

**Ministry of Agriculture,
Food and Rural Affairs**

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**Ministère de l'Agriculture,
de l'Alimentation et
des Affaires rurales**

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Guelph (Ontario) N1G 4Y2
Tél.: (519) 826-3552
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Environmental Management Branch

Date: January 11, 2019
To: Council, Clerk and Drainage Superintendent
From: Tim Brook, Drainage Program Coordinator

PER _____

Subject: Agricultural Drainage Infrastructure Program

Please ensure that all those named above are made aware of this letter.

a) Status of Processing of Grant Applications:

- All grant applications for the municipal cost of employing a **drainage superintendent** have been processed.
- There are a small number of **drain maintenance/repair** grant applications that have been processed. We have recently hired Kaleta Ataw, Drainage Analyst to assist with the backlog.
- **Drain construction/improvement** grant applications:
 - Most applications received before April 1, 2018 have been review and are in queue to be paid. This process should be completed by early March.
 - The review and processing of applications received after April 1, 2018 is expected to begin in late February.

b) Planning for the 2019/2020 Drainage Act Grants Program

i) Grants Ontario System: A new computer system is being introduced to apply for Grants for the Cost of Employing a Drainage Superintendent and Construction/Improvement Projects. We will be rolling out superintendent allocation requests and queue notifications in January.

All municipalities are strongly encouraged to attend one (1) of the following webinar based training sessions:

- Monday January 28: 10:30 am – 12:00 pm
- Monday January 28: 1:30 – 3 pm
- Tuesday January 29: 1:30 – 3 pm
- Friday February 1: 1:30 – 3pm

Register online at:

<https://www.eventbrite.ca/e/omafra-grants-ontario-webinar-tickets-54712997047>.

Password: GrantsOntario

For additional details refer to the attached “Grants Ontario System Training Schedule.pdf”.

ii) **Grants for the Cost of Employing a Drainage Superintendent:** If your municipality employs an approved drainage superintendent and intends to apply for the superintendent grants in the upcoming fiscal year, you will need to complete an Allocation Request through Grants Ontario. Your allocation request must be received by our ministry on or before **February 28, 2019**. You are advised to attend one of the training sessions and read ADIP policy 4.1 prior to completing the request.

iii) **Construction/Improvement Projects:** Please read Section 2.7 of the ADIP policies. Once your municipality has given third reading to a by-law adopting an engineer’s report for the construction or improvement of a municipal drain, you are encouraged to complete and submit a Queue Notification through Grants Ontario. Please note that if your project is confirmed for funding in one fiscal year and you do not proceed with the project, you must notify the Ministry to queue the project for the following year.

c) Claiming Grants for 2018/19 activities:

The provision of grants for Drainage Act activities are governed by the Drainage Act and by the policies of the Agricultural Drainage Infrastructure Program (ADIP). These documents can be accessed through the OMAFRA website: www.ontario.ca/drainage

If earlier in 2018, your municipality submitted a budget allocation request for the cost of employing a drainage superintendent, in general the grant allocation amount was accepted as submitted. This is your budget for the cost of employing a drainage superintendent; if you submit a higher grant claim than your budget, grant payment will be capped to the allocation amount.

The following is an overview of the requirements for claiming these grants:

<i>Grant Type</i>	<i>Submission Deadline</i>	<i>For Information on Claiming Grant</i>
Cost of Employing a Drainage Superintendent	Jan. 31, 2019 @ 5:00 p.m.	See Attachment 1: “Claiming Grants for Cost of Employing a Drainage Superintendent”
Drain Construction or Improvement	Feb. 15, 2019 @ 5:00 p.m.	See Attachment 2: “Claiming Grants for Drain Construction or Improvement Projects”
Drain Maintenance or Repair	April 30, 2019 @5:00 p.m.	See Attachment 3: “Claiming Grants for Drain Maintenance”

Attachment 4 provides a summary of the requirements for all three components of the program.

INQUIRIES TO OMAFRA

Please direct inquiries about grant eligibility, interpretation of the ADIP policies or the Drainage Act to me at 519-766-3651 or timothy.brook@ontario.ca. Inquiries about specific grant applications should be directed to Andy Kester at 519-826-3551 or andy.kester@ontario.ca.

Yours truly,

A handwritten signature in black ink, appearing to be 'Tim Brook', with a stylized flourish extending from the bottom right.

Tim Brook, P. Eng.
Drainage Program Coordinator

Attachments:

- 1) Claiming Grants for the Cost of Employing a Drainage Superintendent
- 2) Claiming Grants for Drain Maintenance
- 3) Claiming Grants For Drain Construction Or Improvement Projects
- 4) Agricultural Drainage Infrastructure Program (ADIP) Policy Summary

ATTACHMENT 1

Claiming Grants for the Cost of Employing a Drainage Superintendent

PREQUALIFICATION:

Your municipality is eligible to receive grants for the municipal cost of employing a drainage superintendent(s) if your municipality:

- Employs a drainage superintendent who has been approved by OMAFRA and
- Has received a superintendent budget allocation from our Ministry (see covering letter).

APPLICATION & CLAIM PERIOD:

- Read and comply with Section 4.0 of the ADIP policies.
- A claim for an approved drainage superintendent may be made for costs incurred from January 1 to December 31, 2018. The claim cannot exceed the budget allocation provided to your municipality.
- Claims must be submitted on the applicable OMAFRA grant application form. To obtain a Microsoft Excel electronic copy of these forms, contact Becky Curran at 519-826-4049 or becky.curran@ontario.ca.

REQUIRED SUPPORTING DOCUMENTATION:

In accordance with ADIP Policy 4.3, each drainage superintendent grant application form must be accompanied with records of the time spent performing drainage superintendent duties.

APPLICATION DEADLINE: 5:00 p.m. on Thursday, January 31, 2019

- Grant applications, complete with all supporting documentation, must be received on or before Thursday, January 31, 2019 on the application forms provided by our Ministry.
- Emailed grant application packages will be accepted until the end of the deadline date. The grant application with original signatures and all supporting documentation must be received within one week of the deadline. If the original documents are not received, the application is deemed incomplete and will not be processed.
- **Faxed applications will no longer be accepted.**
- If, at the deadline your submitted application is not complete, it will not be processed even if supporting documentation is submitted later.

NOTES:

1. The grant claim for drainage superintendent services provided by engineering firms must be based on the date the service was provided, not the date of the invoice (e.g. invoice dated January 4, 2019 for services provide from October 1 to December 31, 2018 cannot be claimed as part of the 2019 drainage superintendent grant application).
2. If your municipality employed more than one drainage superintendent in 2018, separate grant applications must be submitted for each individual and signed by that individual.

DRAINAGE SUPERINTENDENT CLAIM GUIDE

PURPOSE

To provide clarification for reimbursement of expenses incurred by the municipality in the employment of drainage superintendents, in accordance with the administrative policies of the Agricultural Drainage Infrastructure Program and Section 85(b) of the *Drainage Act*.

This guide is strictly a supplemental aide to the ADIP policies and is for informational purposes only. Please note it is the responsibility of the superintendent and treasurer to ensure the correctness and completeness of any grant application submitted. Please contact the Drainage Coordinator if any further uncertainty regarding expense claims exists.

ANNUAL HOURS WORKED (AS NOTED ON THE SUPERINTENDENT TIME SHEETS)

To accurately determine the correct percentage of time being used for drainage superintendent activities, note that “annual hours worked” refers to the total of all **work**, both as drainage superintendent and other, but **excludes** any vacation time, statutory holidays, sick leave, etc. This figure is to be used to determine the percentage of time spent performing the duties of the drainage superintendent.

TOTAL ANNUAL SALARY

The year-end summary calculates the percentage of time spent performing drainage superintendent activities. Both the total annual salary and annual hours worked are to be provided for this calculation, rather than just the drainage superintendent portion of the salary. By providing the total annual salary, the cost of vacation time, statutory holidays, sick leave and lieu time is calculated and included on the grant application.

OVERTIME HOURS WORKED

The cost of overtime worked must be shared proportionally between the drainage superintendent activities and non-drainage superintendent activities. If overtime hours are worked while performing superintendent duties, these hours should be included in the superintendent time sheets or log as the actual hours worked.

Overtime Paid: Overtime payments are to be included in the total annual salary within the year end summary calculations. Since the cost of the overtime is included in the total annual salary and the percentage of drainage superintendent activities is used to calculate the salary, the percentage of overtime costs is included on the grant application.

Payment For Time Take in Lieu: Hours taken in lieu are **not** to be included in the superintendent time sheets or log. Similar to vacation time, stat holidays and sick leave, time taken in lieu is not included in the calculation of the percentage of time spent performing superintendent duties. The cost of time taken in lieu is included in the total annual salary and therefore a percentage of this time will be included on the grant application.

BENEFITS

The cost of benefits for the superintendent grant application are to be proportional to the time spent doing drainage superintendent activities. Please include benefits as the actual dollar amount and not as a percentage. Any superintendent that approaches the 35% cap is required to provide a list of expenses that were included within their benefit calculation.

Benefits that **can** be included on the grant application are the employer’s share of:

- CPP • WSIB • EI • Health Tax • OMERS or RRSP
- Group insurances (LTIP, dental, life, health, vision, etc.)

Benefits that should **not** be included on the grant application:

- Any benefits that would be already included in the 18% expense grant:
 - Personal use of company vehicle and any associated costs
 - Clothing or boot allowance
 - Cell phone fees and any associated costs
- Vacation time, statutory holidays and sick time taken (these costs are already included in the annual salary calculation as a percentage of drainage superintendent activities)

Please consult with the Drainage Coordinator regarding the eligibility of any other additional benefits.

ATTACHMENT 2

Claiming Grants for Drain Construction or Improvement Projects

PREQUALIFICATION:

- Your municipality is eligible to receive grants for drain construction or improvement projects if the work has been completed in compliance with the petition drain procedures of the Drainage Act and in compliance with all applicable regulations.
- All grant applications for drain construction or improvement projects will be reviewed for compliance with Sections 1 and Sections 2.1 to 2.6 of the ADIP policies.

APPLICATION & CLAIM PERIOD:

- Read and comply with Section 2.8 of the ADIP policies.
- Claims can be submitted for all drain construction/improvement work completed before February 15, 2019.
- A separate claim must be submitted for each drain construction/improvement project.
- Claims must be submitted on the applicable OMAFRA grant application form. To obtain a Microsoft Excel electronic copy of these forms, contact Becky Curran at 519-826-4049 or becky.curran@ontario.ca.

REQUIRED SUPPORTING DOCUMENTATION:

In accordance with ADIP Policy 2.8, supporting documentation must be provided for each drain construction/improvement grant claim. The supporting documentation includes:

- A copy of the final by-law authorizing the construction or improvement project. If this by-law has been provided to OMAFRA previously, an additional copy need not be sent. A provisionally adopted by-law is not acceptable.
- A copy of the engineer's report for the project. If, through the *Drainage Act* process, a copy of the report had previously been provided to the Ministry, another copy need not be sent.
- Copies of all decisions affecting the report (Court of Revision, Tribunal, Referee).
- Submission of an electronic copy of the drain plan, preferably in a data format that can be imported into the Land Information Ontario data warehouse.

APPLICATION DEADLINE: 5:00 p.m. on Friday, February 15, 2019

- Grant applications for drain construction or improvement work, complete with all supporting documentation, must be received on or before Friday, February 15, 2019 on the application forms provided by our Ministry.
- **Faxed applications will no longer be accepted.**
- If the deadline is missed or the application is incomplete, a grant application for the work will still be considered up to one year from the date of the completion of the project.

NOTES:

Consult with Ministry staff if you have any questions about the requirement for submitting the following types of grant applications:

- Preliminary reports
- Interim and/or final grant applications
- Adjustments (within one year of the completion of the project)

ATTACHMENT 3

Claiming Grants for Drain Maintenance

PREQUALIFICATION:

Your municipality is eligible to receive grants for drain maintenance, repair and operational costs if the work was completed under the direction of a municipally appointed drainage superintendent, approved by OMAFRA.

APPLICATION & CLAIM PERIOD:

- Read and comply with Section 1.0 and 3.0 of the ADIP policies.
- A grant claim can be submitted for this work completed between Jan. 1 and Dec. 31, 2018.
- Claims must be submitted on the applicable OMAFRA grant application form. To obtain a Microsoft Excel electronic copy of these forms, contact Becky Curran at 519-826-4049 or becky.curran@ontario.ca.

REQUIRED SUPPORTING DOCUMENTATION:

In accordance with ADIP Policy 3.2, supporting documentation must be provided for one of the listed drain maintenance projects on each drain maintenance grant application form. This supporting documentation includes:

- A copy of the drain plan (from the engineer's report) showing the complete watershed. The plan must also clearly indicate where the project work was performed.
- A copy of the maintenance and repair instructions and the assessment schedule from the current engineer's report, as adopted by the last by-law. You should also include a list of all properties assessed for the maintenance/repair work along with their share of assessed cost and also indicate those properties eligible for the Farm Property Class Tax Rate.

Your municipality must also provide a list of all maintenance, repair, minor improvement and operational projects performed during the year, including projects where a grant application is not being submitted (ADIP Policy 3.2(d)). Spot maintenance and repair work (e.g. tile repair or beaver dam removal) does not need to be listed. The list must include the drain name, description of work and total cost of the work performed. If no maintenance work was done, you must indicate this in your covering letter or on the superintendent grant application form.

APPLICATION DEADLINE: 5:00 p.m. on Tuesday, April 30, 2019

- Grant applications, complete with all supporting documentation, must be received on or before Tuesday, April 30, 2019 on the application forms provided by our Ministry.
- Emailed grant application packages will be accepted until the end of the deadline date. However, the grant application with original signatures and all supporting documentation must be received within one week of the deadline. If the original documents are not received, the application is deemed incomplete and will not be processed.
- **Faxed applications will no longer be accepted.**
- If, at the deadline your submitted application(s) are not complete, the application(s) will not be processed even if supporting documentation is submitted later.

NOTES:

1. The Drainage Act requires municipalities to update maintenance assessment schedules to reflect any land severances, land use changes and additions to the watershed prior to undertaking the drain maintenance work. This information is checked in the review of the drain maintenance grant application.
2. If your municipality employed more than one drainage superintendent in 2018, separate grant applications must be submitted for maintenance projects completed by each individual.

ATTACHMENT 4 **Agricultural Drainage Infrastructure Program (ADIP) Policy Summary**

	SUPERINTENDENT	CONSTRUCTION/IMPROVEMENT	MAINTENANCE/REPAIR
	See ADIP Policy Section 1.0 and 4.0	See ADIP Policy Section 1.0 & 2.0	See ADIP Policy Section 1.0 and 3.0
Grant Application Deadline	January 31, 2019 at 5:00 p.m.	February 15, 2019 at 5:00 p.m.	April 30, 2019 at 5:00 p.m.
Period Covering:	January 1 to December 31, 2018	All construction and improvement projects completed by Feb. 15, 2019	All maintenance/repair and operational work completed in 2018
Ineligible Claims	<ul style="list-style-type: none"> Costs incurred before Jan. 1, 2018 Any cost not related to employing a drainage superintendent. 	<ul style="list-style-type: none"> Projects completed more than a year before the submission of the grant application. See ADIP Policy section 2.3 	<ul style="list-style-type: none"> Work completed prior to January 1, 2018 Projects less than \$500 Interest charges Administrative & engineering costs
Budget Allocation	<ul style="list-style-type: none"> Complete an Allocation Request through Grants Ontario (see ADIP policy section 4.1) 	<ul style="list-style-type: none"> Complete a Queue Notification through Grants Ontario (see ADIP Policy section 2.7) 	<ul style="list-style-type: none"> Allocation not required
Required Supporting Documentation	<ul style="list-style-type: none"> Must submit time records that support the grant claim. 	<ul style="list-style-type: none"> Copy of engineer's report, final by-law, decisions of court of revision, tribunal and referee. Electronic copy of plan 	<ul style="list-style-type: none"> For one project on the grant application form, provide the following: <ul style="list-style-type: none"> copy of drain plan showing complete watershed and where the work was done. maintenance instructions & assessments from engineer's report
Other Policy Items	<ul style="list-style-type: none"> Municipal employees receive expenses = 18% of salary Municipal employees receive benefits ≤ 35% of salary Consultants receive actual expenses, not exceeding 18% and may not claim benefits. Net HST may be claimed on consulting superintendent costs 	<ul style="list-style-type: none"> See ADIP Policy Sections: <ul style="list-style-type: none"> - 2.1 - 2.2 - 2.4 - 2.5 	<ul style="list-style-type: none"> Provide a list of all maintenance/repair projects completed in 2018. To be eligible for grant, properties must be assessed at the Farm Property Class Tax Rate in 2018 or 2019.

******* Faxed applications will no longer be accepted.**

Grants Ontario System Training Schedule - OMAFRA

You have been selected by your organization to participate in Webinar sessions. These webinars will provide training on the new Grants Ontario System and will outline the requirements for the Maintenance and Superintendent applications (currently known as Allocation Submission and Queue Notification).

Please register for a scheduled session below, noting that all sessions contain the same information and will review the Grants Ontario System and finding the applications for Maintenance and Superintendent.

Once registered, you will be provided with a formal email calendar invite from GOSTraining@ontario.ca that will contain the Adobe Connect link, the teleconference information and all reference material. Please check your spam folder for the confirmation email.

To register for one of the online sessions (listed below), please visit:

English sessions:

<https://www.eventbrite.ca/e/omafra-grants-ontario-webinar-tickets-54712997047>

Password: **GrantsOntario**

Date of Online Sessions	Grant Type	Time	Language
January 28	Maintenance & Superintendent	10:30 am – 12 noon	English
January 28	Maintenance & Superintendent	1:30 pm – 3 pm	English
January 29	Maintenance & Superintendent	1:30 pm – 3 pm	English
February 1	Maintenance & Superintendent	1:30 pm – 3 pm	English

Course Locations/Dates

Morrisburg —March 27-28, 2019

McIntosh Country Inn & Conference Centre
12495 Hwy. #2 East
Morrisburg ON K0C 1X0
Tel: 613-543-3788
Deadline: March 6, 2019

Fort Frances —April 11-12, 2019

La Place Rendez-Vous
1201 Idylwild Drive B2, R#2
Fort Frances ON P9A 3M3
Tel: 807-274-9811
Deadline: March 20, 2019

London—April 24-25, 2019

Best Western Plus Lamplighter Inn & Conference Centre
591 Wellington Road South
London ON N6C 4R3
Tel: 519-681-7151
Deadline: April 3, 2019

Course Instructor/Facilitator

Mr. Sid Vander Veen
Drainage Coordinator
Ministry of Agriculture, Food and Rural Affairs

Register online at:
bdc.ridgetownc.com/takecourse

How to Register

Online: bdc.ridgetownc.com/takecourse

Mail: fill out the attached registration form with payment and mail to:

University of Guelph, Ridgetown Campus
c/o Loree Elgie
120 Main Street East
Ridgetown ON N0P 2C0

Phone: call 519-674-1500 ext. 63273

Fax: call 519-674-1512

Email questions to lelgie@uoguelph.ca

Registration Fee

One day— \$175.15 (\$155.00 + \$20.15 HST)
Both days—\$310.75 (\$275.00 + \$35.75 HST)

Withdrawal, Transfer and Refund Policy

- Requests received 14 days before the course start date will result in a 100% refund, after that time no refunds will be issued
- If you notify us at least 14 days before the course start date, we can transfer you to the next course offering; no subsequent transfers or refunds will be allowed
- You can substitute another participant if you notify us at least 2 business days before the start date

2019 Rural Municipal Drainage Course

2019 Calculating Drainage Act Assessments Course

- Morrisburg, March 27-28
- Fort Frances, April 11-12
- London, April 24-25



RIDGETOWN
CAMPUS



Rural Municipal Drainage Course (Day 1)

What You Will Learn

- Drainage law in general, including the common law as it relates to drainage
- The administrative procedures under the Drainage Act for new drains and the maintenance of existing drains
- Overview of drainage assessments
- The roles and responsibilities of council, clerk, treasurer and drainage superintendents under the Drainage Act
- The Agricultural Drainage Infrastructure Program
- The Tile Drainage Act

Who Should Attend

- Municipal clerks and treasurers
- Municipal council members
- Other municipal staff (drainage superintendents, road staff)
- Court of Revision members
- Tile inspectors appointed under the Tile Drainage Act
- Staff from conservation authorities and other government agencies

Calculating Drainage Act Assessments Course (Day 2)*

What You Will Learn

- Municipal drain management
- Drainage Act assessments
- Calculating maintenance/repair assessments
- Dealing with those tricky problems
- Construction/improvement assessments
- Grant applications for drain maintenance work

Who Should Attend

- Drainage superintendents
- Municipal clerks and treasurers

*Prerequisite

- Individuals registering for the Calculating Drainage Act Assessments Course must have completed the Rural Municipal Drainage Course or the Drainage Superintendents Course

Day 1 and Day 2 Course Information

- Registration time: 8:30am
- Course time: 9:00am—4:00pm
- Participants should bring pens, pencils, paper and highlighters. A calculator is required for the Calculating Drainage Act Assessments Course.
- Lunch is included in the registration fee
- Participants are responsible for their own accommodations.



Register online at:
bdc.ridgetownnc.com/takecourse

Name of Registrant _____ Municipality/Organization _____

Address _____ City _____ Postal Code _____

Phone Number _____ Fax: _____ Email Address _____

Select Course Attending: ☐ Day 1-Rural Municipal Drainage Course (\$175.15)
☐ Day 2-Calculating Drainage Act Assessments (\$175.15) ☐ Both Days (\$310.75)

Select Location:
☐ Morrisburg, March 27-28, 2019 ☐ Fort Frances, April 11-12, 2019
☐ London, April 24-25, 2019

Payment Method: ☐ Cheque ☐ VISA ☐ MasterCard Amount \$ _____

Please make cheque payable to **University of Guelph**.

Credit Card # _____ Exp Date _____ CVV code # _____

Name on Card _____ Cardholder's Signature _____

Mail to:
 University of Guelph,
 Ridgetown Campus
 c/o Loree Elgie
 120 Main Street East
 Ridgetown ON N0P 2C0

Course Details

Date:
March 4-8, 2019

Place:
Ontario Government Building
Conference Rooms 1 and 2
1 Stone Road West
Guelph ON N1G 4Y2

Time:
Monday: 9:00am—4:00pm
Tuesday thru Friday: 8:30am—4:00pm

Duration: 5 days

Fee: \$508.50 (\$450 + \$58.50 HST)

Lunch included

Registration Deadline:
February 11, 2019

Overnight Accommodations

Participants are responsible for their own accommodation. Nearby accommodations include:

- Best Western Royal Brock Hotel & Conference Centre (five minute walk)
1-519-836-1240
- Days Inn (10 minute walk)
1-519-822-9112
- Holiday Inn (20 minute walk)
1-519-836-0231
- Delta Guelph Hotel & Conference Centre (five minute walk) 1-866-520-4552

Register online at
bdc.ridgetownc.com/takecourse

How to Register

Online: bdc.ridgetownc.com/takecourse

Mail: fill out the attached registration form with payment and mail to:
University of Guelph, Ridgetown Campus
c/o Loree Elgie
120 Main Street East
Ridgetown ON N0P 2C0

Phone: call 519-674-1500 ext. 63273

Fax: call 519-674-1512

Email questions to lejgie@uoguelph.ca

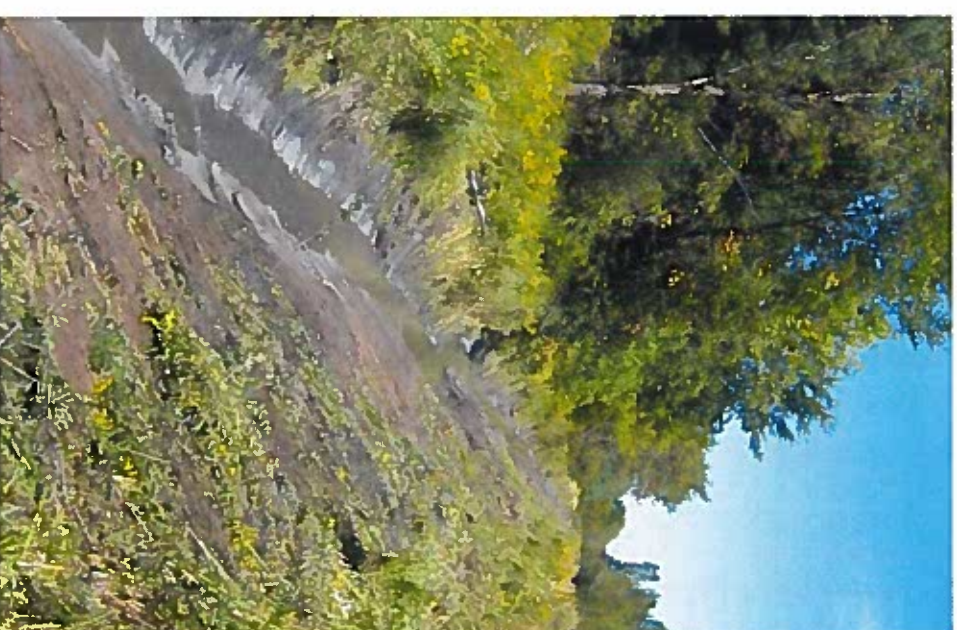
Withdrawal, Transfer and Refund Policy

- Requests received 14 days before the course start date will result in a 100% refund, after that time no refunds will be issued
- If you notify us at least 14 days before the course start date, we can transfer you to the next course offering; no subsequent transfers or refunds will be allowed
- You can substitute another participant if you notify us at least 2 business days before the start date

The primary focus of the course is the Drainage Act with emphasis on its application to drainage superintendents. This course is a prerequisite for any individuals who wish to become a municipal drainage superintendent.

2019 Drainage Superintendents Course

March 4-8, 2019



UNIVERSITY OF GUELPH

RIDGETOWN
CAMPUS



Drainage Superintendent Course

March 4-8, 2019

What You Will Learn

- Common Law as it relates to drainage
- Mutual Agreement Drains
- Role and responsibilities of the engineer under the *Drainage Act*
- Process for developing new municipal drains
- Process for improving existing drains
- Municipal drain management
- Roles, responsibilities and practical aspects of the drainage superintendent
- Environmental regulations that impact municipal drains.

Registration Details

- Priority will be given to applicants who are being appointed drainage superintendent, applying for a drainage superintendent position or work on Drainage Act projects through engineering firm
- Only one registration per municipality or drainage engineering firm will be accepted
- Course registration will be limited to 30 individuals
- Other applicants will be accepted on a first come, first served basis
- Registration fee includes lunch and refreshments
- A certificate will be given to participants who successfully complete the course

Have You Ever Wondered...

- What is a 'municipal drain'?
- Who pays for the cost of maintaining or repairing a municipal drain?
- Does the municipality own the land on which a drain is located?
- Can a landowner dictate how a drain is to be maintained and which contractor should be used?
- Whose job is it to assess drainage costs to the landowners?
- What's the superintendent's role in the development of new drains?
- What's the superintendent's role in mutual agreement drains and private drains?
- What environmental legislation and initiatives do I need to know about before working on a drain?

Find the answers to these and other questions at the 2019 Drainage Superintendents Course!



Register online at
bdc.ridgetownnc.com/takecourse

Name of Registrant _____ Municipality/Organization _____

Address _____ City _____ Postal Code _____

Phone Number _____ Fax: _____ Email Address _____

Drainage Superintendent Course \$508.50

Reason for taking this course: (check appropriate box)

- ☐ Being appointed as drainage superintendent
 ☐ Applying for a drainage superintendent position
☐ Work on Drainage Act projects through engineering firm
 ☐ General Interest

Payment Method: ☐ Cheque ☐ VISA ☐ MasterCard

Please make cheque payable to **University of Guelph**.

Mail to:
 University of Guelph,
 Ridgetown Campus
 c/o Loree Elgie
 120 Main Street East
 Ridgetown ON N0P 2C0

Credit Card # _____ Exp Date _____ CVV code # _____

Name on Card _____ Cardholder's Signature _____