

COUNCIL POLICY



Document Name: Sanitary Sewer Backwater Prevention Program

Department Name: Environmental Services

Document Number: OPE-050

Effective Date: March 01, 2021

Next Revision Date: March 01, 2024

STRATEGIC PLAN LINKAGE

Strategic Priority 1 – Responsible Government

PURPOSE AND OBJECTIVE

The purpose of the Sanitary Sewer Backwater Prevention Program Policy (“Policy”) is to:

- 1. establish a Residential Backwater Valve Grant Program (“the Grant Program”);
- 2. outline value of the Grants;
- 3. determine Grant eligibility under the Policy; and
- 4. establish a Basement Flooding Prevention Education Program (“the Education Program”).

The objective of this Policy is to increase community resilience to flooding events due to surcharging in the sanitary sewer system. The Grant Program aims to reduce the overall impact to residential basements due to flooding by the installation of Backwater Valves, and the Education Program aims to reduce the likelihood of sanitary sewer surcharge events by providing residential property owners with information and actionable steps to reduce the risk of backwater flow into residences via the sanitary sewer system.

GENERAL PRINCIPLES

1. Definitions:

- 1.1. “Applicant” means a property owner, a property owner’s representative, or a tenant (with property owner permission) who submits an application.
- 1.2. “Backwater Valve” means a mechanical device installed on a Sanitary Sewer Service that automatically closes when the sanitary sewer system surcharges.
- 1.3. “Eligible Costs” means the cost of the Backwater Valve or the Manual Valve and the labour associated with its installation.
- 1.4. “Grant” means a transfer of monies from the Municipality to a Recipient for a project or purpose according to the requirements outlined in the Sanitary Sewer Backwater Prevention Program Administrative Procedure OPE-050-P01.

- 1.5. "Manual Valve" means a mechanical device installed on the Sanitary Sewer Service that can be manually closed and opened to hydraulically disconnect the Sanitary Sewer Service from the rest of the sanitary sewer system.
- 1.6. "Municipality" means the Regional Municipality of Wood Buffalo.
- 1.7. "Property" means a lot or parcel of land together with all the building structures located thereon.
- 1.8. "Recipient" means an Applicant that is approved by the Municipality to receive a Grant.
- 1.9. "Residential" means a building that is regularly used by its occupants as a permanent place of abode, which is made of one's home as opposed to one's place of business, and which has housekeeping and cooking facilities for its occupants only.
- 1.10. "Sanitary Sewer Service" means those pipes used to remove sanitary sewer from the building to the sewer mains.
- 1.11. "Maps" means the maps provided in Appendix A: Waterways, Appendix B: Lower Town Site, and Appendix C: Fort Chipewyan.

2. Responsibilities:

2.1. Council to:

- 2.1.1. approve this Policy;
- 2.1.2. approve any amendments to this Policy.

2.2. Chief Administrative Officer (CAO) to:

- 2.2.1. recommend any amendments to this Policy;
- 2.2.2. support the implementation of this Policy; and
- 2.2.3. review and support any amendments to the Grant Program or Education Program.

3. Residential Backwater Valve Grant Program

3.1. Grant Program Area:

- 3.1.1. The Grant Program applies to eligible Applicants and building types within the Municipality.

3.2. Grant Program Duration:

- 3.2.1. The Municipality will accept complete applications starting on March 01, 2021.
- 3.2.2. Funding will be provided on a first-come, first-service basis, for successful Recipients until the budget for the Grant Program has been exhausted.

However, priority will be given to those residents that are located within Zone 2, as identified on the Maps.

3.3. Grants:

3.3.1. The Grant Program provides the following Grants:

3.3.1.1. Backwater Valve Grant; and

3.3.1.2. Manual Valve Grant.

3.3.2. Funding will be provided in the form of a reimbursement Grant up to the values identified in sections 3.7.1 and 3.8.1 whereby funds are paid to Recipients upon the successful completion of the work and confirmation by the Municipality.

3.4. Municipal Control:

3.4.1. The Municipality may close the Grant Program to new Applications at any time without notice.

3.4.2. The Municipality reserves the right to determine Applicant participation in the Grant Program on a case-by-case basis.

3.4.3. The Municipality may terminate the Grant Program at any time without notice.

3.5. Application:

3.5.1. The Applicant may complete a self assessment for eligibility for the Grant Program based on the criteria posted on the Municipality's website.

3.5.2. Applicants must submit applications to the Environmental Services Department no later than three months after a successful final inspection (unless the work was completed between May 01, 2020 and March 01, 2021).

3.5.3. The Environmental Services Department will administer the program in accordance with the requirements outlined in the Sanitary Sewer Backwater Prevention Program Administrative Procedure OPE-050-P01. Incomplete applications will be referred back to the Applicant for revision.

3.6. General Eligibility Criteria:

3.6.1. The Recipient must be the property owner(s), a property owner's legal representative, or a tenant with written permission from the property owner(s).

3.6.2. The Applicant has obtained all required permits and approvals prior to completing the work and applicable inspections are completed by the Municipality.

3.6.3. The installation of the Backwater Valve or Manual Valve must have occurred after May 01, 2020.

3.6.4. The following are ineligible for the Grant Program:

- 3.6.4.1. Non-Residential buildings;
- 3.6.4.2. Residential units whose Sanitary Sewer Service is not located on or below the ground floor of the building;
- 3.6.4.3. Sanitary Sewer Services that service to more than one Residential unit;
- 3.6.4.4. Residential buildings that were constructed after 2000; and
- 3.6.4.5. Residential units that already have a Backwater Valve installed.
- 3.6.5. The following must be satisfied and will be verified by the Municipality at the time the Recipients request reimbursement:
 - 3.6.5.1. Property taxes must be current and paid or in tax repayment plan in good standing;
 - 3.6.5.2. Utility bills must be current and paid;
 - 3.6.5.3. Properties must not have an unresolved order to comply with the Land Use Bylaw, Building Code, Fire Code, Nuisance Bylaw, or other regulation; and
 - 3.6.5.4. Applicant is not a party to a legal dispute with the Municipality.

3.7. Backwater Valve Grant:

3.7.1. Grant Value:

- 3.7.1.1. The Municipality will provide a Grant of \$1,500 or the cost to complete the eligible work, which ever is less.
- 3.7.1.2. If the property is within Zone 2 on the Maps, the Municipality will provide a Grant of \$3,000 or the cost to complete the eligible work, whichever is less.

3.7.2. Additional Eligibility Criteria:

- 3.7.2.1. In addition to section 3.6, the following shall also be met to be eligible:
 - a. For applications received in 2021, priority will be given to Properties located within Zone 2.
 - b. The Applicant has installed a new Backwater Valve on their Sanitary Sewer Service.

3.8. Manual Valve Grant:

3.8.1. Grant Value:

- 3.8.1.1. The Municipality will provide a Grant of \$150 or the cost to complete the eligible work, which ever is less.

3.8.3. Additional Eligibility Criteria:

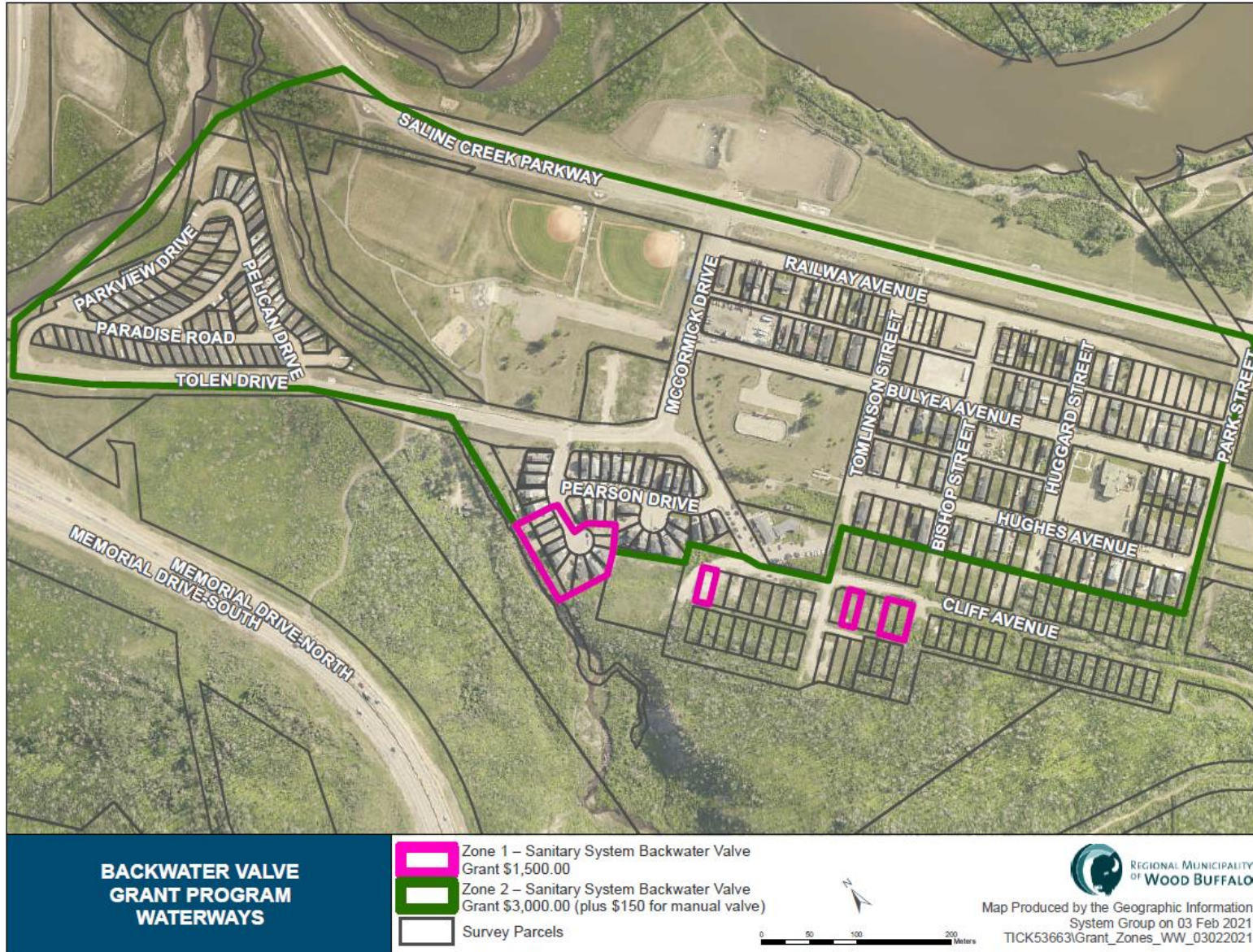
- 3.8.3.1. In addition to section 3.6, the following shall also be met to be eligible:
- a. The Property is located within Zone 2.
 - b. The Applicant has installed a new Manual Valve on their Sanitary Sewer Service.
 - c. The Applicant is eligible for and has received the Backwater Valve Grant in section 3.7 or the Applicant's Sanitary Sewer Service has an existing Backwater Valve.

4. Basement Flooding Prevention Education Program

- 4.1. The Municipality shall develop and provide informational resources for residents outlining measures they may take on their Property to help protect against basement flooding and to protect the Municipal sanitary system in general.
- 4.2. This information will be made publicly available and reflect current best practices.

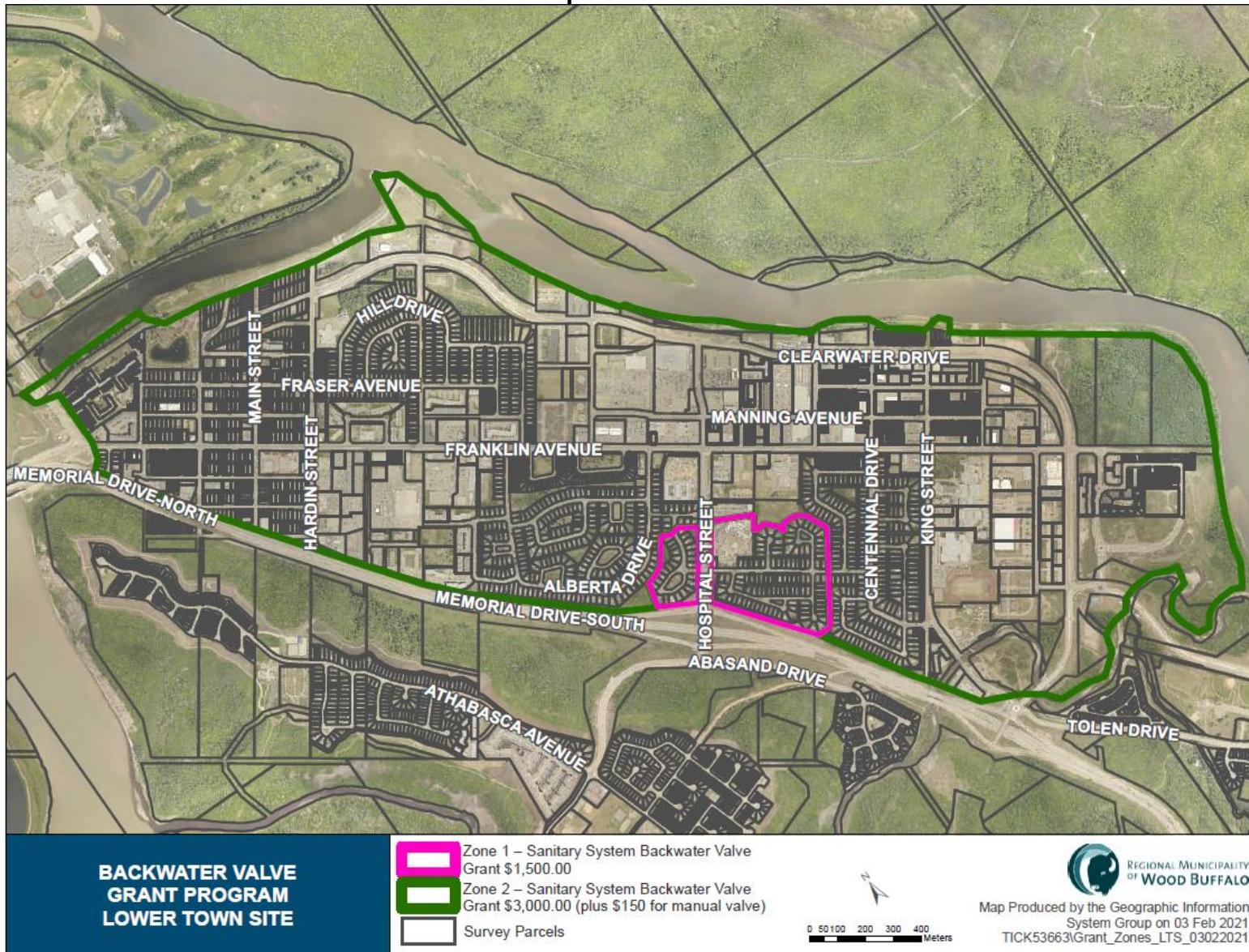
Appendix A

Zone Map: Waterways



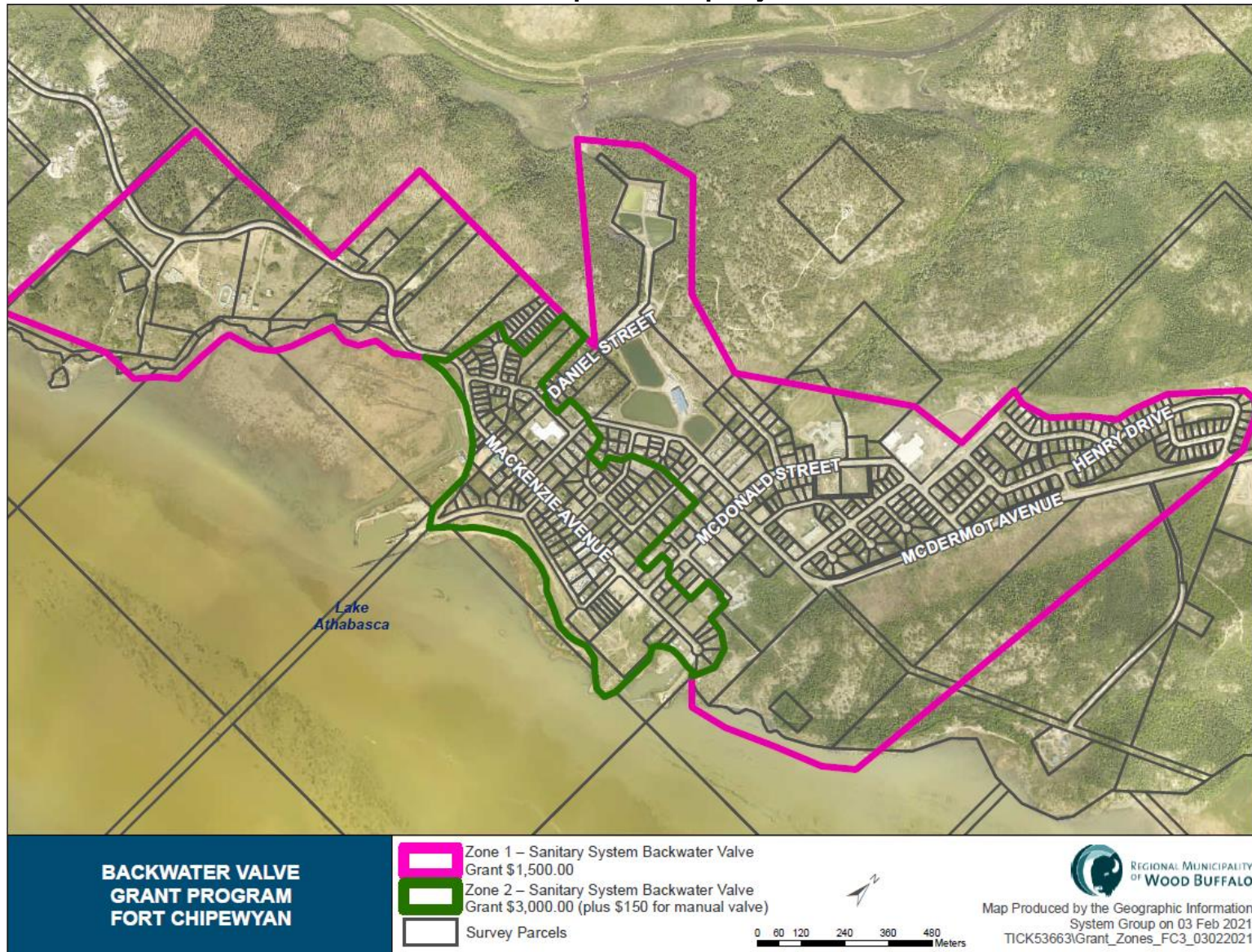
Appendix B

Zone Map: Lower Town Site



Appendix C

Zone Map: Fort Chipewyan



APPROVAL

This Policy was approved by Council. It will be reviewed not later than its next Revision Date to determine its effectiveness and appropriateness. It may be assessed before that time as necessary.

Don Scott, Mayor

Jade Brown, Chief Legislative Officer

Date

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

- Cross References:
- Bylaw No 85/51 – Municipal Sanitary Sewer Utilities
 - Sanitary Sewer Backwater Prevention Program Administrative Procedure OPE-050-P01

Position Responsible: Director, Environmental Services

COUNCIL POLICY DETAILS AND REVISION HISTORY

Date	Action	Description
March 01, 2021	Establishment	Establishment of program