

# Holland Marsh Drainage System Joint Municipal Service Board Agenda

Thursday, March 2, 2023, 3:00 p.m.  
Large Engineering Boardroom  
305 Barrie Street, Unit 2, Bradford, ON

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Pages

**1. Call to Order**

Recommendation:

That this meeting of the Holland Marsh Drainage System Joint Municipal Service Board come to order at 3:00 p.m.

**2. Approval of Agenda/Changes**

Recommendation:

That the Board approve the agenda dated March 2, 2023, as printed and circulated.

**3. Declarations of Pecuniary Interest and the General Nature**

**4. Appointment of Chair and Vice Chair**

4.1 Appointment of Chair

Recommendation:

That \_\_\_\_\_ be appointed as Chair of the Holland Marsh Drainage System Joint Municipal Service Board.

4.2 Appointment of Vice Chair

Recommendation:

That \_\_\_\_\_ be appointed as Vice Chair of the Holland Marsh Drainage System Joint Municipal Service Board.

**5. Closed Session**

Recommendation:

That the Board resolve itself into closed session under the provisions of the Municipal Act, 2001, Section 239(2) in order to discuss:

1. Personal matters about an identifiable individual, including municipal or local board employees.

2. Legal Matter - Appeal to Drainage Referee

**6. Reconvene Regular Meeting**

**7. Motion Arising out of Closed Session**Recommendation:

That the Board recommend to the Councils of the Town of Bradford West Gwillimbury and Township of King that \_\_\_\_\_ be appointed to the Holland Marsh Drainage System Joint Municipal Service Board as the member-at-large.

**8. Comments by the Chair****9. Presentations/Deputations****10. Adoption of Board Minutes**

4

Recommendation:

That the minutes of the Holland Marsh Drainage System Joint Municipal Service Board meeting held October 13, 2022 be approved, as printed and circulated.

**11. Correspondence/Reports**

## 11.1 Report of Drainage Superintendent

8

Recommendation:

That the Report HMDSJMSB-2023-01 of the Drainage Superintendent dated February 23, 2023 be received for information.

## 11.2 Report of Drainage Superintendent - River Road Drain Actual Costs

10

Recommendation:

That Report HMDSJMSB-2023-02 of the Drainage Superintendent dated February 23, 2023 entitled "River Road Drain - Actual Cost By-law" is received;

And that the Board make recommendation to the Town of Bradford West Gwillimbury Council to enact an Actual Cost By-law to assess the affected lands and roads for the actual cost of the River Road Drain in the Town of Bradford West Gwillimbury.

**12. New Business****13. Next Meeting**

The next meeting of the HMDSJMSB will be on Thursday, April 13, 2023 at 3:00 p.m. to be held electronically with no in person attendance.

## 13.1 Future Meeting Dates

Recommendation:

That the Board approves the 2023 meeting dates as follows:

April 13, 2023 at 3:00 p.m.; June 8, 2023 at 7:00 p.m.; August 10, 2023 at 7:00 p.m.; October 12, 2023 at 7:00 p.m.; December 14, 2023 at 3:00 p.m., to be held electronically.

**14. Adjourn**

Recommendation:

That this meeting of the Holland Marsh Drainage System Joint Municipal Service Board adjourn at \_\_\_\_\_p.m.



**Holland Marsh Drainage System**  
**Joint Municipal Service Board**  
**Minutes**

October 13, 2022, 7:00 p.m.  
Conducted Electronically

Members Present:	William Eek, Chair Gary Lamb, Councillor - BWG Steve Pellegrini, Mayor - TOK	Dave Munshaw Dan Sopuch Trevor Voorberg
Regrets:	James Leduc, Vice Chair Brian Visser	Bill Cober - Councillor - TOK
Staff Present:	Frank Jonkman, Drainage Superintendent Ruth Westlake, Holland Marsh Drainage Board Coordinator	Nathalie Carrier, Deputy Treasurer Peggy Tollett - King Township Treasurer

**1. Call to Order**

Resolution HM-2022- 28

**Moved By** Voorberg  
**Seconded By** Sopuch

That this meeting of the Holland Marsh Drainage System Joint Municipal Service Board come to order at 7:00 p.m.

CARRIED

**2. Approval of Agenda/Changes**

Resolution HM-2022- 29

**Moved By** Pellegrini  
**Seconded By** Voorberg

That the Board approve the agenda dated October 13, 2022, as printed and circulated.

CARRIED

**3. Declarations of Pecuniary Interest and the General Nature**

There were no declarations of pecuniary interest.

**4. Comments by the Chair**

Chair Eek thanked the Board members for their time and dedication to the Board over the past term. He also thanked the members for the opportunity to serve as Chair.

Chair Eek highlighted drainage projects the Board has completed in this term of the Board, a few being; South Canal Bank realignment, Drain 15, and River Road Drain.

**5. Presentations/Deputations**

There were no presentations or deputations.

**6. Open Forum**

There were no participants for Open Forum.

**7. Adoption of Board Minutes**

Resolution HM-2022- 30

**Moved By** Lamb  
**Seconded By** Voorberg

That the minutes of the Holland Marsh Drainage System Joint Municipal Service Board meeting held August 11, 2022 be approved, as printed and circulated.

CARRIED

**8. Correspondence/Reports**

8.1 September 30, 2022 Financial Results

Resolution HM-2022- 31

**Moved By** Sopuch

**Seconded By** Munshaw

That Report HM-FIN-2022-02 regarding “September 30, 2022 Financial Results” dated October 13, 2022 be received for information.

CARRIED

8.2 Report of Drainage Superintendent

Frank Jonkman, Drainage Superintendent provided the Board members with an update on drainage activities and fielded related questions.

Resolution HM-2022- 32

**Moved By** Pellegrini

**Seconded By** Lamb

That the Report HMDSJMSB-2022-07 of the Drainage Superintendent dated October 4, 2022 be received for information.

CARRIED

**9. New Business**

9.1 Draft 2023 Business Plan and Budget - Frank Jonkman

Resolution HM-2022- 33

**Moved By** Lamb

**Seconded By** Sopuch

That the Board approve the 2023 Business Plan and Budget as printed and circulated.

And further that the approved 2023 Business Plan and Budget be forwarded to Township of King and Town of Bradford West Gwillimbury for the annually required Council approval.

CARRIED

**10. Next Meeting**

The next meeting of the HMDSJMSB will be at the call of the Chair.

**11. Adjourn**

Resolution HM-2022- 34

**Moved By** Pellegrini

**Seconded By** Lamb

That this meeting of the Holland Marsh Drainage System Joint Municipal Service Board adjourn at 7:28 p.m.

CARRIED

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William Eek, Chair

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Ruth Westlake, Secretary



**HOLLAND MARSH**  
**DRAINAGE SYSTEM**  
Joint Municipal Service Board

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

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**REPORT #:** HMDSJMSB-2023-01  
**DATE:** 23-02-2023  
**SUBJECT:** Drainage Superintendent Report  
**SUBMITTED BY:** Frank Jonkman

1. Main Drain
  - i. Dredging is continuing as weather permits, in the Main Drain in the area between Hwy 400 and River/Rupke Road.
2. Pumping Stations
  - a. Art Janse Pumphouse
    - i. Pump 1 out of service, waiting for parts
  - b. Bardawill Pumphouse
    - i. SCADA system waiting for installation
  - c. Charlie Davis Pumphouse
    - i. No update
  - d. Ferragina Pumphouse
    - i. No update
  - e. Horlings Pumphouse
    - i. No update
  - f. Professor Day Pumphouse
    - i. No update
  - g. Morris Road Pumphouse
    - i. No update
  - h. SCBR Pumphouse
    - i. Further testing of alarm system to be completed pending weather.
3. BWG / TOK Small Drains
  - a. Planned Small Drain Maintenance
    - i. Drain 10, Drain 11, Drain 12, Drain 14 and Drain 15
  - b. Horlings Drain



- i. Scheduled for maintenance in 2023
  - c. Morris Road Drain
    - i. Scheduled for maintenance in 2023
  - d. River Road Drain
    - i. Scheduled for maintenance in 2023
  - e. Drain 16
    - i. Burnside to prepare the report (ongoing)
  - f. S.76
    - i. Initial meeting held.
    - ii. No further update.
- 4. HMDSCIP Perimeter Maintenance
  - i. Interval 14 scheduled for maintenance in 2023
  - ii. Interval 3 dredging completed
- 5. General
  - a. Burnside
    - i. Ongoing meetings/discussions on various projects
  - b. DFO
    - i. No report
  - c. LSRCA
    - i. No report
  - d. MTO Bridges
    - i. The Service Board should consider sending correspondence to the Ministry to enquire about the replacement of the north structure or providing additional capacity. The Canal Improvement Project will not be fully completed until such a time that this requirement has been met (ongoing).
  - e. OMAFRA
    - i. No report
  - f. Holland River Drain
    - i. Will require brush removal, will work with New Tecumseth to determine how costs are distributed to the upstream watershed (ongoing).



**HOLLAND MARSH**  
**DRAINAGE SYSTEM**  
 Joint Municipal Service Board

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

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**REPORT #:** HMDSJMSB-2023-02  
**DATE:** February 22, 2023  
**SUBJECT:** River Road Drain – Actual Cost By-law  
**SUBMITTED BY:** Frank Jonkman

**1. RECOMMENDATIONS:**

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That Report HMDSJMSB-2023-02, dated February 22, 2023 entitled “River Road Drain – Actual Cost By-law” is received;

And that the Board make recommendation to the Town Bradford West Gwillimbury Council to enact an Actual Cost By-law to assess the affected lands and roads for the actual cost of the River Road Drain in the Town of Bradford West Gwillimbury.

**2. PREAMBLE:**

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In August, 2018, BWG Council passed a resolution (2018-281) directing Transportation Services (Road Authority) to proceed to petition under the *Ontario Drainage Act S.4 Petition Drains*, for improved drainage in the area of River Road in the Holland Marsh.

On December 15, 2020, the Council of Town of Bradford West Gwillimbury enacted By-law 2020-101, “River Road Drain By-law”, to provide for drainage works of the River Road Drain pursuant to Section 4 of the *Ontario Drainage Act*.

The purpose of this report is to provide the Board with details of the final costs of the River Road Drain and recommend to BWG Council that a by-law be enacted to assess the costs to affected lands and road.

**3. BASIC DATA PERTAINING TO THE MATTER:**

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In response to BWG Council direction on August 9, 2018 the Road Authority (Town of Bradford Gwillimbury) filed a petition with the Holland Marsh Drainage System Joint

Municipal Service Board. The Board accepted the petition on April 11, 2019 and appointed K. Smart Associates Ltd. to commence the report pursuant to Section 4 of the Drainage Act.

A project was initiated under the *Drainage Act*, and the Engineer prepared and filed a report which was adopted by the Town of Bradford West Gwillimbury by By-law 2020-101, "River Road Drain By-law". Construction work took place between June, 2021 and November, 2021.

A summary of the estimated costs, actual costs and cost recovery through property tax assessments for the work are in Table 1 and Table 2.

<b>Table 1 – Estimated Costs</b>		
<b>Item</b>	<b>Estimate</b>	<b>Actual</b>
River Road Drain Construction	\$434,410.00	\$411,394.13
Allowances	\$150,500.00	\$150,500.00
Engineering – K. Smart Associates Ltd.	\$137,000.00	\$267,646.67
Administration and Financing & Net H.S.T.	\$38,000.00	\$17,131.85
<b>Total</b>	<b>\$759,910.00</b>	<b>\$846,672.65</b>

<b>Table 2 – Estimated Cost Recovery</b>		
<b>Item</b>	<b>Estimate</b>	<b>Actual</b>
Town of Bradford West Gwillimbury	\$372,740.00	\$415,297.57
Agricultural Lands Owners *Note 1	\$378,728.00	\$421,969.22
Non-agricultural Land Owners	\$8,442.00	\$9,405.86
<b>Total</b>	<b>\$759,910.00</b>	<b>\$846,672.65</b>

*Note 1 – These landowners are eligible for 1/3 grant funding from Ministry of Agriculture, Food and Rural Affairs (OMAFRA). Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.*

The actual total project cost is approximately 111.42% of the estimate in the Engineer's report.

The Town Bradford West Gwillimbury Council is now in a position to recover these costs through a levy on the lands and roads as provided in Schedule C of the Engineer's Report. Staff recommends that BWG Council enact an Actual Cost By-law to assess the affected lands and roads.

#### **4. EFFECT ON BOARD FINANCES:**

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None.

#### **5. ATTACHMENTS:**

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N/A