



WILLS

PARTNERS IN
ENGINEERING

Meeting Minutes

Project Name:	MacEachern Brown Municipal Drain
Project No.:	19-5377
Type of Meeting	On-Site Meeting
Meeting Date:	July 7, 2020
Meeting Time:	11:00 a.m.
Report Date:	July 13, 2020
Recorder:	Mark Hoar for Ken Smith
Meeting Location:	1963 County Road 46, Woodville, Ontario

Requested Attendees:

Name	Title	Company
• Lucas Feitler	Drainage Superintendent	City of Kawartha Lakes (CKL)
• Mike Farquhar	Supervisor, Tech. Service	CKL
• Ken Smith	Project Manager	D.M. Wills Associates Limited (Wills)
• Mark Hoar	Project Engineer	Wills

Local Residents:

- Robert MacEachern
- John Mackintosh
- Karen Buck-Mackintosh
- Bill Perry
- Scott Brown
- Christena Mitchell
- Kevin Mitchell
- Garry Hopkins
- Christine Halbot
- Dave Brown

Purpose of Meeting:

To satisfy Section 9(1) and 9(2) of the Drainage Act for the MacEachern Brown Municipal Drain project.





Item	Description	Action By
------	-------------	-----------

1. Health and Safety

- Due to Covid-19 health concerns the meeting started with Health and Safety protocols.
 - Protective masks were offered, social distancing was maintained and hand sanitizer / disinfectant was offered for sign-in.
 - Meeting was relocated to Palestine Road, just west of County Road 46, to reduce exposure to traffic hazards.

2. Introduction

- Introductions
 - Ken Smith – Project Manager
 - Mark Hoar – Project Engineer
 - Mike Farquhar – Supervisor, Tech. Service
 - Lucas Feitler – On Site Supervision
 - Local Residents
- The local residents who attended the meeting were asked to identify their properties prior to the distribution of the private maps.

3. Project History / Background / Goals and Objectives

- A quick overview of the Drainage Act and was provided.
 - The overall goal is to provide a legal means to facilitate drainage for a property or properties that require drainage.
 - Obtain input to help define the Area Requiring Drainage.
 - The Area Requiring Drainage will need to be conveyed to a sufficient outlet.
 - Once the Area Requiring Drainage is confirmed by the engineer, an engineers report will be prepared for the detailed design of the proposed municipal drain.
- City of Kawartha Lakes indicated that if local residents require additional information on the Municipal Drain Process, the City of Kawartha Lakes Website and the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) website are excellent resources.
- There is an existing Agreement for the drain, which was established in 1904. There was a legal requirement for property owners to maintain their portion of the existing award drain. If property owners do not clean out their portions of the award drain, civil court is required to resolve conflicts. Establishing a Municipal drain in place of the award drain puts the onus on the municipality to maintain the drain.
- Two (2) landowners, MacEachern and Brown, are signed on to this petition to date.



Item	Description	Action By
------	-------------	-----------

- OMAFRA grants may be available to help offset the cost of the municipal drain.

4. Description of the Area Requiring Drainage

- A portion of the existing award drain was recently enclosed with a pipe by a riparian landowner (Browns Property). As a result, some flooding was reported on upstream lands (MacEachern Property). This impact has become the foundation for the petition under consideration. In addition, the drainage course south of Palestine Road has not been maintained causing potential flooding on upstream landowner (Browns Property).
- Wills requested input from residents on the catchment area provided at the meeting, along with a request for residents to contact Wills if the boundary is not shown to be correct.
- Robert MacEachern emphasized that he would like to see flooding conditions return to what they were prior to the construction of the 0.3 m diameter pipe on the Browns Property.
- Scott Brown emphasized that he would like to see the drainage channel downstream of Palestine Road be cleaned out to ensure his property has adequate drainage.

5. Input from Property Owners Outside of Area Requiring Drainage

- A recommendation from John Mackintosh, property owner two (2) lots south of Palestine Road,
 - Suggested the straightening the existing channel on their property to allow a seamless connection into White's creek.
 - White's creek would appear to be a sufficient outlet as it is a watercourse with defined bed and banks.
 - The existing channel is terminated in a low lying area without a defined outlet. Beavers in the area have been known to be a problem and are exasperating flooding concerns.
- High ground water and high bedrock were mentioned as a possibility by local residents.

6. Questions Asked During the Meeting

- Who will pay for the construction of the Municipal Drain?
 - CKL and Wills provided an overview of the schedule of assessment is and how costs and rebates are distributed throughout the catchment and how those assessments are proportional to land use and land area.
 - Wills shall prepare the Assessment Schedule and there will be ample time through the court of revision for property owners



Item	Description	Action By
------	-------------	-----------

- within the catchment to challenge the findings of the engineers report.
- What is the Time Line for completion of the project?
 - The times lines are laid out in accordance with the Drainage Act. The timeline cannot be easily identified due to the number of regulatory processes and appeals processes that may be required.
 - Once the Area Requiring Drainage is defined by the engineer, the completion of the Engineers report will take up to six (6) months, with regulatory review, appeals processes, tendering and construction taking up to two (2) additional years.

The above represents the writer's understanding of the discussion and actions derived from the meeting. If there are any revisions required or omissions in the above, please advise our office as early as possible. The minutes shall be deemed complete and accurate if no response is received within five (5) days of distribution.

Submitted by: Ken Smith, P.Eng.

MJH/KS/kr