

APPENDIX 1

WHAT IS A PRELIMINARY REPORT?

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Section 10 of the Drainage Act, RSO 1990 allows for the preparation of “preliminary” engineering reports. The purpose of a preliminary engineering report is to have a drainage engineer present and describe one or more possible solutions to a drainage problem(s) so that such can be discussed without completion of a detailed Final Engineering Report. The Preliminary Report can then be reviewed by the Municipal Council involved, the affected ratepayers and affected agencies.

The outcome of a Preliminary Report is to desirably identify the solution that can be reasonably expected to be accepted by all or sufficient parties and to allow the Council to authorize the Engineer to prepare a “Final” Report pursuant to the Drainage Act on the solution to the drainage problem. The Council could also terminate proceedings at the Preliminary Report stage, if they wished. If a Final Report is indeed authorized and if the Final Report is ultimately adopted as a Bylaw, and if all required Agency approvals are addressed, construction can then be authorized.

A Preliminary Report is to set out approximate costs and implications of any possible solution and can give general guidelines on how the costs of a solution are distributed.

By comparison, a Final Report is to set out a detailed description of the solution recommended, a detailed cost estimate of the solution, and also an assessment schedule to show in detail how the estimated cost is to be distributed/assessed to the parties the Engineer deems responsible for sharing the costs of the project. A Final Report would also contain specifications for the construction recommendation.

A Final Report can not be authorized however until a Preliminary Report, once prepared, is processed.