

## Environmental Management Branch

Date: January 5, 2010  
To: Council, Clerk and Drainage Superintendent  
From: Sid Vander Veen, Drainage Coordinator

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Subject: 1. AGRICULTURAL DRAINAGE INFRASTRUCTURE PROGRAM  
2. UPCOMING DRAINAGE COURSES  
3. TILE LOAN PROGRAM

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

### 1. AGRICULTURAL DRAINAGE INFRASTRUCTURE PROGRAM (ADIP)

Grants for eligible activities under the Drainage Act are governed by the Drainage Act and by the policies of the Agricultural Drainage Infrastructure Program (ADIP) policies. 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)

In addition to the above information, you are strongly encouraged to read the "OMAFRA Grant Application Review Procedures" document attached to this letter.

#### a) *Applying for 2009/10 Grants under the Drainage Act*

##### i) Maintenance and Superintendent General:

Your municipality is eligible to receive grants for the municipal cost of employing a drainage superintendent and for drain maintenance work undertaken by your drainage superintendent(s) if:

- Your municipality employs a drainage superintendent who is approved by OMAFRA and
- Your municipality has received a drain maintenance and superintendent budget "allocation" from our Ministry earlier in this fiscal year.
- Complete grant applications for these activities are received on or before February 1, 2010.

Grant application forms are available in hard copy or in an Excel spreadsheet. If you need either of these please contact Valerie Anderson at 519-826-3324 or [valerie.j.anderson@ontario.ca](mailto:valerie.j.anderson@ontario.ca).

Drainage Superintendent Grants: Refer to Section 3.0 of the ADIP policies. Your application for grant for the cost of employing a drainage superintendent is not complete unless it is accompanied with the required supporting documentation. **If, at the deadline your submitted application is not complete, it will not be processed even if supporting documentation is subsequently submitted.**

Drain Maintenance Grants: Read Section 2.0 of the ADIP policies and if you have any questions, please contact us. Your application for maintenance grant is not complete without the supporting information for one of the projects listed on the grant form. For a description of the supporting information, read ADIP policy 2.3(c). **If, at the deadline your submitted application is not complete, it will not be processed even if supporting documentation is subsequently submitted.**

ii) Grants for Drain Construction/Improvement Projects:

The deadline for submitting grant applications for construction/improvement projects is **February 15, 2010**. Any drain construction/improvement project where the engineer's report was submitted after July 28, 2004 is subject to Section 1 of the ADIP policies. To be eligible for the grant, some portion of the property must be eligible for the Farm Property Tax Class Rate.

Please remember that project funding is provided first to those projects who have submitted a "Drain Queue Notification" form (Read Section 1.7 of the ADIP policies). If any additional ADIP funding becomes available, grant applications will be processed in the order they appear on the queue.

b) ***Planning for the 2010/2011 Drainage Act Grants Program***

i) Maintenance and Superintendent: If you employ an approved drainage superintendent and intend to make use of the drain maintenance and superintendent grants in the upcoming fiscal year, please complete the attached form entitled "Drain Maintenance/Superintendent Grants Grant Allocation Request For Fiscal Year 2010/11". Your allocation request must be received by our ministry on or before March 1, 2010. 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.

**2. UPCOMING DRAINAGE COURSES**

Attached is a brochure that provides details on the Drainage Superintendents Course that will be held from March 1 to 5, 2010 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.

Also attached is a brochure that provides details on a series of two one-day courses that will be held in New Liskeard, Peterborough and London in April 2010. The first day is the "Rural Municipal Drainage Course" which provides a detailed overview of drainage law and *Drainage Act* procedures. The second day is the "Calculating Drainage Assessments" Workshop. It explores problems and complications in calculating drainage assessments using information from existing drainage reports.

**3. TILE LOAN PROGRAM:**

March 1, 2010 is the last date that we can process debentures in the 2009/10 fiscal year. Therefore, debentures must be submitted to us before **February 20, 2010**. If this date is missed, no debentures can be purchased until the program is announced in the 2010/11 fiscal year.

If you have any questions, please give me a call or email me at [sid.vanderveen@ontario.ca](mailto:sid.vanderveen@ontario.ca).

Yours truly,



Sid Vander Veen, P. Eng.  
Drainage Coordinator

## **OMAFRA GRANT APPLICATION REVIEW PROCEDURES**

### 1. Grant Application Submission:

The grant application is received from municipality on or before the deadline. The deadline for grant application submission is:

- a) February 1, 2010 for claiming grants for the cost of employing a drainage superintendent
- b) February 1, 2010 for claiming grants for drain maintenance/repair work
- c) February 15, 2010 for claiming grants for drain construction/improvement work.

### 2. Grant Form Preliminary Review:

OMAFRA staff conducts a preliminary review of the grant application form to confirm that all fields are properly completed and that the form has been signed and dated.

### 3. Supporting Documentation Preliminary Review:

OMAFRA staff conduct a preliminary review of the grant application package to confirm that all required supporting documentation has been submitted with the application form. Supporting documents include:

#### *a) For grant claims for the cost of employing a drainage superintendent:*

- i. A list of all maintenance and repair projects completed in the previous year
- ii. A map of the municipality showing the location of all maintenance and repair work undertaken in the previous year.
- iii. Time records that support the drainage superintendents grant claim.

#### *b) For grant claims for drain maintenance/repair work:*

- i. a copy of the drain plan, with the complete watershed, indicating where the project work was performed
- ii. 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. A copy of the schedule that assesses the costs for the project may also be included. The schedule must also indicate the properties eligible for the grant as specified by the Section 2.2 of the ADIP policies.

#### *c) For grant claims for drain construction/improvement work:*

- i. A copy of the by-law authorizing the construction or improvement project.
- ii. 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
- iii. Court of Revision, Tribunal and Referee decisions affecting the report/
- iv. An electronic copy of the drain plan, preferably in a data format that can be imported into the Land Information Ontario data warehouse.

### 4. Incomplete Applications:

**If the application form is incomplete (Step 2) or if any supporting documentation is missing (Step 3), the grant application is considered incomplete and will be returned to the municipality; the grant application package may be completed and resubmitted to OMAFRA, but the grant application deadline remains in effect.**

5. A completed grant application will be reviewed for compliance with the ADIP policies. If additional information or clarification is required, an email will be sent to the drainage superintendent and/or the contact person listed on the grant application form;

**a) If no response is received within two weeks, the grant application will be rejected.**

b) If a satisfactory response is received and, subject to the acceptability of the new information, the grant application will be processed for payment.

**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.

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

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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**DRAIN MAINTENANCE/SUPERINTENDENT GRANTS**  
**GRANT ALLOCATION REQUEST FOR FISCAL YEAR 2010/11**  
Agricultural Drainage Infrastructure Program Under The Drainage Act

To assist in completing this form, please read the "Agricultural Drainage Infrastructure Program – Administrative Policies". Any reference to drain "maintenance" below also includes drain repair, minor improvements and operations. 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, 2010 to December 31, 2010)					
Salary (see ADIP 3.1)	Benefits (see ADIP 3.2e)	Expenses (see ADIP 3.2d)	Total Cost (A)	Grant Demand (B) (A/2)	
\$	\$	\$	\$	\$	
<b>Anticipated Grant Demand for Drain Maintenance Activity</b> (for drain maintenance work completed between January 1, 2010 to December 31, 2010)					
Estimated Number of Projects/Claims	Estimated Total Cost of All Work (C) (see ADIP 2.0)			Grant Demand (D) (see Notes 1 & 2)	
	\$			\$	
<b><u>ALLOCATION REQUEST (B+D):</u></b>					
ANTICIPATED TOTAL MAINTENANCE/SUPERINTENDENT GRANT REQUIREMENT:				\$	

Note: 1. In southern Ontario, the grant demand for drain maintenance should not exceed one-third of the "total" (C). In northern Ontario, it should not exceed two-thirds of the "total" (C)

Note: 2. Where a portion of the cost of a maintenance project is to be assessed to lands in another municipality, an application for the full grant amount must be submitted by the Treasurer of the Municipality undertaking the work. The full grant amount will be deducted from the allocation of the municipality that will undertake the work.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

**RETURN BY MARCH 1, 2010 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: 519-826-3254