

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD



**AGENDA**

**MEETING DATE:** Thursday, December 5, 2012

**TIME:** 6:00 p.m.

**LOCATION:** 226 Main Street,  
Schomberg, ON.

		<i>Action by:</i>
1.	<b><u>Call to Order</u></b>  "That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board come to order at _____ p.m."	<i>Dan Sopuch</i>
2.	<b><u>Declaration of Pecuniary Interest</u></b>  Chairman Sopuch to remind Members of the Board of the Municipal Conflict of Interest legislation and requirements thereunder.	<i>Dan Sopuch</i>
3.	<b><u>Approval of Agenda / Changes</u></b>	<i>Dan Sopuch</i>
3.1	"That the Board approve the Agenda dated Thursday, December 5, 2013, as printed and circulated."  Pgs 1 - 2	
4.	<b><u>Adoption of Board Minutes</u></b>	<i>Dan Sopuch</i>
4.1	"That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held Thursday, November 14, 2013 at 6:00 p.m., be approved, as printed and circulated."  Pgs 3 - 8	
5.	<b><u>Comments by the Chairman</u></b>	<i>Dan Sopuch</i>
6.	<b><u>Presentations / Deputations</u></b>	
7.	<b><u>Correspondence / Reports</u></b>	
7.1	<b>Proposed 2014 Budget &amp; Business Plan</b>	<i>Frank Jonkman</i>
7.3	<b>Drainage Superintendent Report</b>  "That the Drainage Superintendent Report dated December _____, 2013 be approved as printed and circulated."	<i>Frank Jonkman</i>

Available Meeting Day

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

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8. **New Business**

9. **Future Meeting Schedule**

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

*Dan Sopuch*

10. **Adjournment**

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

*Dan Sopuch*

# HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

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## **MINUTES**

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**MEETING DATE:** Thursday, November 14, 2013

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

**LOCATION:** Schomberg Fire Hall  
91 Proctor Road, Schomberg, Ontario

ATTENDANCE RECORD:

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

REGRETS: Jim Verkaik, Member-at-large

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  
Jeff Schmidt, Treasurer – TOK  
Dave Van Veen – TOK Engineering

OTHERS:

# HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

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1.	<b><u>Call to Order</u></b>	<i>Dan Sopuch</i>
1.1	<b>HM-2013-057</b> Moved by: B. Eek Seconded by: G. Lamb  "That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board come to order at 7.06 p.m." CARRIED.	
2.	<b><u>Declaration of Pecuniary Interest</u></b>	<i>Dan Sopuch</i>
2.1	Chairman Sopuch reminded Members of the Board of the Municipal Conflict of Interest legislation and requirements thereunder.	
3.	<b><u>Approval of Agenda / Changes</u></b>	<i>Dan Sopuch</i>
	Chairman Sopuch asked if there were any errors or omissions to the Agenda and there were none.	
3.1	<b>HM-2013-058</b> Moved by: G. Hoving Seconded by: C. Mortelliti  "That the Board approve the Agenda, dated Thursday, November 14, 2013, as printed and circulated." CARRIED.	
4.	<b><u>Adoption of Board Minutes</u></b>	<i>Dan Sopuch</i>
4.1	Chairman Sopuch asked if there were any errors or omissions to the Minutes and there were none.  <b>HM-2011-059</b> Moved by: B. Eek Seconded by: B. Visser  "That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held on Thursday, November 14, 2013, be approved, as printed and circulated." CARRIED.	
5.	<b><u>Comments by the Chairman</u></b>  Chairman Sopuch advised the group that he participated in the bi-annual dredging activities in the main drain last year and he encouraged anyone with interest to do so as well.  Chairman Sopuch noted that by participating last year he was	<i>Dan Sopuch</i>

provided a unique perspective to the conditions of the interior channel and the challenges this Board faces with maintaining drainage while trying to avoid unnecessary erosion and soil loss.

6.

**Deputations/Presentations**

*Dan Sopuch*

7.

**Correspondence / Reports**

7.1

**Financial Report**

*Dan Sopuch*

The author of the report was not present however; there were no questions or concerns raised on the subject. Although there was a brief discussion on the status of MTO and the landowner assessment filed with the Ministry regarding the canal improvement project. Meetings are set to take place to address the assessments.

**HM-2013-060**

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

“That the financial report dated October 31, 2013, be approved, as printed and circulated.”  
CARRIED.

7.2

**Drainage Superintendent Report**

*Frank Jonkman*

Points to highlight include:

- 1) The intake valve on the dredger requires repair prior to any dredging taking place and this is set to be repaired in the next few days. There are usually issues that arise with the dredger that require maintenance and this issue is no different.
- 2) Bradford Pumping Station No. 2 requires a generator to comply with the engineering report for this structure. The Drainage Superintendent is looking into the issue.
- 3) The replacement of a pump at the Bardawill Pumphouse has occurred yet. The funds in the 2013 budget will be carried over to 2014 to accommodate this activity as soon as possible in the New Year.
- 4) Pumping Station No. 2 also requires significant work be completed to repair the trash racks which, below the water have completely rotted out. There are temporary measures in place to facilitate trash rack function but there funds have been budgeted in the 2014 draft Business Plan to address this significant repair issue.

- 5) The Charlie Davis Pumphouse may be worth decommissioning and relying solely on the Bardawill for intake and irrigation purposes as opposed to the estimated costs to repair the structure and pump system to current standards. An engineer will be retained to provide an opinion on the matter at which point the Board will be presented with options.
- 6) Morris Road Drainage works still in the design option phase. The engineer will meet with the Board in the New Year to go over the options available for this work to take place.
- 7) Horlings Dyke Repair is importing the supply of shale for the road component which is providing access to a stockpile site for clay for use to repair the dyke.

The soil analysis is still ongoing by the Ministry and it is planning more field visits to complete this for final assessment of the AgRecovery funding program opportunity.

Further to the Horlings Dyke Repair work, a levy may be useful in future not unlike the HMDS and Small Scheme to fund the maintenance program going forward.

**HM-2013-061**

Moved by: B. Visser

Seconded by: C. Mortelliti

“That the Drainage Superintendent Report HMDSJMSB-2013-008, dated November 8, 2013 be approved, as printed and circulated.”

CARRIED.

8.

**New Business**

8.1

**Draft 2014 HMDSJMSB Business Plan and Budget**

*Frank Jonkman*

The Drainage Superintendent provided an overview of the contents of the proposed Business Plan of the Board for 2014 which included a budget for the activities planned. Certain items highlighted included the following:

- 1) The aquatic plant harvester which was expected to be completed in 2013, has been delayed however, the item was budgeted for and those funds will be carried over to 2014;
- 2) The pump for the Bardawill pumphouse is being order in 2013 but there is a 24 week minimum turnaround time on

delivery so the funds budgeted for in 2013 will be carried to 2014 when delivery is expected to occur.

- 3) As mentioned earlier, the main pumphouse requires a generator to comply with the current engineers report and some thought needs to be had on acquiring adequate emergency back-up power.
- 4) Also for the main pumphouse, the trash racks will require replacement in the New Year as the existing racks are entirely rotted through beneath the water.
- 5) Capital items were discussed including the Canal Improvement Project which is nearing completion.
- 6) Another capital items is the Morris Road Drainage Works is still in the engineering stages.
- 7) The other large repair includes the Horlings Dyke Repair with emergency repairs taking place and the engineering report to follow in accordance with section 124 of the Drainage Act.

As the Board was provided this document this evening, it was discussed that the members be provided an opportunity to read through it and come back to the table at the next scheduled meeting to discuss revisions, if any.

**HM-2013-062**

Moved by: B. Visser

Seconded by: C. Mortelliti

“That the Proposed 2014 Business Plan and Budget, be received, for information.”

CARRIED.

8.2

**Proposed Holland River Municipal Drain Riparian Buffer Project**

*Frank Jonkman*

The Drainage Superintendent provided an overview of the objectives proposed in his report.

The intent being that the Board pre-appoint an engineer to undertake a drainage report for the Holland River Municipal Drain to implement a riparian buffer in accordance with the deliverables required by the Transfer Agreement as outlined by the Ministry of Agriculture and Food.

If funding is approved by the Ministry, the timelines for appointment and related work to take place may not facilitate another board meeting within the time required for this to occur.

This project will only occur if there is adequate funding to complete the work.

There was a brief inquiry on procurement of engineering services. The Drainage Superintendent advised that an RFP was not required in accordance with the current purchasing policy as the current policy provides for sole sourcing in certain circumstances and that this project fits the criteria necessary for sole sourcing.

**HM-2013-063**

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

“That the Drainage Superintendent Report HMDSJMSB-2013-009, dated November 12, 2013 be approved, as printed and circulated;

And that the Board pre-appoints K Smart Associates Ltd. to undertake a section 76 & 78 report on the Holland River Municipal Drain, and this work will only commence pending available funding.”  
CARRIED.

9.

**Future Meeting Schedule**

*Dan Sopuch*

**HM-2011-064**

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

“That the next meeting of the HMDSJMSB be scheduled for Thursday, December 5, 2013 at 6:00 p.m., at a location to be determined.”  
CARRIED.

10.

**Adjournment**

*Dan Sopuch*

10.1

**HM-2011-065**

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

“That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board adjourn at 9:36 p.m.”  
CARRIED.

Sarah Murray, Secretary

Dan Sopuch, Chairman