

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

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**MINUTES**

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**MEETING DATE:** Tuesday, November 30, 2010

**TIME:** 7:00 p.m.

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

ATTENDANCE RECORD:

MEMBERS PRESENT: John McCallum, Councilor – BWG  
Doug White, Mayor – BWG  
William Eek, Appointee  
Jack Rupke, Councilor – King  
Dan Sopuch, Appointee  
George Hoving, Appointee  
Brian Visser, Appointee

REGRETS: Margaret Black, Mayor – King  
Jim Verkaik, Member at large

STAFF PRESENT: Frank Jonkman, Drainage Superintendent  
Sarah Murray, Secretary  
Jay Currier, CAO – BWG  
Ian Goodfellow, Treasurer – BWG

REGRETS: Scott Somerville, CAO – King  
Chris Somerville, Clerk – King

OTHERS: Michael Brinkos, Resident  
Gary Lamb, Ward 3 Councilor elect

# HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

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<b>1.</b>	<b><u>Call to Order</u></b>	<i>John McCallum</i>
<b>1.1</b>	<b>HM-2010-074</b> Moved by: D. Sopuch Seconded by: D. White  "That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board come to order at 7:06 p.m." CARRIED.	
<b>2.</b>	<b><u>Declaration of Pecuniary Interest</u></b>	<i>John McCallum</i>
<b>2.1</b>	Chairman McCallum reminded Members of the Board of the Municipal Conflict of Interest legislation and requirements thereunder.	
<b>3.</b>	<b><u>Approval of Agenda / Changes</u></b>	<i>John McCallum</i>
	Chairman McCallum asked if there were any errors or omissions to the Agenda and there were none.	
<b>3.1</b>	<b>HM-2010-075</b> Moved by: J. Rupke Seconded by: G. Hoving  "That the Board approve the Agenda, dated Tuesday, November 30, 2010, as printed and circulated." CARRIED.	
<b>4.</b>	<b><u>Adoption of Board Minutes</u></b>	<i>John McCallum</i>
<b>4.1</b>	Chairman McCallum asked if there were any errors or omissions to the Minutes and there were none  <b>HM-2010-076</b> Moved by: D. White Seconded by: D. Sopuch  "That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held on Thursday, September 16, 2010, be approved, as printed and circulated." CARRIED.	
<b>4.2</b>	<b>HM-2010-077</b> Moved by: J. Rupke Seconded by: G. Hoving  "That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held on Tuesday, October 12, 2010, be approved, as printed and circulated."	

	CARRIED.	
5.	<p><b><u>Comments by the Chairman</u></b></p> <p>Chairman McCallum began by advising the members of the Role of the Board, accordingly this means that until the new Board is appointed by each council, the members of the current board are still active and are required to represent the Board under the Municipal Act. Also, this means that if any issues arise that require the Board to make decisions, we may meet again before the new Board is appointed.</p> <p>Each municipality has circulated advertisements for individuals interested in providing each Clerk with a Letter of Interest.</p> <p>Much discussion occurred at this point in an effort to obtain understanding and clarification of the board's governance model, and how the Board is formed.</p> <p>Furthermore, the Chairman clarified why the meeting date to review the Business Plan was set for November 30<sup>th</sup>, 2010 as it was due to scheduling; to ensure key members were available to provide input on the items before the Board today.</p>	<i>John McCallum</i>
6.	<p><b><u>Presentations / Deputations</u></b></p>	<i>John McCallum</i>
7.	<p><b><u>Correspondence</u></b></p>	
7.1	<p><b>Report of the Drainage Superintendent and Project Manager</b></p> <p>The Chairman asked if there were any questions or concerns relating to the Report.</p> <p>Clarification was requested whether the Board has insurance on the pump at the Small Scheme, given its recent failure. The Drainage Superintendent advised that due to the age of the pump, it may not be worth it to insure. The larger more critical pumps are insured.</p> <p>Clarification was requested in relation to the Bell lines and the directional boring issues that occurred recently. The locates that have been undertaken in this case notably, the lines that were identified were for the inactive lines and therefore the directional boring contractor hit an active bell line. Measures have been taken to rectify the issue and Bell has been notified of the line damage.</p> <p>An Inquiry was made as to the Jane Street Bridge and the respective road closure at South Canal Bank Road. A request was made that a more secure sign be posted as the current sign continues to fall over.</p>	<i>Frank Jonkman</i>

The Jane Street Bridge reconstruction tender has closed and will be awarded very soon my King Council.

In terms of the Ministry of Transportation, it is slowly beginning to understand its responsibilities under this report and the works going forward. Two bridges will require replacement during the course of this drainage improvement works. The Ministry has now made accommodations in its budget to allow for bridge replacement going forward.

The Ministry of Municipal Affairs has been pivotal in liaising with MTO on the needs of Board and this Project.

**HM-2010-78**

Moved by: D. White

Seconded by: D. Sopuch

“That the Report of the Drainage Superintendent and Project Manager, dated November 12, 2010, be received, for information.”

CARRIED.

**8.**

New Business

The Town of BWG's Director of Finance began by circulating and explaining the 2010 Budget by Program/Activity as at November 18, 2010 and the MIII Grant Continuation Schedule as at October 31, 2010.

Questions were welcomed

In relation to the costs of carrying the work, Interest is being incurred for carrying this deficit. The costs associated with interest for carrying this debt will be assessed as part of the project.

A member recommended the engineer's project costs be revisited and manage the cash flow accordingly.

A portion of the engineer's report is carried in the total estimated cost of the project. Accordingly, a portion of the MIII funds covers a proportionate amount of the cost of this report.

The Town of BWG's Director of Finance then explained the MIII Grant Continuation Schedule as at October 31, 2010.

Questions were welcomed.

Discussions steered toward the Jane Street Bridge and if MIII

money can cover this work and the understanding of TOK of this MIII funding.

The Town Manager for BWG recommended the Board, BWG and TOK all get on the same page in terms of the approved use and purpose of the MIII money for the purposes of carrying the costs of the Project.

A resolution was then drafted.

**8.1**

**HM-2010-079**

Moved by: B. Eek

Seconded by: J. Rupke

"That the 2010 Budget by Program/Activity as at November 18, 2010 and the MIII Grant Continuation Schedule as at October 31, 2010, be received, for information."

CARRIED.

Discussions arose surrounding the method in which the Town of BWG should seek to recover the costs incurred for the work in 2011 and years going forward. The Board discussed at length the options and implications for same to the affected landowners both inside and outside of the polder. The Board decided on a method of recovery and drafted a resolution stating same.

The Director of Finance for BWG will prepare a Report to Council on the Interim Levy By-Law for the next scheduled Council meeting in December.

**8.2**

**HM-2010-80**

Moved by: B. Visser

Seconded by: J. Rupke

"WHEREAS the Council of the Town of Bradford West Gwillimbury passed by-law #2009-042 adopting the engineer's report titled the Holland Marsh Drainage System Canal Improvement Project for the drainage improvement of the Holland Marsh Drainage System;

AND WHEREAS it is necessary for the Council of the Corporation of the Town of Bradford West Gwillimbury to pass a by-law to provide for an interim levy for the cost of the work for the drainage improvement works known as the Holland Marsh Drainage System Canal Improvement Project, as provided for in by-law #2009-042;

NOW THEREFORE, this board hereby recommends to the Council of BWG that an Interim Levy by-law for costs incurred be passed at the next scheduled Council meeting and that such by-law provide as follows;

That all assessments under \$100 (one hundred dollars) net be assessed to the landowners as one billing in 2011

That all assessments to all agricultural properties be assessed twenty-five dollars per acre annually for a period of four years, and that a final billing be assessed upon completion of the HMDS CIP;

That all assessments to non-agricultural properties be assessed twenty-five percent of the net assessment as estimated in the HMDS CIP, and that a final billing be assessed upon completion of the HMDS CIP;

THAT annual billings to landowners be divided into four equal installments and be billed such that each installments is due coincident with property tax due dates.”

CARRIED.

- 8.3** The Drainage Superintendent then undertook to read through the Board’s DRAFT 2011 Business Plan. There were no recommendations for changes or modifications by the Board or staff at this time.

**HM-2010-081**

Moved by: B. Eek  
Seconded by: B. Visser

“That the draft 2011 Business Plan be received, for information.”  
CARRIED.

- 9. Future Meeting Schedule**

As the Draft 2011 Budget (Appendix 1) for the Business Plan was not finalized at the time of this meeting and therefore not distributed to members for review and input and/or approval, it was decided that the board meet at some time in early December to review same.

- 9.1 **HM-2010-082****

Moved by: B. Visser  
Seconded by: G. Hoving

“That the next scheduled meeting of the Holland Marsh Drainage System Joint Municipal Services Board be scheduled for Monday December 13, at 12 noon.”  
CARRIED.

*John McCallum*

- 10. Adjournment**

**HM-2010-083**

*John McCallum*

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

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10.1

Moved by: D. Sopuch  
Seconded by: D. White

"That this meeting of the Holland Marsh Drainage System Joint  
Municipal Services Board adjourn at 9:40 p.m."  
CARRIED.



Sarah Murray, Secretary

  
John McCallum, Chairman