

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD



AGENDA

MEETING DATE: Thursday, May 22, 2014

TIME: 7:00 p.m.

LOCATION: Schomberg Fire Hall
81 Proctor Drive
Schomberg 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>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, May 22, 2014, 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, February 27, 2014, be approved, as printed and circulated." Pgs 3 – 7	
5.	<u>Comments by the Chairman</u>	<i>Dan Sopuch</i>
6.	<u>Presentations / Deputations</u>	<i>Dan Sopuch</i>
7.	<u>Correspondence / Reports</u>	
7.1	Draft 2013 Financial Statements "That the 2013 draft financial statements, prepared by Gaviller & Co. CA LLP, be received, for information; And that the 2013 financial statements be approved, as printed and	<i>Sue Bragg</i>

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

	circulated.”		
7.2	Drainage Superintendent Report	Pgs 8 – 24	<i>Frank Jonkman</i>
	“That the Drainage Superintendent Report dated May 15, 2014 be approved as printed and circulated.”		
7.3	Wanda Drain Report	Pgs 25 – 38	<i>Frank Jonkman</i>
	To instruct the Engineer to prepare one report for both the Section 76 and Section 78 appointments that were made at the November 1, 2012 and February 28, 2013 meetings respectively, for grant eligibility purposes.		
7.4	Scotch Drain Report	To be distributed	<i>Frank Jonkman</i>
	To instruct the Engineer to prepare one report for both the Section 76 and Section 78 appointments that were made at the November 1, 2012 and February 28, 2013 meetings respectively, for grant eligibility purposes.		
7.5	Saczowski Drain Report	To be distributed	<i>Frank Jonkman</i>
	To instruct the Engineer to prepare one report for the three appointments, the Section 76 appointment made at the November 1, 2012 meeting, the Section 78 appointment made at the February 28, 2013 meeting and the petition by Anthony Moro in accordance with Section 4 of the Drainage Act also made at the February 28, 2013 meeting, for grant eligibility purposes.		
8.	<u>New Business</u>	To be distributed	
9.	<u>Future Meeting Schedule</u>		
9.1	“The next meeting of the Holland Marsh Drainage System Joint Municipal Services Board be scheduled for: Thursday _____ at _____ at the _____ Ontario		<i>Dan Sopuch</i>
10.	<u>Adjournment</u>		<i>Dan Sopuch</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, February 27, 2014

TIME: 4:00 p.m.

LOCATION: South Simcoe Police Services Building
81 Melbourne Drive, Bradford, Ontario

ATTENDANCE RECORD:

MEMBERS PRESENT: William Eek, Vice Chairman
Dan Sopuch, Chairman
Brian Visser, Appointee
George Hoving, Appointee
Gary Lamb, Ward 3 Councilor - BWG
Cleve Mortelliti, Ward 1 – TOK

REGRETS: Jim Verkaik, Member-at-large
Doug White, Mayor – BWG
Steve Pellegrini, Mayor – TOK

STAFF PRESENT: Frank Jonkman, Drainage Superintendent
Sarah Murray, Secretary
Michael Brinkos, Assistant to the Dr. Supt.

REGRETS: Nathalie Carrier, Deputy Treasurer - BWG
Rob Flindall, Dir. Engineering – TOK
Jay Currier, Town Manager – BWG
Ian Goodfellow, Treasurer – BWG
Dave Van Veen – TOK Engineering

OTHERS: Randy Riffert, resident

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

1.	<u>Call to Order</u>	<i>Dan Sopuch</i>
1.1	HM-2014-001 Moved by: B. Eek Seconded by: B. Visser “That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board come to order at 4:11 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> Chairman Sopuch asked if there were any errors or omissions to the Agenda and there was an amendment to note. Resident Mr. Riffert was present to address the Board regarding the emergency repairs at the Horlings Marsh dyke failure and accordingly a deputation was added to the Agenda.	<i>Dan Sopuch</i>
3.1	HM-2014-002 Moved by: G. Lamb Seconded by: B. Visser “That the Board approve the Agenda, dated Thursday, February 27, 2014, as amended.” 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-2011-003 Moved by: B. Eek Seconded by: G. Hoving “That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held on Thursday, December 5, 2013, be approved, as printed and circulated.” CARRIED.	
5.	<u>Comments by the Chairman</u> Chairman Sopuch welcomed everyone to the first meeting of the	<i>Dan Sopuch</i>

	<p>HMDSJMSB for 2014 and extended good wishes to those campaigning in the municipal election of 2014.</p>	
<p>6.</p>	<p><u>Deputations/Presentations</u></p> <p>Chairman Sopuch invited King Township resident Randy Riffert to address the Board regarding the emergency repairs as Mr. Riffert has been impacted by the flooding that occurred at the area referred to as the Horlings Marsh.</p> <p>Concerns surrounded the progress to-date on the dyke repairs. It was explained that there have been some unavoidable reasons impacting the importation of fill, supplanting the berm repairs.</p> <p>The two main factors continue to be the availability of adequate and clean fill as well as extreme cold temperatures that have impacted working conditions not only for machine operators but also the machines which do not run well in these types of cold conditions.</p>	<p><i>Dan Sopuch</i></p>
<p>7.</p>	<p><u>Correspondence / Reports</u></p>	
<p>7.1</p>	<p>Integrated Accessibility Standards Regulation Training</p> <p>Provincial regulations mandate that accessibility training be undertaken by all staff. There is a handbook prepared by the Town of BWG for distribution for the purposes of fulfilling a component of this training.</p> <p>The Board and staff members will be provided a copy of the booklet in an effort to comply with the regulation.</p> <p>HM-2014-004 Moved by: B. Eek Seconded by: B. Visser</p> <p>“That in order to fully comply with the Accessibility for Ontarians with Disabilities Act, the Integrated Accessibility Standards Regulation Training booklet be distributed to all members, for information, for compliance purposes.” CARRIED.</p>	<p><i>Sarah Murray</i></p>
<p>7.2</p>	<p>Report of the Drainage Superintendent</p> <p>The following point was discussed at length:</p> <ol style="list-style-type: none">1) The LSRCA’s working committee on dyke elevations along the Holland River may choose to reference the HMDSJMS Board’s governance model when further conceptualizing a board to manage that system.	<p><i>Frank Jonkman</i></p>

High lake levels are an ongoing issue which needs to be resolved as all dykes that are at present, privately managed, are subject to potential failure when the lake levels increase. As was witnessed at the Hurlings Marsh last year. This incident has had lasting impact to the immediate area which is still undergoing remediation

The concept is far from ready to materialize; this concept requires a hydrology study to confirm elevation requirements, among other issues.

HM-2014-005

Moved by: B. Visser

Seconded by: C. Mortelliti

“That the Drainage Superintendent report HMDSJMSB-2014-001, dated February 25, 2014, be approved, as printed and circulated.”

CARRIED.

7.3

2013 Interim Audit

The 2013 interim audit revealed a potential fiduciary weakness in the current expense approval process.

It was determined that going forward an executive member of the Board shall review the expenses approved for payment by Board staff intermittently and as they are made available.

HM-2014-006

Moved by: B. Eek

Seconded by: G. Lamb

“That correspondence from Gaviller & Co., dated December 18, 2013, be received, for information.”

CARRIED.

7.4

Year-end Financial Report

The Board reviewed the year-end report and there were no questions to note.

HM-2014-007

Moved by: B. Visser

Seconded by: C. Mortelliti

“That the Board’s financial report dated as at December 31st, 2013, be received, for information.”

CARRIED.

8.

New Business

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

9.

Future Meeting Schedule

Dan Sopuch

HM-2011-008

Moved by: B. Eek
Seconded by: G. Lamb

“That the next meeting of the HMDSJMSB be scheduled for Thursday, April 17, 2014 at 7:00 p.m., at a location to be determined.”

CARRIED.

10.

Adjournment

Dan Sopuch

10.1

HM-2011-009

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

“That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board adjourn at 6:29 p.m.”

CARRIED.

Sarah Murray, Secretary

Dan Sopuch, Chairman

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

FINANCIAL STATEMENTS

DECEMBER 31, 2013

Draft for Discussion

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

DECEMBER 31, 2013

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GAVILLER & COMPANY LLP
CHARTERED ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Holland Marsh Drainage System Joint Municipal Services Board:

Report on the Financial Statements

We have audited the accompanying financial statements of Holland Marsh Drainage System Joint Municipal Services Board, which comprise the statement of financial position as at December 31, 2013, and the statements of operations, change in net financial assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Board's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Holland Marsh Drainage System Joint Municipal Services Board as at December 31, 2013, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

GAVILLER & COMPANY LLP
CHARTERED ACCOUNTANTS

Other Matters

The financial statements of the Holland Marsh Drainage System Joint Municipal Services Board for the year ended December 31, 2012, were audited by another licensed public accountant who expressed an unqualified opinion on those statements on July 25, 2013.

Gaviller & Company LLP

Licensed Public Accountant

Collingwood, Ontario

May 8, 2014

Draft for Discussion

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31

	2013	2012
	\$	\$
Financial assets		
Cash (Note 2)	3,007,027	7,523,727
Accounts receivable	232,080	2,144
Due from Province	148,810	140,330
Due from participating municipalities (Note 7)	2,707,653	3,782,991
Due from Township of King - MIII grant - No set terms of repayment	284,267	219,999
Due from Township of King - Other - No set terms of repayment	74,831	176,275
	6,454,668	11,845,466
Liabilities		
Accounts payable and accrued liabilities	528,104	866,661
Due to Town of BWG - Other - No set terms of repayment	3,256,860	7,012,067
Deferred revenue - MIII grants	1,550,425	2,935,955
	5,335,389	10,814,683
Net financial assets	1,119,279	1,030,783
Non-financial assets		
Tangible capital assets - net (Schedule 1)	1,732,927	1,754,340
Prepaid expenses	19,202	17,624
	1,752,129	1,771,964
Accumulated surplus (Note 9)	2,871,408	2,802,747

Approved _____ Chair

_____ Date

The accompanying notes are an integral part of
these financial statements

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31

	Budget 2013	Actual 2013	Actual 2012
	\$	\$	\$
	(Note 6)		
Revenues			
Municipal contributions from:			
Town of BWG (Note 3)	183,812	186,037	187,765
Township of King (Note 3)	241,168	239,518	245,895
Section 78 and canal reconstruction (Note 4)	2,580,810	3,501,675	5,545,441
Town of BWG drains and small scheme	67,070	191,715	18,397
Township of King drains	10,400	27,280	19,550
Other	34,310	61,890	5,282
Government grants	111,510	106,501	84,166
Gain on disposal of tangible capital assets	-	1,051	-
	3,229,080	4,315,667	6,106,496
Expenses			
Amortization of tangible capital assets	-	60,742	60,195
Communications	2,950	3,470	3,146
Equipment maintenance and rentals	118,500	40,355	39,937
Insurance	35,660	36,826	35,156
Interest and financing charges	-	32	24
Memberships	1,850	2,884	2,436
Other	87,300	46,778	24,946
Professional	21,500	34,300	9,926
Salaries and benefits	244,000	240,060	230,289
Section 78 and canal reconstruction	2,530,810	3,501,675	5,545,441
Supplies, materials and subcontract	8,100	4,963	4,346
Town of BWG drains	68,790	199,619	16,117
Township of King drains	10,400	27,280	19,550
Utilities	35,850	48,022	38,387
	3,165,710	4,247,006	6,029,896
Annual surplus (deficit)	63,370	68,661	76,600
Accumulated surplus, beginning of year		2,802,747	2,726,147
Accumulated surplus, end of year (Note 9)		2,871,408	2,802,747

The accompanying notes are an integral part of
these financial statements

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31

	Budget 2013	Actual 2013	Actual 2012
	\$	\$	\$
	(Note 6)		
Annual surplus (deficit)	63,370	68,661	76,600
Acquisition of tangible capital assets	-	(54,178)	(3,053)
Amortization of tangible capital assets	-	60,742	60,195
Gain on disposal of tangible capital assets	-	(1,051)	-
Proceeds on sale of tangible capital assets	-	15,900	-
Change in prepaid expenses	-	(1,578)	967
Change in net financial assets	63,370	88,496	134,709
Net financial assets, beginning of year		1,030,783	896,074
Net financial assets, end of year		1,119,279	1,030,783

The accompanying notes are an integral part of
these financial statements

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

STATEMENT OF CASH FLOW FOR THE YEAR ENDED DECEMBER 31

	2013	2012
	\$	\$
Cash flows from (for):		
Operating activities		
Annual surplus (deficit)	68,661	76,600
Non-cash items:		
Amortization of tangible capital assets	60,742	60,195
Gain on disposal of tangible capital assets	(1,051)	-
	128,352	136,795
Changes in:		
Accounts receivable	(229,936)	(2,144)
Due from Province	(8,480)	784
Due from participating municipalities	1,075,338	(1,364,123)
Due from Township of King - MIII grant	(64,268)	(2,095)
Due from Township of King - Other	101,444	(105,521)
Accounts payable and accrued liabilities	(338,557)	117,482
Due to Town of BWG - Other	(3,755,207)	4,223,139
Deferred revenue - MIII grants	(1,385,530)	(1,969,945)
Prepaid expenses	(1,578)	967
Net change in cash from operations	(4,478,422)	1,035,339
Investing activities		
Acquisition of tangible capital assets	(54,177)	(3,054)
Proceeds on disposal of tangible capital assets	15,900	-
Net change in cash from investing	(38,277)	(3,054)
Net change in cash position	(4,516,699)	1,032,285
Cash position, beginning of year	7,523,726	6,491,441
Cash position, end of year	3,007,027	7,523,726

The accompanying notes are an integral part of
these financial statements

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2013

Nature of organization

The Holland Marsh Drainage System Joint Municipal Services Board ("the Board") was established on June 25, 2007. As of January 1, 2008 the Board assumed responsibility for the Holland Marsh Drainage System (previously overseen by the Holland Marsh Drainage Commission), interior drains for the Town of Bradford West Gwillimbury (BWG) and the Township of King and small scheme for BWG. The Township of King and BWG have joint control of the Board.

1. Summary of significant accounting policies

The financial statements of the Board are the representation of management prepared in accordance with local government accounting standards established by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants.

The focus of PSAB financial statements is on the financial position of the Board and the changes thereto. The statement of financial position includes all the assets and liabilities of the Board. Financial assets are those assets which could provide resources to discharge existing liabilities or finance future operations. Accumulated surplus represents the financial position and is the difference between assets and liabilities. This provides information about the Board's overall future revenue requirements and its ability to finance activities and meet its obligations. Significant aspects of the accounting policies adopted by the Board are as follows:

(a) Accrual basis of accounting

Sources of revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(b) Segment disclosures

Board services have been segmented by grouping drain types, location and activities. Revenues that are directly related to the costs of the function have been attributed to each segment.

(c) Revenue recognition

Municipal contributions from Town of BWG and Township of King are used to fund the annual operating expenses of the Board. The revenue is based on budgeted operating costs funded by the municipality, as well as assessments levied to the land owners in the Holland Marsh. The contributions are recognized in revenue in the year assessed.

Section 78 and canal reconstruction revenue from municipalities and other governments is based on the annual cost of the Canal Improvement Project less government transfers. Contributions are made based on the annual assessment schedule prepared by the engineers of the Board.

Town of BWG drains and small scheme and Township of King drains revenue are receivable from OMAFRA and the benefiting land owners, as determined by assessment schedules prepared by the Board's engineers. Revenue is recorded when related costs for the specific drain have been incurred.

Government grants are recognized in the financial statements as revenues in the period in which the events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2013

1. Summary of significant accounting policies (continued)

(d) Government transfers

Government transfers are recognized in the consolidated financial statements as revenues in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

(e) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus or deficit, provides the change in net financial assets for the year.

Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	- 37 to 55 years
Buildings	- 50 to 55 years
Vehicles, machinery and equipment	- 10 to 52 years

A half year of amortization is charged in the year of acquisition and a half year is taken in the year of disposal. Construction in process and tangible capital assets not available for use are not amortized until they are put into service.

Schedule 1 provides information on the tangible capital assets of the Board by major asset class, as well as accumulated amortization of the assets controlled. The reader should be aware of the following information related to tangible capital assets:

Where an estimate of fair value could not be made, the tangible capital asset was recognized at a nominal value. Equipment is the only category where a nominal value was assigned.

(f) Deferred revenue

Deferred revenue represents funds which have been applied for and collected but for which the related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

(g) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Significant estimates have been made of historical cost and useful lives of tangible capital assets. Estimates have also been made for the amount of grant revenue recognized for the Section 78 Canal Reconstruction project based on schedules prepared by external engineers. Actual results could differ from those estimates.

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2013

2. Cash

Cash consists of the following:

	2013	2012
	\$	\$
Unrestricted	475,665	5,023,778
Restricted	2,531,362	2,499,949
	3,007,027	7,523,727

The restricted cash is in a Royal Bank of Canada bank account earning interest at prime minus 1.75%.

3. Municipal contributions

	Town of BWG	Township of King	Town of BWG	Township of King
	2013	2013	2012	2012
	\$	\$	\$	\$
Annual operating contributions	82,500	82,500	82,500	82,500
Drainage Superintendent	28,754	41,640	31,876	46,161
Road levy	4,580	7,414	3,512	4,884
Land levy	70,203	107,964	69,877	112,350
	186,037	239,518	187,765	245,895

4. Section 78 and canal reconstruction

	2013	2012
	\$	\$
MIII	1,416,958	1,372,277
Contributions from municipalities and other governments	2,084,717	4,173,164
	3,501,675	5,545,441

MIII funds have been utilized and recognized as revenue as dictated by the engineers of the Board in their annual assessment schedules.

Contributions from municipalities and other governments are based on the annual cost of the Canal Improvement Project less government transfers. Contributions are made based on the annual assessment schedules prepared by the engineers of the Board.

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2013

5. Credit facilities

The Board has a \$2,700,000 revolving demand facility from the Royal Bank of Canada with an interest rate of prime less 0.25%. At year end, the balance was \$NIL (2012 - \$NIL).

6. Budget amounts

The operating budget approved by the Board for 2013 is reflected on the statement of operations and statement of change in net financial assets. Budget figures have been reclassified for the purposes of these financial statements to comply with PSAB reporting requirements. The 2013 budget did not include figures for acquisition nor amortization of tangible capital assets.

7. Due from participating municipalities

The Section 78 Canal Improvement Project is a joint effort between the Town of Bradford West Gwillimbury and Township of King. The Project involves reconstruction of the Holland Marsh Drainage System including total or partial canal relocation, bottom cleanouts and structure improvement in select areas.

At the end of the current year, the Section 78 Canal Improvement Project has accumulated costs less government transfers and contributions from municipalities as authorized by the engineers of the Services Board. The outstanding balance will be collected through future government transfers and municipal contributions.

The balance is non-interest bearing and has no set terms of repayment.

8. Comparative figures

Certain comparative figures have been reclassified to conform with the current year's presentation.

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2013

9. Accumulated surplus

The accumulated surplus consists of individual fund surpluses and deficits as follows:

	2013	2012
	\$	\$
Invested in tangible capital assets	1,732,927	1,754,340
Holland Marsh (See Schedule 2):		
Town of Bradford West Gwillimbury (40.85%)	462,925	415,798
Township of King (59.15%)	670,385	602,138
	1,133,310	1,017,936
Town of Bradford West Gwillimbury (See Schedule 3):		
Small scheme	5,703	13,930
Drains	1,590	1,269
Drainage superintendent	-	-
General government	(1,061)	7,638
	6,232	22,837
Township of King (See Schedule 4):		
Drains	-	-
Drainage Superintendent	-	-
General government	(1,061)	7,638
	(1,061)	7,638
Accumulated surplus	2,871,408	2,802,747

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICE BOARD

SCHEDULE 1

SCHEDULE OF TANGIBLE CAPITAL ASSETS

FOR THE YEAR ENDED DECEMBER 31

	Land Improvements	Buildings	Vehicles, Machinery and Equipment	2013 Total	2012 Total
	\$	\$	\$	\$	\$
Cost					
Balance, beginning of year	97,215	1,984,034	496,250	2,577,499	2,574,446
Additions	-	-	26,458	26,458	3,053
Disposals	-	-	(18,561)	(18,561)	-
Construction in process	-	-	27,720	27,720	-
Balance, end of year	97,215	1,984,034	531,867	2,613,116	2,577,499
Accumulated amortization					
Balance, beginning of year	56,368	581,212	185,579	823,159	762,964
Amortization	1,820	35,694	23,228	60,742	60,195
Disposals	-	-	(3,712)	(3,712)	-
Balance, end of year	58,188	616,906	205,095	880,189	823,159
Net book value, end of year	39,027	1,367,128	326,772	1,732,927	1,754,340

The accompanying notes are an integral part of
these financial statements

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

SCHEDULE 2 SCHEDULE OF SURPLUS FOR THE HOLLAND MARSH FOR THE YEAR ENDED DECEMBER 31

	Town of Bradford West Gwillimbury	Township of King	Total 2013	Total 2012
	\$	\$	\$	\$
Opening surplus	415,798	602,138	1,017,936	901,850
Revenues	1,546,047	2,238,646	3,784,693	5,766,686
Expenses	(1,498,920)	(2,170,399)	(3,669,319)	(5,650,600)
Ending surplus	462,925	670,385	1,133,310	1,017,936

The accompanying notes are an integral part of
these financial statements

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

SCHEDULE 3

SCHEDULE OF SURPLUS (DEFICIT) FOR THE TOWN OF BRADFORD WEST GWILLIMBURY SMALL SCHEME, DRAINS, DRAINAGE SUPERINTENDENT AND GENERAL GOVERNMENT FOR THE YEAR ENDED DECEMBER 31

	Small Scheme	Drains	Drainage Superintendent	General Government	Total 2013	Total 2012
	\$	\$	\$	\$	\$	\$
Opening surplus	13,930	1,269	-	7,638	22,837	12,868
Revenues	7,886	183,828	59,610	82,500	333,824	156,806
Expenses	(16,113)	(183,507)	(59,610)	(91,199)	(350,429)	(146,837)
Ending surplus (deficit)	5,703	1,590	-	(1,061)	6,232	22,837

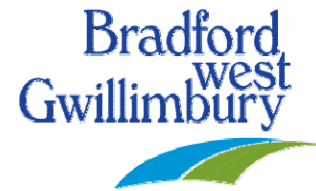
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HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

SCHEDULE 4 SCHEDULE OF SURPLUS (DEFICIT) FOR TOWNSHIP OF KING DRAINS, DRAINAGE SUPERINTENDENT AND GENERAL GOVERNMENT FOR THE YEAR ENDED DECEMBER 31

	Drains	Drainage Superintendent	General Government	Total 2013	Total 2012
	\$	\$	\$	\$	\$
Opening surplus (deficit)	-	-	7,638	7,638	(53)
Revenues	27,280	86,315	82,500	196,095	157,960
Expenses	(27,280)	(86,315)	(91,199)	(204,794)	(150,269)
Ending surplus (deficit)	-	-	(1,061)	(1,061)	7,638

The accompanying notes are an integral part of
these financial statements



REPORT OF THE HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

REPORT #: HMDSJMSB-2014-02
DATE: 15-05-14
SUBJECT: Drainage Superintendent Report
SUBMITTED BY: Frank Jonkman

Drainage Superintendent Activities

1. Main Drain
 - a. River levels are being maintained to summer levels.
 - b. River banks remain to be stabilized with rip-rap in one area east of River/Rupke. Road due to excessive erosion adjacent to a building.
 - c. Spring dredging was not completed before the timing restriction as ice conditions and mechanical issues with the equipment caused delays heading into the April 1st timing restriction for fisheries.
 - d. Spot clean-outs have been undertaken with the use of excavators from the banks, as and where needed.
2. Holland River Municipal Drain Project
 - a. Bank stabilization project.
 - i. Project was successful in receiving funding from LSGBCUF and DFO with OMAF funding still under consideration. No work will proceed prior to full funding being in place.
 - ii. Once funding has been approved, a summary of activity will be provided to the HMDSJMSB and landowner meetings will commence.
 - b. A demonstration flight, using an aerial drone is being planned to perform digital mapping along a section of the river.
3. Art Janse Pumphouse
 - a. Control system is functioning as intended.
 - b. Conceptual design and pricing is underway for the replacement of the 'trash rack' component of the conveyor system.
 - c. The LSRCA has installed an auto-sampler to accurately capture pump events.
4. Bardawill Pumphouse
 - a. Replacement pump is on order with a projected delivery of June 2014.
5. Charlie Davis Pumphouse
 - a. Based on the previous engineering assessment, steps will be taken to de-commission the pumphouse.

- b. This will be a budget item for 2015.
6. Small Scheme / Morris Road Drain
- a. Ongoing landowner meetings to discuss possible route of the 'split marsh' option.
 - b. Ongoing meetings with BWG Engineering, the consulting engineer and the LSRCA to discuss the preliminary report and the proposed construction of the South East Arterial Road and the required coordination between the two projects.
 - c. An additional scoping meeting for impacted agencies was conducted on 07-05-14. The only agency in attendance was the LSRCA with no comment from other agencies.
 - d. A meeting with senior staff will be required to determine the preferred method to distribute costs and how these costs are to be assessed.
 - e. KSAL is currently projecting the preliminary report to be submitted by September 2014.
7. LSRCA
- a. Ongoing discussions regarding the Working Committee-Dyke Improvement outside of the Holland Marsh, next scheduled meeting 26-05-14.
 - i. A general agreement of cross section has been approved.
 - ii. Further discussion on governance model required.
 - b. Ongoing discussions and participation with the LSRCA WQT Steering Committee. Final meeting held 01-05-14 with draft report being prepared for submission.
8. BWG / TOK Small Drains
- a. Drain 10 cleaned.
 - b. Drain 11 cleaned.
 - c. Spot clean-outs required on numerous drains, ongoing.
 - d. Two culvert failures on the Saczowski Drain have been identified and scheduled for replacement.
9. Horlings Drain
- a. Repairs authorized under the 'Emergency Repair' have been completed, with ongoing monitoring and repair.
 - b. Continued 'Communication' meetings are being held with the landowners.
 - c. Draft engineering report will be submitted for review during the month of June. KSAL waiting for some review and information related to the proposed pumping station.
10. General
- a. Interval 11
 - i. Cross sections and soundings to be taken at Station 5+600 to determine the amount of material to be removed.
 - ii. Area will be scheduled for dredging as part of maintenance.
 - b. Interval 15
 - i. Excavated material placed along canal edge to stabilize and will be spread across the maintenance corridor.
 - ii. Recent profiling indicates that sediment continues to impact the canal, despite having been cleaned to 215.0 ASL and new soundings show that the level is now at 216.84 ASL.
 - iii. Further soundings will be required in this area.
 - c. Sonar type equipment is being reviewed for purchase.
 - i. Ongoing.
 - d. Weed harvester.
 - i. Testing anticipated for 2014.

Project Management Activities

1. Project
 - a. Interval 1
 - i. Final grading to be determined.
 - ii. Topsoil placement remaining.
 - iii. Discussions with BWG regarding the relocation of the berm to allow sufficient area for road improvements.
 - b. Interval 2
 - i. Final grading to be determined.
 - ii. Topsoil placement remaining.
 - iii. Discussions with BWG regarding the relocation of the berm to allow sufficient area for road improvements.
 - c. Interval 3
 - i. Final grading to be determined.
 - ii. Topsoil placement remaining.
 - d. Interval 4
 - i. Final grading ongoing.
 - ii. No topsoil to be placed.
 - iii. LSRCA to have completed tree planting.
 - e. Interval 5
 - i. Final grading ongoing.
 - ii. No topsoil to be placed.
 - iii. LSRCA to have completed tree planting.
 - f. Interval 6
 - i. Final grading to be determined.
 - ii. Sub-surface road drainage design complete, waiting for review.
 - g. Interval 7
 - i. Sub-surface road drainage design complete, waiting for review.
 - ii. Rough grading to be complete once Interval 8 has been dredged.
 - iii. Interval 7 will require Canal Road to be raised in several locations.
 - iv. Geotechnical work to be undertaken when conditions permit.
 - v. A recommendation will be made to address issues with shoulder 'rolling' in this area.
 - h. Interval 8
 - i. Dredging will occur once DFO authorization has been issued.
 - ii. The previous authorization has expired and this area will require a new submission for authorization in order to proceed. Discussions with senior DFO staff have indicated a 30 approval process.
 - i. Interval 9
 - i. Rough grading complete.
 - ii. One area outside of the canal requires a small berm and drainage swale to be constructed.
 - iii. No further work in this area until Interval 8 has been dredged.
 - j. Interval 10
 - i. Elevation of dyke remains to be raised along Dufferin Street.
 - ii. This will be delayed until the bridge construction is completed.
 - k. Interval 11
 - i. Complete.
 - ii. Two areas outside of the canal require a small berm and drainage swale to be constructed.
 - l. Interval 12
 - i. Final grading and swale construction to be scheduled.
 - m. Interval 13
 - i. Berm reconstruction ongoing.
 - n. Interval 14
 - i. Dyke elevations to be raised in several locations.
 - o. Interval 15

- i. Drawings for sub-surface road drainage to be submitted for review.
 - ii. Topsoil placement delayed until sub-surface drainage completed.
 - iii. Further discussion required with TOK regarding the relocation of the berm to allow sufficient area for road improvements.
 - iv. LSRCA to have completed tree planting in area east of Jane Street.
 - p. Interval 16
 - i. Drawings for sub-surface road drainage to be submitted for review.
 - ii. Topsoil placement delayed until sub-surface drainage completed.
 - iii. Further discussion required with TOK regarding the relocation of the berm to allow sufficient area for road improvements
 - q. Interval 17
 - i. Drawings for sub-surface road drainage to be submitted for review.
 - ii. Topsoil placement delayed until sub-surface drainage completed.
 - iii. Further discussion required with TOK regarding the relocation of the berm to allow sufficient area for road improvements
 - r. Interval 18
 - i. Continued monitoring ongoing.
 - ii. Area may require additional dredging this calendar year.
- 2. KSAL
 - a. Next project meeting scheduled for 29-05-14. Minutes from March 13 meeting date are included here as Attachment 1
- 3. MNAL
 - a. No current update.
- 4. Riverstone / Fish Shocking / ESA
 - a. Annual report to be submitted in draft form for review by 22-05-14.
 - b. Consultant is preparing the submission for the new authorization required for the completion of Interval 8.
- 5. Utilities
 - a. No current issues.
- 6. King Township Bridges
 - a. Dufferin Street Bridge construction ongoing.
- 7. BWG Bridges
 - a. Simcoe Road Bridge to be replaced 2018.
- 8. MTO
 - a. General arrangement drawings for the MTO crossing over the South Canal to be complete by June.
 - b. Submission and review of pumping system has been completed for the depressed area of South Canal Bank Road.
 - c. The Project environmental consultant will obtain all of the required fisheries permits for the canal realignment and bridge construction.
 - d. A meeting has been scheduled for 9-05-14 to discuss assessment to MTO. MMAH, MTO, OMAF will be present.
- 9. General
 - a. Policy and Procedure
 - i. Ongoing.

Attachments

1. CIP Meeting Minutes 13-03-14

MINUTES
HOLLAND MARSH DRAINAGE SYSTEM
CONSTRUCTION Meeting
13-Mar-14

AGENDA
HOLLAND MARSH DRAINAGE SYSTEM
CONSTRUCTION Meeting
17-Apr-14

1. Paperwork

1. Paperwork

- Minutes of Meeting on February 6, 2014	- Minutes of Meeting on March 13, 2014
- None - OK	-
- Payment Certificates	- Payment Certificates
- Pam has data for holdback reduction for end of March	-
- Needs Form 6 by March 28	-
- Will email Kay	-
- No invoice from Higgs for January	-
- Invoice for February just sent to Kay	-
- Bell Invoice/Claims	- Bell Invoice/Claims
- <i>One has been paid</i>	-
- <i>The ones in question with adjuster are re Harper & Northbound</i>	-
- <i>The big one is in Interval 18</i>	-
- Forecast of Costs/Billing	- Forecast of Costs/Billing
- <i>20% billing for this year</i>	-
- <i>Looks like could be 5 to 8% higher</i>	-
- Pumping Records for MOE	- Pumping Records for MOE
- <i>Sarah to submit for May to June</i>	-
- <i>None in July</i>	-
- <i>Will be some in Interval 8</i>	-
- <i>Permit is expired</i>	-
- <i>Should not need to renew permit since will only be a short interval under bridge</i>	-
- Section 78 Report at End of Construction Re Change	- Section 78 Report at End of Construction Re Change
- <i>Frank and Kenn to pursue</i>	-
- <i>We should discuss with Sid</i>	-
- <i>Has to be Section 78</i>	-
- Gleason's Bridge Billings	- Gleason's Bridge Billings
- <i>Gleason is doing a land swap with Verkaik</i>	-
- <i>As a condition, the canal portion will be granted to Town</i>	-
- <i>Frank expects to see something eventually</i>	-

2. Environmental	2. Environmental
- Turbidity Curtains	- Turbidity Curtains
- <i>None in right now</i>	-
- Won't be back in until Spring until Dan is at Bridge at Canal Road/Peterman Road	-
- 2' of ice in canal as of March 13	-
- Environmental Inspections/Sampling/Reporting	- Environmental Inspections/Sampling/Reporting
- <u>Sampling Report</u>	- <u>Sampling Report</u>
- <i>No clay fill needed anymore</i>	-
- <i>Will be topsoil in spring to check out</i>	-
- <u>Annual Report and Samplings</u>	- <u>Annual Report and Samplings</u>
- Will be new protocol re env as-builts (see previous)	-
- AI says all the north side as-builts should be reviewed by Naf, Frank and Dan (tell Naf and Rick this)	-
- Intervals 3 to 7 were done first time last year. Interval 8 could be done.	-
- Intervals 9 to 12 and 17 will be done for 2nd time this year August	-
- <i>Jane in Peterborough will give us an extension on existing authorization for Interval 8. This request</i>	-
- <i>is gone but no feedback yet from DFO</i>	-
- Request for new authorization at Highway 400 will be sent in next week.	-
- It will go to triage in Burlington	-
- AI thinks the authorization does allow final (3rd time) monitoring to be dropped if results look good in first and second time monitoring	-
- Frank agreed CO and DFO were negotiating a new agreement	-
- Therefore he thinks we should say in the new Guide to talk to your CA and do what they suggest (KAY to note)	-
- In January Jenn Thomas said DFO is okay with CA dealing with fisheries.	-
- Jenn T told Sarah there is only one person at DFO that deals with drains	-
- <u>Kay: you should talk to Jenn Thomas</u>	-
- Fill by Dol	- Fill by Dol
- <i>Interval 15 berm is done but only part of the topsoil on it was done, so Dol may not be finishing Interval 15</i>	-
- <i>Intervals 3, 16 & 17 grading is finished now by Dol.</i>	-
- Frank may terminate the agreement with Dol in February and return his cheque.	-
- <i>This should be discussed again at the next construction meeting</i>	-
- AI may tell Frank re costs of sampling and it may get deducted from holdback	-
-	-

- Fish Collection	- Fish Collection
- No fish collection until Interval 8 starts after freeze down/thaw	-
- Will be only a 100m stretch by bridge for collection	-
- Plan to address this so nets go in before April (if necessary)	-
- No change but watch the ice situation re putting in nets	-
- Al says April 1st is a guide but water temperature is more critical	-
- Al will advise when this should be done	-
- Either do when free running water or just a shelf of ice	-
- Conservation Authority's Proposed Shrub Work	- Conservation Authority's Proposed Shrub Work
- No shrub work until next year	-
- Is funding for work in Intervals 4 and 5 (LSRCA)	-
- Interval 4 may not need topsoil but Interval 5 will.	-
- Frank will address timing of any LSRCA work in Intervals 15 to 17	-
- Verify with Frank	-
- Berm Seeding	- Berm Seeding
- LSRCA's shrub work will involve seeding as well	-
- Plan is to have LSRCA do shrubs, seedings and potted plants	-
- May do right up to canal but will keep trees 15m from water	-
- Intervals 4 and 5 have the blanket now	-
- Will be a blanket in all of Interval 6	-
- The LSRCA's work will be in Intervals 4 to 6 and 15 to 17	-
- Still to do	-
- Same as above	-
- Their work will be dependant on our work	-
- Frank now thinks Intervals 4 to 6 may be done first	-
-	-
-	-
- Erosion Control Work by Dan & Frank (also discussed earlier)	- Erosion Control Work by Dan & Frank (also discussed earlier)
- Dan will go into Interval 1 in Spring and do the ECB from the bend to Gleasons since bank is scoured in a few areas	-
- The hope was the natural growth would work throughout and it didn't.	-
- Will be blanket in all of Interval 6 and in a good part of Interval 7.	-
-	-
-	-
- Art Janse	- Art Janse
- Frank met Art	-
- Meeting date (F.A.K) will be after Art is back from Florida	-
- Frank will advise him of the plan re the meeting time	-
- Re Root Masses & Gravel Substrate	- Re Root Masses & Gravel Substrate
- Al thinks overall we are in good shape re root mass and gravel substrate work	-
- There will be no more gravel or substrate. We are done.	-
- Al would like pictures of root masses from Dan	-
- Dan did send pictures to Al	-
- Roots will be moved so they are flush in the backfill.	-
- Permitting for Seymour Area	- Permitting for Seymour Area
- Kettleby Creek work is done	-
- No change re permit for Seymour	-
- Will be specific approach to DFO and establish the protocol	-
- Frank and Al to discuss this approach to DFO	-

3. Canal Construction

- Current and Proposed Berm, Swale and CB Construction by D. Higgs
- <u>Interval 1</u>
- 10 CB's to be moved still
- <u>Interval 2</u>
- Dan is done
- The topsoil work is to do
- <u>Interval 3</u>
- Some surplus fill still to come out - Done
- Some swale to be backfilled with "A" gravel by guiderail - Still to be done (40m±)
- Will be taking some out shortly in Interval 3 and from other intervals where necessary
- Some fill from Interval 3 may be placed as irrigation cofferdams
- <u>Interval 4</u>
- Trying to roll some fill back in Interval 4 in stockpile area - Done except still to push some into old canal cut
- Ice will melt and then more grading necessary
- Frank wants to build a launch - could be part of the project - Still to do
- Needs a ditch to drain area from the north
- Will facilitate future maintenance - cover in new Section 78 Report
- <u>Interval 5</u>
- Berms, swale and cleanup work should be done this week
- This is done - all fill
- <u>Interval 6</u>
- Frank has Rick's design but not Dan
- <u>Sarah</u> will give Dan a copy
- Dan's work is therefore still to do
- <u>Interval 7</u>
- <u>Dan's</u> work still to do
- Kenn passed out Naf and Rick's survey re settlement in Interval 7 (Sarah will return this, if we need it)
- It shows road is at 100 year level, not at Freeboard level as it once was
- We have to get <u>Dave's</u> proposal re monitoring houses sent out. (<u>Kay</u> : Can you get this data from Dave)
- <u>Kenn</u> talked about <u>Naf</u> having to do manual monitoring at the houses too.
- Otherwise no change
- Keep an eye on safety aspect of how edge is settling
- Discussion re Interval 8 Work
- Cleanout work in Interval 8 may not be done until after fish season
- May load directly onto trucks on Canal Road for portion south of house
- May not level anything at all on small scheme dyke.
- Trees will be cut to guiderail height (Note: Have been cut lower than guiderail)
- Trees are now ground and gone
- Will have flagmen on Canal Road when doing clearing - Did have flagmen there

3. Canal Construction

- Current and Proposed Berm, Swale and CB Construction by D. Higgs
- <u>Interval 1</u>
- <u>Interval 2</u>
- <u>Interval 3</u>
- <u>Interval 4</u>
- <u>Interval 5</u>
- <u>Interval 6</u>
- <u>Interval 7</u>
- Discussion re Interval 8 Work
-
-
-
-
-

- <i>May still do work in canal from Canal Road until north of house</i>	-
- <i>Frank may pursue improving the small marsh dyke south of pumphouse</i>	-
- <i>We talked of doing it with imported clay</i>	-
- <i>Frank may talk to owners of small marsh lands re this dyke work</i>	-
- <i>Maybe put a turbidity curtain in by bridge where and when possible to catch chippings that may float away</i>	-
- <i>Frank and Justin have been talking to tenant of house on Peterman re damage to satellite dish</i>	-
- <i>and Dan did cash settlement. Owner happy.</i>	-
- <i>Mike is putting herbicide in the stumps</i>	-
- <i>Large trees/particles will go into old canal at guiderail by Interval 6-7 line</i>	-
- <i>We talked about using Interval 8 slop to finish backfill in Interval 7 (Eric did confirm this was okay)</i>	-
-	-
-	-
-	-
- Tubing by Dan	- Tubing by Dan
- Re the Special Assessment for Granular A shoulders - it will go to County so Frank should tell Arup	-
- CB moving still to do	-
-	-
-	-
- Sheet Piling Work	- Sheet Piling Work
- We have the drawings ready and I will look at them	-
- We will discuss next month (Kenn to do - Kay to Remind Kenn)	-
-	-
-	-
-	-
-	-
- Pumping/Irrigation	- Pumping/Irrigation
- Propychuk billings still to discuss	-
- (Kay - Have you resolved Propychuk with Sarah? YES)	-
- <i>Will also be a few small lines in addition to the 7± Main lines</i>	-
- <i>Dan will concentrate taking fill from Interval 3 to those new irrigation lines</i>	-
- Dan may want to start the irrigation dams as a filler	-
- Watch half load season	-
-	-
-	-
-	-
-	-
-	-
-	-
- Berm and Dyke Elevations	- Berm and Dyke Elevations
- Kay to check with Rick re what has been done by Naf and plotted (Kenn needs update for next meeting)	-
- Intervals 13 & 14 still have low areas on dyke (see Naf & Rick)	-
- Drawings are finished and submitted or will be shortly for the north side berm work	-
- Data still to be finished for south side (Rick to do for next Spring)	-
- Frank said may do a LIDAR fly-over (as part of Cooks Bay work) and this would allow a topo plan to be made and could be tied with Naf's work.	-
- There has been a grant application for this LIDAR work	-
-	-
- Road Work in Intervals 3 and 4	- Road Work in Intervals 3 and 4
- CB's should be okay for road work in Interval 4	-
- Town's priority now is Interval 7 vs. Interval 4	-
-	-

- Moving Soil from Philip Hui	- Moving Soil from Philip Hui
- <i>This is topsoil and will be used on berm eventually.</i>	-
-	-
-	-
- Improving the Berm at Tie-Ins	- Improving the Berm at Tie-Ins
- <u>Dan</u> could do once snow is gone	-
- <u>Kenn, Dan</u> and <u>Frank</u> to take a separate day and review Rick's work	-
- (<u>Kay</u> : Have Rick give Kenn more copies of what he gave Kenn)	-
-	-
-	-
- Illegal Dumping	- Illegal Dumping
- <i>Is still occurring periodically</i>	-
- <i>Just being spread on berm</i>	-
- <i>Nothing in the last few months</i>	-
-	-
- Buffer Strip Work by Winters, Hovius, Bray etc.	- Buffer Strip Work by Winters, Hovius, Bray etc.
- <i>LSRCA may do work on Winters and may be some earth work necessary (berm with outlet pipe)</i>	-
- (Pam Martin is Stewardship Co-Ordinator at LSRCA)	-
- <i>On Smith's Frank may get Mike to pit a pipe in. May be timed with Interval 9 work?</i>	-
- <u>Frank</u> still to review work to do with Garden Centre people	-
-	-
- Checking Backwater Valves	- Checking Backwater Valves
- <u>Frank</u> will do with standpipes to test existing BWV's	-
- <i>May consider a gate valve or a cap as the backup, or a 45°/90° elbow section that can be rolled from horizontal to vertical</i>	-
- <i>Maybe a combination of riser to show location and a chained cap like on irrigation lines.</i>	-
-	-
-	-
-	-
-	-
4. Clearing & Stump Cutting	4. Clearing & Stump Cutting
- <i>See Interval 8 Notes</i>	-
-	-
-	-
-	-
-	-
5. Miscellaneous	5. Miscellaneous
- Erosion Areas Along Dyke Edge	- Erosion Areas Along Dyke Edge
- <i>See previous notes re work to do in Interval 1</i>	-
- <i>Interval 12 will be monitored</i>	-
-	-
-	-
- New Graham Sideroad and Dufferin Bridge	- New Graham Sideroad and Dufferin Bridge
- Dufferin is awarded and road will be closed March 17	-
- GSR design will be commenced shortly	-
-	-
-	-
- Well Work	- Well Work
- R. McLean:	- R. McLean:
- <i>2½ weeks ago, Maltby went in and tried to seal the well with bentonite and Mike opened up shut off valve and took off handle</i>	-
- <i>No wet areas now.</i>	-

- Payment of Billings by MTO	- Payment of Billings
- We met with Karren of MMAH	-
- Karren, Kay, Sarah and Wendy are talking about TOK and BWG	-
- BWG to re-issue to Karren their applications.	-
- Karren will talk to King	-
- Allan Evelyn is new Treasurer at TOK	-
- Highway 400 South Canal Work	- Highway 400 South Canal Work
- We are looking at permits for canal work at the bridge	-
- Board may have to file the security that DFO now requires when a new mitigation plan is needed.	-
- URS are doing final drawings this year	-
- Will be tendered in fall	-
- Will be no mitigation under bridge	-
- We may have to tell them what we want for pump (Kay: Ask Dave re this)	-
- They are to arrange for hydro supply	-
- We have to review outlet for SWM pond (Frank to provide)	-
- Kenn would like drawings for 5th Line Overpass (Frank to provide)	-
- It is planned to be 10 lanes	-
- We sent our questions to URS re ultimate tie-ins	-
- New fellow at URS has not yet responded.	-
- We are to give URS our thoughts on P.S.	-
- Dave Harsh is aware of what we need.	-
- Kenn will follow up with new fellow	-
-	-
-	-
-	-
- Highway 400 North Bridge Work	- Highway 400 North Bridge Work
- Kenn should write to Board once Frank has talked to TOK re the expected completion time for Graham Sideroad and Dufferin Street Bridges	-
- Kenn's request to Board will be to obtain commitments from MTO re Hwy 400 Bridge construction timing and to reiterate his previous letter to MTO that report requires action prior to drain finalization (which will probably be before bridge replacement)	-
- Kenn's letter re H. Glass comments is still outstanding	-
- We have to pursue north bridge timing	-
- MTO is doing south canal and Highway 9 as first part of their contract to join to King Road	-
-	-
- Monitoring Work for Highway 400 structures over South Canal	- Monitoring Work for Highway 400 structures over South Canal
- Naf is doing	-
- Naf will do it monthly	-
-	-
- Course of action for owning OSMOS monitoring equipment	- Course of action for owning OSMOS monitoring equipment
- Board will probably approve the buy-back	-
- OSMOS have been sending bills for outstanding invoices	-
- They are paid up to October	-
- EXP are now the owners and are going to talk to Andrew at OSMOS	-
- Project will have to absorb June to October OSMOS costs since Hydro was not made available by the project. (KAY: Note this re your billing 5 - DONE)	-

- Canal Road Work at Highway 400 over North Canal	- Canal Road Work at Highway 400 over North Canal
- Since Town may not do Interval 4, we should do separately.	-
-	-
-	-
-	-
- Bridge on Hwy 9 over Holland River Drain	- Bridge on Hwy 9 over Holland River Drain
- There is an RFP out there	-
- Al was also approached	-
- Kenn provided data to one firm involved with RFP	-
-	-
-	-
-	-
-	-
- Safety Consulting Firm	- Safety Consulting Firm
- Dan hired firm to do weekly visits	-
- Will be there from here on	-
- Will start back up when doing swale work	-
-	-
- Planview's Work	- Planview's Work
- Told Sarah some of guides would be:	-
a) Meet Powerstream's guidelines for overhead work	-
b) Go 6m below any canal	-
- <u>Kay and Kenn</u> to do a response after Sarah sends Planview's email to us (<u>Kay</u> to follow up with Sarah)	-
- <u>Sarah</u> does not expect to receive anything new	-
-	-
- Koorng Irrigation Line Removal	- Koorng Irrigation Line Removal
- Mike talked to Brian Murray (Koorng) re new line	-
- Mike told them \$1,000/line but Mike did not know he didn't have farm tax rate	-
- Now line is in and owner doesn't want it	-
- He works in Building Permit Department in Toronto	-
- Kenn said to give him the option of removing or paying it	-
- He was in the February 2013 billings	-
- There may be a cost to him to remove or plug the line	-
- <u>Kay</u> does nothing at this time re him	-
- If anything needed, do it in Billing 6	-
-	-
- Asphalt Aprons at CB's	- Asphalt Aprons at CB's
- Re asphalt aprons being authorized at new CB's, we will see how they perform next year	- Re asphalt aprons being authorized at new CB's, we will see how they perform next year
- <u>Dan</u> thinks aprons may be good idea	-
-	-
-	-
-	-
- Summary of <u>Naf</u> work	- Summary of <u>Naf</u> work
1. Naf has given Rick survey work in Intervals 3 to 6 and 15 to 17 inclusive	1.
2. Naf can not finish survey in Interval 7 yet.	2.
3. Naf advised berms in Interval 16 are okay and most of 17 is OK except 50 to 70m new bend	3.
4. Naf still to do legal work on landowners westerly and northerly property lines adjacent to staging area on Horlings project	4.
5. As-builts in Intervals 6 and 7	5.
6. Interval 18 checking weekly or bi-weekly (Lower Priority)	6.
7. Take elevations at other bridges including Gleason, Five Sideroad and Fifth Line to see what flood protection work still necessary at tie in (Verify with Rick) (Lower Priority)	7.
8. Reshoot Interval 1 bottom in Spring - Still to do	8.

9. <i>To start rechecking Canal cross sections in Intervals 1 and 2</i>	9.
10. <i>To do full cross sections at Fifth Line and Five Sideroad bridges including elevations of soffits (Lower Priority)</i>	10.
11. <i>Reshoot canal for 100m west of 5th Line (High Priority)</i>	11.
12. <i>Finish Morris Road survey (Lower Priority) (To do one branch)</i>	12.
13. <i>On Horlings - check industrial road access road as-built and do GPS survey of route for ditch on west and south sides and also along property line</i>	13.
14. <i>Do manual monitoring at Highway 400 South monthly</i>	14.
15. <i>Start laying out final berm work. Interval 1 is done from Highway 9 to the bend.</i>	15.
16. <i>Naf finished further work in Interval 9 - Rick to give Kenn data</i>	16.
17. <i>To give Kenn as-builts of swale and CB's</i>	17.
18. <i>To start new cross-sections in Interval 1 since Town's work</i>	18.
19. <i>Naf do as-built cross-sections at steel wall both along the wall (for purposes of a berm, curb, etc.?) and at each end where berms tie in (North Branch River)</i>	19.
20. <i>Do CB's in Interval 4</i>	20.
21. <i>Naf to meet Mike and do a small topo at McLean's well to see if there is a surface drainage problem at it.</i>	21.
22. <i><u>Naf, Rick, Dan and Frank</u> to check all environmental as-built plans</i>	22.
<i><u>Naf, Frank and Dan</u> to review Naf's work, then it goes to Rick and then to Al.</i>	
<i>All existing North Canal as-builts to be reviewed by <u>Frank, Dan and Naf</u> together</i>	
23. <i><u>Naf</u> should take shot on top of sheet piling north side of Highway 400 (especially on west side). Naf should ask Frank re specific spot.</i>	23.
<i><u>Dan</u> suggested we make a "rod" and secure to piling. This is because of LSRCA's comments re flood level.</i>	
24. <i><u>Naf</u> to talk to <u>Frank</u> re monitoring settlement, if any, at two houses in Interval 7</i>	
- Holidays	- Holidays
- Nothing so far	-
-	-
-	-
7. Next Meeting Date	7. Next Meeting Date
- April 22 at 10:00	- May at 10:00
-	-
8. New Business	8. New Business
1.	1.
-	-
-	-
-	-
2.	2.
-	-
-	-
3.	3.
-	-
-	-
4.	4.
-	-
-	-
-	-