

	FINANCIAL SERVICES MUNICIPAL DRAINAGE BILLING POLICY	
Policy #:	Issued:	Reviewed/Revised:
Prepared By: Diane Broda	Reviewed By: Ryan McLeod	Approved By:

1.0 PURPOSE

To formalize the Town's policy for the billing of municipal drains.

2.0 SCOPE

All properties assessed to municipal drains as outlined in the *Drainage Act*.

3.0 DEFINITIONS

The following definitions are applicable to this Policy:

Drainage Act – refers to the *Drainage Act*, R.S.O. 1990, C. D.17.

Drainage Superintendent – the individual appointed by the Municipality via by-law to oversee drainage maintenance.

Construction or Improvements - Drainage works conducted under the supervision of an appointed Engineer to improve or construct a municipal drain.

Maintenance - Drainage work required to preserve an existing drain. This work is conducted under the supervision of the Drainage Superintendent under the authority of the most recent Engineer's Report.

OMAFRA - Ontario Ministry of Agriculture, Food and Rural Affairs

Phragmites - An invasive perennial grass that is damaging to ecosystems and impairs the function of a municipal drain.

4.0 REFERENCE DOCUMENTS

Drainage Act, R.S.O. 1990, Chapter D.17

5.0 RESPONSIBILITIES

Drainage Superintendent – Inspect municipal drains to determine if drainage works are necessary and if so, ensure that the works are undertaken in accordance with the *Drainage Act*. If works are required under Maintenance, determine if the last Engineer's Report is current enough to fairly assess the affected properties. If works require Construction or Improvements, coordinates activities with the appointed Engineer.

Payroll & Billing Supervisor - Track all drainage work expenses per project. Create drainage assessment schedules based on the most recent Engineer's Report and invoice those properties in accordance with this policy. Prepare grant applications on behalf of property owners in the Farm Tax Class.

Director of Financial Services - Monitor Drainage Sub-Ledger balance and ensure that staff are invoicing affected properties in a timely manner and grant applications are submitted within the legislated timelines set by OMAFRA.

6.0 PROCEDURE

Construction or Improvements and Maintenance Work

Completed drainage works with a total cost more than \$2,500 are to be assessed to all affected properties in the watershed area in accordance with the last Engineer's report.

Drainage works that are under \$2,500 and individual assessments of \$25 or less are not invoiced and to be charged to the Public Works Drainage Account.

Properties that are in the Farm Tax Class will be calculated with the 1/3 grant allowance currently offered by OMAFRA. In the event the grant is denied, the property owner will be billed for the balance.

Individual property assessments of more than \$25, but less than \$250, will be placed directly on the property tax roll. Owners will receive a statement advising them of the charges added to their tax roll. The charges will be payable in accordance with normal tax installment due dates.

Properties with assessments exceeding \$250 but less than \$2,500 will be issued an invoice and have the option to finance their cost over 2 years.

Properties with assessments of \$2,500 and over will be issued an invoice and have the option to finance their cost over 5 years.

Properties with assessments exceeding \$10,000 may request a 10-year financing option that will be approved at the discretion of the Director of Financial Services.

Interest rates will be based on the rates established by Infrastructure Ontario + 2.0%.

All financing options are subject to an administration fee of \$25 per roll number.

Phragmites

As Phragmites control represents an annual maintenance activity, individual property owners will not be assessed for Phragmites control activities. These expenses will be charged directly to the Public Works Drainage account.

7.0 REVIEW/REVISIONS

No.	Revision Details (incl. provision #)	Revision By	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Questions about this policy can be referred to Director of Financial Services.