

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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## Environmental Management Branch

Date: December 19, 2011  
To: Council, Clerk and Drainage Superintendent  
From: Sid Vander Veen, Drainage Coordinator

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Subject: **1. UPCOMING DRAINAGE COURSES**  
**2. AGRICULTURAL DRAINAGE INFRASTRUCTURE PROGRAM**  
**3. INQUIRIES TO OMAFRA**

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

### **1. UPCOMING DRAINAGE COURSES**

The **Drainage Superintendents Course** will be held from March 5 – 9, 2012 in Guelph. If your municipality intends to appoint an individual as their drainage superintendent, that individual must have successfully completed this course in order to be eligible to receive the drain maintenance and superintendent grants under the Drainage Act. The attached course brochure provides additional details and includes a registration form.

The one-day **Rural Municipal Drainage Course** focuses principally on the Drainage Act. It provides useful information and instruction to clerks, treasurers, council members and others on the procedures and responsibilities of the Act. The one-day **Calculating Drainage Act Assessments** course should help treasurers and drainage superintendents in determining the share of drain maintenance costs to be levied on individual properties. These concurrent courses will be offered in London, Sudbury and Morrisburg. Additional details and a registration form are contained in the attached course brochure.

### **2. AGRICULTURAL DRAINAGE INFRASTRUCTURE PROGRAM (ADIP)**

#### ***a) Claiming Grants for 2011/12 activities:***

Grants for Drainage Act activities are governed by the Drainage Act and by the policies of the Agricultural Drainage Infrastructure Program (ADIP). Both of these documents can be accessed through the OMAFRA website: [www.omafra.gov.on.ca/english/landuse/drainage.htm](http://www.omafra.gov.on.ca/english/landuse/drainage.htm)

Based on the request submitted by your municipality earlier this year, your grant allocation for the cost of employing a drainage superintendent for the 2011/12 fiscal year is \$\_\_\_. Please note that this is the budget amount, not an entitlement. If this figure is different from the amount you requested, it is because your allocation request had to be adjusted to comply with ADIP policies concerning superintendent benefits and/or expenses.



To claim a grant for the cost of employing a drainage superintendent, please refer to the document entitled “**Claiming Grants for the Cost of Employing a Drainage Superintendent**”. The “**Drainage Superintendent Claim Guide**” will also assist in determining time eligibility.

To claim grants for drain maintenance, repair and operational costs, please refer to the document entitled “**Claiming Grants for Drain Maintenance**” for instructions.

For instructions on claiming grants for the drain construction or improvement projects, refer to the document entitled “**Claiming Grants for Drain Construction or Improvement Projects**”.

**b) *Planning for the 2012/2013 Drainage Act Grants Program***

i) Grants for the Cost of Employing a Drainage Superintendent: If your municipality employs an approved drainage superintendent and intends to make use of the superintendent grants in the upcoming fiscal year, please complete the attached form entitled “Grant Allocation Request Form - Fiscal Year 2012/13”. Your allocation request must be received by our ministry on or before February 29, 2012. You are advised to read ADIP policy 2.1 prior to completing the form.

ii) Construction/Improvement Projects: Please read Section 1.7 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 strongly encouraged to complete and submit a “Drain Queue Notification” form. Even if, for any reason, your project is not funded in one fiscal year, it will maintain its position on the queue for the following fiscal year. A copy of the Queue Notification form is attached to this letter.

**3. INQUIRIES TO OMAFRA**

Please direct inquiries about specific grant applications to Andy Kester at 519-826-3551 or [andy.kester@ontario.ca](mailto:andy.kester@ontario.ca)

Inquiries about grant eligibility, interpretation of the ADIP policies or the Drainage Act should be directed to me at 519-826-3552 or [sid.vanderveen@ontario.ca](mailto:sid.vanderveen@ontario.ca).

Yours truly,

Sid Vander Veen, P. Eng.  
Drainage Coordinator

**Attachments:**

- Claiming Grants for the Cost of Employing a Drainage Superintendent
- Claiming Grants for Drain Maintenance
- Claiming Grants For Drain Construction Or Improvement Projects
- Agricultural Drainage Infrastructure Program (ADIP) Policy Summary
- Queue Notification form
- 2012/13 Drainage Superintendent Budget Allocation Request form
- Drainage Superintendents Course brochure
- Rural Municipal Drainage Course & Calculating Drainage Act Assessments Course brochure

## **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 3.0 of the ADIP policies.
- A claim for an approved drainage superintendent for costs incurred between Jan. 1 to Dec. 31, 2011.
- Claims must be submitted on the applicable OMAFRA grant application form. To obtain a paper copy or Microsoft Excel electronic copy of these forms, contact Valerie Anderson at 519-826-3324 or [valerie.j.anderson@ontario.ca](mailto:valerie.j.anderson@ontario.ca).

### **REQUIRED SUPPORTING DOCUMENTATION:**

In accordance with ADIP Policy 3.3, each drainage superintendent grant application form must be accompanied with the following information:

- a. A list of all maintenance, repair, minor improvement and operational projects performed in the previous calendar year, including projects where a maintenance grant application is not being submitted. 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.
- b. A municipal map showing the location of all maintenance/repair work performed in the calendar year as listed in 3.3a.
- c. To support the drainage superintendent grant claim, the municipality must provide records of the time spent performing drainage superintendent duties.

### **APPLICATION DEADLINE: 5:00 p.m. on Monday, January 31, 2012**

- Grant applications, complete with all supporting documentation, must be received on or before Monday, January 31, 2012 on the application forms provided by our Ministry.
- Faxed or 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.
- 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 3, 2012 for services provide from October 1 to December 31, 2011 cannot be claimed as part of the 2012 drainage superintendent grant application).
2. If your municipality employed more than one drainage superintendent in 2011, separate grant applications must be submitted for each 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.

## **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 by a municipally appointed drainage superintendent, approved by OMAFRA. A budget allocation is no longer required to claim grant for these activities.

### **APPLICATION & CLAIM PERIOD:**

- Read and comply with Section 2.0 of the ADIP policies.
- A claim can be submitted for all drain maintenance work completed between Jan. 1 and Dec. 31, 2011.
- Claims must be submitted on the applicable OMAFRA grant application form. To obtain a paper copy or Microsoft Excel electronic copy of these forms, contact Valerie Anderson at 519-826-3324 or [valerie.j.anderson@ontario.ca](mailto:valerie.j.anderson@ontario.ca).

### **REQUIRED SUPPORTING DOCUMENTATION:**

In accordance with ADIP Policy 2.3, 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 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.

### **APPLICATION DEADLINE: 5:00 p.m. on Monday, April 30, 2012**

- Grant applications for drain maintenance work, complete with all supporting documentation, must be received on or before Monday, April 30, 2012 on the application forms provided by our Ministry.
- Faxed or 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.
- 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 2011, separate grant applications must be submitted for maintenance projects completed by each individual.

# **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 1.1 to 1.6 of the ADIP policies.

## **APPLICATION & CLAIM PERIOD:**

- Read and comply with Section 1.8 of the ADIP policies.
- Claims can be submitted for all drain construction/improvement work completed before Feb. 15, 2011.
- 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 paper copy or Microsoft Excel electronic copy of these forms, contact Valerie Anderson at 519-826-3324 or [valerie.j.anderson@ontario.ca](mailto:valerie.j.anderson@ontario.ca).

## **REQUIRED SUPPORTING DOCUMENTATION:**

In accordance with ADIP Policy 1.8, supporting documentation must be provided for each drain construction/improvement grant claim. The required supporting documentation includes:

- A copy of the 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 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, an additional 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 Wednesday, February 15, 2012**

- Grant applications for drain construction or improvement work, complete with all supporting documentation, must be received on or before Monday, February 15, 2012 on the application forms provided by our Ministry.
- 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)

## AGRICULTURAL DRAINAGE INFRASTRUCTURE PROGRAM (ADIP) POLICY SUMMARY

	<b>SUPERINTENDENT</b>	<b>CONSTRUCTION/IMPROVEMENT</b>	<b>MAINTENANCE/REPAIR</b>
	See ADIP Policy Section 3.0	See ADIP Policy Section 1.0	See ADIP Policy Section 2.0
<b>Grant Application Deadline</b>	<b>January 31, 2012 at 5:00 p.m.</b>	<b>February 15, 2012 at 5:00 p.m.</b>	<b>April 30, 2012 at 5:00 p.m.</b>
Period Covering:	January 1 to December 31, 2011	All construction and improvement projects completed by Feb. 15, 2012	All maintenance/repair and operational work <u>completed</u> in 2011
Ineligible Claims	<ul style="list-style-type: none"> <li>• Costs incurred before Jan. 1, 2011</li> <li>• Any cost not related to employing a drainage superintendent.</li> </ul>	<ul style="list-style-type: none"> <li>• Projects completed more than a year before the submission of the grant application.</li> <li>• See ADIP Policy section 1.3</li> </ul>	<ul style="list-style-type: none"> <li>• Work completed prior to January 1, 2011</li> <li>• Projects less than \$500</li> <li>• Interest charges</li> <li>• Administrative costs</li> </ul>
Budget Allocation	<ul style="list-style-type: none"> <li>• Still required (see ADIP policy section 2.1)</li> </ul>	<ul style="list-style-type: none"> <li>• Submit Queue Notification forms (see ADIP Policy section 1.7)</li> </ul>	<ul style="list-style-type: none"> <li>• Allocation not required</li> </ul>
Required Supporting Documentation	<ul style="list-style-type: none"> <li>• Must submit time records that support the grant claim.</li> <li>• For all maintenance/repair projects completed in 2011, provide map and list. Not required to show spot repair or maintenance work.</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of engineer's report, final by-law, decisions of court of revision, tribunal and referee.</li> <li>• Electronic copy of plan</li> </ul>	<ul style="list-style-type: none"> <li>• For one project on the grant application form, provide the following:                             <ul style="list-style-type: none"> <li>- copy of drain plan showing complete watershed and where the work was done.</li> <li>- maintenance instructions from engineer's report</li> </ul> </li> </ul>
Other Policy Items	<ul style="list-style-type: none"> <li>• Municipal employees receive expenses = 18% of salary</li> <li>• Municipal employees receive benefits ≤ 35% of salary</li> <li>• Consultants receive actual expenses, not exceeding 18% and may not claim benefits.</li> <li>• Net HST may be claimed on consulting superintendent costs</li> </ul>	<ul style="list-style-type: none"> <li>• See ADIP Policy Sections:                             <ul style="list-style-type: none"> <li>- 1.1</li> <li>- 1.2</li> <li>- 1.4</li> <li>- 1.5</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• To be eligible for grant, properties must be assessed at the Farm Property Class Tax Rate</li> </ul>

**DRAIN QUEUE NOTIFICATION\***

**To: The Director, Environmental Management Branch  
Ministry of Agriculture, Food and Rural Affairs**

From: Name: \_\_\_\_\_

Title: \_\_\_\_\_

Municipality: \_\_\_\_\_

Date: \_\_\_\_\_

**The drain construction (Drainage Act Sec. 4) and/or improvement (Drainage Act Sec. 78) project(s) listed in the following table have been adopted by an authorizing by-law. Our municipality anticipates that these project costs will be levied against the property owners in the watershed of the drain in the upcoming year. Therefore, please include these project(s) in the queue for grants under the Agricultural Drainage Infrastructure Program and confirm whether or not the Ministry has sufficient program budget in the current fiscal year to accommodate a grant application.**

<b>DRAIN NAME</b>	<b>BY-LAW #</b>	<b>ANTICIPATED DATE OF CONSTRUCTION COMPLETION</b>	<b>ESTIMATED PROJECT TOTAL COST</b>	<b>ESTIMATED GRANT AMOUNT</b>

**A copy of the by-law(s) authorizing the work described above must be included with this form.**

\* Note: Information on the construction/improvement queue is provided in Section 1.7 of the “Agricultural Drainage Infrastructure Program – Administrative Policies”

<p><u>Mail information to:</u> Ministry of Agriculture, Food and Rural Affairs Environmental Management Branch 3SE, 1 Stone Road West Guelph, Ontario, N1G 4Y2 Attention: Drainage</p>	<p><b>OR</b></p> <p><u>Fax information to:</u> 519-826-3259 Attention: Drainage</p>	<p><b>OR</b></p> <p><u>Email information to:</u> Drainage.info.omafra@ontario.ca</p>
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**GRANT ALLOCATION REQUEST FORM - FISCAL YEAR 2012/13**  
**GRANTS FOR THE COST OF EMPLOYING A DRAINAGE SUPERINTENDENT**  
**Agricultural Drainage Infrastructure Program Under The *Drainage Act***

To assist in completing this form, please read the "Agricultural Drainage Infrastructure Program – Administrative Policies". Municipalities with more than one drainage superintendent may modify this form to accommodate a multiple submission on the condition that the same information is still provided.

Municipality	County/Region/District	Drainage Superintendent
<b>Anticipated Grant Demand for Drainage Superintendent Employment Costs</b> (for drainage superintendent costs incurred between January 1, 2012 to December 31, 2012)		
<b>Salary (see ADIP 3.1)</b>		<b>\$</b>
<b>Benefits (see ADIP 3.2e)</b>		<b>\$</b>
<b>Expenses (see ADIP 3.2d)</b>		<b>\$</b>
<b>Net HST (consulting drainage superintendents only)</b>		<b>\$</b>
<b>TOTAL (A)</b>		<b>\$</b>
<b>ANTICIPATED TOTAL SUPERINTENDENT GRANT REQUIREMENT FOR 2012/13 (A/2):</b>		<b>\$</b>

**NOTE: Claiming drain maintenance grants no longer requires a maintenance budget allocation.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Drainage Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Treasurer

**RETURN BY FEBRUARY 29, 2012 TO:**

Environmental Management Branch - Drainage  
 Ontario Ministry of Agriculture, Food and Rural Affairs  
 3<sup>rd</sup> Floor, 1 Stone Road West  
 Guelph, Ontario, N1G 4Y2  
 Fax: **519-826-3259**