

COUNCIL POLICY



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Document Name: Draper Household Flood Risk Reduction Grant Program

Department Name: Strategic Planning and Program Management

Document Number: FIN-420

Effective Date: September 26, 2023

Next Revision Date: September 26, 2026

STRATEGIC PLAN LINKAGE

Fiscal Management

PURPOSE AND OBJECTIVE

The purpose of the Draper Household Flood Risk Reduction Grant Program Policy (“the Policy”) is to:

- a) establish the Draper Household Flood Risk Reduction Grant Program (“the Program”);
- b) outline the value of Grants for Program Streams; and
- c) set eligibility for Program Streams.

The Program will provide financial support to eligible Property owners within the community of Draper (Appendix A). The objectives of the Program are to:

- a) enhance flood resiliency for individual Property owners who choose to invest in flood accommodation practices at the dwelling level; and
- b) provide financial support to property owners through three Grant Streams – relocation of utilities and services, retrofit building materials, and storage.

GENERAL PRINCIPLES

1. Definitions:

- 1.1. “Agreement” means the agreement between the Recipient and the Municipality that sets out the terms and conditions for participating in the Program.
- 1.2. “Applicant” means the registered Property owner or the Property owner’s legal representative who submits an application.
- 1.3. “Draper” means the area identified in Appendix A: Map of Draper.
- 1.4. “Draper Household Flood Risk Reduction Grant Program” or “Program” means a short-term Grant program for eligible Property owners in the community of Draper.
- 1.5. “Dwelling” means self-contained living quarters, including sleeping, kitchen, eating, and sanitary facilities for the domestic use of one or more person.
- 1.6. “Grant” means a transfer of monies from the Municipality to a Recipient for a project or purpose according to the requirements of the Draper Household Flood Risk Reduction Grant Program.

- 1.7. "Letter of Authorization" means written legal documentation from the registered property owner to a legal representative which allows the legal representative to apply to the Program on the property owner's behalf.
- 1.8. "Municipality" means the Regional Municipality of Wood Buffalo or RMWB.
- 1.9. "Program Guidelines" means a document or set of documents that provide Applicants a detailed explanation of the Program, including Grant Streams, eligibility, application processes, assessment criteria, and design standards, where applicable.
- 1.10. "Recipient" means an Applicant that is approved by the Municipality to receive a Grant and has signed an Agreement with the Municipality.
- 1.11. "Streams" means the different Grant options available under the Program.

2. Responsibilities:

2.1. Council to:

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

2.2. Chief Administrative Officer (CAO) to:

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

3. General Procedures:

3.1. Program Area:

- 3.1.1. The Program applies to eligible Applicants in the community of Draper, as outlined in Appendix A: Map of Draper.

3.2. Municipal Control:

- 3.2.1. The Municipality may close the Program to new applications at any time without notice.
- 3.2.2. The Municipality may terminate the Program at any time without notice.
- 3.2.3. The Municipality reserves the right to determine Applicant participation in the Program on a case-by-case basis and may require Applicants to meet additional requirements not set out in this Policy, the Administrative Procedure, or any other documents associated with the Program.
- 3.2.4. Recipients are bound by the terms and conditions of any Agreements.
- 3.2.5. Despite any indications to the contrary, at no point in the Application process does the Municipality accept any obligation to execute an Agreement.

3.3. Grants and Allocations:

- 3.3.1. The Program provides financial support under three Streams:
 - 3.3.1.1. relocation of utilities and services, including, but not limited to, electrical panels, hot water tanks and furnaces;

- 3.3.1.2. retrofit building materials, including, but not limited to, flooring, baseboards, drywall, and insulation; and
 - 3.3.1.3. storage, including, but not limited to, storage containers and shelving.
 - 3.3.2. Funding will be provided to the property owner up to the following amounts:
 - 3.3.2.1. relocation of utilities and services – \$35,000
 - 3.3.2.2. retrofit building materials – \$10,000
 - 3.3.2.3. storage – \$400
 - 3.3.3. Eligible Applicants may qualify for Grant funding under all Streams, to the limits set out in this Policy.
 - 3.3.4. Grant funding under each Stream may only be accessed once per property and will only be provided to the property owner in one payment.
- 3.4. General Eligibility Criteria:**
- 3.4.1. The Applicant must be the property owner or legal representative with written approval of the property owner. Where there are two or more property owners, signatures of all owners are required.
 - 3.4.2. Only Dwellings are eligible.
 - 3.4.3. Projects must meet the intent of the Program Guidelines.
 - 3.4.4. The following are eligibility criteria for each of the available Streams:
 - 3.4.4.1. Relocation of utilities and services:
 - a) property owners who have services (e.g., hot water tank, furnace, electrical panel) that are at 250.9 metres above sea level or lower.
 - 3.4.4.2. Retrofit building materials:
 - a) property owners whose main floor elevation is at 250.9 metres above sea level or lower; or
 - b) property owners whose main floor elevation is above 250.9 metres above sea level with a portion of the basement at 250.9 metres above sea level or lower.
 - 3.4.4.3. Storage:
 - a) property owners whose main floor elevation is at 250.9 metres above sea level or lower; or
 - b) property owners whose main floor elevation is above 250.9 metres above sea level with a portion of the basement at 250.9 metres above sea level or lower.
 - 3.4.5. The following are ineligible under the Program:
 - 3.4.5.1. garages, shops and other buildings that are not the Dwelling on the property;
 - 3.4.5.2. Dwellings that are not compliant with applicable codes, standards, and bylaws;
 - 3.4.5.3. flood mitigation activities, including, but not limited to, permanent or temporary berms and grading;

- 3.4.5.4. projects or work that was previously funded by agencies, including, but not limited to, the Government of Alberta and other disaster relief organizations; and
 - 3.4.5.5. projects or activities that began prior to April 26, 2020.
 - 3.4.6. The following must be satisfied and will be verified by the Municipality at the time the Recipients request reimbursement:
 - 3.4.6.1. property taxes must be current and paid;
 - 3.4.6.2. utility bills must be current and paid;
 - 3.4.6.3. properties must comply with the Land Use Bylaw, Building Code, Fire Code, Community Standards Bylaw, and other relevant regulations;
 - 3.4.6.4. Applicant is not a party to a legal dispute with the Municipality; and
 - 3.4.6.5. all necessary municipal permits and authorizations have been received for the project and are closed and without deficiencies.
 - 3.4.7. Funds will only be disbursed to the property owner.
 - 3.4.8. Exceptions to section 3.4 will be at the discretion of the Municipality on a case-by-case basis.
- 3.5. Application Requirements:**
- 3.5.1. The Municipality will accept completed applications during the published timelines.
 - 3.5.2. Complete applications must contain the following:
 - 3.5.2.1. completed application form;
 - 3.5.2.2. project description, including project scope and proposed improvements, construction timelines, project duration, and summary of how Program objectives will be met;
 - 3.5.2.3. photographs of the existing conditions;
 - 3.5.2.4. Certificate of Title issued within 30 days of the application submission date;
 - 3.5.2.5. Letter of Authorization, if required;
 - 3.5.2.6. any other Grant-specific requirements described in this Policy; and
 - 3.5.2.7. any other information required by the Municipality to evaluate the application.
 - 3.5.3. For projects or activities that began prior to the date of this Policy and after April 26, 2020, the Municipality reserves the right to require additional documentation and administer a different process than similar projects that began after the date of this Policy.
- 3.6. Construction and Timelines:**
- 3.6.1. For eligible activities that have yet to begin as of the date of this Policy, construction shall not begin until there is an executed Agreement and municipal permits are obtained, unless stated otherwise in this Policy or Administrative Procedure.
 - 3.6.2. Where required, contractors shall be licensed by the Province of Alberta, have a valid municipal business license, and carry the required insurance.

- 3.6.3. Recipients may use the contractor of their choice. However, when a contractor estimate is required, the Municipality will reimburse the estimate or final invoice, whichever is less.
- 3.6.4. Recipients shall obtain all necessary municipal permits and authorizations, including, but not limited to, development permits, building permits, occupancy certificates, street occupancy permits, and licenses of occupation.
- 3.6.5. Acceptance of an application by the Municipality does not guarantee that the project will receive municipal approvals at the construction stage.
- 3.6.6. Recipients shall notify the Municipality if the project scope or design changes during the permitting or construction process. The Municipality may require the Recipient to enter into an amended Agreement.
- 3.6.7. Projects shall be completed in a timely manner. Recipients shall complete construction within 12 months from the date on the executed Agreement.
- 3.6.8. The Municipality may consider extensions to these deadlines if Recipients demonstrate that delays are due to circumstances beyond their control or seasonal construction limitations. Recipient shall submit requests for extensions at least 30 days prior to the deadline.

3.7. Communications and Recognition:

- 3.7.1. Application information, including, but not limited to, photographs, drawings, and plans, may be used by the Municipality for the purposes of Program promotion, presentations, and similar purposes.

3.8. Monitoring and Reporting:

- 3.8.1. The Municipality shall maintain records to enable timely reporting to Council on the interest in, uptake of, and success of the Program. The Municipality will monitor the:
 - 3.8.1.1. number of inquiries about the Program;
 - 3.8.1.2. number of applications received, reviewed, approved, completed, and funded;
 - 3.8.1.3. processing time for completed applications;
 - 3.8.1.4. total funding provided under the Program and for each Grant type; and
 - 3.8.1.5. Applicant and Recipient feedback.

4. Appendices:

- 4.1. Appendix A: Map of Draper

5. Rescind and Replace

This Policy rescinds and replaces the Draper Household Flood Risk Reduction Grant Program Policy FIN-420, dated July 11, 2023.

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.



Sandy Bowman, Mayor



Jade Brown, Chief Legislative Officer



Date

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

Legal References: Safety Codes Act, RSA 2000, c S-1

Cross References: Community Investment Program Policy FIN-220
 Draper Household Flood Risk Reduction Grant Program Administrative Procedure FIN-420-P01

Position Responsible: Director, Strategic Planning and Program Management

COUNCIL POLICY DETAILS AND REVISION HISTORY

Date	Action	Description
July 11, 2023	Introduction	New Council Policy to establish the Draper Household Flood Risk Reduction Grant Program
September 26, 2023	Revision – Minor	Policy revised to replace “Residence” with “Dwelling”

Appendix A: Map of Draper

