



Council-In-Committee Meeting – October 15, 2025

Subject: Drain Construction Billing – October 2025
Report Number: CS-25-116
Division: Corporate Services
Department: Finance
Ward: Multiple Wards
Purpose: For Decision

Recommendation(s):

That Staff report CS-25-116 Drain Construction Billing – October 2025 be received as information; and

That the levying By-Law, as provided in Attachment A, be brought forward at the next Council meeting to levy and collect drainage assessments to all properties affected; and

Further that the County's portion of the assessment be funded by the Drainage Construction Reserve.

Executive Summary:

Purpose of the Report: To levy and collect assessments on two (2) completed municipal drain construction projects.

Key Findings and Analysis:

Staff are now in possession of the completion certificates and necessary documentation required by the *Drainage Act* to levy and collect the related assessments for the projects included within this report. The required billing is summarized within this report.

Conclusion:

The draft Levy By-Law, outlining the final assessments for these projects has been attached. This By-Law will be brought forward to the next Council meeting for approval to initiate the collection process for the assessments from the affected properties.

Financial Implications:

The adoption of this report will result in the funding of \$1,102,626.21 in drainage expenditures. These projects will be funded in line with the previously adopted engineer's reports; Norfolk County assessments (\$754,490.16), land and utility assessments (\$276,763.25), OMAFRA grants (\$50,422.80) and allowances provided to landowners (\$20,950.00).

The County's assessments were budgeted to be funded through the Drain Construction Reserve, and the reserve's balance is sufficient to fund these projects; as a result, this report does not include any unexpected financial implications.

Discussions:

The drains listed below are being brought forward for billing with this report. A short summary has been provided for each project.

Andrew Drain

- Project initiated by a landowner to address drainage issues relating to surface runoff from agricultural lands as well as Norfolk County road ditches and storm sewers discharging onto the property.
- The original engineering estimate totaled \$144,085 while the actual costs of the completed project were \$197,365.71.
- The County's assessment was estimated at \$58,239 and the actual assessment is \$96,113.64.

Ninth Concession Drain

- Project initiated by the Superintendent as the existing drain was unable to be maintained largely due to buried utility conflicts with the drainage system.
- The original engineering estimate totaled \$925,000 while the actual costs of the completed project were \$905,260.50
- The County's assessment was estimated at \$658,320 and the actual assessment is \$658,376.52.

As a result of receiving the Completion Certificates and final assessment schedules from the engineering firm, a construction levying By-Law must be adopted in order to collect the portion of construction costs assessed to all affected landowners. The draft By-Law has been attached to this report, along with a sample letter to be sent to each property owner.

Finance Comments:

These drains have been completed in accordance with the Drainage Act, and are recommended for billing having been reviewed closely by drainage staff. The total value assessed to Norfolk County is \$754,490.16, which will be funded by the Drain Construction Reserve. The 2025 year-end projected balance for the Drain Construction Reserve, based on approved capital commitments is \$2,519,629, which includes the commitments for the projects identified as completed in this report.

The construction value to be assessed to land owners and utilities, net of any allowance paid, is \$276,763.25 which will be invoiced according to County Policy GP-004. A sample copy of the letter that will be provided to land owners is included with this report as Attachment B.

Based on the timing of this report, the current Canada Post strike and the County's holiday closure planned in December, staff are recommending sending invoices out to landowners in mid November. This will ensure landowners will be in receipt of the billing invoices and letters in a reasonable timeframe after issuance, and will provide ample time for staff to answer inquiries prior to the payment deadline (January 30th) should landowners have technical or financing inquiries.

The Drain Construction engineer has also completed the necessary OMAFRA grant application for these projects. Net assessments to each eligible property have been calculated based on the assumed receipt of the grant amount. Generally the receipt of actual grant funding from OMAFRA is two years following the submission of the grant application. A discrepancy in the actual amount of grant funding received would result in a future amendment to this billing, which would be brought forward to Council should this situation occur. Though this is a risk, in recent years this situation has not occurred.

As per FS 20-02, interest is applied to ongoing drain construction projects to reimburse the County for financing the project during construction. Interest is calculated on a monthly basis and is applied at the posted Infrastructure Ontario rate +1%.

Interdepartmental Implications:

Financial Management and Planning staff will setup collection of invoices and payment schedules in accordance with Policy GP-004. Upon the completion of collection, drainage staff will be enabled to close this construction project.

Consultation(s):

The Drainage Clerk, Drainage Superintendents, Treasurer, Director of Environmental Services, were consulted in the drafting of this report.

Strategic Plan Linkage:

Sustaining Norfolk - Creating a sustainable community and a positive legacy

Explanation:

This aligns with the priority of continuing our long-term financial strategy by assuring oversight and accountability for the County's finances. Staff must continue to monitor these projects and bill drainage construction works in an efficient manner.

Attachment(s):

- Attachment A – Drain Billing Summary Spreadsheet Draft Levying By-Law
- Attachment B – Sample Property Owner Letter

Approval:

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Submitted By:
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