

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD



AGENDA

MEETING DATE: Thursday, September 16, 2010
TIME: 7:00 p.m.
LOCATION: South Simcoe Police Services Bldg,
81 Melbourne Dr. Bradford ON

- | | | <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>John McCallum</i> |
| 2. | <u>Declaration of Pecuniary Interest</u>

Chairman McCallum to remind Members of the Board of the Municipal Conflict of Interest legislation and requirements thereunder. | <i>John McCallum</i> |
| 3. | <u>Approval of Agenda / Changes</u> | <i>John McCallum</i> |
| 3.1 | "That the Board approve the Agenda dated Thursday, September 16, 2010, as printed and circulated."

Pgs 1-2 | |
| 4. | <u>Adoption of Board Minutes</u> | <i>John McCallum</i> |
| 4.1 | "That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held Wednesday, August 5, 2010 at 7:00 p.m., be approved, as printed and circulated."

Pgs 3-9 | |
| 5. | <u>Comments by the Chairman</u> | <i>John McCallum</i> |
| 6. | <u>Presentations / Deputations</u> | |
| 7. | <u>Correspondence / Reports</u> | |
| 7.1 | Report of the Drainage Superintendent and Project Manager

"That the written report of the Drainage Superintendent and Project Manager, dated September 7, 2010, be received, for information."

Pages 10-13 | <i>Frank Jonkman</i> |

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

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|------|---|----------------------|
| 8. | <u>New Business</u> | |
| 8.1 | Financial Management - Update | <i>Jay Currier</i> |
| 8.2 | Job Posting – Update | <i>Jay Currier</i> |
| 8.3 | HMDS CIP – Landowner Allowances & the Drainage Act | <i>Frank Jonkman</i> |
| 8.4 | HMDS CIP – Municipal Structure status | <i>Frank Jonkman</i> |
| 9. | <u>Future Meeting Schedule</u> | <i>John McCallum</i> |
| 9.1 | “The next meeting of the Holland Marsh Drainage System Joint Municipal Services Board be scheduled for: Thursday _____”
at _____, _____” | |
| | “The next meeting of the Holland Marsh Drainage System Joint Municipal Services Board be scheduled for: Thursday _____”
at _____, _____” | |
| 10. | <u>Adjournment</u> | <i>John McCallum</i> |
| 10.1 | “That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board adjourn at _____ p.m.” | |

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD



MINUTES

MEETING DATE: Thursday, August 5, 2010

TIME: 7:00 p.m.

LOCATION: S.S.P.S. 81 Melbourne Drive, Bradford, ON

ATTENDANCE RECORD:

MEMBERS PRESENT:

John McCallum, Councillor – BWG
Doug White, Mayor – BWG
William Eek, Appointee
Jack Rupke, Councillor – King
Dan Sopuch, Appointee
George Hoving, Appointee
Brian Visser, Appointee
Margaret Black, Mayor – King
Jim Verkaik, Member at large

REGRETS:

STAFF PRESENT:

Frank Jonkman, Drainage Superintendent
Sarah Murray, Secretary-Treasurer
Jay Currier, CAO – BWG
Scott Somerville, CAO – King

REGRETS:

Chris Somerville, Clerk – King

OTHERS:

Sue Bragg, Gaviller & Co.
Michael Brinkos, Resident
Ian Goodfellow, BW Treasurer
Meade Helman, Resident

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

1.	<u>Call to Order</u>	<i>John McCallum</i>
1.1	HM-2010-045 Moved by: B. Eek Seconded by: D. White "That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board come to order at 7:03 p.m." CARRIED.	
2.	<u>Declaration of Pecuniary Interest</u>	<i>John McCallum</i>
2.1	Chairman McCallum reminded Members of the Board of the Municipal Conflict of Interest legislation and requirements thereunder.	
3.	<u>Approval of Agenda / Changes</u>	<i>John McCallum</i>
	Chairman McCallum asked if there were any errors or omissions to the Agenda.	
3.1	Revisions to the Agenda included 7.1 Moved to accommodate speaker for item 7.2 Additions to the Agenda were made under New Business, regarding the following: 1) Governance Model 2) Canal Project Launch HM-2010-046 Moved by: D. White Seconded by: M. Black "That the Board approve the Agenda, dated Thursday, September 16, 2010, as amended." CARRIED.	
4.	<u>Adoption of Board Minutes</u>	<i>John McCallum</i>
4.1	Chairman McCallum asked if there were any errors or omissions to the Minutes. The following errors were noted and corrected. 8.1 "erquired" was corrected to read "required". HM-2010-047 Moved by: D. Sopuch Seconded by: D. White	

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

	<p>"That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held on Monday, May 3, 2010, be approved, as amended." CARRIED.</p>	
5.	<p><u>Comments by the Chairman</u></p> <p>Chairman McCallum began by advising that a lot has happened since the last board meeting as canal relocation work has begun. This is an exciting time for all.</p>	<i>John McCallum</i>
6.	<p><u>Presentations / Deputations</u></p>	<i>John McCallum</i>
7.	<p><u>Correspondence</u></p>	
7.1	<p>The Chairman then introduced Sue Bragg, of Gaviller & Company to present the DRAFT 2009 Financial Statement.</p> <p>It was explained that the format from 2008 to 2009 does appear different as the Public Sector Accounting Board's (PSAB) requirements have changed.</p> <p>As of 2009, PSAB also requires that the Board account for all the Tangible Capital Assets in use for the Holland Marsh Drainage System (i.e. pumphouse, equipments, etc.).</p> <p>The statements were then addressed in detail. There were a few changes made for two specific line item descriptions however, the figures remain as is. Also, a duplicate "Note 7" was identified, which will be corrected.</p> <p>It was confirmed that all interest gained from 2009 has been recognized in the statements.</p> <p>Pending the corrections and descriptive changes noted, the 2009 DRAFT Financial Statement was approved, as amended by the Board.</p> <p>HM-2010-048 Moved by: D. Sopuch Seconded by: M. Black</p> <p>"That the draft 2009 Financial Statement prepared by Gaviller & Co. be received, for information, and approved as amended." CARRIED.</p> <p>Sue Bragg and Ian Goodfellow then departed at 8:00 p.m.</p>	<i>Sue Bragg</i>
7.2	<p>The Drainage Superintendent submitted a report for the months of June and July. Each was addressed in order of occurrence. There were a few clarifications made and they were in relation to</p>	<i>Frank Jonkman</i>

the July report, as follows:

6c) the private consultant for the bridges/structures is no longer involved. The Vice Chair requested this individual be identified to the Board as William Boston.

6e) The reason for the delay is the Ministry of Transportation. Working with MAH to resolve issues.

It was noted that the temporary irrigation alternative, the in-house initiative has been a good decision so far.

The issue of fuel costs was brought up; and with whom the responsibility for said costs should lie. It was discussed and agreed that the farmer/landowner should be responsible for costs to pressurize the water at the farmer/landowner side, while the Project should pay the pumping fees from the canal to the property for those in need of temporary irrigation.

The issue of fish relocation was addressed. Staff has researched, met with and obtained fee proposals from six different biologists / environmental consultants to determine the most cost efficient method for the federal requirements regarding fish species relocation during canal relocation work.

In an effort to further reduce costs, bringing the work in-house, the Drainage Superintendent has proposed the Board's maintenance barge be retrofitted to accommodate such a task. The barge was designed for use specifically within the marsh and therefore is the most suitable piece of equipment to enable efficient fish species relocation work.

Accordingly, the Board agreed to the Drainage Superintendent's use of the barge and a motion was drafted.

There were no other comments on either of the reports of the Drainage Superintendent.

HM-2010-049

Moved by: D. Sopuch

Seconded by: M. Black

"That the Report of the Drainage Superintendent and Project Manager, dated July 5, 2010, be received, for information."

CARRIED.

7.3

HM-2010-50

Moved by: D. White

Seconded by: D. Sopuch

"That the Report of the Drainage Superintendent and Project Manager, dated August 3, 2010, be received, for information."

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

	CARRIED.	
7.4	<p>HM-2010-051 Moved by: D. White Seconded by: J. Verkaik</p> <p>“That the Board authorize staff to enter into an arrangement with the Lake Simcoe Region Conservation Authority to work to relocate fish for the purposes of the Holland Marsh Drainage System Canal Improvement Project and in accordance with federal requirements and the purchase of the appropriate equipment.” CARRIED.</p>	Jack Rupke
7.5	<p>In-Camera item</p> <p>Board staff vacated the room for the duration of the in-camera session at 8:40 p.m.</p> <p>HM-2010-052 Moved by: M. Black Seconded by: D. White</p> <p>“That this Board now move in-camera under the provisions of the Municipal Act, 2001, Subsection 239(d) at 8:40 p.m.” CARRIED.</p> <p>HM-2010-53 Moved by: M. Black Seconded by: D. White</p> <p>“That this Board now rise from in-camera at 9:12 p.m. without report.” CARRIED.</p>	
7.6	<p>HM-2010-054 Moved by: B. Visser Seconded by: M. Black</p> <p>“That the position of Assistant to the Drainage Superintendent be created and be advertised in accordance with the Human Resources policy of the Town of Bradford West Gwillimbury.” CARRIED.</p>	
7.7	<p>HM-2010-055 Moved by: M. Black Seconded by: D. Sopuch</p> <p>“That the financial management of the Holland Marsh Drainage System Joint Municipal Services Board be transferred to the Treasury department of the Town of Bradford West Gwillimbury.” CARRIED.</p>	

7.8

HM-2010-056

Moved by: J. Rupke
Seconded by: G. Hoving

“That the Board direct BWG Finance Manager to prepare a draft report regarding financial information for discussion going forward;

AND THAT the monthly reporting method the Drainage Superintendent provides at present continues as such going forward.”

CARRIED.

Jack Rupke

8.

New Business

8.1

HMDSJMSB Governance Model

John McCallum

As a result of the drainage engineer's report "Holland Marsh Drainage System Canal Improvement Project" and the related Schedule of Assessment (Vol. 2), the lands listed in this schedule which are outside of the Marsh are now responsible for 25% of the yearly maintenance fees associated with the drainage works going forward. It was proposed that due to this change, consideration might be made to restructure the governance model to reflect this.

It was discussed that due to the political representation and the manner in which these representatives are currently elected, it is unnecessary to restructure the governance model to reflect the 25% change.

Furthermore, the outside municipalities would account for another four representatives. It was discussed that outside municipalities are marginally impacted by this scheme in terms of yearly maintenance and that the complication of the re-structure; to have an alternate outside municipal rep serve each term or to include an additional four reps also seems unrealistic to the goal.

Another thought included simply providing the outside municipalities affected (East Gwillimbury, New Tecumseth, Newmarket and Caledon) copies of the Minutes from each HMDSJMSB meeting going forward. This would enable information to be shared freely, in addition to the information provided via the Board's website www.hollandmarsh.org.

8.2

Project Launch

A Project Launch/Ribbon Cutting is expected to take place in the near future to acknowledge all of the Board's partners involved in order to reach the canal improvement project's digging phase.

Jack Rupke

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

It was determined that the MP, Dr. Helena Jaczek be invited and the date for which be determined based on her schedule.

Staff will contact Dr. Jaczek's office to establish the date, and plan the event going forward.

Ministerial offices and related organizations will also be sent an invitation once the date has been established.

9. **Future Meeting Schedule**

9.1 Motion deferred.

John McCallum

10. **Adjournment**

10.1 **HM-2010-057**

Moved by: M. Black

Seconded by: D. White

John McCallum

"That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board adjourn at 9:35 p.m."
CARRIED.

Sarah Murray, Secretary Treasurer

John McCallum, Chairman



REPORT OF THE HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

REPORT #: HMDSJMSB-2010-008
DATE: September 7, 2010
SUBJECT: Drainage Superintendent Report
SUBMITTED BY: Frank Jonkman

Drainage Superintendent Activities

1. Continued monitoring and adjustment of Main Drain levels
 - a. River levels have been adjusted and will be maintained at seasonal levels.
 - b. All gates will be opened at the end of the month bringing the river to fall/winter levels.
2. Art Janse Pumphouse
 - a. Duty pump flap gate leaking.
 - b. Isolation valve for sump not sealing properly.
 - c. This work will be scheduled as the next priority.
 - d. Work will commence on this later in the year.
3. General
 - a. Contract was awarded to J & M Sandblasting to prep and paint Dredger, work has been completed.
 - b. Correspondence written to a landowner along Drain 14 regarding erosion issues. (Attachment 1)
4. King Museum
 - a. Staff at the King museum have contacted this office and stated that the old dredger must be removed before August, trying to arrange for this.
 - b. Work has been completed to have the dredger prepped for transportation.
 - c. Police escorts and required permits have been applied for.
 - d. Currently waiting on approval from Region.
5. LSRCA
 - a. Continued meetings regarding Phoslock and the proposed applications.
 - b. Working with LSRCA staff on the logistics of a Phoslock application tentatively scheduled for September 14, 2010, and will tentatively occur at Interval 15 between 9+500 to 9+000.

Project Management Activities

1. Project
 - a. Canal relocation complete from 10+000 to 11+000.
 - i. Grading as required as part of Contract 10.1A.A remaining to be completed.
 - b. Tapers into existing Hwy 400 structure completed at 11+000.
 - c. Clearing from 11+100 to approximately 11+800 complete.
 - d. Initial excavation from 11+100 to 11+ 500 complete.
 - e. Area along dyke cleared from 8+200 to 9+400 complete.
 - i. Some material (garbage and debris) had to be removed by the contractor along three properties. Materials were relocated as per the Special Provisions SP-13 / 17.0.
 - ii. Pictures of area were taken for documentation.
 - iii. Existing Bell lines were damaged as a result, Bell lines are laying on the surface in areas and were not noticed due to the amount of debris present.
 - f. Grading work from 9+900 to 9+000 has commenced.
 - g. Excavation from 9+900 to 9+000 scheduled to commence 7/09/10.
 - h. Several conversations with the Board's solicitor to discuss payment of allowances as provided for in the report.
2. KSAL
 - a. Direction given to install 2m (2) culverts at 7+900 for increase capacity.
 - i. Culverts had to be lowered to accommodate lower canal levels.
 - b. Decision to proceed with longitudinal coffer dams at 11+000 and 11+150 as included in the Engineering Report in order to begin work associated with the Hwy 400 structures at the South Canal.
3. Temporary Irrigation
 - a. Equipment and methods used by the Board have proven to have worked well.
 - i. Various adaptors and fittings will still be required in the future to connect Board equipment to landowner equipment.
4. Irrigation
 - a. Installation of 9 irrigation lines has been completed.
 - i. 8" suction lines have been provided with flanged fittings on the canal side.
 - ii. Caps have been ordered for the canal side of the lines, to be installed at a later date.
 - iii. Marsh side fittings will be determined and provided as required.
5. Fish Shocking
 - a. Currently waiting on information from the LSRCA to determine what type of equipment will be preferred.
 - b. In the interim, the Board is now dealing directly with the sub-consultant in order to keep the project and shocking requirements moving forward.
6. Utilities
 - a. Hydro One mobilizing during the first week of August to begin pole relocations.
 - i. Pole relocations have been completed as required.
 - b. Continued work will be done on an 'as needed' basis.
 - c. Bell contacted with regards to the fiber optic line traversing the South Canal, no information is on file.

- d. Locates were to be completed during the last week of July.
- e. Associated costs will be assessed back to the utility.
- 7. Continued meetings/discussions with the County of Simcoe regarding project
 - a. Road issues and well issues have been discussed with BWG engineering and County representation.
- 8. Continued meetings to discuss the Jane Street bridge
 - a. Further soils investigation work was undertaken, waiting on the results to be submitted.
 - b. Once the new soils results have been submitted, further determination will be made on the direction taken on design and timing of the new structure.
 - c. Agreement submitted by King treasury for payment of Jane Street bridge invoices for Board approval.
- 9. 5 Sideroad and 5th Line Bridges
 - a. Proponents have submitted the proposals.
 - b. Review will take place on 08/09/10.
- 10. Hwy 400
 - a. As a result of excavation to the design levels, the existing sheet piling began to fail.
 - b. Fractures in the soils began to become apparent, conditions were reported to KSAL and MTO.
 - c. Contractors were ordered to vacate area and discontinue further excavation work.
 - d. Numerous meetings continue to be held with KSAL staff and MTO to find a remedial solution.
 - e. Substantial bracing and walers continue to be installed as a result.
 - f. KSAL continues to monitor movement.
 - g. KSAL directed electronic monitoring equipment to be installed on the bridge columns, installation began on 03/09/10 and continues.
 - h. MTO has directed that no further work be done around any of the MTO infrastructure without written approval.



**HOLLAND MARSH DRAINAGE SYSTEM
JOINT MUNICIPAL SERVICES BOARD**

100 Dissette Street, Unit 9B, P.O. Box 100, Bradford, ON L3Z 2A7
Phone: 905-778-4321 Fax: 905-775-0153



26 August 2010

Sent via: Ordinary mail

Dickie Reginald
545 Wist Road
Kettleby ON L0G 1J0

SUBJECT: Municipal Drain #14

Dear Mr. Reginald,

To further address your concerns regarding municipal drain #14, situate along your property (similar to a road side ditch), and its current depth/width please note the following information may be of use to you.

Drain #14 has been constructed under the *Drainage Act*, R.S.O. 1990. Under this legislation there are two options available to you as a landowner assessed into this drain maintenance schedule that may allow you to address the issues you have raised with this office.

Further to the fact that this drain was constructed under the *Drainage Act*, this office is not authorized to alter the design and/or specifications of this drain or any other drain inside the Holland Marsh Drainage System without following the regulations of this *Act*.

- 1) Section 78(1) – Improving, upon examination and report of engineer
- 2) Section 79(1) – Power to compel repairs

Accordingly, I have enclosed a copy of the abovementioned clauses excerpted from the *Drainage Act* for your convenience in pursuing this matter further.

Sincerely,

Frank Jonkman
Drainage Superintendent

C: C. Somerville, Clerk – King Township