

CITY OF MELFORT POLICY MANUAL

POLICY TITLE: Service Connections - Sewer	POLICY NUMBER: 3.7.50	PAGE NUMBER: 1 of 2
ORIGIN: Director, Works & Utilities	APPROVED BY COUNCIL ON: January 11, 2010	
EFFECTIVE DATE: January 12, 2010	REVISED: Nov. 29, 1995 October 15, 1997 April 19, 1999 February 22, 2000 May 15, 2000 October 2, 2000	November 19, 2001 January 11, 2010 March 15, 2010 April 16, 2012

1. PURPOSE:

To provide service, operation and maintenance of all sanitary sewer service connections.

2. PROCEDURES:

2.1 Service Description:

Provides for the operation and maintenance of all sanitary sewer service connections. Activities include:

- (a) Locate, repair, replace, disconnect and clean sewer service connections.
- (b) Supply root control when roots are from City trees outside property ownersqdesignated front lot line.
- (c) Maintain sewer service records.

2.2 Program Interdependencies:

Sanitary sewer maintenance, street and sidewalk maintenance programs and water service.

2.3 Beneficiaries:

All commercial, institutional and residential members of the general public and other civic departments.

2.4 Program Rationale and Benefits:

To provide the community at large with an effective sanitary disposal system for human and industrial wastes.

2.5 Service Level:

- (a) To clean service connection root blockages caused by tree roots based on the following conditions:
 - (i) There are boulevard trees wholly or in part on City property.
 - (ii) The homeowner will pay his licensed plumber contractor for clearing the sewer blockage and present the paid bill at City Hall.
 - (iii) The City Foreman will determine that City trees are present and if so, the City will pay the sum of \$135.00 to the Homeowner.
 - (iv) The \$135.00 payment will be made only once per calendar year for any individual property.
 - (v) For the purposes of defining a City-owned boulevard tree, the tree must be wholly or partly on City property as determined by the City Foreman.

 - (b) A property owner with three claims will become ineligible for claims due to sewer root blockages. Sewer service connections may be repaired/replaced using costs outlined in 2.5 (d). Property owners requesting sewer service replacement will be required to enter into an Agreement for Replacement of Sewer Service Line, attached as Schedule ~~7A~~ ~~7B~~ ~~7C~~ ~~7D~~ ~~7E~~ ~~7F~~ ~~7G~~ ~~7H~~ ~~7I~~ ~~7J~~ ~~7K~~ ~~7L~~ ~~7M~~ ~~7N~~ ~~7O~~ ~~7P~~ ~~7Q~~ ~~7R~~ ~~7S~~ ~~7T~~ ~~7U~~ ~~7V~~ ~~7W~~ ~~7X~~ ~~7Y~~ ~~7Z~~ ~~7AA~~ ~~7AB~~ ~~7AC~~ ~~7AD~~ ~~7AE~~ ~~7AF~~ ~~7AG~~ ~~7AH~~ ~~7AI~~ ~~7AJ~~ ~~7AK~~ ~~7AL~~ ~~7AM~~ ~~7AN~~ ~~7AO~~ ~~7AP~~ ~~7AQ~~ ~~7AR~~ ~~7AS~~ ~~7AT~~ ~~7AU~~ ~~7AV~~ ~~7AW~~ ~~7AX~~ ~~7AY~~ ~~7AZ~~ ~~7BA~~ ~~7BB~~ ~~7BC~~ ~~7BD~~ ~~7BE~~ ~~7BF~~ ~~7BG~~ ~~7BH~~ ~~7BI~~ ~~7BJ~~ ~~7BK~~ ~~7BL~~ ~~7BM~~ ~~7BN~~ ~~7BO~~ ~~7BP~~ ~~7BQ~~ ~~7BR~~ ~~7BS~~ ~~7BT~~ ~~7BU~~ ~~7BV~~ ~~7BW~~ ~~7BX~~ ~~7BY~~ ~~7BZ~~ ~~7CA~~ ~~7CB~~ ~~7CC~~ ~~7CD~~ ~~7CE~~ ~~7CF~~ ~~7CG~~ ~~7CH~~ ~~7CI~~ ~~7CJ~~ ~~7CK~~ ~~7CL~~ ~~7CM~~ ~~7CN~~ ~~7CO~~ ~~7CP~~ ~~7CQ~~ ~~7CR~~ ~~7CS~~ ~~7CT~~ ~~7CU~~ ~~7CV~~ ~~7CW~~ ~~7CX~~ ~~7CY~~ ~~7CZ~~ ~~7DA~~ ~~7DB~~ ~~7DC~~ ~~7DD~~ ~~7DE~~ ~~7DF~~ ~~7DG~~ ~~7DH~~ ~~7DI~~ ~~7DJ~~ ~~7DK~~ ~~7DL~~ ~~7DM~~ ~~7DN~~ ~~7DO~~ ~~7DP~~ ~~7DQ~~ ~~7DR~~ ~~7DS~~ ~~7DT~~ ~~7DU~~ ~~7DV~~ ~~7DW~~ ~~7DX~~ ~~7DY~~ ~~7DZ~~ ~~7EA~~ ~~7EB~~ ~~7EC~~ ~~7ED~~ ~~7EE~~ ~~7EF~~ ~~7EG~~ ~~7EH~~ ~~7EI~~ ~~7EJ~~ ~~7EK~~ ~~7EL~~ ~~7EM~~ ~~7EN~~ ~~7EO~~ ~~7EP~~ ~~7EQ~~ ~~7ER~~ ~~7ES~~ ~~7ET~~ ~~7EU~~ ~~7EV~~ ~~7EW~~ ~~7EX~~ ~~7EY~~ ~~7EZ~~ ~~7FA~~ ~~7FB~~ ~~7FC~~ ~~7FD~~ ~~7FE~~ ~~7FF~~ ~~7FG~~ ~~7FH~~ ~~7FI~~ ~~7FJ~~ ~~7FK~~ ~~7FL~~ ~~7FM~~ ~~7FN~~ ~~7FO~~ ~~7FP~~ ~~7FQ~~ ~~7FR~~ ~~7FS~~ ~~7FT~~ ~~7FU~~ ~~7FV~~ ~~7FW~~ ~~7FX~~ ~~7FY~~ ~~7FZ~~ ~~7GA~~ ~~7GB~~ ~~7GC~~ ~~7GD~~ ~~7GE~~ ~~7GF~~ ~~7GG~~ ~~7GH~~ ~~7GI~~ ~~7GJ~~ ~~7GK~~ ~~7GL~~ ~~7GM~~ ~~7GN~~ ~~7GO~~ ~~7GP~~ ~~7GQ~~ ~~7GR~~ ~~7GS~~ ~~7GT~~ ~~7GU~~ ~~7GV~~ ~~7GW~~ ~~7GX~~ ~~7GY~~ ~~7GZ~~ ~~7HA~~ ~~7HB~~ ~~7HC~~ ~~7HD~~ ~~7HE~~ ~~7HF~~ ~~7HG~~ ~~7HH~~ ~~7HI~~ ~~7HJ~~ ~~7HK~~ ~~7HL~~ ~~7HM~~ ~~7HN~~ ~~7HO~~ ~~7HP~~ ~~7HQ~~ ~~7HR~~ ~~7HS~~ ~~7HT~~ ~~7HU~~ ~~7HV~~ ~~7HW~~ ~~7HX~~ ~~7HY~~ 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~~7MV~~ ~~7MW~~ ~~7MX~~ ~~7MY~~ ~~7MZ~~ ~~7NA~~ ~~7NB~~ ~~7NC~~ ~~7ND~~ ~~7NE~~ ~~7NF~~ ~~7NG~~ ~~7NH~~ ~~7NI~~ ~~7NJ~~ ~~7NK~~ ~~7NL~~ ~~7NM~~ ~~7NN~~ ~~7NO~~ ~~7NP~~ ~~7NQ~~ ~~7NR~~ ~~7NS~~ ~~7NT~~ ~~7NU~~ ~~7NV~~ ~~7NW~~ ~~7NX~~ ~~7NY~~ ~~7NZ~~ ~~7OA~~ ~~7OB~~ ~~7OC~~ ~~7OD~~ ~~7OE~~ ~~7OF~~ ~~7OG~~ ~~7OH~~ ~~7OI~~ ~~7OJ~~ ~~7OK~~ ~~7OL~~ ~~7OM~~ ~~7ON~~ ~~7OO~~ ~~7OP~~ ~~7OQ~~ ~~7OR~~ ~~7OS~~ ~~7OT~~ ~~7OU~~ ~~7OV~~ ~~7OW~~ ~~7OX~~ ~~7OY~~ ~~7OZ~~ ~~7PA~~ ~~7PB~~ ~~7PC~~ ~~7PD~~ ~~7PE~~ ~~7PF~~ ~~7PG~~ ~~7PH~~ ~~7PI~~ ~~7PJ~~ ~~7PK~~ ~~7PL~~ ~~7PM~~ ~~7PN~~ ~~7PO~~ ~~7PP~~ ~~7PQ~~ ~~7PR~~ ~~7PS~~ ~~7PT~~ ~~7PU~~ ~~7PV~~ ~~7PW~~ ~~7PX~~ ~~7PY~~ ~~7PZ~~ ~~7QA~~ ~~7QB~~ ~~7QC~~ ~~7QD~~ ~~7QE~~ ~~7QF~~ ~~7QG~~ ~~7QH~~ ~~7QI~~ ~~7QJ~~ ~~7QK~~ ~~7QL~~ ~~7QM~~ ~~7QN~~ ~~7QO~~ ~~7QP~~ ~~7QQ~~ ~~7QR~~ ~~7QS~~ ~~7QT~~ ~~7QU~~ ~~7QV~~ ~~7QW~~ ~~7QX~~ ~~7QY~~ ~~7QZ~~ ~~7RA~~ ~~7RB~~ ~~7RC~~ ~~7RD~~ ~~7RE~~ ~~7RF~~ ~~7RG~~ ~~7RH~~ ~~7RI~~ ~~7RJ~~ ~~7RK~~ ~~7RL~~ ~~7RM~~ ~~7RN~~ ~~7RO~~ ~~7RP~~ ~~7RQ~~ ~~7RR~~ ~~7RS~~ ~~7RT~~ ~~7RU~~ ~~7RV~~ ~~7RW~~ ~~7RX~~ ~~7RY~~ ~~7RZ~~ ~~7SA~~ ~~7SB~~ ~~7SC~~ ~~7SD~~ ~~7SE~~ ~~7SF~~ ~~7SG~~ ~~7SH~~ ~~7SI~~ ~~7SJ~~ ~~7SK~~ ~~7SL~~ ~~7SM~~ ~~7SN~~ ~~7SO~~ ~~7SP~~ ~~7SQ~~ ~~7SR~~ ~~7SS~~ ~~7ST~~ ~~7SU~~ ~~7SV~~ ~~7SW~~ ~~7SX~~ ~~7SY~~ ~~7SZ~~ ~~7TA~~ ~~7TB~~ ~~7TC~~ ~~7TD~~ ~~7TE~~ ~~7TF~~ ~~7TG~~ ~~7TH~~ ~~7TI~~ ~~7TJ~~ ~~7TK~~ ~~7TL~~ ~~7TM~~ ~~7TN~~ ~~7TO~~ ~~7TP~~ ~~7TQ~~ ~~7TR~~ ~~7TS~~ ~~7TT~~ ~~7TU~~ ~~7TV~~ ~~7TW~~ ~~7TX~~ ~~7TY~~ ~~7TZ~~ ~~7UA~~ ~~7UB~~ ~~7UC~~ ~~7UD~~ ~~7UE~~ ~~7UF~~ ~~7UG~~ ~~7UH~~ ~~7UI~~ ~~7UJ~~ ~~7UK~~ ~~7UL~~ ~~7UM~~ ~~7UN~~ ~~7UO~~ ~~7UP~~ ~~7UQ~~ ~~7UR~~ ~~7US~~ ~~7UT~~ ~~7UU~~ ~~7UV~~ ~~7UW~~ ~~7UX~~ ~~7UY~~ ~~7UZ~~ ~~7VA~~ ~~7VB~~ ~~7VC~~ ~~7VD~~ ~~7VE~~ ~~7VF~~ ~~7VG~~ ~~7VH~~ ~~7VI~~ ~~7VJ~~ ~~7VK~~ ~~7VL~~ ~~7VM~~ ~~7VN~~ ~~7VO~~ ~~7VP~~ ~~7VQ~~ ~~7VR~~ ~~7VS~~ ~~7VT~~ ~~7VU~~ ~~7VV~~ ~~7VW~~ ~~7VX~~ ~~7VY~~ ~~7VZ~~ ~~7WA~~ ~~7WB~~ ~~7WC~~ ~~7WD~~ ~~7WE~~ ~~7WF~~ ~~7WG~~ ~~7WH~~ ~~7WI~~ ~~7WJ~~ ~~7WK~~ 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- (c) After a sewer has been replaced or relined, the City may utilize the sewer camera system to ensure that the original problem has been alleviated. If necessary, the sewer flusher will then be used to clear blockages that have occurred due to the replacement or relining.
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- (d) Charges to the property owner for replacing or relining of service connections due to tree roots:
 - (i) Blockage caused by tree roots on private property and from private trees will be at the owner's expense to their property line. The city will supply sewer pipe, plus a \$200.00 credit for relining the sewer on City property.
 - (ii) Blockage caused by boulevard trees or combination of boulevard and private trees. Flat Rate: \$950.00 plus applicable taxes.
 - (iii) Blockage is on City property (i.e. the street right-of-way) and no work is done on private property. No cost to owner.
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- (e) If a property owner requests a sewer camera inspection, there is an initial flat fee of \$75.00 regardless of the blockage location. After the inspection is complete and it has been determined that the blockage is on the resident's property, there will be an additional charge of \$75.00. If the blockage is on city property, there will be no additional charge. Charges are plus applicable taxes.

**CITY OF MELFORT
WORKS & UTILITIES DEPARTMENT**

AGREEMENT

REPLACEMENT OF SEWER SERVICE LINE

I, _____, agree to the following:

THAT the sewer service line, which services property owned by me at _____ be replaced, and;
(print civic address)

THAT I choose the following option (please check one option):

- 1. Replace the entire sewer at my cost as blockage is caused by tree roots from trees wholly on my property. The City will supply sewer pipe plus a \$200.00 credit for relining the sewer on City property. Property owner's responsibility
- 2. Replace the entire service as blockage is a result of a combination of my trees and boulevard trees, at a cost of: \$950.00 plus taxes
- 3. Have the sewer replaced from my property line to the main sewer as there are no trees on my property, at a cost of: \$ 0.00

NOTES:

If the owner of the property chooses Option 3:

- a) the City will no longer be responsible for the repair of the sewer, including root removal on that portion of the sewer line located on private property. The cost of any such work will be at the expense of and arranged by the property owner.

If the owner of the property chooses Option 2:

- a) After excavation on the property, the homeowner will be responsible for all landscaping. The City will finish the excavation to original grade with black soil. **After the initial excavation, the homeowner will be responsible for any settlement that occurs.**
- b) The City will not repair or replace any plants, shrubs, fences, or decorative planters that are disturbed or removed during these repairs.
- c) The homeowner will be responsible for the removal of steps or sidewalks that require removal.
- d) The City will trim trees as necessary to make repairs, but not be responsible for the trees.
- e) The homeowner will be responsible for the removal of trees on private property that require removal.
- f) The City will not be responsible for the replacement of retaining walls that must be removed to facilitate the replacement.
- g) The City will be responsible for replacing public sidewalks that are disturbed and doing all necessary street repairs.
- h) The City will supply all material necessary to complete the project.
- i) The term "the City" shall include contractors employed by the City.
- j) The work will be done pending availability of personnel and equipment, as determined by the Director.
- k) The cost for doing such work shall be added to the utility bill if the owner lives at the address, or billed to:

NAME: _____

MAILING ADDRESS: _____

SIGNATURE: _____

TELEPHONE: _____

To be completed by the City Foreman:

DATE COMPLETED: _____

DATE: _____

Attach materials sheet to Agreement

**CITY OF MELFORT
WORKS & UTILITIES DEPARTMENT**

AGREEMENT

SEWER CAMERA INSPECTION OF SEWER SERVICE LINE

I, _____, agree to the following:

THAT the sewer service line, which services property owned by me at _____ be inspected by the City's sewer camera, and; (print civic address)

THAT I/we agree that there is an initial flat fee of **\$75** (plus applicable taxes) to be charged to our utility account for this address, regardless of the blockage location, and;

THAT I/we agree that after the inspection is completed and if the blockage has been determined to be on our residential property, then there will be an **additional charge of \$75** (plus applicable taxes) to be charged to our utility account for this address. If the blockage is determined to be on city property, then there will not be any additional charges added to the initial flat fee.

NOTES:

To be completed when sewer camera inspection is done:

Blockage is determined to be:

- On City's property
- On Property Owner's property

Please provide details / diagrams:

I have read the above agreement and this process has been explained to me/us by the City Foreman or his designated alternate.

SIGNATURE: _____ MAILING ADDRESS: _____
(If different from utility account) _____

PRINT NAME: _____

To be completed by the City Foreman:

DATE COMPLETED: _____

FOREMAN'S SIGNATURE: _____

Attach any materials sheet to Agreement

PHONE: _____
DATE: _____