



POLICY

Policy No. 42 – 113 – 25/05/20

Department: Public Works

Sanitary Sewer Backflow Prevention

SCOPE:

This policy applies to residential and commercial property owners in the Town of Nanton who are experiencing or at risk of sanitary sewer backup, intend to install a new (not replacement) backflow preventer and have applied and been approved through the Town's process prior to installation.

PURPOSE:

A reliable sanitary sewer system is essential to health, safety, and property protection in the Town of Nanton. However, backups can still occur due to pressure build-up or flooding, causing wastewater to enter homes and businesses.

To reduce this risk, the Town has created the Sanitary Sewer Backflow Preventer Installation Program. This policy outlines eligibility and process guidelines for up to a \$750 reimbursement toward the installation of a new backflow preventer. Funding is limited and available on a first-come, first-served basis.

DEFINITIONS:

Backflow Preventer: A device that prevents the reverse flow of sewage into a building.

Gravity Flow System: A type of sewer system relying on gravity to move wastewater, excluding those using lift stations.

Eligible Property: A property within Nanton's municipal boundary served by a gravity-fed sanitary sewer system.

Reimbursement: 50 per cent of installation costs to a maximum amount of **\$750**, regardless of final installation costs.

POLICY:

1.0 Eligibility Requirements:

To be eligible for reimbursement under the Sanitary Sewer Backflow Preventer Program, applicants must meet all the following criteria:

1.1 Property Location and System Type

- i. The property must be located within the corporate boundaries of the Town of Nanton.

- ii. The property must be connected to a gravity-flow sanitary sewer system (this program does not apply to properties connected to sanitary lift stations).

1.2 New Installation

- i. The installation must be a new backflow preventer on an eligible property constructed prior to building codes changes that mandated same.
- ii. Replacements of existing devices are not eligible under this program.
- iii. The Chief Administrative Officer or designate may also approve the grant going toward:
 - 1. Replacement of a collapsing sewer service line between the home and the main.
 - 2. Separation of stormwater diversion from the sewer line where it has been found to be tied in.

1.3 Qualified Contractor

- i. Installation must be completed by a certified journeyman plumber who is licensed to work within the Town of Nanton.

1.4 Application Submission

The registered landowner must complete and submit a Backflow Preventer Application Form (Schedule A) to the Town prior to any installation work being performed.

1.5 Town Inspection

A preliminary site inspection must be completed by a Town of Nanton representative to assess eligibility and determine appropriate installation solutions.

1.6 Budget Confirmation

The applicant must confirm funding availability with the Town's Public Works Department before engaging a plumber to begin installation.

1.7 Required Documentation

Upon completion of the installation, the applicant must submit:

- i. A paid invoice clearly detailing the scope of work and confirming payment.
- ii. A signed Confirmation and Acknowledgment Form (Schedule B).

1.8 Compliance with Program Requirements

- i. The applicant must adhere to all program procedures and requirements outlined in this policy document.



REFERENCE NUMBER:
REPLACES POLICY DATED:

- ii. Failure to comply with any requirement may result in denial of reimbursement.

2.0 Program Process

2.1. Application Submission

- i. The registered property owner must complete and submit Schedule A – Application Form to the Town of Nanton's Public Works Department.
- ii. Applications are accepted on a first-come, first-served basis until the annual program budget is depleted.

2.2. Preliminary Inspection

- i. A representative from the Town will contact the applicant to schedule a site inspection.
- ii. The inspection will include:
 - o Review of the completed application and supporting documents.
 - o Evaluation of both external (surrounding infrastructure) and internal (plumbing configuration) sanitary conditions.
 - o Confirmation that the property meets program eligibility.

2.3. Budget Availability Confirmation

- i. Prior to scheduling or beginning any installation work, the applicant must contact the Town of Nanton to verify that sufficient program funds are still available.
- ii. Reimbursement is not guaranteed unless this step is completed.

2.4. Installation

- i. Upon confirmation of budget availability, the owner may engage a certified journeyman plumber to perform the installation.
- ii. The property owner is responsible for:
 - o Coordinating the work.
 - o Paying the contractor directly.

2.5. Reimbursement Request

- i. After the installation is completed and paid for, the applicant must submit the following to the Town:
 - o A copy of the paid invoice from the certified plumber.
 - o A signed Schedule B – Confirmation and Acknowledgment Form.
- ii. Upon verification of all required documentation and confirmation of compliance with the program, the Town will issue a reimbursement of 50 percent costs up to a maximum of \$750.

RELATED DOCUMENTS:



REFERENCE NUMBER:
REPLACES POLICY DATED:

AMENDMENTS / REVIEWS:

Date (yyyy/mm/dd)	Section # Amended	Comments

Next Review Date:	
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MAYOR



Date



CHIEF ADMINISTRATIVE OFFICER



Date

REVISION HISTORY

Policy

In Effective

Inactive



REFERENCE NUMBER:
REPLACES POLICY DATED:

Town of Nanton
Sanitary Sewer Backflow Installation Subsidy Program
Application Form

Date: _____

Property Address Requesting Installation of Backflow Preventer:

Registered Landowner(s):

Property Owner Contact Information:

- Mailing Address: _____

- Email: _____

- Phone Number: _____

To Be Completed by the Property Owner

1. Has the property experienced sanitary sewer issues in the past?

☐ YES ☐ NO

2. If yes, was the issue identified? Please explain:

3. Was the issue on:



REFERENCE NUMBER:
REPLACES POLICY DATED:

Handwritten signature

☐ Private-Side ☐ Public-Side ☐ Both

4. Has a camera inspection ever been completed at this property?

☐ YES ☐ NO

To Be Completed by a Town of Nanton Representative

1. Have completed application copies been forwarded to relevant departments?

☐ YES ☐ NO

2. Are subsidy funds still available at time of application?

☐ YES ☐ NO

3. Has the applicant received and signed the required Backflow Preventer Maintenance Information?

☐ YES ☐ NO

Please complete this Application Form and attach the required Direct Deposit Form.

Submit via email to: publicworks@nanton.ca

Or drop off in person at:

Town of Nanton Public Works
Box 609, 2503 – 21 Avenue, Nanton, AB T0L 1R0

Maintenance Disclosure Statement

Note: After installation, the Town of Nanton is NOT responsible for ongoing maintenance of the Backflow Preventer to ensure continued functionality.

X _____

Town of Nanton Representative (Print Name & Sign)



X _____

REFERENCE NUMBER:
REPLACES POLICY DATED:

6 of 9

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Town of Nanton
Sanitary Sewer Backflow Preventer Installation Program
Confirmation and Acknowledgment Form

I _____ am a registered landowner of lands legally described as
(Print Legal Name)

_____ (the "Lands") located within the boundaries of
the Town of Nanton (the "Town"). I hereby confirm and acknowledge the following:

1. I have applied to the Town for reimbursement of a portion of the costs of installing a new sanitary sewer backflow prevention device on the Lands pursuant to the Town's current Sanitary Sewer Backflow Preventer Installation Program (the "Program").
2. I have read and understood all of the Program's parameters, requirements and limitations provided by the Town and posted to the Town's website, including but not limited to, the following:
 - a. I am the sole party responsible for all initial costs of work completed in relation to the installation of a new sanitary sewer backflow prevention device on the Lands and the Town shall have no obligation to pay any contractors I hire in relation to such work.
 - b. The maximum reimbursement under the Program is \$500 or 50% of the installation cost, whichever is less. The Town reserves the sole right to review all installation costs, request additional information from myself or the party that completed the installation, and decide whether any and/or all of the costs are eligible for reimbursement.
 - c. The budget for the Program is limited and subject to change each year. Even if my application is approved, there is no guarantee of reimbursement within the same year.
 - d. To be eligible for reimbursement, I must:



REFERENCE NUMBER:
REPLACES POLICY DATED:

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- i. Submit a complete application and any requested documents to the Town before work begins.
 - ii. Arrange for and allow a Town inspection of the installation location prior to the work.
 - iii. Ensure all work is completed by a certified plumber after confirming budget availability.
 - iv. Pay all installation costs and submit an invoice and proof of payment to the Town.
3. A sanitary sewer backflow prevention device does not guarantee protection from backflow events. The device must be maintained according to manufacturer's recommendations. As the landowner, I am solely responsible for maintenance, repairs, or replacement of the device.
4. Regardless of reimbursement, I remain the legal owner of the installed backflow prevention device.
5. The Town assumes no liability related to the device installed on the Lands. I release and discharge the Town and its employees, agents, contractors, and representatives from any claims related to the installation or performance of the device.

NOTE - the Town of Nanton will not be held responsible for the accuracy of sanitary sewer location on private property.

I am signing this form freely and voluntarily, with the opportunity to seek independent legal advice, and without any duress or coercion. I am fully aware of its contents. |

Date: _____

Legal Landowner Name (print): _____

Legal Landowner Signature: _____

Witness Name (print): _____

Witness Signature: _____

(To be completed after backflow device installation and payment)

Town Representative: _____

Home/Business Owner: _____



REFERENCE NUMBER:
REPLACES POLICY DATED:

Date: _____

Copy of Receipt Attached: _____ YES / NO _____

Amount to be Reimbursed: _____



REFERENCE NUMBER:
REPLACES POLICY DATED:

18