

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD



AGENDA

MEETING DATE: Thursday, December 13, 2012

TIME: 7:00 p.m.

LOCATION: Don Cherry's Sports Bar
100 Dissette Street, Unit #1
Bradford ON

- | | | |
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| | | <i>Action by:</i> |
| 1. | <u>Call to Order</u>

"That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board come to order at _____p.m." | <i>Dan Sopuch</i> |
| 2. | <u>Declaration of Pecuniary Interest</u>

Chairman Sopuch to remind Members of the Board of the Municipal Conflict of Interest legislation and requirements thereunder. | <i>Dan Sopuch</i> |
| 3. | <u>Approval of Agenda / Changes</u> | <i>Dan Sopuch</i> |
| 3.1 | "That the Board approve the Agenda dated Thursday, December 13, 2012, as printed and circulated."

Pgs 1 - 2 | |
| 4. | <u>Adoption of Board Minutes</u> | <i>Dan Sopuch</i> |
| 4.1 | "That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held Thursday, November 1, 2012 at 7:00 p.m., be approved, as printed and circulated."

Pgs 3 - 9 | |
| 5. | <u>Comments by the Chairman</u> | <i>Dan Sopuch</i> |
| 6. | <u>Presentations / Deputations</u> | |
| 7. | <u>Correspondence / Reports</u> | |
| 7.2 | Report of the Drainage Superintendent/Project Manager dated July 24, 2012

"That Report # HMDSJMSB-2012-007 submitted by the Drainage Superintendent Project Manager, dated December __, 2012, be | <i>Frank Jonkman</i> |

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received, for information.”

To be distributed at meeting

8. New Business

9. Future Meeting Schedule

9.1 “The next meeting of the Holland Marsh Drainage System Joint Municipal Services Board be scheduled for: Thursday _____ at _____, _____”

Dan Sopuch

10. Adjournment

10.1 “That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board adjourn at _____ p.m.”

Dan Sopuch

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD



MINUTES

MEETING DATE: Thursday, November 1, 2012

TIME: 7:00 p.m.

LOCATION: Compton Room, Engineering Bldg,
100 Holland Court, Bradford, Ontario

ATTENDANCE RECORD:

MEMBERS PRESENT: William Eek, Vice Chairman
Dan Sopuch, Chairman
Gary Lamb, Ward 3 Councilor - BWG
Doug White, Mayor – BWG
Brian Visser, Appointee
Jim Verkaik, Member-at-large
George Hoving, Appointee

REGRETS: Steve Pellegrini, Mayor – TOK
Cleve Mortelliti, Deputy Mayor – TOK

STAFF PRESENT: Frank Jonkman, Drainage Superintendent
Sarah Murray, Secretary
Nathalie Carrier, Deputy Treasurer - BWG
Dave Van Veen – TOK Engineering
Rebecca Murphy, Dir. Legal Services/Clerk - BWG

REGRETS: Jay Currier, Town Manager – BWG
Ian Goodfellow, Treasurer – BWG
Rob Flindall, Dir. Engineering – TOK
Jeff Schmidt, Treasurer – TOK

OTHERS: Glen Ventrcek, BDO Dunwoody, LLP
Yanni Katehos, BDO Dunwoody, LLP

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1.	<u>Call to Order</u>	<i>Dan Sopuch</i>
1.1	HM-2012-040 Moved by: D. White Seconded by: B. Visser "That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board come to order at 7.06 p.m." CARRIED.	
2.	<u>Declaration of Pecuniary Interest</u>	<i>Dan Sopuch</i>
2.1	Chairman Sopuch reminded Members of the Board of the Municipal Conflict of Interest legislation and requirements thereunder.	
3.	<u>Approval of Agenda / Changes</u>	<i>Dan Sopuch</i>
	Chairman Sopuch asked if there were any errors or omissions to the Agenda and there were none.	
3.1	HM-2012-041 Moved by: B. Eek Seconded by: G. Lamb "That the Board approve the Agenda, dated Thursday, November 1, 2012, as printed and circulated." CARRIED.	
4.	<u>Adoption of Board Minutes</u>	<i>Dan Sopuch</i>
4.1	Chairman Sopuch asked if there were any errors or omissions to the Minutes and there were none HM-2011-042 Moved by: G. Lamb Seconded by: J. Verkaik "That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held on Thursday, September 20, 2012, be approved, as printed and circulated." CARRIED.	
5.	<u>Comments by the Chairman</u> Chairman Sopuch welcomed everyone to the meeting further commented on the weather the agricultural community had to contend with; from the Summer drought to a record amount of precipitation in the Fall in some time. Thankfully, the canal system held up as best it could despite being under active	<i>Dan Sopuch</i>

construction.

6. **Presentations / Deputations**

7. **Correspondence / Reports**

7.1 **2011 DRAFT Financial Statements**

*Glen Ventrcek
& Yanni Katehos*

The firm BDO Dunwoody LLP was awarded the tender for auditing services by the Town of Bradford West Gwillimbury which includes the Board's annual financial reporting as well.

Representing BDO Dunwoody LLP, Glen Ventrcek and Yanni Katehos were present to go over their findings and report on the draft 2011 Financial Statements.

Mr. Ventrcek and Mr. Katehos took to describing their role as external auditors of this process which is in accordance with the Public Sector Accounting Board's regulations. The standard letter of representation was submitted for signature and later signed by the authorized signatories of Chair and Vice Chair.

The 2011 statements were reviewed and pertinent details noted. Matters including restricted funds (grants), interest on grants and receivables were addressed at more length.

The treasury department also noted that the annual maintenance fees collected are in a surplus position and this is helpful as there are major repairs required for the Bardawill pump components that weren't replaced at the time the structure was rebuilt in 2007.

HM-2012-043

Moved by: J. Verkaik

Seconded by: B. Visser

"That the 2011 draft financial statements dated November 1, 2012, prepared by BDO Dunwoody LLP, be received, for information;

And that the statements be approved as printed and circulated."
CARRIED.

7.2 **Report of the Director of Legal Services/Clerk
"Boating Use on Canal"**

Rebecca Murphy

The Director of Legal Services for the Town of Bradford West Gwillimbury addressed the Board and provided a summary of the report she submitted on boating use in the canal system.

The Office of Boating Safety and the Navigable Waters Protection Program have both offered to assist the Board in the

evaluation process required to determine the appropriate direction to take in protecting the canal system from unauthorized motorized boating activities.

The Director encouraged the Board to utilize the assistance offered by these agencies when pursuing said restrictions.

HM-2012-044

Moved by: B. Eek

Seconded by: D. White

“That the report titled “Boating Use in Canal” prepared by the Town of BWG Director of Legal Services/Clerk be received, for information.”

CARRIED.

7.1

Report of the Drainage Superintendent/Project Manager dated

Frank Jonkman

From the Drainage Superintendent’s report came a few points to highlight:

- 1) Despite the storm that hit in late October, water levels in the canal system was already low due to the construction and as a result the system was prepared for the rain and run-off.
- 2) The remainder of interior drains require S.76 reports to be completed. The Duga and Cullingham drains are underway and accordingly, the Saczowski, Scotch and Wanda will need an engineer appointed to undertake the remainder of reporting work. The Board agreed to appoint K Smart to the remainder of the small municipal drains in Bradford West Gwillimbury.
- 3) The Hydro issues noted in Project Mgmt, part 6, that may have occurred were resolved by the time this board meeting took place.
- 4) TOK representative confirmed that a bridge is scheduled for design and build. As the issue does not affect the canal excavation, the Drainage Superintendent advised he had no preference to which bridge TOK decides to complete first. However, there is at least one landowner who will need to be advised by TOK due to his crop rotation.

No other issues were raised on this item. Prior to approving the activity report, the Board appointed an engineer to the remainder of interior drain work in Bradford West Gwillimbury

HM-2012-045

Moved by: D. White
Seconded by: B. Eek

“WHEREAS the Councils of the Town of Bradford West Gwillimbury (BWG) and the Township of King (TOK) have established the Holland Marsh Drainage System Joint Municipal Services Board (the Board) to have control and manage the Holland Marsh Drainage System, operating as its own corporate entity;

AND WHEREAS section 3.2(b) of the Board’s Agreement states the “Board shall have the authority and be responsible (b) to carry out and fulfill all of the obligations of the Municipalities under the Drainage Act as such obligations may relate to their responsibilities within the geographic area of the Holland Marsh located within King and Bradford West Gwillimbury”;

NOW THEREFORE, in accordance with this authority, the Board hereby appoints K Smart Associates Ltd. to undertake a Section 76 report for the Scotch, Saczowski and Wanda municipal drains that are situated in the Town of Bradford West Gwillimbury.”
CARRIED.

HM-2012-046

Moved by: S. Pellegrini
Seconded by: D. White

“That the written report “HMDSJMSB-2012-006” prepared by the Drainage Superintendent/Project Manager dated October 25, 2012, be received, for information.”
CARRIED.

7.4

In Camera Item

HM-2012-047

Moved by: B. Eek
Seconded by: D. White

“That the Board now move in camera at 8:27 p.m. under Subsection 239(2)(d) of the Municipal Act, 2001, to discuss employee negotiations.”
CARRIED.

As the Board moved in-camera, BDO Dunwoody representatives, municipal and board staff vacated the room.

HM-2012-048

Moved by: B. Eek
Seconded by: D. White

Dan Sopuch

	<p>“That the Board now rise from in-camera at 8:34 p.m. and report progress.” CARRIED.</p> <p>HM-2012-049 Moved by: G. Lamb Seconded by: G. Hoving</p> <p>“That the 2012 cost of living allowance be approved, and that the increase be applied retroactive for the year.” CARRIED.</p>	
7.4	<p>2013 DRAFT Business Plan & Budget</p> <p>The draft 2013 Business Plan along with the proposed 2013 Budget was reviewed by members present and there were no amendments to the draft.</p> <p>HM-2012-050 Moved by: G. Lamb Seconded by: B. Visser</p> <p>“That the draft 2013 Budget and Business Plan be approved as printed and circulated;</p> <p>And that the approved Budget and Business Plan be forwarded to the councils of TOK and BWG for the annually required Council approval.” CARRIED.</p>	<p><i>Sarah Murray & Frank Jonkman</i></p>
8.	<p><u>New Business</u></p>	
9.	<p><u>Future Meeting Schedule</u></p> <p>HM-2011-051 Moved by: B. Eek Seconded by: D. White</p> <p>“That the next meeting of the HMDSJMSB be scheduled for Thursday, December 13, 2012 at 7:00 p.m., at a location to be determined.” CARRIED.</p>	<p><i>Dan Sopuch</i></p>
10.	<p><u>Adjournment</u></p>	<p><i>Dan Sopuch</i></p>
10.1	<p>HM-2011-052 Moved by: J. Verkaik Seconded by: B. Visser</p> <p>“That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board adjourn at 9:01 p.m.”</p>	

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

CARRIED.

Sarah Murray, Secretary

Dan Sopuch, Chairman

DRAFT