



Municipal Drainage Billing and Collection Policy

Policy Number: F-GEN-010

Authority: 732/21, 184/24

Date Approved: December 14, 2021

Department Responsible: Finance

Revision Dates: August 13, 2024

Review Date: August, 2026

Status: Active

1. Policy Statement

- 1.1 To establish a set of drainage billing and collection practices that are fair and equitable and to ensure consistent processes are followed.

2. Scope

- 2.1 This policy applies to all properties assessed to municipal drainage projects as outlined in the *Drainage Act*.

3. Definitions

- 3.1 **Drainage Act** – refers to the *Drainage Act*, R.S.O. 1990, C. D.17
- 3.2 **Drainage Superintendent** – the individual appointed by the Municipality via by-law to oversee drainage maintenance.
- 3.3 **Construction or Improvements** - Drainage works conducted under the supervision of an appointed Engineer to improve or construct a municipal drain.
- 3.4 **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.
- 3.5 **OMAFRA** - Ontario Ministry of Agriculture, Food and Rural Affairs

4. Policy

- 4.1 **General**

- 4.1.1 Completed drainage works with a total cost greater than \$2,500 are to be assessed to all affected properties in the watershed area in accordance with the last Engineer's report.
- 4.1.2 Drainage works that cost \$2,500 or less and individual assessments of \$50 or less are to be charged to the Public Works Drainage Capital Account.

4.2 Grants

- 4.2.1 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.

4.3 Assessments and Financing

- 4.3.1 Every assessed property will be issued a drainage invoice advising of the amount owing and available payment options.
 - a. Properties with assessments of more than \$50 but less than \$500 are required to pay the full amount within 90 days of the date indicated on the drainage invoice.
 - b. Properties with assessments of \$500 and over will be given the option to pay the full amount in a single payment within 90 days of the date indicated on the drainage invoice or finance their cost over 5 years with 5 (five) equal installments added to their final tax bill.
 - c. At the discretion of the Director of Finance, properties with assessments exceeding \$10,000 will be given the option to pay the full amount in a single payment within 90 days of the date indicated on the drainage invoice or finance their cost over 10 years with 10 (ten) equal installments added to their final tax bill.
 - d. At the discretion of the Director of Finance, properties with assessments exceeding \$15,000 will be given the option to pay the full amount in a single payment within 90 days of the date indicated on the drainage invoice or finance their cost over 15 years with 15 (fifteen) equal installments added to their final tax bill.
- 4.3.2 Interest rates for financing will be calculated at prime + 1% per annum established as of the date the drainage cost is determined by the Director of Finance or designate. An administrative financing fee of \$100 applies to assessments added to the tax roll, which will be paid over a five (5), ten (10), or fifteen (15) year period.

- 4.3.3 Requests for financing can be submitted on the Town of LaSalle website, or by contacting the Town's Finance Department. Requests for financing must be made within 90 days of the date indicated on the invoice. If payment or a request for financing has not been submitted in this time the drainage invoice will be considered overdue.
- 4.3.4 Any amount owing on a financing plan may be paid in full at any time throughout the financing period without penalty.

4.4 Overdue Amounts

- 4.4.1 Overdue amounts which have been added to the tax roll are subject to penalty and interest in the amount of 1.25% per month, on the first day of default and the first of each month thereafter.

5. Roles and Responsibilities

5.1 Drainage Superintendent

- 5.1.1 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.
- 5.1.2 Prepare grant applications on behalf of property owners in the Farm Tax Class.

5.2 Director of Finance

- 5.2.1 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.

5.3 Supervisor of Accounting

- 5.3.1 Tracks all drainage work expenses per project.

5.4 Supervisor of Revenue

- 5.4.1 Create drainage assessment schedules based on the most recent Engineer's Report and invoice those properties in accordance with this policy.

6. References and Related Documents

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

OMAFRA Agricultural drainage infrastructure program Policy:

<https://www.ontario.ca/page/agricultural-drainage-infrastructure-program-administrative-policies>