



TOWN OF HIGH RIVER POLICY

Policy No: CP-2301 -01
 Policy Title: Overland Flood Mitigation for Individual Buildings
 Approval Date: January 23, 2006
 Revision Date:
 Department: Operational Services

Rationale:

The Town of High River is committed to flood mitigation programs in High River. One of the specific areas of flood mitigation is mitigation at individual properties affected by overland flooding.

Background:

Some areas of High River have been identified as high risk areas for flooding. The areas are marked on the attached plan of High River.

Many of these areas have subsoil that consists of a layer of fine silty sand for a short depth that is underlain by a coarse sandy gravel up to 12 meters thick. The gravel bed is a very permeable material allowing groundwater to change in relation to the water levels in the Highwood River. Flooding of buildings in the flood prone areas occurs as a result of groundwater entering the buildings by leakage through basement walls and/or floor slabs; surface water entering buildings through basement windows and basement walkout entry doors below the landscape building grade as well as from the backup of the sanitary sewer system.

Since 1995 all buildings constructed in these areas were certified as meeting guidelines.

Policy Statement:

The Town of High River will provide financial assistance and expertise in designated areas to mitigate damages from overland flooding with funding available until March 31, 2007.

Application:

The following shall be used as a guideline to ensure all building owners, within the designated areas, are treated equally and fairly:

“THE MEETING PLACE”
... a modern Town with a western tradition

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1. Evaluation for Eligibility

Each building shall require an engineering analysis to determine what mitigation is required, and if so, the type of flood mitigation needed in order to receive financial assistance

2. Formal Written Agreement

The owner of each residence, or commercial building, shall enter into a formal written agreement with the Town of High River which outlines the work to be completed under this program, the expected costs and the amount of eligible financial assistance the owner will receive.

3. Management of the Work

The owner of the eligible residence or commercial building shall be responsible for supervising and managing the work. The Town of High River will provide reimbursement for the improvements as outlined in the agreement between the property owner and the Town of High River.

4. Right of Access to Inspect Improvements Installed Under this Program

The owner of the eligible residence or commercial building by virtue of entering into the financial assistance agreement authorizes the Town of High River, on an annual basis, to enter the property to ensure that the improvements subsidized by the Town of High River are in good repair and functioning as designed. The owner of the eligible residence, or commercial building, by virtue of an inspection by the Town of High River, is not relieved of the responsibility to ensure that the improvements installed on their property are working properly.

5. Automatic Anti-backflow Valves

All buildings that are not equipped with anti-backflow, or backflow, valves shall be eligible to receive financial assistance to have an approved valve installed on the sanitary sewer line at the location where these lines exit the building. The maximum allowance for this work is \$625.00 per eligible building.

6. Ground Fault Circuit

All buildings that are not equipped with an electrical ground fault circuit shall be eligible to receive financial assistance to have electrical ground fault circuits installed in basements below the 1 in 100 year flood elevation. The 1

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in 100 year flood elevation equates to a flow of about 750 cubic meters per second in the Highwood River in High River.

7. Elevation of Mechanical and Electrical Services (where applicable)

All buildings where the mechanical and electrical services are below the 1 in 100 year flood elevation shall be eligible to receive financial assistance to elevate these services about the 1 in 100 year flood elevation. This assistance, at the discretion of the Town of High River, will be provided if there is not a reasonable alternative such as window and door coverings or water proof membranes to prevent flooding of the structure.

8. Above Ground Flood Mitigation

All buildings where the projected 1 in 100 year flood level is above the existing ground elevations shall be eligible to receive financial assistance to install a waterproof membrane (Blue Ice, or equivalent) around the outside of the buildings, below the ground line and above the projected 1 in 100 year flood level. Provision must also be made to seal basement windows, building entry doors and garage doors.

Note that where landscaped building grades are below the project flood levels, consideration must be made to raise the landscape grades.

9. Flood Preparedness Plan

A flood preparedness plan shall be prepared for each eligible residence that is receiving funding. The plan should outline the actions to be taken by the occupants of the residence in the event of a flood or flood warning. It is the responsibility of the resident or resident owner to implement the plan in the event of a flood or a flood warning.

10. Sump Pits and Sump Pumps

All residences, or commercial buildings that are not equipped with a sump pit and sump pump shall be eligible to receive financial assistance to have a sump pit and sump pump of suitable capacity installed in the basement concrete floor with a discharge to the surface or exterior of the building. The maximum size of the sump pump shall be 1/3 Horsepower.

11. Grant Application Process

Administration will prepare a grant application for interested property owners to complete. Administration will process the application within 30 days of receiving a completed application and provide a written response to the applicant. Should additional information be required regarding the original

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application the time to provide a response will be from the time that the additional information is received. All work must be approved by the Town. A separate agreement between the building owner and the Town must be entered into. Should a building owner proceed with the work before it is approved and the Agreement signed the Town is under no obligation to subsidize any portion of the work.

12. Grant Condition

A condition of the grant is that the Agreement between building owner and the Town is registered against the land title for the property and "rides" with the title when the ownership of the property changes.

13. End Of Policy

APPROVAL:

This policy shall come into force and effect upon adoption by Council at a Regular or Special Meeting of Council.

Adopted by Council as Resolution # 034/2006 at the Regular Meeting of Council held on January 23, 2006.



MAYOR/DEPUTY MAYOR


TOWN MANAGER/
DIRECTOR OF CORPORATE SERVICES



HIGH RIVER
 "Home of the Medicine Tree"

Application for Grant

Overland Flood Mitigation for Individual Buildings

In accordance with Town Policy CP 2301 – 01 “Overland Flood Mitigation for Individual Buildings” _____ of _____, High River hereby applies for funding assistance.

The areas where assistance is required are as follows:

Item Description	Number of Items	Total Estimated Cost	Approved Amount
a) Engineering Assistance			
b) Automatic anti-back flow valves			
c) Ground fault circuit			
d) Elevation of Mechanical/Electrical Services			
i) Furnace			
ii) Water Heater			
e) Above ground flood mitigation measures			
Description:			
f) Flood Preparedness Plan			
g) Sump Pit/Pump			
h) Other			
Total Estimated Cost of Work			

Each building shall require an engineering analysis to determine what mitigation is required, and if so, the type of flood mitigation needed in order to receive financial assistance

The owner of the eligible residence, or commercial building shall be responsible for supervising and managing the work. The Town of High River will provide funding assistance for the improvements as outlined in the agreement between the property owner and the Town of High River and in accordance with The Town of High River Policy for Overland Flood Mitigation for Individual Buildings.

The owner of the eligible residence or commercial building by virtue of entering into the financial assistance agreement authorizes the Town of High River, on an annual basis, to enter the property to ensure that the improvements subsidized by the Town of High River are in good repair and functioning as designed. The owner of the eligible residence, or commercial building, by virtue of an inspection by the Town of High River, is not relieved of the responsibility to ensure that the improvements installed on their property are working properly.

Administration will prepare a grant application for interested property owners to complete. Administration will process the application within 30 days of receiving a completed application and provide a written response to the applicant. Should additional information be required regarding the original application the time to provide a response will be from the time that the additional information is received. All work must be approved by the Town. A separate agreement between the building owner and the Town must be entered into. Should a building owner proceed with the work before it is approved and the Agreement signed the Town is under no obligation to subsidize any portion of the work.

A condition of the grant is that the Agreement between building owner and the Town is registered against the land title for the property and "rides" with the title when the ownership of the property changes.

Property Owner

Town Manager, Town of High River

Date

Date