



**Enhanced Basement Flooding Prevention Subsidy**

– Please Print – Complete All Blank Fields (Shaded Fields for Regional Use)  
 Please Mail, or drop off, this completed form and all required paperwork to the above address

**Application Form**

Property and Contact Information			
Owner's Name		Construction year of home	
Address		City	Postal Code
Telephone #'s	Home:	Work:	
Email Address:			

Section A: Downspout Disconnection Subsidy Information		
Check Completed Work	Work	Subsidy Information
<input type="checkbox"/>	Disconnection of downspouts from the sewer system	100% of all costs up to a maximum \$500. Before and after pictures are required along with a sketch (page 4).

Section B: Disconnecting Weeping Tiles & Sump Pump Installation Subsidy Information <small>Work <u>Must</u> be Completed by a Contractor Found Under Halton's Authorized Contractors List</small>		
Check Completed Work	Work	Subsidy Information
<input type="checkbox"/>	Installation of an approved sump pump system with back-up system and disconnection of the weeping tiles/foundation drains	100% of the eligible invoiced and paid costs to contractor, combined with any permit fees, up to a <u>maximum</u> of \$5000.
<b>NOTE:</b> Homeowners will <u>only</u> qualify for the 100% weeping tile disconnection subsidy if they have used one of the contractors under Halton's Authorized Contractors List. <b><u>Terms and Conditions on Page 2</u></b>		

Section C: Backwater Valve Installation & Sanitary Lateral Repair Subsidy Information		
Check Completed Work	Work	Subsidy Information
<input type="checkbox"/>	Installation of an Ontario Building Code approved backwater valve	50% of the invoiced costs and paid to contractor, combined with any permit fees, up to a <u>maximum</u> of \$675.
<input type="checkbox"/>	Lining/Repair of the sanitary lateral on private side	50% of the invoiced costs and paid to contractor, combined with any permit fees, up to a <u>maximum</u> of \$2000.
<b>NOTE:</b> Homeowners will <u>only</u> qualify for the backwater valve subsidy if they have demonstrated they do not have any downspout or weeping tile/foundation drain connections to sewer.*** <b><u>Terms and Conditions on Page 2</u></b>		

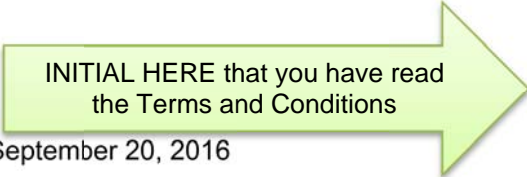
Release	
I hereby certify that I am the owner of the property and have had the work completed as described above, I also hereby certify that I have read, understand and agree to the program Terms and Conditions (on Page 2)	
Homeowner Signature:	Date:

Application #	Date Received	<b>Region Use Only</b>
Approved Subsidy Amount:\$	Approval Signature:	Date:

## Enhanced Basement Flooding Prevention Subsidy

### Terms and Conditions

1. Personal information collected and submitted as part of this application package will only be used for the purpose of administering the Enhanced Basement Flooding Prevention Subsidy Program. Information is collected pursuant to s. 11 of the Municipal Act, 2001, and may be subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act. Questions about the collection of your information may be directed to the System and Outreach Administrator.
2. The Regional Municipality of Halton (“the Region”) supports local residents in taking proactive measures to mitigate the risk of basement flooding events through the Region Wide Enhanced Basement Flooding Prevention Subsidy Program (“the Program”). These terms and conditions are set out to govern conditions of any support between the Region and the Applicant as part of the Program. Homeowners must have municipal wastewater services (not on a septic system) and must be the homeowner of the residence in Halton Region.
3. **100% Subsidy Work (Section A & B) is defined as any of the following:**
  - **Downspout disconnection** from the sewer system.
  - **Downspout disconnection** by homeowner requires pictures of before and after the work is completed accompanied by a sketch (page 4).
  - **Disconnection of weeping tile/foundation drain** from the sanitary sewer system and the installation of an internal sump pump with back-up power supply and necessary piping and appurtenances to discharge appropriately away from the home (*Homeowners will only qualify for this subsidy if they have disconnected all possible downspouts from the sewer system*).
4. **50% Subsidy Work (Section C) is defined any of the following:**
  - **Ontario Building Code Backwater Valve** installed inside the house (*Homeowners will only qualify for the backwater valve subsidy if they have demonstrated they do not have any downspout or weeping tile/foundation drain connections to the sanitary sewer*).
  - **Repair/Lining of the sanitary lateral** including the CCTV electronic inspection indicating defects on the private side that require lining or repair including; a structurally compromised lateral, break, root penetration, calcification, or debris. Following industry best practice, major structural issues, including; collapsed or partially collapsed pipe, disjointed pipe or sag/belly typically require full open-cut repair. If you are lining a lateral that you share with a neighbour, the liner must not obstruct the flow from your neighbours lateral to the main sewer line.
5. Completed Work is defined as Work that is fully functional and acceptable as per Ontario Building Code Standards, and any Regional, Local Municipal or other industry standards that may apply. Work is only deemed “Complete” upon meeting applicable standards and approval by the Local Municipal Building Inspector. The Region may inspect work at any time for completeness.
6. All Work, and inspection of Work, is to be coordinated by the homeowner. The homeowner is responsible for the on-going operation, maintenance and future replacement of all equipment installed as part of the Work.
7. The homeowner must sign the Region’s application form and waiver form, releasing the Regional Municipality of Halton from any liability resulting from Work carried out as part of the Enhanced Basement Flooding Prevention Subsidy.
8. Reimbursement will occur upon satisfactory review of the submitted required forms and associated documentation, and the Work being declared Complete accompanied with a copy of the detailed work invoice paid. A Cheque will be mailed out within 4-6 weeks of receipt of an acceptable and complete application.
9. The Region will not be held responsible for any maintenance or warranty, with respect to the performance, capabilities, or failures of any work, device, or workmanship related to any Work performed as participation in any part of this subsidy program.
10. The Region reserves the right to accept or reject, at its sole discretion, any application or any part thereof.
11. At any time and for any reason, the Region may terminate the Program and refuse any or all further applications. Any such decisions may be made at the Region’s sole discretion.
12. Failure to meet any or all conditions of the Terms and Conditions may result in application refusal, disentitlement to any subsidy, and/or refusal of future applications to the Program.
13. The Enhanced Basement Flooding Prevention Subsidy **is a one-time subsidy.**



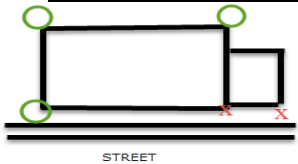
INITIAL HERE that you have read  
the Terms and Conditions

\_\_\_\_\_  
**Homeowners  
Initials**

### Enhanced Basement Flooding Prevention Subsidy

Required Document Checklist – please include the following with your application package	
<input type="checkbox"/>	<b>ORIGINAL</b> signed Application form – 4 pages (include the initialled Terms and Conditions)
<input type="checkbox"/>	<b>ORIGINAL</b> signed waiver – 2 pages <b>Regional Municipality of Halton Enhanced Basement Flooding Prevention Subsidy Program waiver form</b>
<input type="checkbox"/>	<b>Region of Halton’s Customer Survey</b>
<input type="checkbox"/>	<b>Building Permit(s)</b> and receipt of payment issued by your local Municipality
<input type="checkbox"/>	<b>Confirmation of Inspection Completion</b> from Local Municipality (e.g. City of Burlington); may be in the form of an email to the homeowner
<u>Section A</u> <input type="checkbox"/>	Original receipt or copy of the <b>DETAILED INVOICE</b> from the contractor performing the work. This invoice shall include the following: <ul style="list-style-type: none"> <li>i. <b>Name of contractor completing the work.</b></li> <li>ii. <b>Details of the work completed broken down to specifically show separate costs.</b></li> </ul> The following documentation is required to be submitted with your invoice: <ul style="list-style-type: none"> <li>i. <b>Before and after pictures and a sketch of work completed (page 4).</b></li> </ul>
<u>Section B</u> <input type="checkbox"/>	Copy of the <b>DETAILED INVOICE</b> from your contractor listed under Halton’s Authorized Contractors List performing the work. This invoice shall include the following: <ul style="list-style-type: none"> <li>i. <b>Name of contractor completing the work.</b></li> <li>ii. <b>Details of the work completed broken down to specifically show separate costs (i.e., installation of a sump pump system, disconnection of weeping tile/foundation drain, CCTV inspection).</b></li> </ul> The following documentation is required to be submitted with your invoice: <ul style="list-style-type: none"> <li>i. <b>Proof that a CCTV inspection was done (i.e. CD or documentation).</b></li> </ul>
<u>Section C</u> <input type="checkbox"/>	Copy of the <b>DETAILED INVOICE</b> from the contractor performing the work. This invoice shall include the following: <ul style="list-style-type: none"> <li>i. <b>Name of business completing the work.</b></li> <li>ii. <b>Certificate of Qualification license number of the plumber completing the work (backwater valve installation).</b></li> <li>iii. <b>Details of the work completed broken down to specifically show separate costs (i.e., installation of the main sanitary line backwater valve, CCTV inspection, disconnection of weeping tiles, and the repair/ lining of the sanitary lateral).</b></li> </ul> The following documentation is required to be submitted with your invoice: <ul style="list-style-type: none"> <li>i. <b>Provide proof that a CCTV was done (i.e., CD or documentation for the sanitary lateral lining/repair).</b></li> <li>ii. <b>Written proof from contractor indicating that sump pump is not required/advised (and why) when only a backwater valve is being installed.</b></li> </ul>

### Enhanced Basement Flooding Prevention Subsidy

Downspout Disconnection Sketch of House										
<div style="border: 1px solid black; height: 150px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> <p style="text-align: center; margin: 0;"><b>EXAMPLE OF SKETCH</b></p>  <p style="text-align: center; margin: 0; font-size: small;">STREET</p> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Mark each disconnected downspout with a <span style="color: red;">X</span></p> <p>Mark each connected downspout with a <span style="color: green;">O</span></p> <p>If not all downspouts were disconnected, provide why they were not. (i.e. Aesthetics, Hazard-trip/icing, Inadequate grade, Proximity to neighbour)</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Lot Drainage on the property(Please circle)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Catch basin on property</td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 20%; text-align: center;">No</td> </tr> <tr> <td>Driveway Drain</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Swale</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table> </div>	Catch basin on property	Yes	No	Driveway Drain	Yes	No	Swale	Yes	No
Catch basin on property	Yes	No								
Driveway Drain	Yes	No								
Swale	Yes	No								

Customer Satisfaction Survey													
<p><b>**Must be completed and submitted with Enhanced Basement Flooding Prevention Subsidy package**</b></p> <p>The Region of Halton is committed to delivering exceptional customer service. Please fill out the following survey to help us ensure contractors are supplying the highest quality of work and exceptional customer service.</p>													
<p>1) How did you find out about the subsidy program?</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Newspaper</td> <td><input type="checkbox"/> Social Media</td> </tr> <tr> <td><input type="checkbox"/> Direct mail flyer</td> <td><input type="checkbox"/> Billboards</td> </tr> <tr> <td><input type="checkbox"/> TV (i.e. the Weather Network, Cogeco)</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> Region of Halton Water/Wastewater Web Page</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Word of mouth</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Special Event</td> <td>Indicate Event: _____</td> </tr> </table>	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Social Media	<input type="checkbox"/> Direct mail flyer	<input type="checkbox"/> Billboards	<input type="checkbox"/> TV (i.e. the Weather Network, Cogeco)	<input type="checkbox"/> Other	<input type="checkbox"/> Region of Halton Water/Wastewater Web Page		<input type="checkbox"/> Word of mouth		<input type="checkbox"/> Special Event	Indicate Event: _____
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<input type="checkbox"/> Word of mouth													
<input type="checkbox"/> Special Event	Indicate Event: _____												
<p>2) Which contractor performed the work? _____</p>													
<p>3) Did the Plumber/Contractor act in a Professional Manner? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Other Comments: _____</p>													
<p>4) Were they informative? <input type="checkbox"/> Yes <input type="checkbox"/> No Other comments: _____</p>													
<p>5) Did the contractor complete work in a reasonable amount of time? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: _____</p>													
<p>6) If you installed a Sump Pump which backup system did you use? <input type="checkbox"/> Battery <input type="checkbox"/> Potable Water Pump</p>													
<p>7) Was the job site left clean after the work was completed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments: _____</p>													
<p>8) Please Rate your overall Experience: <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> No Opinion</p> <p>If your experience was negative have you raised your concerns with your contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a</p> <p>Comments: _____</p>													
<p>9) Please Rate them overall on Customer Service: <input type="checkbox"/> Excellent <input type="checkbox"/> Fair</p> <p><input type="checkbox"/> Good <input type="checkbox"/> Negative</p>													
<p>Homeowner signature: _____</p>	<p>Date: _____</p>												



**THE REGIONAL MUNICIPALITY OF HALTON  
ENHANCED BASEMENT FLOODING PREVENTION  
SUBSIDY PROGRAM WAIVER FORM**

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(date) (month) (yy)

**B E T W E E N:**

THE REGIONAL MUNICIPALITY OF HALTON, (the “**Region**”)

– and –

\_\_\_\_\_, (the “**Homeowner**”)  
(Print name or names as applicable)

– of –

\_\_\_\_\_, (the “**Property**”)  
(Print address)

**WAIVER TERMS AND CONDITIONS – PLEASE READ CAREFULLY**

- 1) The Homeowner, exercising sole discretion, has allowed a contractor selected by the Homeowner to make modifications (the “**Work**”) to the Property’s storm water systems to promote the drainage of storm water from around and under the Property’s building foundation as part of the Region’s Enhanced Basement Flooding Prevention Subsidy Program (the “**Program**”).
  
- 2) The Work may include any of the following types of work at the Property and may qualify the Homeowner for a subsidy based on compliance with the terms of the Program:
  - (a) the disconnection of the downspouts from the sewer system;
  - (b) the disconnection of the weeping tile system from the sanitary sewer lateral and reconnection to a sump pump system, complete with back-up power supply;
  - (c) the discharge of the sump pump to the outside of the home;
  - (d) installation of a pipe from the gravel backwater valve pits to the sump pits for continual drainage; or
  - (e) such other work as may be included in the Program by the Region.
  
- 3) In consideration of the promises and obligations contained herein, the Homeowner, understands, acknowledges, and agrees as follows:
  - (a) The Region's subsidy for completed Work as part of the Program is not deemed, construed, interpreted or implied as an admission on the part of the Region, its councillors, officers, employees or agents of any liability or responsibility whatsoever for past or future flooding or any other events, whatsoever and howsoever caused, that impact the Property, and which have or may occur in the public or private wastewater and storm water systems;
  
  - (b) The means and methods utilized in the performance of the Work by the Homeowner's selected contractor are not controlled, induced or reviewed by the Region. The Region does not provide any warranty or guarantee in respect of the suitability, operation, or acceptance of the completed Work at the Property;



(c) The Homeowner waives any and all demands, claims, actions, or proceeding of any kind it may have related to any damage, harm, losses, or injuries which may result from the Work unless caused by the negligence of the Region;

(d) The wastewater and stormwater systems located on the Property are the Homeowner's responsibility, including all future maintenance and upkeep. The performance of the Work in no way deems anything located on the Property now or in the future as being part of the public wastewater system; and

(e) In the event of a sale or lease of the Property, the Homeowner agrees to inform the purchaser or lessee of the Property of the completed Work and any applicable maintenance requirements.

4) The Homeowner agrees that this waiver shall be considered validly executed and delivered if sent by fax or in a .pdf (or other common electronic format) by e-mail. Such facsimile or e-mail copy shall be deemed to have the same force and effect as an executed original.

5) By signing below, I/we the Homeowner warrant that I/we have legal capacity to execute this waiver, and acknowledge I/we have read, understand, and agree to the terms and conditions set out above. I/we further acknowledge that I/we have not been induced to execute this wavier, and I/we have had the opportunity to obtain independent legal advice prior to signing this document.

It is specifically understood and agreed by The Regional Municipality of Halton that the undersigned will continue to retain any and all other legal rights and entitlements.

**IN WITNESS WHEREOF**, the Homeowner has hereunto signed their name(s) at the times and placed indicated.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(date)

(month)

(yy)

at the \_\_\_\_\_ of \_\_\_\_\_ in the Province of Ontario.

("city", "town", etc.)

(name of city/town)

\_\_\_\_\_  
HOMEOWNER Signature

\_\_\_\_\_  
HOMEOWNER Signature

\_\_\_\_\_  
HOMEOWNER Name (print)

\_\_\_\_\_  
HOMEOWNER Name (print)

I/We represent that I/we am/are the owners of the Property as identified.