

Holland Marsh Drainage System Joint Municipal Service Board Agenda

Thursday, June 8, 2023, 7:00 p.m.
Large Engineering Boardroom
305 Barrie Street, Unit 2, Bradford, ON

Pages

- | | | | |
|-----------|---|--|-----------|
| 1. | Call to Order | | |
| | <u>Recommendation:</u>
That this meeting of the Holland Marsh Drainage System Joint Municipal Service Board come to order at 7:00 p.m. | | |
| 2. | Approval of Agenda/Changes | | |
| | <u>Recommendation:</u>
That the Board approve the agenda dated June 8, 2023, as printed and circulated. | | |
| 3. | Declarations of Pecuniary Interest and the General Nature | | |
| 4. | Comments by the Chair | | |
| 5. | Presentations/Deputations | | |
| 6. | Adoption of Board Minutes | | 3 |
| | <u>Recommendation:</u>
That the minutes of the Holland Marsh Drainage System Joint Municipal Service Board meeting held April 13, 2023 be approved, as printed and circulated. | | |
| 7. | Correspondence/Reports | | |
| | 7.1 April 30, 2023 Financial Results | | 8 |
| | <u>Recommendation:</u>
That Report HM-FIN-2023-01 regarding “April 30, 2023 Financial Results” be received for information. | | |
| | 7.2 Report of Drainage Superintendent | | 11 |
| | <u>Recommendation:</u>
The the Report HMDSJMSB-2023-04 of the Drainage Superintendent dated June 1, 2023 be received for information. | | |
| 8. | New Business | | |
| | 8.1 Professor Day Pumhouse Replacement - Report of Drainage | | 13 |

Superintendent

Recommendation:

That Report HMDSJMSB-2023-05, dated June 1, 2023 entitled "Professor Day Pumphouse Replacement" is received;

And that the Board appoint R.J. Burnside & Associates Limited under S.78(1) *Improving, upon examination and report of engineer*, under the *Ontario Drainage Act*.

9. Next Meeting

The next meeting of the HMDSJMSB will be on Thursday, August 10, 2023 at 7:00 p.m. at The Trisan Centre, Boardroom, 25 Dillane Drive, Schomberg, Ontario.

10. 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

April 13, 2023, 3:00 p.m.
The Trisan Centre Boardroom
25 Dillane Drive
Schomberg, Ontario

Members Present:	William J Eek, Chair Jennifer Anstey, Councillor - TOK Steve Pellegrini, Mayor - TOK Raj Sandhu, Deputy Mayor - BWG	Dan Sopuch Ben Verkaik, Vice Chair Trevor Voorberg
Regrets:	Brian Visser	Dave Munshaw
Staff Present:	Frank Jonkman, Drainage Superintendent Nathalie Carrier, Deputy Treasurer	Ruth Westlake, Holland Marsh Drainage Board Coordinator

1. Call to Order

Resolution HM-2023- 10

Moved By Anstey

Seconded By Sandhu

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

CARRIED

2. Approval of Agenda/Changes

Resolution HM-2023- 11

Moved By Voorberg
Seconded By Verkaik

That the Board approve the agenda dated April 13, 2023, as printed and circulated.

CARRIED

3. Declarations of Pecuniary Interest and the General Nature

There were no declarations of pecuniary interest.

4. Appointment of Chair and Vice Chair

4.1 Appointment of Chair

Resolution HM-2023- 12

Moved By Sandhu
Seconded By Verkaik

That William J Eek be appointed as Chair of the Holland Marsh Drainage System Joint Municipal Service Board.

CARRIED

4.2 Appointment of Vice Chair

Resolution HM-2023- 13

Moved By Sandhu
Seconded By Voorberg

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

CARRIED

5. Closed Session

Resolution HM-2023- 14

Moved By Sopuch
Seconded By Anstey

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

1. Legal Matter - Appeal to Drainage Referee

CARRIED

6. Reconvene Regular Meeting

The Chair reconvened the open meeting at 3:12 p.m.

7. Motion Arising out of Closed Session

There were no motions arising out of closed session.

8. Comments by the Chair

Chair Eek thanked members for the opportunity to sit as Chair for this term of the Board.

Chair Eek commented on the drain maintenance which is being completed on some of the small drains.

9. Presentations/Deputations

There were no presentations or deputations.

10. Adoption of Board Minutes

Resolution HM-2023- 15

Moved By Sopuch

Seconded By Verkaik

That the minutes of the Holland Marsh Drainage System Joint Municipal Service Board meeting held March 2, 2023 be approved, as printed and circulated.

CARRIED

11. Correspondence/Reports

11.1 December 31, 2022 Financial Results

Jay Anstey, Baker Tily SGB LLP, reviewed the audited financial statements and final December 31st results with the Board members and fielded related questions.

Resolution HM-2023- 16

Moved By Anstey

Seconded By Sandhu

That Report HMDS-FIN-2023-01 entitled "December 31, 2022 Financial Results" be received for information; and

That the 2022 HMDSJMSB Financial Statement be approved as presented; and

That the Board authorize HMDSJMSB's staff to invoice both Township of King and Town of Bradford West Gwillimbury for their share of the Board's deficit of \$107,035.

CARRIED

11.2 Report of Drainage Superintendent

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

Resolution HM-2023- 17

Moved By Voorberg

Seconded By Pellegrini

That the Report HMDSJMSB-2023-03 of the Drainage Superintendent dated April 5, 2023 be received for information.

CARRIED

12. New Business

There was no new business.

13. Next Meeting

The next meeting of the HMDSJMSB will be on Thursday, June 8, 2023 at 7:00 p.m.

13.1 Future Meeting Dates

Resolution HM-2023- 18

Moved By Voorberg

Seconded By Sopuch

That the Board approves the 2023 meeting dates as follows:

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.

CARRIED

14. Adjourn

Resolution HM-2023- 19

Moved By Pellegrini

Seconded By Voorberg

That this meeting of the Holland Marsh Drainage System Joint Municipal Service Board adjourn at 4:20 p.m.

CARRIED

William J Eek, Chair

Ruth Westlake, Secretary



Report of Financial Services

REPORT #: HM-FIN-2023-01

DATE: 8-Jun-23

TO: Members of the Board

SUBJECT: **April 30, 2023 Financial Results**

PREPARED BY: Nathalie Carrier, Deputy Treasurer

1. RECOMMENDATIONS:

That Report HM-FIN-2023-01 regarding “April 30, 2023 Financial Results” be received for information.

2. PREAMBLE:

The purpose of this report is to present the HMDSJMSB with the status of the 2023 Operating and Capital Budgets for the period January 1 to April 30, 2023.

3. BASIC DATA PERTAINING TO THE MATTER:

In 2023, maintenance work is expected for River Rd, Horlings and Morris Rd drains in Bradford. Maintenance work is expected on Drain 10, Drain 11, Drain 12, Drain 14 and Drain 15 in King Township. Capital works for 2023 includes Melidy Drain, Drain 16, Section 76 and a boat/trailer replacement for a total budget of \$815,000.

At this point, there are no issues to report. Some work still need to be done and will be invoices later in the year.

4. EFFECT ON TOWN FINANCES:

None

5. ATTACHMENTS:

Attachment 5.1 2023 Budget by Program/Activity

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICE BOARD
 2023 Budget by Program/Activity
 As at April 30, 2023

	2023 Actual	2023 Budget	Variance 2023 Budget / 2023 Actual \$
HMDSJMSB BOARD			
(Surplus) / Deficit	107,035	-	(107,035)
Cost recovered	(150,000)	(150,000)	-
Wages & Benefits	20,648	62,515	41,867
Material & Supplies	40,803	87,485	46,682
Net Cost (Contribution)	18,486	-	(18,486)
DRAINAGE SUPERINTENDENT			
Cost recovered	-	(43,220)	(43,220)
Provincial Grants	-	(43,220)	(43,220)
Wages & Benefits	22,482	76,012	53,530
Material & Supplies	2,334	10,428	8,094
Net Cost (Contribution)	24,816	-	(24,816)
HOLLAND MARSH DRAINAGE SYSTEM			
Prior Year (Surplus) / Deficit	(362,552)	-	362,552
Levies - (BWG & King)	-	(267,753)	(267,753)
Levies - (MTO & County)	-	(24,914)	(24,914)
Provincial Grants	-	(73,478)	(73,478)
Perimeter Canal Maintenance	1,116	100,000	98,884
Main Drain Maintenance	24,821	80,000	55,179
Pumping Station Operation	22,862	111,500	88,638
Equipment Operations	17,607	2,700	(14,907)
South Bank Canal Road	309	-	(309)
Net Cost (Contribution)	(295,837)	(71,945)	223,892
BWG Drains			
BWG Levies	-	(57,660)	(57,660)
Provincial Grants	-	(3,340)	(3,340)
Horlings Drain	381	7,000	6,619
Morris Rd Drain	6,123	49,000	42,877
River Rd Drain	2,924	5,000	2,076
Net Cost (Contribution)	9,428	-	(9,428)

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICE BOARD
 2023 Budget by Program/Activity
 As at April 30, 2023

	2023 Actual	2023 Budget	Variance 2023 Budget / 2023 Actual \$
King Drains			
King Levies		(43,391)	(43,391)
Provincial Grants		(8,609)	(8,609)
Drain 6	281		(281)
Drain 8	281		(281)
Drain 10	2,814	10,000	7,186
Drain 11	9,303	12,000	2,697
Drain 12	1,426	12,000	10,574
Drain 14	9,593	10,000	407
Drain 15	2,751	8,000	5,249
Net Cost (Contribution)	26,449	-	(26,449)
CAPITAL PROJECTS - 2023			
Capital revenues	-	(815,000)	(815,000)
Melidy Drain	3,326	75,000	71,674
Drain 16	-	650,000	650,000
Section 76	-	60,000	60,000
Fleet	16,298	30,000	
Net Cost (Contribution)	19,624	-	(33,326)
(SURPLUS) / DEFICIT			111,387

CAPITAL PROJECTS - TOTAL TO DATE			
Melidy Drain	25,426	125,000	99,574
Drain 16	73,252	800,000	726,748
Section 76	2,792	60,000	57,208
Fleet	16,298	30,000	13,702
Net Cost (Contribution)	117,768	1,015,000	897,232



HOLLAND MARSH
DRAINAGE SYSTEM
 Joint Municipal Service Board

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

REPORT #: HMDSJMSB-2023-04
DATE: 01-06-2023
SUBJECT: Drainage Superintendent Report
SUBMITTED BY: Frank Jonkman

1. Main Drain
 - i. Seeding ongoing
2. Pumping Stations
 - a. Art Janse Pumphouse
 - i. Pump 1 out of service, Pump will not be returned to service until July
 - b. Bardawill Pumphouse
 - i. Level settings to be determined
 - c. Charlie Davis Pumphouse
 - i. No update
 - d. Ferragina Pumphouse
 - i. No update
 - e. Horlings Pumphouse
 - i. No update
 - f. Professor Day Pumphouse
 - i. Update covered under separate report
 - g. Morris Road Pumphouse
 - i. No update
 - h. SCBR Pumphouse
 - i. No update
3. BWG / TOK Small Drains
 - a. Planned Small Drain Maintenance
 - i. Drain 10, Drain 11, Drain 12, Drain 14 and Drain 15
 - i. Road portions completed where drains have an 'F' classification

- ii. Balance of maintenance where drains have an 'E' classification to be completed in the fall
 - b. Horlings Drain
 - i. Scheduled for maintenance in 2023 waiting for timing windows
 - c. Morris Road Drain
 - i. Scheduled for maintenance in 2023 waiting for timing windows
 - d. River Road Drain
 - i. Scheduled for maintenance in 2023 waiting for timing windows
 - 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, to be completed in the fall of 2023
- 5. General
 - a. Burnside
 - i. Service agreement concluding by the end of August, option to extend agreement by one year recommended
 - b. DFO
 - i. All authorization and notification forms have been submitted
 - 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).
 - ii. Ongoing correspondence with KSAL to determine best approaches in providing additional/required capacity.
 - 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**

REPORT #: HMDSJMSB-2023-05
DATE: 01-06-2023
SUBJECT: Professor Day Pumphouse Replacement
SUBMITTED BY: Frank Jonkman

1. RECOMMENDATIONS:

That Report HMDSJMSB-2023-05, dated 01-06-2023 entitled "Professor Day Pumphouse Replacement" is received;

And that the Board appoint R.J. Burnside & Associates Limited under S.78(1) *Improving, upon examination and report of engineer, under the Ontario Drainage Act.*

2. PREAMBLE:

Improvements are required to the Professor Day Pumphouse. The Professor Day Pumphouse has aging infrastructure and is at risk of failure. Servicing the pumphouse is also difficult with its proximity to the road and access to the inlet is dangerous.

3. BASIC DATA PERTAINING TO THE MATTER:

The HMDSJMSB requires improvement of the operation and performance of the Professor Day Pumphouse.

The existing pumphouse is the only facility currently that relies on one pump. All of the other pumphouses have been improved through various drainage projects with redundancy built into the design and pumping capacity.

In the event of a pump failure, the closure of Canal Road would be required which would have a significant disruption to local traffic accessing Bridge Street. A consideration of the appointment would be to relocate the new structure to an area where disruption to traffic would be minimized.

The age of the current pumphouse is unknown, but estimated to be over fifty years old. Some of the equipment, such as the pump and controls have been updated over time, the current pump has been in use for approximately fifteen years.

Section 78(1) the Drainage Act states:

78(1) If a drainage works has been constructed under a by-law passed under this Act or any predecessor of this Act, and the council of the municipality that is responsible for maintaining and repairing the drainage works considers it appropriate to undertake one or more of the projects listed in subsection (1.1) for the better use, maintenance or repair of the drainage works or of lands or roads, the municipality may undertake and complete the project in accordance with the report of an engineer appointed by it and without the petition required by section 4.

78(1.1) The projects referred to in subsection (1) are:

- 1. Changing the course of the drainage works.*
- 2. Making a new outlet for the whole or any part of the drainage works.*
- 3. Constructing a tile drain under the bed of the whole or any part of the drainage works.*
- 4. **Constructing, reconstructing** or extending embankments, walls, dykes, dams, reservoirs, bridges, **pumping stations** or other protective works in connection with the drainage works.*
- 5. Otherwise improving, extending to an outlet or altering the drainage works.*
- 6. Covering all or part of the drainage works.*
- 7. Consolidating two or more drainage works.*

The Professor Day Pumphouse is part of the Bradford Marsh Small Drainage Scheme pursuant to Bylaw 510 dated September 12, 1925.

A project such as this requires a new engineer's report and assessment schedule.

This project would result in benefits such as improved pumping capacity, redundancy with the availability of two pumps, road and traffic safety as well as worker safety.

R.J. Burnside & Associates Limited has been appointed by the Board to conduct procedures under *the Drainage Act*. It is proposed that R.J. Burnside & Associates Limited provide a report to the Board under Section 78.1 outlining the improvements needed to the pumphouse. Information will be provided to impacted landowners and Board prior to a decision being made on whether to proceed. As with any procedure under the *Drainage Act* this will require some time before the project proceeds.

4. LEGAL IMPLICATIONS:

Section 78(4) of the *Drainage Act* states:

78(4) All proceedings, including appeals, under this section shall be the same as on a report for the construction of a drainage works.

5. EFFECT ON BOARD FINANCES:

No current effect on Board Finances. The cost of the Engineering Report is assessed against all affected landowners and road authorities if the Board decided to proceed with the project. The Engineer will also set the assessment of the approved works that each landowner and road authority will pay upon completion of the project. The *Drainage Act* identifies how costs are to be assessed under S.8(1)(c).

5. ATTACHMENTS:

Attachment A – Photos of Current Professor Day Pumphouse

Attachment A – Photos of Current Professor Day Pumphouse



Figure 1 Proximity to Canal Road



Figure 2 Interior Showing Pump and Controls



Figure 3 Intake



Figure 4 Intake Access