TOWN OF SHAUNAVON

POLICY TITLE: Sewer Camera Inspection Policy & Fee Schedule

POLICY NUMBER: Policy 2026-05

DEPARTMENT: Public Works / Administration

APPROVED BY COUNCIL: August 18, 2026

1. PURPOSE

The purpose of this policy is to establish a clear, fair, and standardized procedure for municipal sewer camera inspections. In accordance with Town of Shaunavon Bylaw No. 2024-02, it outlines the fee structure, Accounts Receivable (A/R) billing workflow, upfront disclosure requirements, and criteria for fee waivers when town-owned infrastructure is at fault.

2. SCOPE

This policy applies to all sewer camera inspection requests within the Town of Shaunavon, including:

- Resident requests due to active or recurring sewer line blockages.
- Real estate pre-purchase property inspections, home inspections, and routine diagnostic checks requested by buyers, realtors, or property owners.

3. GENERAL GUIDELINES & UPFRONT DISCLOSURE

- **Disclosure Requirement:** Prior to scheduling or deploying sewer camera equipment, staff or Public Works personnel must disclose the $150.00 inspection fee and the terms of this policy to the requester.
- **Authorization Form:** The requester (or authorized property owner/agent) must complete and sign the standalone Sewer Camera Inspection Authorization Form prior to inspection.
- **Equipment Safety:** If severe structural pipe collapse, root infestation, or heavy degradation creates a high risk of trapping Town camera equipment, Public Works personnel retain full authority to halt the inspection until the line is safely cleared by a private plumber.

4. Fee Structure & Accounts Receivable (A/R) Billing

Standard Inspection Fee: A flat fee of $150.00 applies to all requested sewer camera inspections.

A/R Invoicing:

- Upon completion of the inspection, the Town Office will issue an Accounts Receivable (A/R) invoice for $150.00.
- **Home Inspections / Real Estate Transactions:** The A/R invoice will be issued directly to the individual or agency requesting the service (e.g., potential buyer, home inspector, or realtor) as identified on the request form.
- **Active Backups (Current Owners):** The A/R invoice will be issued directly to the registered property owner's account.

Fee Waiver Conditions:

- **Town Infrastructure Fault:** If camera footage demonstrates that the blockage, root intrusion, or structural failure is located within the Town's main sewer line the $150.00 invoice will be cancelled/waived in full, and the Town will undertake necessary municipal repairs.
- **Private Infrastructure Fault:** As per Town of Shaunavon Bylaw No. 2024-02, the Town is responsible for the main sewer line only. If the camera footage demonstrates that the blockage, defect, or root intrusion is located on the private service line (from the main to the building), the $150.00 A/R invoice remains valid and payable as billed, and all repair costs remain the responsibility of the property owner.
- **CAO Discretion:** The Chief Administrative Officer (CAO) or their formal designate retains full authority to adjust, reduce, or waive any sewer camera inspection invoice under special, ambiguous, or extraordinary circumstances.

5. LIABILITY RELEASE

The Town of Shaunavon is not responsible for pre-existing pipe damage, structural failure, or plumbing collapse encountered during an inspection. In the event equipment becomes lodged due to severe private line defects, retrieval costs shall remain the responsibility of the property owner.