

August 17, 2021

Dear Sir / Madam,

Re: Meeting to Consider the Engineer's Report for the Irvine Road Drain

As authorized by the Council of the Town of Niagara-on-the-Lake, an Engineering Report was prepared by K. Smart Associates Limited for the construction of a drainage works to be known as the Irvine Road Municipal Drain located along part of the north portion of Irvine Road and in part of Lot 11, Corporation Plan 5 in the Town of Niagara-on-the-Lake.

A Notice of the Meeting to Consider the Engineering Report is included with this letter. A copy of the Engineering Report, complete with Schedules of Assessments of the estimated costs, Specifications and Drawings, is available on the Town of Niagara-on-the-Lake website through the following link <https://notl.civicweb.net/document/21299>. If you cannot access the link provided, or if you prefer a printed copy, please contact Brandon Enns, Environmental Services Technician, at 905-468-3061, Ext 276 to arrange for a printed copy.

The Meeting to Consider the Report will be held **electronically via video conferencing** at the meeting of Council at **6:00 PM, Monday September 27, 2021**.

At the Meeting to Consider, Council shall give any person who signed the petition an opportunity to withdraw from it and any person present who owns land in the area requiring drainage and has not signed the petition an opportunity to do so.

Landowners should also be aware that Council only has three options at the Meeting to Consider:

- adopt the Report and continue the process under the Drainage Act, which allows affected landowners to file appeals
- not adopt the Report in which case the petitioner(s) can appeal Council's decision to the Drainage Tribunal
- refer the Report back to the engineer for reconsideration. Referring the Report can be done for any reason but usually occurs only when it appears that there are or may be errors in the Report

The Meeting to Consider will **not** deal with individual assessment concerns; these can only be dealt with at a Court of Revision, which will be held at a date after the Meeting to Consider.

NOTE

Niagara-on-the-Lake Municipal offices are currently closed to the public due to the COVID-19 regulations and all in-person meetings have been cancelled.

As permitted under Provincial Legislation and the Town's Procedural By-law, Council and Committee meetings are being conducted electronically until provincial COVID regulations allow otherwise.

You are invited to attend these meetings electronically and provide input regarding this matter. To participate and make an oral presentation during the Meeting to Consider, you must register in advance with Town staff as noted below.

Please contact Colleen Hutt, Acting Town Clerk, at colleen.hutt@notl.com or at 905-468-3061, Ext 248. Please register as soon as possible but no later than 12 noon on Monday, September 27, 2021.

Following registration, you will be provided with instructions to connect to the meeting on your computer, tablet or telephone.

Written comments on this matter are also encouraged and must be submitted to Colleen Hutt, Acting Town Clerk, Town Administrative Offices, 1593 Four Mile Creek Road, PO Box 100, Virgil, ON L0S 1T0, or emailed to colleen.hutt@notl.com, referencing this matter. Unless indicated otherwise, all submissions, including personal information, will become part of the public record.

If you cannot attend the Meeting to Consider and if you have any questions concerning this matter, please contact the Town staff listed below so that your comments and concerns can be noted.

René Landry
Drainage Support Technician
905-468-6435
rene.landry@notl.com