



Working together with our community

Council-In-Committee Meeting – April 14, 2026

Subject: Drain Construction Billing – April 2026
Report Number: CS-26-060
Division: Corporate Services
Department: Finance
Ward: Multiple Wards
Purpose: For Decision

Recommendation(s):

That Staff report CS-26-060 Drain Construction Billing – April 2026 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 three (3) 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 \$38,052.96 in drainage expenditures. These projects will be funded in line with the previously adopted engineer's reports; Norfolk County assessments (\$17,863.23), land and utility assessments (\$19,889.73), and allowances provided to landowners (\$300).

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

McKoy Municipal Drain

- Project was initiated by the Superintendent under sections 76 and 84 of the *Drainage Act* for a reassessment of the drainage works assessment schedule, and a partial abandonment of the drain. No construction work was required to complete this project.
- The original engineering estimate totaled \$5,085 while the actual costs of the completed project were \$5,862.27
- The County had no assessment related to this project.

McCall

- Project was initiated by the Superintendent under section 76 of the *Drainage Act* for a reassessment of the drainage works assessment schedule. No construction work was required to complete this project.
- The original engineering estimate totaled \$5,000 while the actual costs of the completed project were \$5,710.13.
- The County's assessment was estimated at \$1,414 and the actual assessment is \$1,614.82.

Lambert Drain

- Project was initiated by the landowner under section 78 of the *Drainage Act* for a culvert extension of the drain.
- The original engineering estimate totaled \$24,000 while the actual costs of the completed project were \$26,480.56.
- The County's assessment was estimated at \$14,580 and the actual assessment is \$16,248.41.

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 \$17,863.23, which will be funded by the Drain

Construction Reserve. The projected balance for the Drain Construction Reserve, based on current capital commitments is \$2,491,177, which includes the commitments for related to 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 \$19,889.73 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.

As per GP-004, 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:

Finance 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, Manager of Stormwater and Drainage, 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:

Approved By:

Heidy VanDyk, General Manager, Corporate Services

Reviewed By:

Amy Fanning, CPA, Treasurer/Director, Finance

Prepared By:
Kevin Kitchen, Manager, Accounting