

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

Bradford  
west  
Gwillimbury

A Growing Tradition



**AGENDA**

**MEETING DATE:** Thursday, January 14, 2010  
**TIME:** 2:00 p.m.  
**LOCATION:** Main Boardroom, Administration Office, 100 Dissette Street,  
Units 7 & 8, Bradford, ON

- |     |   | <i>Action by:</i>    |
|-----|---|----------------------|
| 1.  | <b><u>Call to Order</u></b><br>"That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board come to order at _____ p.m."                                    | <i>John McCallum</i> |
| 2.  | <b><u>Declaration of Pecuniary Interest</u></b><br>Chairman McCallum to remind Members of the Board of the Municipal Conflict of Interest legislation and requirements thereunder.    | <i>John McCallum</i> |
| 3.  | <b><u>Approval of Agenda / Changes</u></b>  | <i>John McCallum</i> |
| 3.1 | "That the Board approve the Agenda dated Thursday, January 14, 2010, as printed and circulated."  |                      |
| 4.  | <b><u>Adoption of Board Minutes</u></b> Pgs 1-2   | <i>John McCallum</i> |
| 4.1 | "That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held Thursday, December 17, 2009 at 2:00 p.m., be approved, as printed and circulated." |                      |
| 5.  | <b><u>Comments by the Chairman</u></b> Pgs 3-7  | <i>John McCallum</i> |
| 6.  | <b><u>Presentations / Deputations</u></b>   |                      |
| 7.  | <b><u>Correspondence / Reports</u></b>  |                      |
| 7.1 | <b>Report of the Drainage Superintendent</b><br>"That the written report of the Drainage Superintendent, dated January 8, 2010, be received, for information." Pgs 8-9                | <i>Frank Jonkman</i> |
| 8.  | <b><u>New Business</u></b>  |                      |

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

9. **Future Meeting Schedule**

*John McCallum*

9.1 "The next meeting of the Holland Marsh Drainage System Joint Municipal Services Board be scheduled for: Thursday \_\_\_\_\_ at \_\_\_\_\_."

10.. **Adjournment**

*John McCallum*

10.1 "That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board adjourn at \_\_\_\_\_ p.m."

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**MINUTES**

**MEETING DATE:** Thursday, December 17, 2009

**TIME:** 2:00 p.m.

**LOCATION:** Main Boardroom, Administration Office, Unit 7/8, 100 Dissette St.,  
Bradford, ON

ATTENDANCE RECORD:

MEMBERS PRESENT:

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

REGRETS:

Brian Visser, Appointee

STAFF PRESENT:

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

REGRETS:

OTHERS:

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

- |     |  |               |
|-----|--|---------------|
| 1.  | <b><u>Call to Order</u></b>  | John McCallum |
| 1.1 | <b>HM-2009-092</b><br>Moved by: J. Rupke<br>Seconded by: B. Eek<br><br>"That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board come to order at 2:10 p.m."<br>CARRIED.  |               |
| 2.  | <b><u>Declaration of Pecuniary Interest</u></b>  | John McCallum |
| 2.1 | Chairman McCallum reminded Members of the Board of the Municipal Conflict of Interest legislation and requirements thereunder.<br><br>Mr. Verkaik then declared a conflict of interest in relation to item 7.1.  |               |
| 3.  | <b><u>Approval of Agenda / Changes</u></b>   | John McCallum |
|     | Chairman McCallum asked if there were any errors or omissions to the Agenda.<br><br>At this time, the Chairman recommended that in light of the declaration of pecuniary interest made earlier, the in-camera item move to the last order of business.   |               |
| 3.1 | <b>HM-2009-093</b><br>Moved by: D. Sopuch<br>Seconded by: G. Hoving<br><br>"That the Board approve the Agenda, dated Thursday, December 3, 2009, as amended."<br>CARRIED   |               |
| 4.  | <b><u>Adoption of Board Minutes</u></b>  | John McCallum |
| 4.1 | Chairman McCallum asked if there were any errors or omissions to the Minutes. There were no changes and declared the Minutes adopted and signed same.<br><br><b>HM-2009-094</b><br>Moved by: D. Sopuch<br>Seconded by: J. Verkaik<br><br>"That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held on Thursday, December 3 2009, be approved, as printed and circulated."<br>CARRIED. |               |
| 5.  | <b><u>Comments by the Chairman</u></b>   | John McCallum |
|     | Chairman McCallum took this opportunity to welcome Mr. George  |               |

Hoving, the Board's newly appointed member for Bradford West Gwillimbury.

6. **Presentations / Deputations**

John McCallum

7. **Correspondence / Reports**

8. **New Business**

8.1 **HMGA - Associate Membership**

From the discussion that arose of this motion, it was agreed that for some members of this board it may be considered a conflict of interest to be a member of both organizations and therefore the motion put forth was only for the information to be received.

**HM-2009-095**

Moved by: J. Rupke

Seconded by: B. Eek

"That the details of Associate Membership to the Holland Marsh Growers' Association, be received, for information."  
CARRIED.

8.2 **BWG Leased Town Hall Space**

The Town Manager for Bradford West Gwillimbury began by advising that at the onset of the proposal of a lease or build for the Town Hall space, this Board was not included in the needs assessment simply due to the fact that this board, at the time the process began, was new and neither municipality was certain of its expectations or vision. However, the omission of this board's needs in relation to the Town Hall space was not purposeful in any way which is why the proposal is being offered here today.

The Town Manager then went through the options that have been discussed to-date which include a lease option and a build option. Due to the immediate needs of the Town of BWG and the present lack of adequate facilities within the Town boundaries, it has been proposed that a Request for Proposal be prepared for a lease option to house all Town Staff under one roof.

The one question that remains before these documents are to be drafted is whether this Board is interested in being included in the proposal. As costs and location among other details remain unknown until the RFP process has closed, the board can always choose to remove itself from the proposal should it decide to do so at a later date.

After some discussion, it was decided that at the present time, this

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board is interested in being included in the proposal and a motion was made accordingly.

**HM-2009-096**

Moved by: B. Eek

Seconded by: J. Rupke

"That the verbal report of the Town Manager for Bradford West Gwillimbury regarding the Leased Town Hall Space needs, be received, for information;

And that this Board be included in the Town's RFP for said Town Hall Space."

CARRIED.

Chairman McCallum then reminded everyone of the change in the Agenda and that the Board would now be moving in-camera. At this time, Mr. Verkaik excused himself from the meeting.

7.1

**HM-2009-097**

Moved by: D. Sopuch

Seconded by: G. Hoving

"That this Board now move in-camera under the provisions of the Municipal Act, 2001, Subsection 239(2)(f) at 2:25 p.m."

CARRIED.

**HM-2009-098**

Moved by: J. Rupke

"That this Board now rise from in-camera at 3:11 p.m. without report."

CARRIED.

The Board then took a short break and reconvened in five minutes.

**HM-2009-099**

Moved by: D. Sopuch

Seconded by: G. Hoving

"That this Board now move in-camera under the provisions of the Municipal Act, 2001, Subsection 239(2)(f) at 3:15 p.m."

CARRIED.

**HM-2009-100**

Moved by: J. Rupke

"That this Board now rise from in-camera at 3:20 p.m. without report."

CARRIED.

*John McCallum*

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9.1

**HM-2009-**

Moved by:

Seconded by:

Motion deferred.

The next meeting of the Holland Marsh Drainage System Joint Municipal Services Board will be at the call of the Chair.

*John McCallum*

10.

**Adjournment**

10.1

**HM-2009-101**

Moved by: J. Verkaik

Seconded by: J. Rupke

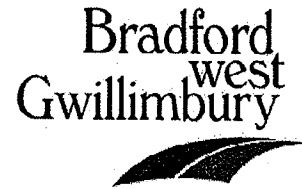
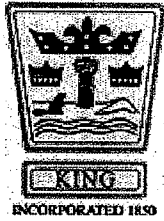
"That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board adjourn at 3:23 p.m."

CARRIED.

*John McCallum*

  
\_\_\_\_\_  
Sarah Murray, Secretary Treasurer

\_\_\_\_\_  
John McCallum, Chairman



**REPORT OF THE  
HOLLAND MARSH DRAINAGE SYSTEM  
JOINT MUNICIPAL SERVICES BOARD**

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**REPORT #:** HMDSJMSB-2010-001  
**DATE:** January 8, 2010  
**SUBJECT:** Drainage Superintendent Report  
**SUBMITTED BY:** Frank Jonkman

**Drainage Superintendent Activities**

1. Continued landowner meetings dealing with various issues.
2. Continued conversations with OMAFRA regarding grant applications
  - a. Ms. Murray and I attended the OMAFRA offices in Guelph to discuss the application process and some omissions to the 2009 grant applications.
  - b. OMAFRA indicated that they would prefer the HMDSJMSB make a single application on behalf of the municipalities for the grant program.
  - c. The HMDSJMSB will need letter of direction from the respective councils supporting the single application, in order for OMAFRA to proceed with this direction.
3. Continued conversations with MMAH regarding status of project.
  - a. John McCallum and I will be presenting to an inter-ministerial group in March on the status of the project.
4. Continued conversations/meetings with LSCRA regarding PHOSLOCK application scheduled for the spring of 2010.
  - a. Working on the logistics of the application.
  - b. Staging and Board contributions to project.
5. Long reach excavator items
  - a. Shop area has been rented from Hol-Mar for a one month period.
  - b. Service to engine and hydraulic system has been done.
  - c. Thumb attachment has started, hydraulic kit ordered.
6. Charlie Davis Pumphouse.
  - a. A containment system will need to be fabricated and placed under the fuel tank and diesel engine to reduce possibility of contamination to the Main Drain.



- b. Scheduled to be done late winter.
  - c. Necessary floor repairs will also be scheduled for late winter.
7. Art Janse Pumphouse.
  - a. Emergency disconnects have been installed at the point of operation for the trash rack and trash conveyor.
8. Bardawill Pumphouse 20 hp pump.
  - a. The pump will be removed for mechanical inspection.
  - b. Scheduled to be done late winter.
9. Repair / replacement of all heat lamp systems in use at various pumphouses.
  - a. New fixtures installed and supported properly.
10. Peterman Pumphouse.
  - a. Hydro service has been re-established and required repairs made.
11. I will be attending the LICO/DSAO convention at the end of January.

### **Project Management Activities**

1. Continued conversations with landowners regarding project and impact to properties.
2. Continued conversations with contractors regarding project.
3. Meetings / conversations regarding Jane Street bridge replacement.
  - a. Meetings with KSAL and King staff to discuss design and scheduling.
4. Continued meetings and conversations with KSAL to discuss project details.
5. Review of project documents.
6. Review and draft document prepared for Gleason appeal.
  - a. Appeal has now been resolved and will not require to be heard by the Tribunal.

