visual)			Potential Eligible Works		Y	N		
				Sumps & Sump Pumps			N	Y	#	Possibly eligible (1) backflow?		
				Existing Sump(s)?						Possibly eligible (2)		
				Existing Pump(s)?						Possibly eligible (3) capping?		
				Suspected discharge to sanitary?					-	Possibly eligible (4)		
				Backflow Prevention			N	Y	#	Comments:		
				Is there an existing backflow								
Initial Assessment (Visit #1)				Other			N	Y	#	Outcome:	Y	N
Date:				Are there external downspouts?						Notification to proceed granted		
Time:				Any suspect illegal downspouts?						Date:		

Scheduled in Calendar (tick)		Is there an accessible cleanout?		Notification of ineligibility sent	
Meeting Held? (tick)		Basement finishing (% finished)	%	Date:	
Notes:				Signature:	
				Date:	

SUMP PUMP ROOF DRAIN PROGRAM REIMBURSEMENT SUBMISSION FORM

Submission Form – To be submitted and authorized after completing eligible work		
Submissions made to:		
Grant Machan - Director of Environmental Services Town of Perth 80 Gore St. East Perth, Ontario K7H 1H9 Phone: 613-267-3311 ext. 2233 Fax: 613-267-5635 Email: gmachan@perth.ca		
Completion Payment Details (Attach Original Paid Invoices)		
Invoice #	Contract :	Amount:
	Total Submitted :	
I am the Owner and confirm that all eligible work has been completed. I have read, understood and agreed to the attached Terms and Conditions.		
Signature:		Date:
Authorization by Staff		
I authorize the payment of this submission		
Signature:		Date: