

<b>Treasury Department</b>	 Municipality of Dutton Dunwich	Content Updated: <b>NEW</b>
<b>Section:</b> Finance & Accounting		Supersedes Policy:
Policy No:		Approved by Council:
Pages: 3		Resolution:

<b>MUNICIPAL DRAIN ASSESSMENT BILLING, PAYMENT AND COLLECTIONS POLICY</b>	
<b>PURPOSE</b>	The Municipality of Dutton Dunwich recognizes the importance of having a written policy to establish procedures for municipal drain assessment billing, payment and collections, incorporating good and acceptable business practices and efficiencies, which is consistent and fair to its residents and to the Municipality.
<b>SCOPE</b>	<p>The Municipal Drain Assessment Billing, Payment, and Collections Policy applies to all municipal drain maintenance, repairs and construction undertaken within the geographic boundaries of the Municipality.</p> <p>This could also include works completed by a neighboring Municipality where properties within the Municipality of Dutton Dunwich share in the benefit cost due to outlets or drains crossing Municipal boundaries.</p>
<b>OBJECTIVE</b>	This policy is written in compliance with the Drainage Act, the Municipal Act, the Agricultural Drainage Infrastructure Program, related Ontario Regulations under the Act and applicable Municipal By-Laws, as amended from time to time. The objective is to ensure timely billing and collection of municipal drain assessments.
<b>DEFINITIONS</b>	<p><b>Drain Superintendent:</b> The person or company duly appointed under section 93(1) of the Drainage Act.</p> <p><b>Property Taxes:</b> The tax account identified on the assessment roll.</p> <p><b>Treasurer:</b> The Treasurer of the Municipality of Dutton Dunwich.</p>
<b>PROCEDURE</b>	<p><b>Municipal Drain Maintenance or Repair (Drainage Act section 74)</b></p> <p>The Treasurer will prepare a schedule of assessment for maintenance or repair of the municipal drain based on the appropriate municipal drain report By-Law as advised by the Drainage Superintendent.</p> <p>The Treasurer will make application for available drain maintenance grant in accordance with the Agricultural Drainage Infrastructure Program. The drain maintenance grant will be applied to the gross assessment to reduce the amount payable.</p> <p>Section 75(3) of the Drainage Act states that a municipality is not required to levy amounts charged for maintenance or repair more than once every five years if the total expense does not exceed \$5,000. As practical, municipal drain maintenance or repair costs will be assessed and levied when the said drain work is deemed complete.</p>

**MUNICIPAL DRAIN ASSESSMENT BILLING, PAYMENT AND COLLECTIONS POLICY**

Assessments for drain maintenance or repair (after grant reduction) valued at \$1000 or less will be added directly to the property tax roll as a local improvement.

Assessments for drain maintenance (after grant reductions) valued at over \$1,000 will be invoiced directly to the landowner. Drain maintenance invoices will be one installment due within 30 days of the billing date. Amounts outstanding after the due date along with a 2% late fee, will be added to the property taxes. The assessments and rates imposed under the Drainage Act shall have priority lien status.

Any amounts added to property taxes will be collected in like manner as property taxes. Penalty and interest charges at 1.25% per month (15% annually) will apply.

**Municipal Drain Construction (Drainage Act section 4 or section 78)**

The Treasurer will prepare a schedule of assessment for construction approved by By-Law in the engineer's report.

The Treasurer will make application for available drain construction grant in accordance with the Agricultural Drainage Infrastructure Program. The drain construction grant will be applied to the gross assessment to reduce the amount payable.

Allowances approved in the engineer's report will be deducted from the assessed cost of the applicable property.

Assessments for drain construction (after grant reduction) valued at \$1000 or less will be added directly to the property tax roll as a local improvement.

Assessments for drain construction (after grant reductions) valued at over \$1,000 will be invoiced directly to the landowner. Drain maintenance invoices will be one installment due within 30 days of the billing date. Amounts outstanding after the due date along with a 2% late fee, will be added to the property taxes. The assessments and rates imposed under the Drainage Act shall have priority lien status.

Any amounts added to property taxes will be collected in like manner as property taxes. Penalty and interest charges at 1.25% per month (15% annually) will apply.

**METHOD OF ENFORCEMENT**

Section 61(4) of the Drainage Act states that the assessment and rates imposed under the Drainage Act shall have priority lien status as described in section 1 of the Municipal Act.