

**THE CORPORATION OF THE CITY OF WINDSOR
POLICY**

Service Area:	Public Works	Policy No.:	
Department:	Engineering	Approval Date:	
Division:	Infrastructure & Transportation Planning	Approved By:	CR50/2008
		Effective Date:	February 11, 2008
Subject:	Downspout Disconnection Policy	Procedure Ref.:	Downspout Disconnection Procedure
		Pages:	Replaces:
			Date:

1. POLICY

- 1.1** This policy affirms Council’s intention to reduce inflows of stormwater originating from downspouts and catch basins through mandatory downspout disconnection and catch basin restriction, where deemed to be required by the City Engineer.
- 1.2** This policy will specifically apply to all surcharged sewers, as determined by the City Engineer, with consideration provided to:
- 1.2.1** Compliance with the Ontario Building Code;
 - 1.2.2** Potential for flooding of a neighbour’s property in case of disconnection;
 - 1.2.3** Topography of the neighbourhood;
 - 1.2.4** Geotechnical and drainage considerations;
 - 1.2.5** Budgetary allocations; and
 - 1.2.6** Potential for creating safety issues as a result of the disconnection.
- 1.3** Where indicated in this policy, “Downspout Disconnection By-law” refers to By-law Number 26-2008, a By-law to Require Downspout Disconnection and to Regulate Stormwater Drainage.

2. PURPOSE

- 2.1** This policy is intended to:
- 2.1.1** Reduce incidents of basement flooding and protect private property;
 - 2.1.2** Reduce incidents of combined sewer overflows due to surcharging;
 - 2.1.3** Optimize the use of existing, structurally intact, infrastructure; and
 - 2.1.4** Improve the health and welfare of City residents.

3. SCOPE

3.1 This policy applies to:

- 3.1.1** Catch basins owned by the Corporation of the City of Windsor; and
- 3.1.2** Downspouts connected to the sewer system administered by the Corporation of the City of Windsor:
 - 3.1.2.1** In designated Downspout Disconnection Areas;
 - 3.1.2.2** Where a private sewer connection replacement has been requested and is administered by the City of Windsor; and
 - 3.1.2.3** Where voluntary downspout disconnection has been requested.

4. RESPONSIBILITY

4.1 The General Manager of Public Works is responsible for:

- 4.1.1** Ensuring that the Corporation of the City of Windsor has a Downspout Disconnection and Storm Water Regulation Policy;
- 4.1.2** That the policy and procedures are updated periodically to keep pace with best practices as they evolve, and;
- 4.1.3** That the above policy and procedures are implemented in an efficient and effective manner.

4.2 The City Engineer is responsible for:

- 4.2.1** Recommending to Council the establishment of Downspout Disconnection Areas where mandatory downspout disconnection would be warranted, subject to the provisions of the Downspout Disconnection By-law;
- 4.2.2** Enforcement of the Downspout Disconnection By-law where applicable, including:
 - 4.2.2.1** The granting of exemptions from the provisions of the By-law where deemed to be appropriate;
 - 4.2.2.2** Ensuring that disconnection of building drainage systems from a municipal sewer or tributary occurs in or at:
 - 4.2.2.2.1** Downspout Disconnection Areas;
 - 4.2.2.2.2** Locations where private sewer connection replacement has been undertaken.
 - 4.2.2.3** Installation and maintenance of catch basin restrictor plates in designated municipally-owned catch basins, located in or at:
 - 4.2.2.3.1** The municipal Right-of-Way; and
 - 4.2.2.3.2** Properties owned and/or administered by the Corporation of the City of Windsor; and
 - 4.2.2.4** Delegation of relevant enforcement duties to appropriate City staff.
- 4.2.3** Coordination of voluntary disconnection requests;
- 4.2.4** Administration of the policy process, including:
 - 4.2.4.1** Coordination of future policy and procedure revisions;
 - 4.2.4.2** Implementation of the accompanying procedure;
 - 4.2.4.3** Ensuring internal and inter-departmental compliance with this policy;
 - 4.2.4.4** Enacting appropriate budgetary submissions; and
- 4.2.5** Where problems arise, raising concerns with the General Manager of Public Works who will arbitrate and/or resolve issues that may arise from the use of this procedure and make recommendations for improvements.

4.3 The Chief Building Official is responsible for enforcement of the Property Standards By-law.

5. **GOVERNING RULES AND REGULATIONS**

5.1 The Downspout Disconnection policy must remain consistent at all times with sections 2. (1)(2)(c) of the Sewer Use By-law, By-law 11446, and with section 1.13 of Part I, Schedule “A”, of the Property Standards By-law, By-law 147-2011 (amended December 6, 2011 By-law 213-2011); and any successor or amending By-law.

5.2 The Downspout Disconnection policy must remain consistent at all times with the Downspout Disconnection By-law, By-law 26-2008 and any successor or amending By-law.

6. **RECORDS, FORMS AND ATTACHMENTS**

6.1 Records created as a result of this policy will be retained in accordance with the Records Retention By-law 21-2013.