



## Management Directive

Management Directive No.:	MD2020-XXX
Management Directive Name:	Backwater Valve Subsidy Program Management Directive
Date Approved by CAO or Designated Person:	
Date revision approved by CAO or Designated Person:	
Related SOP, Management Directive, Council Policy, Forms	Backwater Valve Subsidy Program Policy

### Directive Statement and Rationale:

The Backwater Valve Subsidy Program Management Directive has been established to provide the framework of a backwater valve subsidy program. This directive establishes policies, procedures and requirements for the program.

### Scope:

This Management Directive applies to all existing residential properties connected to a municipal sanitary sewer system within the City that is wishing to install a backwater valve on their sanitary sewer lateral. This does not apply to any new homes in the planning or construction stages or ICI properties. The subsidy provides financial assistance to homeowners for the installation of a backwater valve on the internal plumbing system in their existing home.

### Definitions:

**“Backflow”** means the flowing back of or reversal of the normal direction of flow of water.

**“Backwater Valve (BWV)”** means a device that is installed on your sewer lateral line that is designed to allow water or sewage to flow only one way and prevents sewage in an overloaded main sewer line from backing up into a home.

**“City”, “City of Kawartha Lakes” or “Kawartha Lakes”** means The Corporation of the City of Kawartha Lakes, including its entire geographic area, and includes its Officers, Directors, employees and agents.

**“Eligible Costs”** means the cost of the valve, labour and materials associated with installation, permit fees and taxes.



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**“Ineligible Costs”** means the costs for interior and/or exterior restoration works (paint, drywall, flooring, landscaping, etc.), disconnecting eavestrough downspouts, sump pumps or foundation drains from the sanitary system.

**“Owner”** means a person who has any right, title, estate, or interest in a property, other than that of an occupant and, where that person is a corporation, shall include the officers, directors and shareholders of that corporation, and shall include any person with authority or power over or control of that property on the behalf of an owner. A developer is also included as an owner.

**“Ontario Building Code”** means the Ontario Regulation 332/12 or any successor thereof made under the Ontario Building Code Act;

**“Residential”** means lands, buildings or structures or any part thereof used, designed or intended to provide accommodation or quarters for living, sleeping, sanitary and culinary purposes, or otherwise to serve as a domestic residence.

**“Skilled Tradesperson”** means the tradespersons is recognized as a skilled trade in Ontario in their respective field and licenced through either the Ministry of Labour, Training and Skills Development or the Ontario College of Trades.

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#### 1.0 Backwater Valve Subsidy Program

A sanitary backwater valve is designed to protect basements from flooding caused by surcharged sewers during severe weather events. Homes with a backwater valve installed can significantly reduce the risk of basement flooding and prevent damage to the home. Backwater valves have hinged flaps that only open in one direction. This allows for sewage to flow from a home into the City’s sewer system, but prevents it from flowing back into a basement.

The backwater valve subsidy program is being offered to assist owners of existing residential properties where there is a connection to a municipal sanitary sewer system within the City with the cost of installing an approved backwater valve. Eligible properties may receive 50% of the invoiced cost of installing a backwater valve, up to a maximum of \$750 for all eligible labour, materials, permit fees and taxes. The maximum annual budget for this program is \$75,000. Costs for restoration are not considered eligible costs and are not covered by the subsidy program. These ineligible costs include any interior restoration (paint, drywall, flooring, etc.) and exterior restoration (landscaping, etc.). The backwater valve must



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be installed by a licensed plumber. Subsidies are subject to available funding and provided on a first come, first served basis.

### 2.0 Eligibility

To be eligible for the subsidy, a property must meet the following requirements:

- Must be registered as a residential property and is connected to the municipal sanitary sewer within the City of Kawartha Lakes (City).
- Is connected to the municipal sanitary sewer system, and is not a new home in the planning or construction stages.
- Has no outstanding taxes or debts owed to the City at the time the application is processed.
- Downspouts from eavestrough, sump pumps and/or foundation drains must be disconnected from the City's sanitary sewer system (if applicable) in order to reduce potential inflow and infiltration into the sanitary system.
- The application relates to first time installations only and is not for a replacement device.
- Completed the installation before applying for the subsidy.
- Invoice(s) must show a cost breakdown for all charges, the contractor's Ontario College of Trades registry number and the total amount paid, and be clearly marked as "paid in full".
- The backwater valve must be an approved device in the Ontario Building Code.
- Labour provided by the homeowner is not eligible for reimbursement under this program.
- Reimbursement will not be provided for any interior restoration, such as drywall, paint or flooring, or any exterior restoration work.
- Properties that experience basement flooding through direct entry of storm water or overland flows would not be eligible.
- Subsidies for eligible work are subject to available funding and provided on a first come, first served basis.

### 3.0 Installation Process

- 3.1. A plumber or drain contractor, currently licensed as a skilled tradesperson must be hired to perform the installation of all devices.
- 3.2. A permit must be obtained prior to installation from the City's Building Division and all applicable permit fees must be paid.



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- 3.3. Backwater valves must be installed as per the requirements of the Ontario Building Code. For multiple dwelling unit buildings more than one backwater valve may be required.
- 3.4. Backwater valve installations require an inspection by the City's Building Division. The backwater valve must be installed in a manner that is easily accessible for inspection by the City and maintenance by the homeowner.

### 4.0 Application Process

- 4.1. The Backwater Valve Subsidy Program Application form must be completed in full.
- 4.2. Completed application forms with all required documentation is to be submitted by email or mail to the City. The application form contains the current email and mailing instructions.
- 4.3. If more than one backwater valve is installed per property an application form with all supporting documentation must be completed for each device installed.
- 4.4. Applications and supporting documentation must be received by the City's Water & Wastewater Division within one year of the date of completion of the work.
- 4.5. Applications that are incomplete or missing documentation will be returned with a request for the outstanding information and will not be processed until the information is received.
- 4.6. Required Documentation includes:
  - Application form, completed and signed by the property owner or Authorized Legal Representative;
  - Invoice(s) marked "paid in full" and itemized with cost breakdown of all charges, and clearly showing plumber's Ontario College of Trades registry number;
  - Copy of Building Permit and final inspection.
- 4.7. Completed application forms and supporting documentation will be reviewed by the City's Water & Wastewater Division to confirm eligibility for a subsidy. Approved applications will be sent for processing and payment.
- 4.8. If an application is denied, notification to the applicant will be provided by mail or email.
- 4.9. Payment will be issued by cheque and will be sent via regular mail to the mailing address as noted on the application form.

### 5.0 Program Limitations



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- 5.1. All subsidies are subject to available funding, with a maximum annual amount of \$75,000.
- 5.2. Backwater valves can be an effective way to prevent wastewater from backing up into a basement; however, they must be installed properly and require ongoing maintenance by the homeowner.
- 5.3. Backwater valves do not guarantee that flooding will not happen, as flooding may occur from other water sources.
- 5.4. Backwater valves installed must be approved by the Ontario Building Code.
- 5.5. The subsidy does not cover any work relating to the disconnecting of eavestrough downspouts, sump pumps or foundation drains.

### Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	30/01/2018	Initial Release	