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<b>TO:</b>	<b>CHAIR AND MEMBERS CIVIC WORKS COMMITTEE MEETING ON SEPTEMBER 9, 2013</b>
<b>FROM:</b>	<b>JOHN BRAAM, P.ENG. MANAGING DIRECTOR, ENVIRONMENTAL &amp; ENGINEERING SERVICES &amp; CITY ENGINEER</b>
<b>SUBJECT:</b>	<b>GRANTS FOR SUMP PUMP, SEWAGE EJECTOR AND STORM PRIVATE DRAIN CONNECTION BY-LAW – PROPOSED AMENDMENT</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Managing Director, Environmental & Engineering Services & City Engineer, the following actions **BE TAKEN** with respect to sump pump, backwater valve, and storm private drain connection grants:

- (a) The attached proposed by-law **BE INTRODUCED** at the Municipal Council Meeting on September 17, 2013 to amend the existing "Grants for Sump Pump, Sewage Ejector, and Storm Private Drain Connection By-law (A-6403-272 - attached as Appendix 'A') to reflect changes to the grants available for owners of single detached, semi-detached, and duplex dwellings deemed eligible to participate in the grant program, and subject to funding being available in the yearly budget allocation for this purpose, as follows:

The City pays to the owner up to 75% of the demonstrated cost established for:

- (i) Sump pump installation - up to a maximum of \$1,950.00 for out-of-pocket expenses to disconnect the footing tiles when they are connected to the main drain inside the basement; or
- (ii) Sump pump installation - up to a maximum of \$2,650.00 for out-of-pocket expenses to disconnect the footing tiles when they are connected to the main drain outside the basement – this is the current amount available which appears to be sufficient at this time;
- (iii) Up to a maximum of \$825.00 for out-of-pocket expenses when a full port-type backwater valve is installed in a residential home that already has an approved sump pump;
- (iv) Up to a maximum of \$6,000.00 for out-of-pocket expenses to construct a storm private drain connection (PDC) within the City road allowance or within a City easement, including a storm building sewer on private property to the dwelling unit where it connects to the sump pump discharge; or
- (v) Up to a maximum of \$1,000.00 for out-of-pocket expenses to construct a storm building sewer on private property from the dwelling unit, from an existing storm PDC on the City road allowance or within a City easement.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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ETC Report on July 20, 2009 on the Grants for Sump Pump, Sewage Ejector and Storm Private Drain Connection By-law.

ETC Report on July 27, 2009 on the Grants for Sump Pump, Sewage Ejector and Storm Private Drain Connection By-law.

ETC Report on August 24, 2009 on the Grants for Sump Pump, Sewage Ejector and Storm Private Drain Connection By-law.

ETC Report on September 13, 2010 on the Grants for Sump Pump, Sewage Ejector and Storm Private Drain Connection By-law Update.

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## BACKGROUND

### **Purpose:**

On August 31, 2009, Municipal Council implemented the Grants for Sump Pump, Sewage Ejector, and Storm Private Drain Connection By-law. This By-law revised the grant program available to residents within the City to have remedial works performed on their home which aids in reducing the possibility of basement flooding.

This report is to update Municipal Council on the status of the grant program and to recommend updates to the existing Grants for Sump Pump, Sewage Ejector, and Storm Private Drain Connection By-law (A-6402-272) to more accurately reflect the actual installation costs of appurtenances identified in this By-law, and to increase the scope of the By-law to provide further assistance to homeowners where required.

### **Discussion:**

The goal of this program is to reduce the risk of basement flooding to the homeowner and at the same time reduce the amount of extraneous flow into the City's sanitary sewage systems. The implementation of the program continues to be to educate local plumbing contractors on how the revised program works, advertise the grant program to residents throughout the City (specifically in known problem areas), and carefully review all inquiries, applications, and installations to ensure the funds allocated for this program are spent effectively.

Several calls per week continue to be received by Environmental & Engineering Services (EES) staff from London residents requesting more information and/or advice regarding basement flooding. Many of these cases do not qualify for a grant from the City under this program. However, it provides EES an opportunity to offer additional customer service by providing technical advice to property owners on what the problem may be and some insight as to what the next steps towards remediation could be.

The City continues to encourage residents, within areas of the City which are prone to basement flooding, to participate in the grant program. Included in this initiative are those households who contribute to downstream basement flooding, even if they may have not actually experienced basement flooding in the past. However, in many cases, it is a challenge to encourage residents with dry basements to participate in the program.

Part of this challenge may be attributed to the grant amounts currently available. For a residential single detached, semi-detached, or duplex dwelling, the program is intended to provide a grant to cover 75% of the cost of the installation of specific devices that can reduce the possibility of basement flooding. However, the upset limits currently in place are, based on our experience in processing claims, not sufficient to cover 75% of the actual costs. Adjusting these upset limits for the installation of these devices will more accurately reflect the cost of installation, and potentially increase participation in this program.

The recommended changes include:

- (i) Sump pump installation - up to a maximum of \$1,950.00 for out-of-pocket expenses to disconnect the footing tiles when they are connected to the main drain inside the basement. The current maximum allowed grant for this type of installation is \$1,875.00.
- (ii) Sump pump installation – The current maximum allowed grant for out-of-pocket expenses to disconnect the footing tiles when they are connected to the main drain outside the basement is \$2,650.00. This amount appears to be sufficient at this time.
- (iii) Up to a maximum of \$825.00 for out-of-pocket expenses when a full port-type backwater valve is installed in a residential home that already has an approved sump pump. The current maximum allowed grant for this type of installation is \$575.00.

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(iv) Up to a maximum of \$6,000.00 for out-of-pocket expenses to construct a storm private drain connection (PDC) within the City road allowance or within a City easement, including a storm building sewer on private property to the dwelling unit where it connects to the sump pump discharge.

This is an expansion in scope of eligible works. The current program provides a grant for the construction of a storm PDC in a City road allowance or within a City easement, to a maximum of \$3,775.00.

The PDC is the drainage pipe located within the City road allowance or City easement. The storm building sewer is the extension of this pipe onto private property to a location where the owner can utilize it. The existing program only provides a grant for out-of-pocket expenses incurred by an owner for the construction of a PDC with the City road allowance or City easement. There is currently no provision to provide financial assistance to the owner to continue the installation of the pipe on private property.

Expanding the program to provide financial assistance to the owner for completing the installation of this pipe will further encourage the installation of the storm building sewer when it is deemed to be beneficial in reducing the possibility of basement flooding and surface icing issues during winter months.

(v) Up to a maximum of \$1,000.00 for out-of-pocket expenses to construct a storm building sewer on private property from the dwelling unit, from an existing storm PDC on the City road allowance or within a City easement.

Similar to (iv) above, this would provide financial assistance to the owner for completing the installation the storm pipe on private property to a location where the owner can utilize it, when a PDC already exists. These works are currently ineligible for funding under the existing grant program.

The existing budget appears to be sufficient to cover expected costs during the remainder of 2013 and 2014. Therefore, no further capital budget request is anticipated for 2014 for this grant program.

It is noted that the City is also undertaking other initiatives to prevent basement flooding. One such example is the Sherwood Forest Weeping Tile Disconnect Project – a pilot program to reduce the risk of basement flooding by disconnecting foundation drains and installing backwater valves for homes on Blanchard Crescent. This pilot project is fully funded by the City. A follow-up report will be submitted to this Committee this Fall.

**Conclusions:**

Through advertising and education, the details of the grant program as defined in the Grants for Sump Pump, Sewage Ejector and Storm Private Drain Connection By-law are reaching more residents throughout the City than in the past. Although many of the inquiries received from residents about basement flooding may not meet the requirements of this grant program, it continues to provide an opportunity for EES staff to offer technical advice to all homeowners that experience problems.

The City continues to target areas of the City that are prone to basement flooding to encourage participation through this grant program. This is beneficial to those homeowners who participate, and beneficial to the City in removing extraneous flows from the sanitary sewer system.

It is anticipated that updates to the upset limits identified above will help encourage more homeowners to participate in the program.

No additional budget for this program is anticipated for 2014, as sufficient funds remain to be available from the approved 2013 budget. This will be re-evaluated for 2015 budget considerations.

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**Acknowledgements:**

This report was prepared by Kyle Chambers, P. Eng., Environmental Service Engineer, and Brad Weber, Technologist II, Wastewater and Drainage Engineering Division.

<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>JOHN LUCAS, P.ENG. DIRECTOR, WATER AND WASTEWATER</b>	<b>JOHN BRAAM, P.ENG. MANAGING DIRECTOR, ENVIRONMENTAL &amp; ENGINEERING SERVICES &amp; CITY ENGINEER</b>

September 3, 2013

/BW

Attach: Appendix 'A' – Amendment to By-law A-6403-272  
Appendix 'B' – Private Drain Connection Detail

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## APPENDIX A

Bill No.  
2013

By-law No. A.-

A By-law to amend By-law A.-6403-272 being the Grants for Sump Pump, Sewage Ejector, and Storm Drain Connection Grant Program By-law.

WHEREAS section 5 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the powers of a municipality shall be exercised by its council by by-law;

AND WHEREAS section 107 of the *Municipal Act, 2001* provides that a municipality may make grants to any person, group or body, including a fund, for any purpose that council considers to be in the interests of the municipality;

AND WHEREAS on August 31, 2009 Council for the City passed By-law A.-6403-272 being the Grants for Sump Pump, Sewage Ejector, and Storm Drain Connection Grant Program By-law. to provide grants to certain owners of residential semi-detached dwellings, single detached dwellings and duplex dwellings, to condominium corporations for units used for residential purposes, and to non-profit housing co-operatives, to disconnect the footing tiles from either the sanitary or storm sewer, and install a sump pump system for disposal of weeping tile (foundation drain) water to a suitable outlet other than the sanitary sewer system;

AND WHEREAS it is deemed expedient to amend By-law A.-6403-272.;

THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. That By-law A.-6403-272 being the Grants for Sump Pump, Sewage Ejector, and Storm Drain Connection Grant Program By-law. be amended in accordance with the *City of London Sump Pump, Sewage Ejector, and Storm Private Drain Connection Grant Program Guidelines*, attached as Schedule "A" to this by-law.
2. That the Program is not retroactive and shall not apply to any installations of sump pump systems, disconnections or connections of footing tiles, the installation of a backwater valve, nor the installation of a sewage ejector and holding tank, prior to the coming into force of this by-law.
3. That the issuance of grants under the Program is subject to availability of funds as determined by Council from time to time.
4. That the short title of this by-law is the "Basement Flooding Grant Program By-law".
5. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on September , 2013.

Joe Fontana Mayor

Cathy Saunders  
City Clerk

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Second Reading – September, 2013  
Third Reading – September, 2013

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### Schedule "A"

## City of London Sump Pump, Sewage Ejector, and Storm Private Drain Connection Grant Program Guidelines

### Purpose

To provide a grant to residential home owners, condominium corporations for units used for residential purposes, and to non-profit housing co-operatives, who have experienced sanitary sewer surcharging in their basements and who have installed an approved sump pump system in accordance with this by-law; to provide a grant to owners, condominium corporations for units used for residential purposes, or non-profit housing co-operatives, who are experiencing or are in an area likely to experience basement flooding caused by a surcharged sanitary or storm sewer and who subsequently disconnect the footing tiles from either the sanitary or storm sewer and install a sump pump system for disposal of footing tile water to a suitable outlet other than the sanitary sewer system.

### Definitions

"*City Engineer*" means the General Manager of Environmental and Engineering Services & City Engineer, or designate;

"condominium corporations" means condominium corporations under the *Condominium Act, 1998* for units used for residential purposes;

"non-profit housing co-operatives" means a non-profit housing co-operative under the *Co-operative Corporations Act*

"*dwelling unit*" has the same meaning as contained in the City's Zoning By-law;

"*owner*" means an owner in fee simple under the *Land Titles Act, R.S.O. 1990, c. L.5*;

"*property*" means a separate parcel of land which has been assigned a property identifier under section 141 of the *Land Titles Act, R.S.O. 1990, c. L.5*;

"residential homes" means residential semi-detached dwelling, single detached dwelling and duplex dwelling, as defined in the City's Zoning By-law.

### Funding

This Program will be funded in an amount determined by Council in its sole discretion from time to time. Grant commitments will be provided subject to funding availability as determined by Council at its sole discretion from time to time.

### Eligible Work

A) For residential homes, upon completion of the installation and subject to funding being available in the yearly budget allocation for this purpose, the City pay to the owner up to 75% of the demonstrated cost established as follows:

- (i) up to a maximum of \$1,950.00 for out-of-pocket expenses to disconnect the footing tiles when they are connected to the main drain inside the basement; or
- (ii) up to a maximum of \$2,650.00 for out-of-pocket expenses to disconnect the footing tiles when they are connected to the main drain outside the basement;
- (iii) up to a maximum of \$825.00 for out-of-pocket expenses when a full port type backwater valve is installed in a residential home that already has an approved sump pump;

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- (iv) up to a maximum of \$1,525.00 for out-of-pocket expenses incurred when, in lieu of a full port type backwater valve being installed with the sump pump, a sewage ejector and holding tank is installed for the disposal of effluent from basement plumbing fixtures;
- (v) up to a maximum of \$6,000.00 for out of pocket expenses incurred by an owner for the construction of a storm private drain connection within the City road allowance or within a City easement, including a storm building sewer on private property where the owner extends the storm P.D.C. onto the property and connects it to a catch basin, pumped footing tile water or both, it being pointed out that this subsidy applies to the construction of a storm P.D.C. within a City road allowance or within a City easement, and extending the it on private property;
- (vi) Up to a maximum of \$1,000.00 for out-of-pocket expenses to construct a storm building sewer on private property from the dwelling unit, from an existing storm PDC on the City road allowance or within a City easement;
- (vii) the owner execute an appropriate liability release document, approved by the Manager of Risk Management and the City Solicitor's Office; and
- (viii) that eligibility for this grant will be based on a demonstrable need for such work, as determined solely by the General Manager of Environmental Services & City Engineer.

B) For condominium corporations, and non-profit housing co-operatives upon completion of the installation and subject to funding being available in the yearly budget allocation for this purpose, the City pay to a condominium corporation, or non-profit housing co-operative up to 75% of the demonstrated cost established as follows:

- (i) up to a maximum of \$2,000.00 for out-of-pocket expenses for an Engineering Report;
- (ii) up to a maximum of \$900.00 (per condominium unit, or non-profit housing co-operative unit) for out-of-pocket expenses for lot grading, sump pump systems, backflow prevention systems, and certification;
- (iii) that any grants provided to condominium corporations or non-profit housing co-operatives will be payable only if the entirety of the Engineering Report is implemented;
- (iv) the City assume no liability whatsoever relating to the work undertaken by the condominium corporation, or non-profit housing co-operative;
- (v) the condominium corporation, or non-profit housing co-operative execute an appropriate liability release document, approved by the Manager of Risk Management and the City Solicitor's Office; and
- (vi) that eligibility for this grant will be based on a demonstrable need for such work, as determined solely by the General Manager of Environmental Services & City Engineer.

### **Eligibility for Grant**

The applicant(s) for the grant must meet the following criteria in order to qualify for the Program:

- must be the owner(s) of the property, a condominium corporation, or a non-profit housing co-operative;
- has not commenced work prior to grant approval;
- there must be no other outstanding debts to the City of London;
- the owner(s), condominium corporation, or non-profit housing co-operative must meet all conditions of this Program.

Approval of all grant applications is also subject to availability of funding at any given time, as determined solely by Council.



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Manufacturing businesses or industrial or commercial enterprises are not eligible for this Program.

### **Grant Details**

Grants will not be available to cover any other associated costs.

The maximum amount of each grant will be determined in each case by the City Engineer, based on the City Engineer's determination of the reasonable cost and scope of the proposed work.

Grant approvals are subject to the availability of funding at any given time, as determined by Council. Grant applications will be processed in chronological order based on the date of receipt of applications.

Grant approvals will be valid for six months and will expire if the work is not completed within that time period (unless extended at the City Engineer's discretion).

### **Application Procedure**

1. The applicant owner(s), condominium corporation, or non-profit housing co-operative will be required to complete an application form provided by the City Engineer.

In addition to the completed application form the applicant owner(s), condominium corporation, or non-profit housing co-operative must provide:

- A minimum of 3 quotes for the work from *bona fide* qualified Contractors, for costs above \$10,000.00, to the City Engineer's satisfaction;
- A minimum of 2 quotes for the work from *bona fide* qualified Contractors, for costs between \$5,000.00 and \$10,000.00, to the City Engineer's satisfaction;
- One quote for the work from *bona fide* qualified Contractors, for costs below \$5,000.00, to the City Engineer's satisfaction;
- The quotes must detail what work is to be done, and separate out costs for each portion of work;
- Such other further information or documentation as may be required by the City Engineer.

Under the discretion of the City Engineer, any work that is started or completed prior to the grant application approval may be deemed ineligible under this Program.

2. City reviews application and supporting documentation and decides whether to approve the grant amount, and determines approximately how much the grant amount will be. City advises applicant in writing of its decision.

3. Applicant or Contractor obtains any necessary permits, including a plumbing permit from the City's Building Division (7<sup>th</sup> Floor, City Hall, 300 Dufferin Avenue, London, 519-661-4555) prior to work commencing. Failure to obtain a plumbing permit prior to work commencing will result in cancellation of any approved grant amounts.

4. The Contractor must co-ordinate work with the City well in advance. The Contractor is responsible to obtain all utility locates for the work for both private property and City property.

5. The Contractor or the applicant must arrange for an inspection by the City with respect to the plumbing permit. Plumbing permits that have not had an inspection by the City will result in cancellation of any approved grant amounts.

6. Within six months of receiving grant approval, the owner(s), condominium corporation, or non-profit housing co-operative must submit to the City the final paid invoice from the Contractor setting out the amount due and paid for the work. Any owner, condominium corporation, or non-profit housing co-operative submitting an invoice six months after the grant approval will be ineligible for payment of the grant (subject to the discretion of the City Engineer). The City will not provide a grant for an amount greater than the approximate grant amount set out in paragraph 2 above, even where the final invoice is greater than the approximate grant amount.

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7. The City may advance either 75% of the invoice amount submitted by the Contractor, or the amount of the approximate grant amount as set out in paragraph 2 above, whichever is less, to the applicant owner(s), condominium corporation, or non-profit housing co-operative.

**Information to Accompany Application**

- Complete application form signed by owner(s), condominium corporation, or non-profit housing co-operative;
- A minimum of 3 quotes for the work from *bona fide* qualified Contractors, for costs above \$10,000.00, to the City Engineer's satisfaction. The quotes must detail what work is to be done, and separate out costs for each portion of work.
- A minimum of 2 quotes for the work from *bona fide* qualified Contractors, for costs between \$5,000.00 and \$10,000.00, to the City Engineer's satisfaction. The quotes must detail what work is to be done, and separate out costs for each portion of work.
- One quote for the work from *bona fide* qualified Contractors, for costs below \$5,000.00, to the City Engineer's satisfaction. The quote must detail what work is to be done, and separate out costs for each portion of work.
- Such other further information or documentation as may be required by the City Engineer.

**Not Retroactive**

The Program will not be retroactive to apply to works started before the commencement of the Program.

**Discontinuation of Program**

The terms of the Program are subject to change. Council may periodically review the Program Guidelines to determine if the Program should continue, be modified, or cease to issue any new grants. The City may discontinue the Program at any time, without notice.

**City Not Liable**

In order to qualify for a grant, the owner, condominium corporation, or non-profit housing co-operative agrees that the City shall not be liable for any damages to the owner's property or property for which the condominium corporation, or non-profit housing co-operative is responsible as a result of any of these installations.

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**APPENDIX B – PRIVATE DRAIN CONNECTION DETAIL**

