

**BY-LAW 2014-142**

**A BY-LAW OF THE CITY OF GREATER SUDBURY TO  
ADOPT A PREVENTATIVE PLUMBING SUBSIDY POLICY**

**WHEREAS** the Council of the City of Greater Sudbury deems it advisable to adopt a preventative plumbing subsidy policy;

**NOW THEREFORE THE COUNCIL OF THE CITY OF GREATER SUDBURY  
HEREBY ENACTS AS FOLLOWS:**

**Adoption**

1. The Preventative Plumbing Subsidy Policy attached hereto as Schedule "A" is hereby adopted.

**Repeal**

2. By-law 2010-185 is hereby repealed.

**Effective Date**

2. This By-law shall come into force and take effect immediately upon final passage.

**READ AND PASSED IN OPEN COUNCIL** this 10th day of June, 2014.

\_\_\_\_\_ "original signed" \_\_\_\_\_ Mayor

\_\_\_\_\_ "original signed" \_\_\_\_\_ Clerk

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**Appendix A**

**Preventative Plumbing Subsidy Program**

**1. Objective of the program**

The objective of the program is to provide financial assistance to property owners that have either experienced or could potentially experience flooding of their basements as a result of sewer system backups during times of heavy precipitation. The financial assistance would be to assist the property owners in the cost of disconnecting their weeping tile system from the sanitary sewer system and installing a sump pump that would discharge rain water outside the building and/or installing a backwater valve in the sanitary discharge line to minimize the potential for the municipal sewer from backing up into their residence."

**2. What is Preventative Plumbing**

Preventative plumbing is the installation of plumbing devices which will help control flooding or sewer back-ups in the home.

Two forms of Preventative Plumbing are authorized for subsidy under the Preventative Plumbing Subsidy Program:

- (a) backwater valves; and
- (b) sump pits and pumps

The combined installation of both a back up valve and sump pit / pump will also qualify.

**Definition Backwater Valve**

A backwater valve is a device installed on the sanitary sewage connection, either within or outside the home. A backwater valve will close when there is a sewer back flow. However, when the valve is closed, use of water within the home needs to be restricted, as water cannot escape the house. Use of water while the valve is closed may result in flooding.

A backwater valve must also be maintained by the property owner at his or her own expense, as recommended by the manufacturer.

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**Sump Pump**

A sump pump serves to manage the water normally collected by footing weeping tiles that drain to the sanitary sewer, NOTE: this is desirable only if lot grading has a positive slope and collected water will not impact neighboring properties. Without sufficient grading, then installation of a sump pump may actually increase property flooding.

**3. Will Preventive Plumbing Help?**

It is the responsibility of the home owner to make any necessary enquiries of qualified professionals to determine the best way to address any potential problems with flooding or sewer backups to his or her property. There is no single solution. The availability of a subsidy for certain types of preventative plumbing is not intended to be a recommendation to the home owner to engage in the installation or a representation that the subsidized forms of preventative plumbing will resolve flooding or sewer back-up in your particular instance. Consultation with a licensed plumber or contractor is a necessary first step.

The property owner is advised to arrange for a site assessment to be conducted by a licensed plumber or qualified licenced contractor. The plumber or contractor may assist the homeowner to determine:

- a) whether it is appropriate to isolate their property from the City’s sewer system;
- b) whether the installation of preventive plumbing measures will assist in controlling flooding in their particular circumstances; and
- c) where preventive plumbing is desirable, the best form of preventive plumbing.

The property owner, in conjunction with his or her licensed plumber or licensed contractor, will want to consider the following factors (among others) when assessing whether a property would benefit from preventative plumbing of the type subsidized under this program:

- a) does the lot grading around the home has a positive slope– if not, a sump pump is unlikely to be an effective solution and may cause flooding;

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- b) can the water can be directed in such a way that it will not adversely affect neighbouring or other properties – if not, a sump pump is unlikely to be an effective solution and may cause flooding in the same or other areas or homes;
- c) what is the effect of and proposed drainage pattern of any water discharged by a sump pump (if installed).

NOTE: pay close attention to areas where there is limited drainage as water discharged by sump pump may create more flooding.

**4. Eligibility requirements**

An applicant for a preventative plumbing subsidy must meet all of the following eligibility requirements:

- a) the applicant must be the current owner of property in the City of Greater Sudbury and is an existing residential property;
- b) the property taxes for the property are not in arrears;
- c) the eavestrough downspouts and sump pump on any building on the property which is the subject of the application are properly disconnected from the City sewer system, **unless** the property owner has submitted an opinion of a plumber licenced by the CGS that it is not feasible to do so, in the circumstances, satisfactory to the City’s General Manager of Infrastructure Services;
- d) the applicant has provided the necessary information and documentation and is otherwise compliant with the program requirements;
- e) the existing residential property is located within the City of Greater Sudbury boundaries and is connected to the City of Greater Sudbury sewer system;
- f) the applicant obtained any necessary permits for the completed work, including, where applicable, a building permit, and the permits are in good standing.

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- g) the applicant must have installed in the property
  - a backwater valve; or
  - a sump pump; or
  - both a backwater valve and a sump pump
- h) the installation of the approved form of preventative plumbing must have been installed according to the Ontario Building Code;
- i) where the application relates to a sump pump, the property to which the application relates must have a positive slope;
- j) where the application relates to a backwater valve
  - the backwater valve must be a **MAINLINE®** brand or one that is approved by the Ontario Building Code.
  - the backwater valve must be installed on the sanitary sewage connection;
  - *the installation must be completed* in accordance with the Ontario Building Code Section 7.4.6.4 for a single family dwelling unit only and reference with the CAN/CSA B181. 1-M90 Standard and to the satisfaction of the Chief Building Official.
  - storm water pipes, drainage services connection, drainage water pipes, drainage sump pump discharge laterals, foundation drains, storm water leaders or down spouts shall not be connected to the sewer.

NOTE: the City will require as part of the building permit application process, a schematic of the building drains and the proposed location of the backwater valve and an inspection will be required prior to backfilling.

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- the Backwater valve must have been installed in a manner that it is accessible for inspection and maintenance by the owner at his/her expense.

Applications will be received and inspected on a first come first serve basis.

N.B: Property owners who have already installed protective devices and the installation is approved by the City are eligible to receive the subsidy in the same way as new applicants.

Starting in year 2014, the program will be open to all properties located in the City of Greater Sudbury who are wishing to install preventative devices.

**5. The Maximum Subsidy**

The maximum amount of subsidy payable for each eligible property is outlined in **Schedule A**

Subsidies under this or any previous policy are provided one time only for each eligible work are subject to available funding and provided on a first-come, first-served basis.

Subsidies are provided one time only for each eligible installation, per property, and on a no-fault basis.

Only one subsidy payment is permitted per property. Additional measures installed after the first subsidy payment will not qualify for further subsidy.

**6. Application**

The General Manager of Infrastructure Services may from time to time, establish the form of application for the subsidy which is to be submitted by an applicant. A Subsidy application will not be processed unless the application is fully completed, signed by the applicant, and all necessary supporting documentation provided. An Applicant shall provide in support of the application:

- a. “Proof of ownership” such as, a copy of the registered deed or transfer of land or tax bill confirming the applicant as the registered owner of the property;

- b. Consent for City of Greater Sudbury Representatives to conduct inspections and investigations on the homeowner's property.

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- c. Evidence of the issuance of a Building Permit and a successful final inspection
- d. full and complete invoices for eligible costs and proof of payment in full of all submitted invoices
- e. such further documentation as may be reasonably requested by the General Manager of Infrastructure Services

**NOTE:**

All installations must be inspected before the applicant is eligible for the subsidy.

All supporting documents must be originals. Photocopies will be not be accepted

**7. Process to Obtain a Subsidy**

**Step 1 – Eligibility**

The property owner should ensure that the Property qualifies for the subsidy program

**Step 2 -Review of Protective Plumbing requirements**

In consultation with the Plumber/Contractor licensed by the City of Greater Sudbury, the property owner determines the appropriate protective plumbing to best resolve the flooding problem for his or her particular property. If the proposed solution falls into one of the categories, the property owner may qualify for a subsidy.

**Step 3: Building Permit**

The property owner arranges to obtain Building Permit for the proposed work.

**Step 4 – Protective Plumbing is installed**

The property owner arranges for the performance of the work. The licensed plumber /Contractor installs the protective plumbing devices.

### **Step 5– Work inspection**

The property owner arranges for necessary inspections by building services, in compliance with the building permit

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### **Step 6 – Payment of Contractor**

The property owner pays the plumber for the performance of the work, making sure to retain copies of all invoices and proof of payment.

### **Step 7 –Application**

The property owner applies for the Preventative Plumbing Subsidy Program, either in person at the 3<sup>rd</sup> floor in TDS, Community Centres or by mail by sending their application *and all supporting materials* to the following address:

Preventative Plumbing Subsidy Program  
City of Greater Sudbury  
3<sup>rd</sup> Floor TDS Engineering Department  
200 Brady Street Sudbury P3A 5P3

**Information package with the application form** can be found either at the Citizen’s Office or 3<sup>rd</sup> floor in TDS or Community Centres or can be downloaded from City’s web site.

### **Step 8- Review of Application**

The City will review the property owner’s application to ensure that the eligibility guidelines have been met and the application is complete. Eligible homeowners will receive a receipt of application letter. Homeowners who are not eligible or who submitted an incomplete application are sent an explanation letter and where applicable, an explanation of what is required to comply.

Note: If a Condominium Corporation submits applications on behalf of more than one homeowner then the protective plumbing grants will be processed under one application administered by the condominium and a letter of authorization from each homeowner represented by the condominium must be attached to the application

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**Step 9: Payment**

**Step One: Submit your application.**

Carefully review the eligibility requirements to ensure your property qualifies for a subsidy. If you have any questions regarding your eligibility for the program, please contact the City of Greater Sudbury at 705-674-4455, ext. 4253.

**Step Two: The City of Greater Sudbury will conduct a site visit.**

A site visit by a representative of Greater Sudbury's Water/Wastewater Services is mandatory prior to submitting an application for subsidy. There is no charge to the property owner for this site visit.

**Step Three: Consult at least two plumbers/contractors.**

In consultation with at least two plumbers/contractors licensed by the City of Greater Sudbury, the property owner is responsible for determining which preventative plumbing solution may provide the best protection from sewage backup. The property owner will be permitted to hire the contractor of their choice but the municipal subsidy will be based on the lowest quote.

**Step Four: Submit required paperwork.**

The property owner is responsible for submitting at least two quotes from licensed plumbing contractors and other required paperwork to the City of Greater Sudbury. If your application is eligible for a subsidy, you will receive a letter indicating the amount of the approved subsidy. If your application is ineligible or incomplete, you will be sent a letter with an explanation.

**Step Five: Proceed with installation.**

Once the letter approving the subsidy is received, the property owner will have up to six months to obtain a Plumbing and/or Building Permit from the City of Greater Sudbury, to complete the work and to submit proof of payment to the city. The property owner is responsible for arranging the purchase of supplies and installation by a licensed plumber/contractor.

**Step Six: Request an inspection.**

The property owner must coordinate a mandatory inspection by an official of the City of Greater Sudbury's Building Services division.

**Step Seven: Request your subsidy.**

The property owner must pay the plumber/contractor for completion of work, making sure to retain copies of all invoices and proof of payment. Property owners must supply an original invoice(s) marked paid in full for eligible installation(s) from a plumber/contractor licensed by the City of Greater Sudbury. The City of Greater Sudbury will issue a cheque for the approved subsidy to the property owner."