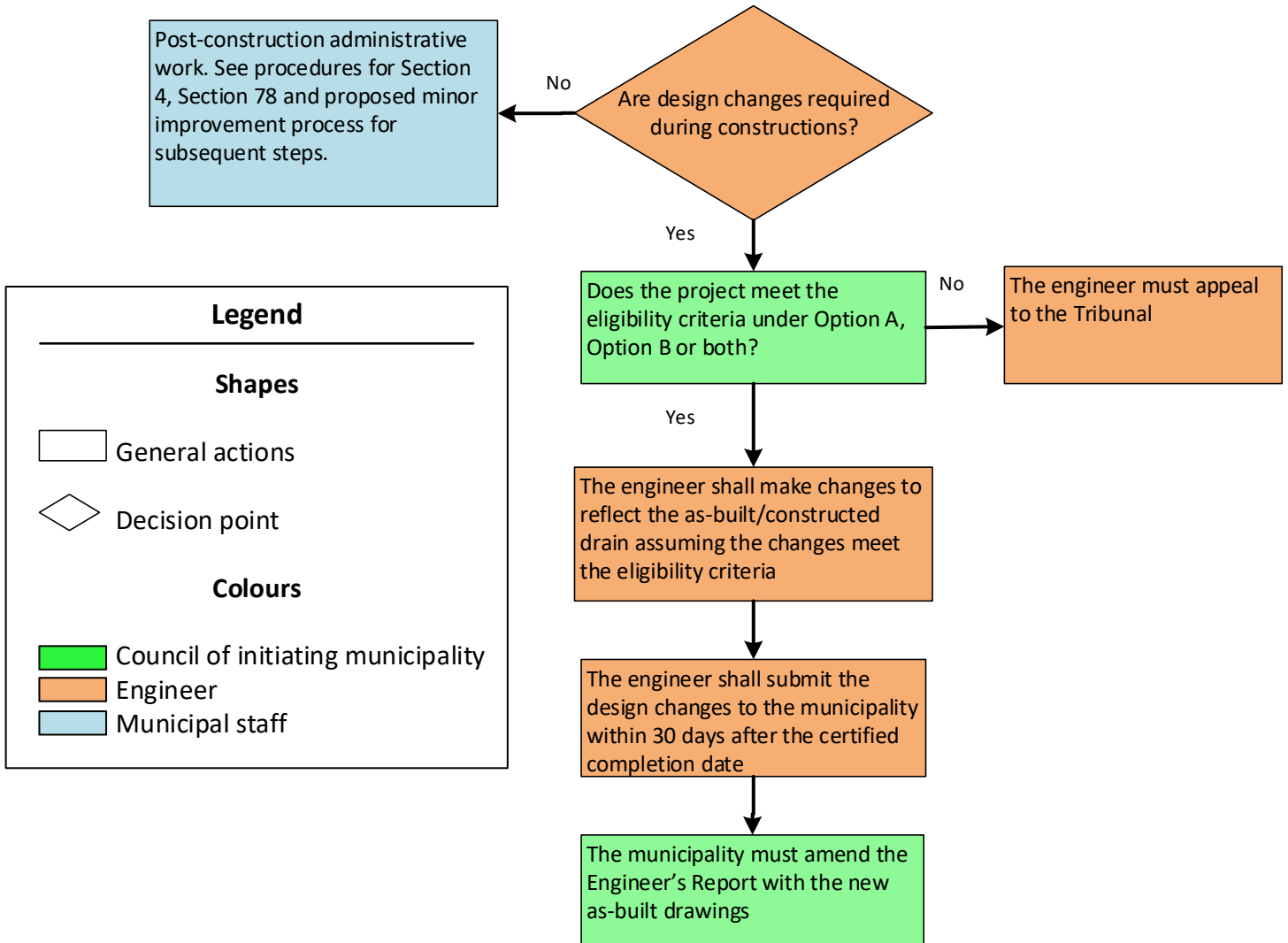


# Appendix D: Proposed Engineer's Report Process Flowchart



## Eligibility Criteria

### A)

1. The design changes are as a result of unforeseen circumstances
2. Current approvals (CAA, DFO, etc.) support the required changes
3. The required changes do not exceed 10% of the total project cost
4. The municipal drainage superintendent agrees the construction design change is warranted which will not result in any material changes to the drain and approves that amending the Engineer's Report is appropriate
5. All landowners are notified of the changes however there are no additional appeal rights

### B)

1. If it's because of a permitting requirement (CA, DFO), it's automatic that you use this process

## Flow Chart Description

- 1) The engineer determines whether or not design changes are required during construction.  
If design changes are NOT required, municipal staff should complete the post-construction administrative work. Municipal staff to refer to procedures for Section 4, Section 78 and proposed minor improvement process for subsequent steps.
- 2) If design changes are required during construction, the council of the initiating municipality must determine whether or not the project meets the eligibility criteria under Option A, Option B, or both
  - If the council of the initiating municipality finds the project does NOT meet the eligibility criteria, the engineer must appeal to the Tribunal
- 3) If the council finds that the project DOES meet the eligibility criteria under Option A, Option B, or both, the engineer shall make changes to reflect the as-built/constructed drain.
- 4) The engineer shall submit the design changes to the municipality within 30 days after the certified completion date.
- 5) The council of the initiating municipality must then amend the Engineer's Report with the new as-built drawings.