

Holland Marsh Drainage System Joint Municipal Service Board Agenda

Thursday, December 12, 2024, 7:00 p.m.

The Trisan Centre Boardroom

25 Dillane Drive

Schomberg, Ontario

	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 December 12, 2024, 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 October 10, 2024 be approved, as printed and circulated.	
7. Correspondence/Reports	
7.1 Report of Drainage Superintendent	6
<u>Recommendation:</u> The the Report HMDSJMSB-2024-08 of the Drainage Superintendent dated December 5, 2024 be received for information.	
8. New Business	
8.1 Holland River Municipal Drain Maintenance	9
<u>Recommendation:</u> That Report HMDSJMSB-2024-09, dated December 5, 2024 entitled	

“Holland River Municipal Drain, Report HMDSJMSB-2024-09” be received; and

That the payment of the Town of Bradford West Gwillimbury and Township of King’s share of the cost of the maintenance of the Holland River Municipal Drain be paid out of the general funds.

9. Next Meeting

The next meeting of the HMDSJMSB will be on Thursday, February 13, 2025 at 7:00 p.m. to be held at the Large Engineering Boardroom, 305 Barrie Street, Unit 2, Bradford, ON.

9.1 Future Meeting Dates

Recommendation:

That the Board approve the 2025 meeting dates as follows:

February 13, 2025; April 10, 2025; June 12, 2025; August 14, 2025; October 9, 2025; December 11, 2025, all meetings to be held at 7:00 p.m.

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

October 10, 2024, 7:00 p.m.
Large Engineering Boardroom
305 Barrie Street, Unit 2, Bradford, ON

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

1. Call to Order

Resolution HM-2024- 26

Moved By Sopuch

Seconded By Visser

That this meeting of the Holland Marsh Drainage System Joint Municipal Service Board come to order at 7:06 p.m.

CARRIED

2. Approval of Agenda/Changes

Resolution HM-2024- 27

Moved By Sandhu

Seconded By Visser

That the Board approve the agenda dated October 10, 2024, 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 welcomed everyone to the meeting and commented that the weather had been good for the growing season.

5. Presentations/Deputations

There were no presentations or deputations.

6. Adoption of Board Minutes

Resolution HM-2024- 28

Moved By Sopuch

Seconded By Voorberg

That the minutes of the Holland Marsh Drainage System Joint Municipal Service Board meeting held August 8, 2024 be approved, as printed and circulated.

CARRIED

7. Correspondence/Reports

7.1 September 30, 2024 Financial Results, HM-FIN-2024-03

Resolution HM-2024- 29

Moved By Pellegrini

Seconded By Visser

That Report HM-FIN-2024-03 regarding “September 30, 2024 Financial Results” be received for information.

CARRIED

7.2 Report of Drainage Activities

Resolution HM-2024- 30

Moved By Munshaw

Seconded By Voorberg

That the Report HMDSJMSB-2024-07 of the Drainage Board Coordinator dated October 3, 2024 be received for information.

CARRIED

8. New Business

8.1 Draft 2025 Business Plan and Budget

Resolution HM-2024- 31

Moved By Visser

Seconded By Sopuch

That the Board approve the 2025 Business Plan and Budget as amended to include 2024 actuals to date.

And further that the approved 2025 Business Plan and Budget be forwarded to Township of King and Town of Bradford West Gwillimbury for the annually required Council approval.

CARRIED

9. Next Meeting

The next meeting of the HMDSJMSB will be on Thursday, December 12, 2024 at 7:00 p.m. to be held at the Trisan Centre, Multi-Purpose Room A, 25 Dillane Drive, Schomberg, Ontario.

10. Adjourn

Resolution HM-2024- 32

Moved By Pellegrini

Seconded By Sandhu

That this meeting of the Holland Marsh Drainage System Joint Municipal Service Board adjourn at 7:57 p.m.

CARRIED

William J Eek, Chair

Ruth Westlake, Secretary



HOLLAND MARSH
DRAINAGE SYSTEM
 Joint Municipal Service Board

Report of Holland Marsh Drainage System
Joint Municipal Service Board

REPORT #: HMDSJMSB-2024-08
DATE: 05-12-2024
SUBJECT: Drainage Superintendent Report
SUBMITTED BY: Frank Jonkman, Drainage Superintendent

1. Main Drain

- a. Scheduled Main Drain maintenance has been completed
- b. Discussion should be had about providing sump pits for all landowners irrigating from the Main Drain, allowing for a slight reduction in standing water levels

2. Pumping Stations

- a. Art Janse Pumphouse
 - a. Pump 2 is in for service
 - b. Pump 5 propeller returned – in operation
 - c. Sump area has been cleaned of sediment
 - d. SCADA being switched to app format from email
- b. Bardawill Pumphouse
 - a. No update
- c. Charlie Davis Pumphouse
 - a. No update
- d. Ferragina Pumphouse
 - a. No update
- e. Horlings Pumphouse
 - a. No update
- f. Professor Day Pumphouse
 - a. On-site meeting held by Burnside on November 27
- g. Morris Road Pumphouse
 - a. Working on closing off building permit, following up with KSAL and Building Department (ongoing)
 - b. KSAL has provided a letter of completion for the construction of the pump station, Building has asked for the letter to include additional information and re-submitted
- h. SCBR Pumphouse
 - a. No update

3. BWG / TOK Small Drains
 - a. Planned Small Drain Maintenance
 - i. All Drains completed
 - b. Drain 16
 - a. Burnside held information meeting with landowners on November 27. Next step is submission of engineering report. Progressing.
 - c. S.76
 - a. Schedule has been submitted
 - i. Reviewing comments from Board meeting and reviewing property data
4. HMDSCIP Perimeter Maintenance
 - a. Soundings completed, will review data for future maintenance requirements
5. General
 - a. Burnside
 - a. As reported above on various projects
 - b. DFO
 - a. No report
 - c. LSRCA
 - a. LSRCA continues to monitor discharge waters and has recently completed a sampling period that will do a complete analysis of discharge water
 - b. LSRCA providing data to TMU to comply water analysis report
 - d. MTO Bridges
 - a. Design to be completed for north structure by the end of 2024. Anticipated construction to start in 2025, confirmed by MTO
 - b. Canal Road and Highway 400 ramps to close spring 2025, Canal Road (Northbound and Southbound) will be permanently closed
 - c. No response to further inquiries regarding scheduling and KSAL review
 - e. OMAFRA
 - a. No update
 - f. MECP
 - a. The Ontario Clean Water Agency has submitted a draft report to the MECP, completing their study on the phosphorus offsetting potential projects.
 - b. Town of Bradford West Gwillimbury is negotiating terms of a MOU to become the proponent and owner of the project
 - c. MECP / Bank Stabilization Project

- i. Project is on lands east of River/Rupke Road
 - ii. Bank stabilization is completed as well as seeding. Three different seed varieties. Erosion Control Blankets installed
 - iii. Final reporting to MECP being prepared
- g. MECP / Aquatic Vegetation Management
 - a. Weeding cutting equipment has been modified to collect vegetation and not cast
 - i. Project completed, final reporting to MECP being prepared
- h. Holland River Drain
 - a. Brushing - Discussions about the process currently taking place with New Tecumseth; ongoing



HOLLAND MARSH
DRAINAGE SYSTEM
 Joint Municipal Service Board

Report of Holland Marsh Drainage System
Joint Municipal Service Board

REPORT #: HMDSJMSB-2024-09
DATE: 05-12-2024
SUBJECT: Holland River Municipal Drain
SUBMITTED BY: Frank Jonkman, Drainage Superintendent

1. RECOMMENDATIONS:

That Report HMDSJMSB-2024-09, dated December 5, 2024 entitled “Holland River Municipal Drain, Report HMDSJMSB-2024-09” be received; and

That the payment of the Town of Bradford West Gwillimbury and Township of King’s share of the cost of the maintenance of the Holland River Municipal Drain be paid out of the general funds.

2. PREAMBLE:

The Holland River Municipal Drain was constructed in 1933 by the Township of Tecumseth through a 1931 engineer’s report adopted by By-Law No. 677. In 1953, an engineer’s report was prepared for the repair of the Drain. The 1953 report developed a new plan and profile, however the cost of the repair work was assessed using the 1931 assessment schedule. In 1966, a section of the Drain located along Highway 9 was relocated through the minor improvement procedure of the *Drainage Act*. The cost of this work was paid for by the Department of Highways.

Finally, in 1991, as part of the County of Simcoe restructuring, a portion of the Township of Tecumseth (Lots 23 and 24) was annexed by the Town of Bradford West Gwillimbury (BWG). With that annexation, the Town of BWG assumed responsibility for a larger section of the Holland River Municipal Drain.

In summary, the assessment schedule for the Holland River Municipal Drain has not been updated since the 1931 report.

3. BASIC DATA PERTAINING TO THE MATTER:

Municipal drains are drainage systems constructed by a municipality through the authority of a by-law passed under the Drainage Act (the Act). The by-law adopts an engineer's report that provides the details of the drainage system design. Section 74 of the Act requires a municipality to maintain and repair the municipal drains that have been constructed within their municipal boundaries. Section 79 indicates that in certain situations, a municipality can be held liable for damages if they do not perform their duties. Maintenance and repair costs are recovered through a levy on the upstream lands and roads in the watershed, even if the upstream lands and roads are located in another municipality.

In response to a request from a landowner, the Drainage Superintendent has inspected the Holland River Municipal Drain and determined that some repair work is required on a section of the drain. The section of drain proposed for repairs is currently located in the Town of Bradford West Gwillimbury (shown in red in Figure 1).

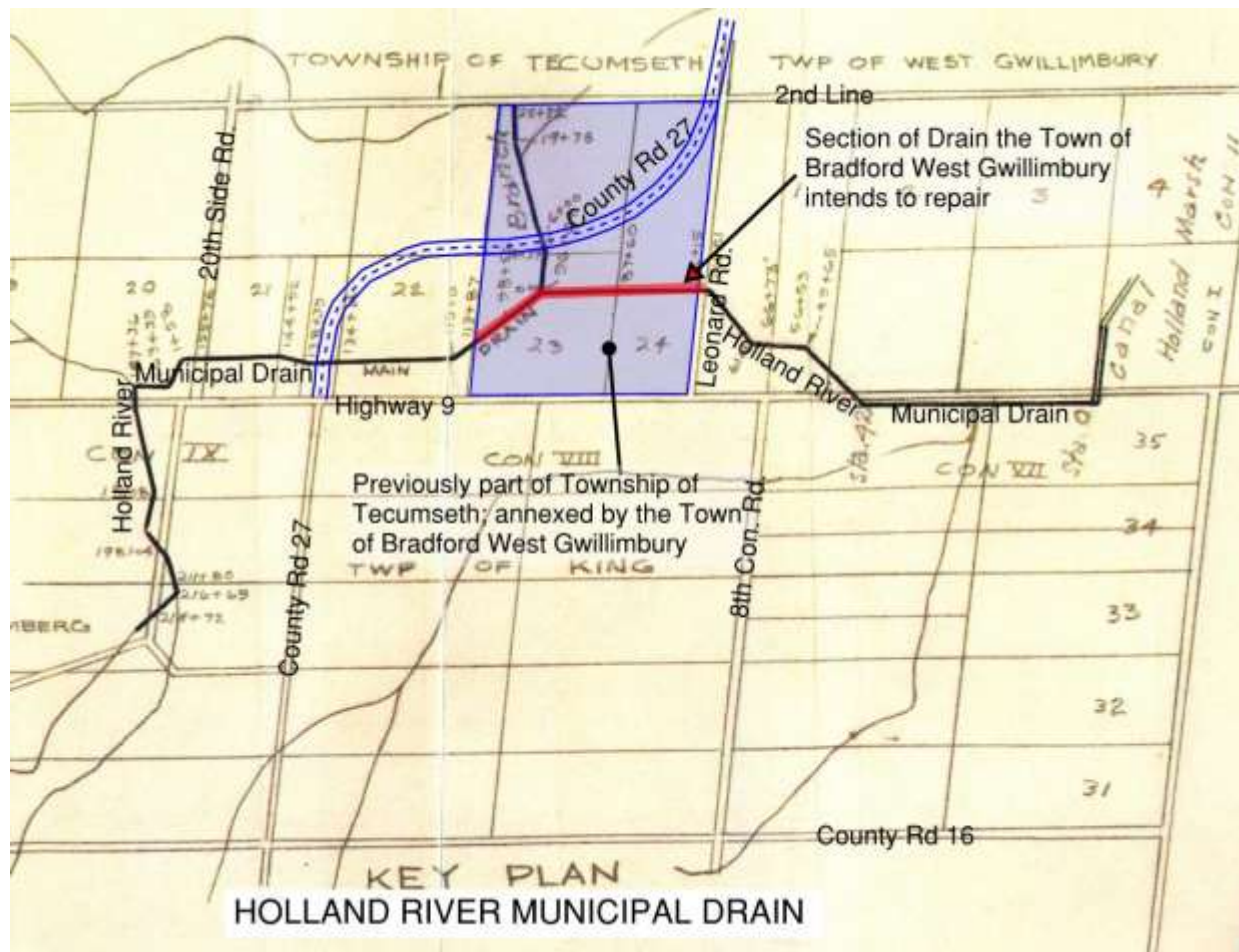


Figure 1 – Location of Proposed Repair Work
Holland River Municipal Drain

ANALYSIS/CONSIDERATION:

The Drainage Superintendent has met with the Drainage Superintendent for the Town of New Tecumseth (Tom Pridham). There are numerous blockages and obstructions that are restricting the flow of water, which negatively impacts upstream lands and roads. The Drain requires repair work. The estimate to perform the work is \$40,000 plus HST.

The 1931 assessment schedule for the Drain assesses lands and roads located in the Town of Bradford West Gwillimbury, the Town of New Tecumseth and the Township of King. Based on the 1931 assessment schedule, and taking into consideration the annexation of land by the Town of Bradford West Gwillimbury, the Drainage Superintendents representing the three municipalities have agreed that the assessment schedule in the 1931 engineer's report splits the cost as follows:

- 18.60% to lands and roads in the Town of Bradford West Gwillimbury
- 36.76% to lands and roads in the Town of New Tecumseth
- 44.64% to lands and roads in the Township of King

Based on the above percentages and the estimated cost to perform the work of \$40,000 plus \$704 (Net HST), the share of the cost to each municipality would be as follows:

<i>Municipality</i>	<i>Estimated Cost</i>
Town of Bradford West Gwillimbury	\$7,570.94
Township of King	\$18,170.27
Town of New Tecumseth	\$14,962.79

The costs are normally recovered through a levy on the upstream assessed lands and roads using the current assessment schedule to prorate the costs. However, because the assessment schedule for the Holland River Municipal Drain has not been updated since 1931, it is very out of date. To update the assessment schedule, an engineer must be appointed. The engineer would be required to develop a new assessment schedule, taking into consideration the land use changes and the numerous land severances that have occurred since 1931. The cost of developing a new assessment schedule for this drain is anticipated to be in the range of \$50,000 - \$100,000 considering the numerous changes that have taken place since the 1931 engineer's report. This cost is borne by the lands and roads in the watershed area. It is quite possible appeals would be received from property owners in the urban area who may not be familiar with the *Drainage Act*.

Alternative Options

HMDSJMSB-2024-09

Alternatively, the municipalities could forgo developing a new assessment schedule and the related costs to the lands and roads in the watershed area and pay the estimated \$40,704.00 repair cost share out of the general funds.

4. EFFECT ON BOARD FINANCES:

No cost to the Board finances. The cost will be assessed to the Town of Bradford West Gwillimbury, Township of King and Town of New Tecumseth to be paid from general funds. Although the municipalities will not be recovering the cost, when considering the cost to develop of new assessment schedule including appeals, it is the lower cost alternative.

5. ATTACHMENTS:

None.